

**Annex A: Penalties on conviction and proposed application of penalty notices –
Regulated Adoption Services and Responsible Individuals**

Section 51 of the Regulation and Inspection of Social Care (Wales) Act 2016 provides that:

A person guilty of an offence under the Act or prescribed within Regulations is liable:

- (a) on summary conviction (in the Magistrate’s Court) to a fine or to imprisonment for a term not exceeding 6 months, or to both
- (b) on conviction on indictment (in the Crown Court) to a fine or to imprisonment for a term not exceeding 2 years, or to both

For offences where a penalty notice system applies, section 54 of the Act restricts the amount of the sum to be payable under a penalty notice to two and a half times level 4 on the standard scale for fines (under the Criminal Justice Act 1982). Level 4 on the standard scale is currently £2,500.

Service provider offences within The Regulated Services (Service Providers and Responsible Individuals (Wales) Regulations 2017 These apply to care home; secure accommodation; residential family centre and domiciliary support service providers.		Penalty on conviction or proposed penalty notice amount	Corresponding service provider offences within the draft Adoption Services (Service Providers and Responsible Individuals) and Local Authority Adoption Services (Wales) Regulations 2019 These apply to regulated adoption services only, not local authorities.	
Regulation			Regulation	
6	Requirements in relation to the provision of the service The service provider must ensure that the service is provided with sufficient care, competence and skill, having regard to the statement of purpose.	Summary: Fine / up to 6 months prison / both Indictment: Fine / up to 2yrs prison / both	5	Requirements in relation to the provision of the service The service provider must ensure that the adoption service is provided with sufficient care, competence and skill, having regard to the statement of purpose
7(1)	Requirements in relation to the statement of purpose The service provider must provide the service in accordance with the statement of purpose.	Summary: Fine / up to 6 months prison / both Indictment: Fine / up to 2yrs prison / both	6(1)	Requirements in relation to statement of purpose The service provider must provide the service in accordance with the statement of purpose.

<p>7(3)</p>	<p>Requirements in relation to the statement of purpose The service provider must notify the service regulator, the individuals, the placing authority (where relevant) and, where appropriate, any representative of any revision to be made to the statement of purpose at least 28 days before it is to take effect.</p>	<p>Summary: Fine / up to 6 months prison / both</p> <p>Indictment: Fine / up to 2yrs prison / both</p> <p>Penalty Notice: 2.5 x Level 4 (£6,250)</p>	<p>6(3)</p>	<p>Requirements in relation to the statement of purpose Unless paragraph (4) applies the service provider must notify the persons listed in paragraph (6) of any revision to be made to the statement of purpose at least 28 days before it is to take effect.</p> <p><i>(4) This paragraph applies in cases where it is necessary to revise the statement of purpose with immediate effect.</i></p> <p><i>(6) The persons who must be notified of any revision to the statement of purpose in accordance with paragraph (3) ... are—</i> <i>(a) the service regulator; and</i> <i>(b) individuals;</i></p>
<p>7(5)</p>	<p>Requirements in relation to the statement of purpose If paragraph (4) applies, the service provider must, without delay, notify the persons listed in paragraph (6) of any revision made to the statement of purpose.</p>	<p>Summary: Fine / up to 6 months prison / both</p> <p>Indictment: Fine / up to 2yrs prison / both</p> <p>Penalty Notice: 2.5 x Level 4 (£6,250)</p>	<p>6(5)</p>	<p>Requirements in relation to the statement of purpose If paragraph (4) applies the service provider must without delay notify the persons listed in paragraph (6) of any revision made to the statement of purpose.</p>
<p>11(3)</p>	<p>Requirements in relation to the financial sustainability of the service The service provider must provide copies of the accounts and any related documents to the</p>	<p>Summary: Fine / up to 6 months prison / both</p>	<p>13(3)</p>	<p>Requirements in relation to the financial sustainability of the service The service provider must provide copies of the accounts to the Welsh Ministers within 28 days</p>

