

Appendix 1: Civil Penalty Notice Matrix

Factors	Score = 1 to 7	Score = 8 to 14	Score = 15 to 20	Total
1-Deterrence & Prevention	High confidence that a financial penalty will deter repeat offending. Publicity not required as a deterrence,	Medium confidence that a financial penalty will deter repeat offending. Some publicity will be required as a deterrence in the landlord community.	Low confidence that a financial penalty will deter repeat offending. Mass publicity will be required as a deterrence in the landlord community.	
2-Removal of Financial Incentive	No significant assets and low financial profit made by offender.	Small landlord/agent managing up to 5 properties and/or some rental income retained.	Portfolio landlord/agent running over 5 rental properties.	
3-Offence & History	No previous history and single low offence.	More than one recent offence and/or moderate level offence(s).	Multiple and/or continuous serious offences.	
4- Harm to tenants – DOUBLE WEIGHTING	Low potential harm to tenants and single household dwelling.	Moderate potential harm to tenants and/or small HMO with up to 5 tenants,	High level of potential harm to occupants, continuous impact and/or large HMO with more than 5 occupants	
Cumulative Total	N/A	N/A	N/A	

- Only one option must be scored for each row with supporting reasons recorded separately
- Each row must be scored
- Each calculated score shall be justified via evidence prepared to a prosecution case standard
- The scoring matrix will result in a minimum of £300 and a maximum of £30,000 in penalties (see table below).
- Full payment within 28 days of the 'Notice of Intention' shall attract a 20% discount the overall penalty charge

Score Range	Penalty Charge
1 - 5	£300
6 - 10	£500
11 - 20	£750
21 - 30	£1000
31 - 40	£2,500
41 - 50	£5,000
51 – 60	£10,000
61 - 70	£15,000
71 – 80	£20,000
81 - 90	£25,000
91 - 100	£30,000