

Date: «Printed_Date»
Ref: «Notice_Number»
Contact: Civil Enforcement Team
Direct Dial: 01934 888030
Email: fpn@n-somerset.gov.uk



«Corresp_Title» «Corresp_ForeName» «Corresp_Surname»
«Corresp_Business_Name»
«Corresp_Address_Line_1»
«Corresp_Address_Line_2»
«Corresp_Address_Line_3»
«Corresp_Town»
«Corresp_County»
«Corresp_Post_Code»

Civil Enforcement
Development and Environment
North Somerset Council
Floor 1, Town Hall
Weston-super-Mare
Somerset
BS23 1UJ

DX 8411 Weston-super-Mare

Dear «Corresp_Named_Salutation»

Anti-Social Behaviour Crime and Policing Act 2014
Public Space Protection Orders
Fixed Penalty

I have recently received a report alleging that on «Notice_Contravention_Date» at «Notice_Contravention_Time» you committed the offence of «Notice_Contra_Long_Desc».

This is an offence under the above Act and is punishable at court by a maximum fine of £1,000. However, I have enclosed a Fixed Penalty Notice which is an opportunity for the matter to be dealt with without going to court.

Should you choose to pay the fixed penalty the fee is £75 and is due within 14 days of receiving this notice, this amount is reduced to £50 if you pay within 10 days.

The 14 day period will commence on the second working date after posting. A working day excludes a Saturday, a Sunday, New Year's Day, Good Friday, Christmas Day and any other English bank holiday.

Should you wish to discuss the matter please contact us via the details above.

Yours sincerely

Note Enter digital signature of decision maker

#**OURS**PACE
Public Space Protection Orders

*A great place to live where people, businesses and communities flourish.
Modern, efficient services and a strong voice for North Somerset.*

www.n-somerset.gov.uk
Town Hall, Weston-super-Mare BS23 1UJ



ENFORCEMENT POLICY

The service has a written enforcement policy, which includes the approach that we will take to ensure compliance with environmental protection law, you can view this policy by visiting our website www.n-somerset.gov.uk/pspo

This letter can be made available in large print, audio, easy read and other formats.

Documents on our website can also be emailed to you as plain text files.

Help is also available for people who require council information in languages other than English. For more information contact the sender of this letter.

The content of this communication is meant for disclosure to the intended recipient(s) only. If you have received this in error, please notify the sender and destroy the communication without copying it or forwarding it.

You should be aware that all communications received and sent by this council are subject to the Freedom of Information Act 2000

EXAMPLE

Notice	Fixed Penalty Notice «Notice_Number»	
Name	«Offender_Title» «Offender_ForeName» «Offender_Surname»	
Address	«Offender_Address_Line_1» «Offender_Address_Line_2» «Offender_Address_Line_3» «Offender_Town» «Offender_County» «Offender_Post_Code»	
Location of offence	«Notice_Issue_Location» («Notice_Area_Name»)	
Offence	North Somerset Council has reason to believe that on «Notice_Contravention_Date» at «Notice_Contravention_Time» you committed the offence as specified below, within the area of North Somerset Council. «Notice_Contra_Long_Desc»	
Fixed Penalty	<p>This notice offers you the opportunity to discharge any liability to conviction for the above offence by payment of a fixed penalty. If you pay the penalty of £75 within fourteen days no further proceedings will be taken. If you do not pay the fixed penalty within that time, you may be prosecuted for the offence described above and, if convicted, could receive a much larger fine; the maximum for the offence is £1000. You may pay the lesser amount of £50 if you do so within ten days of receiving this notice.</p> <p>The fourteen day period will commence on the second working date after posting. A working day excludes a Saturday, a Sunday, New Year's Day, Good Friday, Christmas Day and any other English bank holiday'</p>	
Officer	Name: Note Enter Name of decision maker Date: [<Printed Date>]	North Somerset Council Civil Enforcement 01934 888030 fpn@n-somerset.gov.uk www.n-somerset.gov.uk/PSPO
Advice	If you do not understand the contents of this notice or would like to know more about it please contact us via the details above. If you would like to receive independent advice about the contents of this notice, your rights and obligations then please contact a solicitor or advice centre.	
How to Pay	By telephone on 01934 888030 24 Hours a day / 7 days a week. Card Payments Only Have credit/debit card details and Notice Number ready, the notice number can be found at the top of this page. Please note we do not accept Visa Electron or American Express Online at www.n-somerset.gov.uk/ By post (cheques and postal orders only) payable to North Somerset Council using the payment slip below (please note; post-dated cheques will not be accepted) Please allow 2 working days for 1 st class post and 5 working days for 2 nd class post In person at the Town Hall Monday to Friday 09:00-16:30	

..... **Payment Slip**

Fixed Penalty Notice	«Notice_Number»
Name
Address

Telephone Number

.....

Email

Amount Paid

.....

Date

EXAMPLE