	Welsh Ministers within 28 days of being requested to do so.	Indictment: Fine / up to 2yrs prison / both Penalty Notice: Level 4 (£2,500)		of being requested to do so.
12(1)	Requirements to provide the service in accordance with policies and procedures The service provider must ensure that the following policies and procedures are in place for the service— Admissions and commencement of the service (see Part 5, regulation 14) Safeguarding (see Part 8, regulation 27) Supporting individuals to manage their money (see Part 8, regulation 28) Use of control or restraint (see Part 8, regulation 29) Staff support and development (see Part 10, regulation 36) Staff discipline (see Part 10, regulation 39) Infection control (see Part 14, regulation 56) Medication (see Part 14, regulation 58) Complaints (see Part 15, regulation 64) Whistleblowing (see Part 15, regulation 65)	Summary: Fine / up to 6 months prison / both Indictment: Fine / up to 2yrs prison / both Penalty Notice: Level 4 (£2,500)	32(1)	Requirements to provide the service in accordance with policies and procedures (1) — The service provider must ensure that the following policies and procedures are in place for the service— (a) commencement of the service (regulation 7) (b) safeguarding (regulation 33) (c) complaints (regulation 34) (d) whistleblowing (regulation 35) (e) supporting and developing staff (regulation 41) (f) staff discipline (regulation 43)
12(2)	Requirements to provide the service in accordance with policies and procedures Where the service includes the provision of accommodation for children, the service provider must have a policy in place on the prevention of bullying, procedures for dealing	Summary: Fine / up to 6 months prison / both Indictment:	32(4)	Requirements to provide the service in accordance with policies and procedures The service provider must ensure that the adoption service is provided in accordance with those policies and procedures.

	with an allegation of bullying and a procedure to be followed when any child for whom accommodation is provided is absent without permission.	Fine / up to 2yrs prison / both Penalty Notice: Level 4 (£2,500)		
14(1)	Suitability of the service The service provider must not provide care and support for an individual unless the service provider has determined that the service is suitable to meet the individual's care and support needs and to support the individual to achieve their personal outcomes.	Summary: Fine / up to 6 months prison / both Indictment: Fine / up to 2yrs prison / both	7(1)	Suitability of the service The service provider must not provide care and support for an individual unless the provider has determined that the adoption service is suitable to meet the individual's needs for care and support and to enable the individual to achieve their personal outcomes in accordance with the statement of service
14(3)	Suitability of the service The determination under paragraph (1) must take into account— <ul style="list-style-type: none"> (a) the individual's care and support plan, (b) if there is no care and support plan, the service provider's assessment under paragraph (4), (c) any health or other relevant assessments, (d) the individual's views, wishes and feelings, (e) any risks to the individual's well-being, (f) any risks to the well-being of other individuals to whom care and support is provided, (g) any reasonable adjustments which the service provider could make to enable the individual's care and support needs 	Summary: Fine / up to 6 months prison / both Indictment: Fine / up to 2yrs prison / both	7(3)	Suitability of the service The determination under paragraph (1) must take into account— <ul style="list-style-type: none"> (a) any current and up-to-date plan; (b) any health or other relevant assessments; (c) the individual's views, wishes and feelings; (d) any risks to the individual's well-being; (e) any risks to the well-being of other individuals to whom care and support is provided; (f) the individual's religious persuasion, racial origin, cultural and linguistic background, sexual orientation and gender identity; (g) any reasonable adjustments which the service provider could make to enable

	to be met, and (h) the service provider's policy and procedures on admissions and commencement of the service.			the individual's care and support needs to be met; (h) the service provider's policy and procedures on commencement of the service.
19(1)	Information about the service The service provider must prepare a written guide to the service.	Summary: Fine / up to 6 months prison / both Indictment: Fine / up to 2yrs prison / both Penalty Notice: 2 x Level 4 (£5,000)	24(1)	Information about the service The service provider must prepare a written guide to the service.
19(2)	Information about the service The guide must be— (a) dated, reviewed at least annually and updated as necessary, (b) in an appropriate language, style, presentation and format, having regard to the statement of purpose for the service, (c) given to all individuals who are receiving care and support, (d) in the case of child who is looked after by a local authority, given to the placing authority, and (e) made available to others on request, unless this is not appropriate or would be inconsistent with the well-being of an	Summary: Fine / up to 6 months prison / both Indictment: Fine / up to 2yrs prison / both Penalty Notice: 2 x Level 4 (£5,000)	24(2)	Information about the service The guide must be— (a) dated, reviewed at least annually and updated as necessary; (b) in an appropriate language, style, presentation and format, having regard to the statement of purpose for the adoption service; (c) given to any individual who is receiving care and support; (d) made available to others on request, unless this is not appropriate or would be inconsistent with the well-being of an individual.

