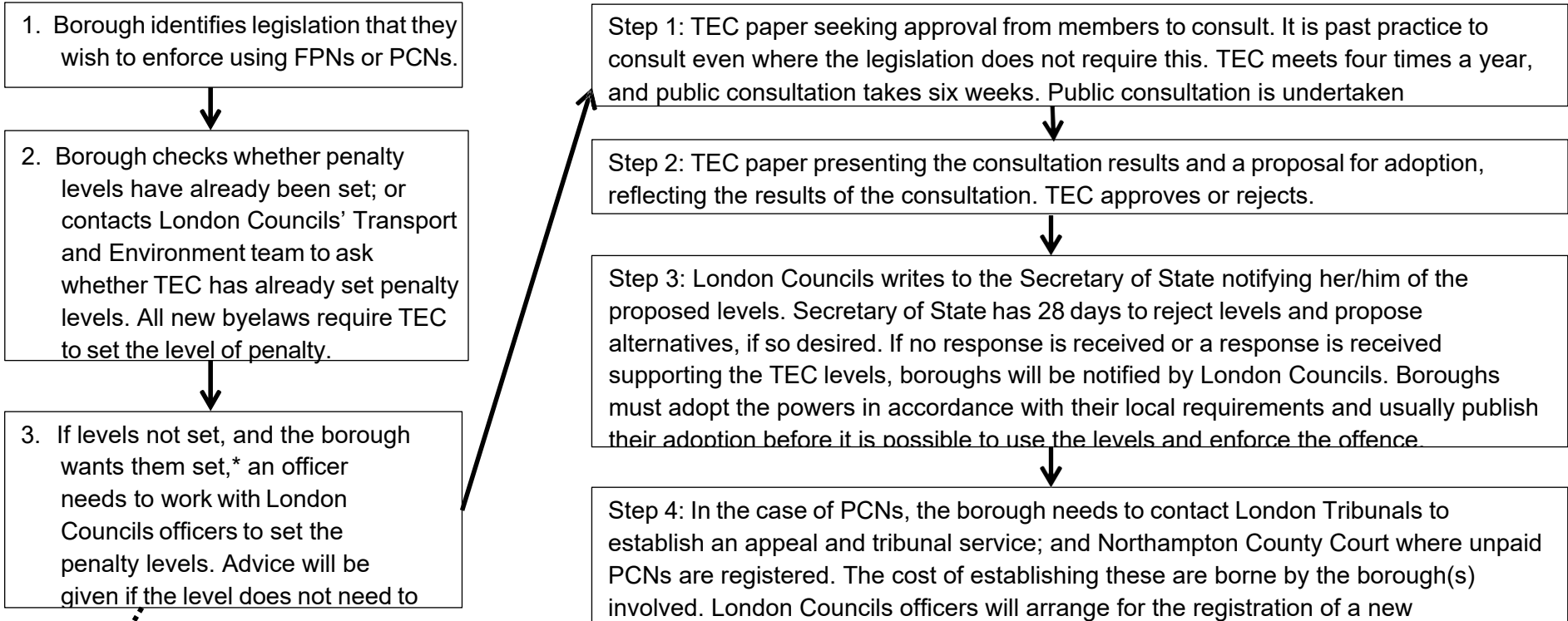


The process for setting an FPN or PCN for legislation or a byelaw in London relating to transport or environment or requiring the level to be set by “joint committee”

*TEC stands for Transport and Environment Committee and is a statutory committee of London Councils. It acts as the “joint committee” which sets penalty levels on behalf of London, where required by law.*



*\*Requests for the setting of penalty levels need to have the support of the relevant Director in the borough.*

- London Councils officers will write the TEC papers, but borough officers will be asked to provide the following:
- Short justification for why the penalty level needs to be set (what is the problem, what is wrong with existing enforcement options).
  - A proposed penalty level, if not already provided for in legislation, with justification / reference to similar offences. London Councils officers can advise on this if the borough officer is not sure.
  - An equalities impact assessment (by the second TEC paper).
  - Borough officers will be asked to ensure their borough representative on TEC is notified that the penalty levels are being set due to a request from their borough.

