

Appendix 5 Financial Penalties Decision Record

Alleged Offender		
Address		
Address that offence relates to		
Alleged offence	Section 30 – failing to comply with an Improvement Notice	
	Section 72 – offences relating to the licensing of house in multiple occupation (HMO's)	
	Section 95 – offences relating to licensing of house under Part 3 (selective licensing)	
	Section 139 – offences relating to the contravention of overcrowding notices	
	Section 234 – failure to comply with the management regulations in respect of HMO's	
First date of offence		
Last date for issue of notice of intent	[First date of offence + 6 months]	
Review of the evidence		
Is the evidence sufficient to prove the offence?		
Public Interest Factors		
Seriousness of the offence		
History of compliance		
Level of culpability		
Harm to tenants		
Vulnerability of tenants		
Deterrent effect in local area		
Financial benefit to offender from offence		
Recommendation	Possible action	Reasons
	Prosecution	
	Civil penalty	
	Further investigation required	
	Alternative action Provide details	
	Informal methods Provide details	
	No further action	

Level of Civil Penalty			
Assets/Income of offender			
See Public Interest Factors			
Proposed level of penalty	£		
Justification			
Investigating Officer			
Reviewing Officer	Name:		
	Signed:		
	Date:		