	individual			
19(3)	<p>Information about the service The guide must contain the following information—</p> <ul style="list-style-type: none"> (a) information about how to raise a concern or make a complaint; (b) information about the availability of advocacy services. 	<p>Summary: Fine / up to 6 months prison / both</p> <p>Indictment: Fine / up to 2yrs prison / both</p> <p>Penalty Notice: 2 x Level 4 (£5,000)</p>	24(3)	<p>Information about the service The guide must contain information about—</p> <ul style="list-style-type: none"> (a) how to raise a concern or make a complaint; (b) the availability of advocacy services.
20(1)	<p>Service agreement The service provider must ensure that every individual is given a signed copy of any agreement relating to—</p> <ul style="list-style-type: none"> (a) the care and support provided to the individual; (b) any other services provided to the individual 	<p>Summary: Fine / up to 6 months prison / both</p> <p>Indictment: Fine / up to 2yrs prison / both</p> <p>Penalty Notice: Level 4 (£2,500)</p>	25(1)	<p>Service agreement The service provider must ensure that every individual who receives care and support is given a signed copy of any agreement relating to—</p> <ul style="list-style-type: none"> (a) the care and support provided to the individual; (b) any other services provided to the individual
21(1)	<p>Standards of care and support – overarching requirements The service provider must ensure that care and support is provided in a way which protects, promotes and maintains the safety and well-being of individuals.</p>	<p>Summary: Fine / up to 6 months prison / both</p> <p>Indictment:</p>	29(1)	<p>Standards of care and support – overarching requirements The service provider must ensure that care and support is provided in a way which protects, promotes and maintains the safety and well-being of individuals.</p>

		Fine / up to 2yrs prison / both		
26	Safeguarding - overarching requirement The service provider must provide the service in a way which ensures that individuals are safe and are protected from abuse and improper treatment.	Summary: Fine / up to 6 months prison / both Indictment: Fine / up to 2yrs prison / both	23	Safeguarding - overarching requirement The service provider must provide the service in a way which ensures that individuals are safe and are protected from abuse, neglect and improper treatment.
34(1)	Staffing - overarching requirements The service provider must ensure that at all times a sufficient number of suitably qualified, trained, skilled, competent and experienced staff are deployed to work at the service, having regard to— (a) the statement of purpose for the service; (b) the care and support needs of the individuals; (c) supporting individuals to achieve their personal outcomes; (d) the requirements of the regulations in Parts 3 to 15.	Summary: Fine / up to 6 months prison / both Indictment: Fine / up to 2yrs prison / both	39	Staffing - overarching requirements The service provider must ensure that at all times a sufficient number of suitably qualified, trained, skilled, competent and experienced staff are deployed to work at the adoption service, having regard to— (a) the statement of purpose for the service; (b) the care and support needs of individuals; (c) the need to support individuals to achieve their personal outcomes; (d) the need to safeguard and promote the health and welfare of children; and (e) the requirements of these Regulations.
35(1)	Fitness of staff The service provider must not— a) employ a person under a contract of employment to work at the service unless that person is fit do so; b) allow a volunteer to work at the service unless that person is fit to do so; c) allow any other person to work at the service in a position in which he or she may in the	Summary: Fine / <6 months prison / both Indictment: Fine / <2yrs prison / both	40(1)	Fitness of staff The service provider must not— (a) employ a person under a contract of employment to work at the service unless that person is fit do so; (b) allow a volunteer to work at the service unless that person is fit to do so; (c) allow any other person to work at the adoption service in a position in which he

	course of his or her duties have regular contact with individuals who are receiving care and support or with other persons who are vulnerable unless that person is fit to do so.	Penalty Notice: 2.5 x Level 4 (£6,250)		or she may in the course of his or her duties have regular contact with individuals who are receiving care and support or with other persons who are vulnerable unless that person is fit to do so.
38(1)	Information for staff The service provider must ensure that all persons working at the service (including any person allowed to work as a volunteer) are provided with information about the service and the way it is provided.	Summary: Fine / up to 6 months prison / both Indictment: Fine / up to 2yrs prison / both Penalty Notice: 2 x Level 4 (£5,000)	42(1)	Information for staff The service provider must ensure that all persons working at the adoption service (including any person allowed to work as a volunteer) are provided with information about the service and the way it is provided.
59(1)	Records The service provider must keep and maintain the records specified in Part 1 of Schedule 2 in respect of each place at, from or in relation to which the service is provided.	Summary: Fine / up to 6 months prison / both Indictment: Fine / up to 2yrs prison / both Penalty Notice: 2 x Level 4 (£5,000)	31(1)	Records The service provider must keep and maintain the records specified in Schedule 3.

