

# FINAL NOTICE

## The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014

This Notice is issued by

Council

Date of Notice

Reference

On [ ] the Council, as the enforcement authority, issued you with a Notice of Intent to impose a financial penalty. The Council is now issuing you with a Final Notice imposing a penalty for the following reasons:

- (a) You did not make representations or objections with in the time period specified in the Notice of Intent
- (b) After considering your representations we have decided to [confirm] or [vary] the monetary penalty

To

Name and address of letting /property management agent

Name of Enforcement Officer

Of

Name and Address of enforcement authority

I am an authorised officer of the Council, the enforcement authority, and am satisfied you have committed a breach of The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014 by

Details of breach (including date of breach)

**YOU ARE REQUIRED, TO EITHER**

**MAKE PAYMENT (SECTION A BELOW)**

(i) Within 28 days beginning with the day after this Final Notice is served pay the Council the monetary penalty of £

**OR**

**APPEAL TO THE FIRST TIER TRIBUNAL (SECTION B BELOW)**

**SECTION A**

The monetary penalty is to be paid to the Council, quoting the reference on the front of this document, by

Post:

Phone:

Web:

**SECTION B**

You can appeal to the First Tier Tribunal within the timeframes required for payment. The Tribunal will consider your representations in respect of the penalty and details of the breach. They can confirm or vary the monetary penalty, or can quash the penalty.

You can only appeal on the following grounds:-

- (a) the decision to impose a financial penalty was based on an error of fact,
- (b) the decision was wrong in law,
- (c) the amount of the financial penalty is unreasonable, or
- (d) the decision was unreasonable for any other reason

An appeal to the First Tier Tribunal is a re-hearing of the authority's decision but may be determined having regard to matters of which the authority was unaware. The final notice or part that is appealed will be suspended until the appeal is finally determined or withdrawn. This means we cannot pursue you for payment until the appeal has been heard and decided

**IF YOU DO NOT PAY THE PENALTY OR THE APPEAL IS UPHeld**

We will enforce the sums due as a debt and obtain a County Court Judgement. Such a judgement can not only have a detrimental affect on your credit rating but will also activate recovery proceedings which may involve bailiffs attending your premises. We will not instigate enforcement action until either the time for paying the monetary penalty has lapsed or on the day after a First Tier Tribunal has, if applicable, upheld or varied the amount.