<p>59(3)</p>	<p>Records The service provider must—</p> <ul style="list-style-type: none"> (a) ensure that records relating to individuals are accurate and up to date; (b) keep all records securely; (c) make arrangements for the records to continue to be kept securely in the event the service closes; (d) in the case of records about a child accommodated in a care home service provided wholly or mainly for children, ensure that the records are delivered to the placing authority when the service ceases to be provided in respect of the child to whom the records relate; (e) make the records available to the service regulator on request; (f) retain records relating to adults for three years from the date of the last entry; (g) retain records relating to children for fifteen years from the date of the last entry, unless the records are returned to the placing authority in accordance with sub-paragraph (d); (h) ensure that individuals who use the service— <ul style="list-style-type: none"> (i) can have access to their records; and (ii) are made aware they can access their records. 	<p>Summary: Fine / up to 6 months prison / both</p> <p>Indictment: Fine / up to 2yrs prison / both</p> <p>Penalty Notice: 2 x Level 4 (£5,000)</p>	<p>31(2)</p>	<p>Records</p> <p>(1) The service provider must—</p> <ul style="list-style-type: none"> (a) ensure that records are accurate and up to date; (b) keep all records securely; (c) make arrangements for the records to continue to be kept securely in the event the service closes; (d) make the records available to the service regulator on request; (e) retain records relating to adults for 15 years from the date of the last entry; (f) retain records relating to children for 75 years from the date of the last entry, unless the records are returned to the placing authority in accordance with sub-paragraph (d); (g) ensure that a person who receives care and support from the service— <ul style="list-style-type: none"> (i) can have access to their records; and (ii) are made aware they can access their records.
<p>60(1)</p>	<p>Notifications The service provider must notify the service regulator of the events specified in Parts 1 and 2 of Schedule 3.</p>	<p>Summary: Fine / up to 6 months prison / both</p>	<p>9(1), (2), (3),</p>	<p>Notifications</p> <p>(1) The service provider must notify the service regulator of the events specified in Part 1 of Schedule 1.</p> <p>(2) The service provider must notify the Local</p>

		<p>Indictment: Fine / up to 2yrs prison / both</p> <p>Penalty Notice: 2 x Level 4 (£5,000)</p>		<p>Health Board, or clinical commissioning group and the National Health Service Commissioning Board, of the events specified in Part 2 of Schedule 1.</p> <p>(3) In the case of an adoption service provided by an adoption society the service provider must notify—</p> <ul style="list-style-type: none"> (a) the placing authority of the events specified in Part 3 of Schedule 1; (b) the area authority of the events specified in Part 4 of Schedule 1; (c) the Local Health Board, or clinical commissioning group and the National Health Service Commissioning Board, of the events specified in Part 4 of Schedule 1.
60(4)	<p>Notifications Unless otherwise stated, notifications must be made without delay and in writing.</p>	<p>Summary: Fine / up to 6 months prison / both</p> <p>Indictment: Fine / up to 2yrs prison / both</p> <p>Penalty Notice: 2 x Level 4 (£5,000)</p>	9(5)	<p>Notifications Unless otherwise stated, notifications must be made without delay and in writing</p>

Responsible individual offences within The Regulated Services (Service Providers and Responsible Individuals (Wales) Regulations 2017 These apply to care home; secure accommodation; residential family centre and domiciliary support service providers.		Penalty on conviction or proposed penalty notice amount	Corresponding responsible individual offences within the draft Adoption Services (Service Providers and Responsible Individuals) and Local Authority Adoption Services (Wales) Regulations 2019 These apply to regulated adoption services only, not local authorities.
Regulation			Regulation
67(1)	<p>Duty to appoint a manager The responsible individual must appoint a person to manage the service. But this requirement does not apply if paragraph (2) applies.</p> <p><i>(2) The conditions are—</i> <i>(a) the service provider is an individual;</i> <i>(b) the service provider proposes to manage the service;</i> <i>(c) the service provider is fit to manage the service;</i> <i>(d) the service provider is registered as a social care manager with Social Care Wales; and</i> <i>(e) the service regulator agrees to the service provider managing the service.</i></p> <p><i>(3) The conditions are—</i> <i>(a) the service provider is a partnership, body corporate or unincorporated body;</i> <i>(b) the service provider is registered to provide a care home service or residential family centre service at no more than two locations or is registered to provide a domiciliary support service in relation to no more than two areas;</i> <i>(c) the service provider proposes that the</i></p>	<p>Summary: Fine / up to 6 months prison / both</p> <p>Indictment: Fine / up to 2yrs prison / both</p> <p>Penalty Notice: 2.5 x Level 4 (£6,250)</p>	<p>45(1)</p> <p>Duty to appoint a manager The responsible individual must appoint a person to manage the adoption service. But this requirement does not apply if the conditions in paragraph (2) or (3) apply.</p> <p><i>(2) Where the service provider is an individual, the conditions are—</i> <i>(a) the service provider is an individual;</i> <i>(b) the service provider proposes to manage the service;</i> <i>(c) the service provider is fit to manage the service;</i> <i>(d) the service provider is registered as a manager with Social Care Wales; and</i> <i>(e) the service regulator agrees to the service provider managing the service.</i></p> <p><i>(3) Where the service provider is a partnership, body corporate or unincorporated body, the conditions are—</i> <i>(a) the service provider proposes that the individual designated as the responsible individual for the service is to be appointed to manage the service;</i> <i>(b) that individual is fit to manage the service;</i></p>

	<p><i>individual designated as the responsible individual for the service is to be appointed to manage the service;</i></p> <p><i>(d) that individual is fit to manage the service;</i></p> <p><i>(e) that individual is registered as a social care manager with Social Care Wales; and</i></p> <p><i>(f) the service regulator agrees to that individual managing the service.</i></p>			<p><i>(c) that individual is registered as a manager with Social Care Wales; and</i></p> <p><i>(d) the service regulator agrees to that individual managing the service.</i></p>
68(1)	<p>Fitness requirements for appointment of manager</p> <p>The responsible individual must not appoint a person to manage the service unless that person is fit to do so.</p>	<p>Summary: Fine / up to 6 months prison / both</p> <p>Indictment: Fine / up to 2yrs prison / both</p>	46(1)	<p>Fitness requirements for appointment of manager</p> <p>The responsible individual must not appoint a person to manage the adoption service unless that person is fit to do so.</p>
71(1)	<p>Duty to report appointment of manager to the workforce and service regulators</p> <p>On the appointment of a manager in accordance with regulation [63](1), the responsible individual must give notice to the workforce and service regulators of—</p> <p>(a) the name, date of birth and Social Care Wales registration number of the person appointed, and</p> <p>(b) the date on which the appointment is to take effect.</p>	<p>Summary: Fine / up to 6 months prison / both</p> <p>Indictment: Fine / up to 2yrs prison / both</p>	49(1)	<p>Duty to report appointment of manager to Social Care Wales and the service regulator</p> <p>On the appointment of a manager in accordance with regulation 45(1), the responsible individual must give notice to Social Care Wales and the service regulator of—</p> <p>(a) the name, date of birth and Social Care Wales registration number of the person appointed, and</p> <p>(b) the date on which the appointment is to take effect.</p>
71(2)	<p>Duty to report appointment of manager to the workforce and service regulators</p> <p>In a case where the service provider is an individual and the service regulator has agreed</p>	<p>Summary: Fine / up to 6 months prison / both</p>	49(2)	<p>Duty to report appointment of manager to Social Care Wales and the service regulator</p> <p>In a case where the service provider is an individual and the service regulator has agreed</p>

	to the service provider managing the service, the service provider must give notice to the workforce regulator of— (a) the name, date of birth and Social Care Wales registration number of the service provider, and (b) the date from which the service provider is to manage the service.	Indictment: Fine / up to 2yrs prison / both		to the service provider managing the service, the service provider must give notice to Social Care Wales of— (a) the name, date of birth and Social Care Wales registration number of the service provider, and (b) the date from which the service provider is to manage the service.
73(1)	Visits In the case of care home services, secure accommodation services and residential family centre services(1), the responsible individual must— (a) visit each place in respect of which the responsible individual is designated, and (b) meet with staff and individuals at each such place.	Summary: Fine / up to 6 months prison / both Indictment: Fine / up to 2yrs prison / both	51(1)	Visits The responsible individual must— (a) visit the premises from which the adoption service is provided; (b) meet with members of staff who are employed to provide an adoption service from each place in respect of which the responsible individual is designated, and (c) meet with individuals for whom an adoption service is being provided from each such place.
73(3)	Visits The frequency of such visits and meetings is to be determined by the responsible individual having regard to the statement of purpose but must be at least every three months.	Summary: Fine / up to 6 months prison / both Indictment: Fine / up to 2yrs prison / both	51(2)	Visits The frequency of such visits and meetings is to be determined by the responsible individual having regard to the statement of purpose but must be at least every three months
74(1)	Oversight of adequacy of resources The responsible individual must report to the service provider on the adequacy of the resources available to provide the service in accordance with the requirements on service	Summary: Fine / up to 6 months prison / both	52(1)	Oversight of adequacy of resources The responsible individual must report to the service provider on the adequacy of the resources available to provide the service in accordance with the requirements of these

	providers in Parts 3 to 14 of these Regulations.	<p>Indictment: Fine / up to 2yrs prison / both</p> <p>Penalty Notice: 2 x Level 4 (£5,000)</p>		Regulations.
74(2)	<p>Oversight of adequacy of resources Such reports must be made on a quarterly basis.</p>	<p>Summary: Fine / up to 6 months prison / both</p> <p>Indictment: Fine / up to 2yrs prison / both</p> <p>Penalty Notice: 2 x Level 4 (£5,000)</p>	52(2)	<p>Oversight of adequacy of resources Such reports must be made on a quarterly basis.</p>
75(1)	<p>Other reports to the service provider The responsible individual must, without delay, report to the service provider— (a) any concerns about the management or provision of the service; (b) any significant changes to the way the service is managed or provided. (c) any concerns that the service is not being provided in accordance with the statement of purpose for the service.</p>	<p>Summary: Fine / up to 6 months prison / both</p> <p>Indictment: Fine / up to 2yrs prison / both</p> <p>Penalty Notice:</p>	53(1)	<p>Other reports to the service provider The responsible individual must, without delay, report to the service provider— (a) any concerns about the management or provision of the service; (b) any significant changes to the way the service is managed or provided; (c) any concerns that the service is not being provided in accordance with the statement of purpose for the service.</p>

		2 x Level 4 (£5,000)		
80(4)	Quality of care review On completion of a review of the quality of care and support in accordance with this regulation, the responsible individual must prepare a report to the service provider which must include— (a) an assessment of the standard of care and support provided, and (b) recommendations for the improvement of the service.	Summary: Fine / up to 6 months prison / both Indictment: Fine / up to 2yrs prison / both Penalty Notice: 2 x Level 4 (£5,000)	58(4)	Quality of care review On completion of a review of the quality of care and support in accordance with this regulation, the responsible individual must prepare a report to the service provider which must include— (a) an assessment of the standard of care and support provided, and (b) recommendations for the improvement of the service.
81(1)	Statement of compliance with the requirements as to standards of care and support The responsible individual must prepare the statement required to be included in the annual return under section 10(2)(b) of the Act, in so far as it relates to the place or places in respect of which the responsible individual has been designated.	Summary: Fine / up to 6 months prison / both Indictment: Fine / up to 2yrs prison / both Penalty Notice: 2 x Level 4 (£5,000)	59(1)	Statement of compliance with the requirements as to standards of care and support The responsible individual must prepare the statement required to be included in the annual return under section 10(2)(b) of the Act, in so far as it relates to the place or places in respect of which the responsible individual has been designated.
84(1)	Notifications The responsible individual must notify the service regulator of the events specified in Schedule 4	Summary: Fine / up to 6 months prison / both	62(1)	Notifications The responsible individual must notify the service regulator of the events specified in Schedule 4.

		<p>Indictment: Fine / up to 2yrs prison / both</p> <p>Penalty Notice: 2 x Level 4 (£5,000)</p>		
84(3)	<p>Notifications Unless otherwise stated, notifications must be made without delay and in writing.</p>	<p>Summary: Fine / up to 6 months prison / both</p> <p>Indictment: Fine / up to 2yrs prison / both</p> <p>Penalty Notice: 2 x Level 4 (£5,000)</p>	62(3)	<p>Notifications Unless otherwise stated, notifications must be made without delay and in writing.</p>