



Lincolnshire Police
Traffic Process Team
PO Box 999
LINCOLN
LN5 7PH

Answerphone: **01522 947280**

«OFFENDER_TITLE» «OFFENDER_FORENAMES»
«OFFENDER_SURNAME»
«OFFENDER_ADDRESS_LINE1»
«OFFENDER_ADDRESS_LINE2»
«OFFENDER_ADDRESS_LINE3»
«OFFENDER_ADDRESS_LINE4»
«OFFENDER_ADDRESS_LINE5»

Email: tpu@lincs.pnn.police.uk

Date: «DATE_CURRENT»
NOTICE NO: «NOTICE_NUMBER»

You have admitted being the driver of motor vehicle «VEHICLE_REG_NO» at the time of the alleged offence - «OFFENCE_DESCRIPTION», at «OFFENCE_LOCATION» on «OFFENCE_DATE» at «OFFENCE_TIME» hrs.

You now have an important decision to make; **please choose ONE option from the following:**

Option 1	I want to complete an educational course as part of the «COURSE_PROVIDER_SCHEME_NAME» You have <u>28 days</u> from the date of this document to book and pay for the above educational course. We are giving you an opportunity to go on a course anywhere in England, Wales or Northern Ireland (subject to availability); this is an ALTERNATIVE to the Conditional Offer of Fixed Penalty in Option 2. Turn the page to find out how to book your course IMPORTANT: If you book and pay for a course and also make a payment to HMCTS for the Fixed Penalty detailed in Option 2 <u>your course offer will be withdrawn – you cannot do both.</u>
Option 2	I do not want to attend an educational course. I want to accept the Conditional Offer of Fixed Penalty You have <u>28 days</u> from the date of this document to accept the Conditional Offer of Fixed Penalty (£«PENALTY_AMOUNT») and have your licence endorsed with «PENALTY_POINTS» penalty points. The enclosed sheet on page 4 titled, 'Accepting the Conditional offer of a Fixed Penalty' tells you how to do this. <u>DO NOT SEND YOUR LICENCE AND PAYMENT TO THE POLICE</u> IMPORTANT: If you accept the Conditional Offer by paying the fixed penalty and sending your licence to Regional Fixed Penalty Office, PO Box 10066 Loughborough, LE11 9HB. <u>you are declining the course offer in Option 1 – you cannot do both. Your course offer will be withdrawn and cannot be reverted.</u>
Option 3	I do not want to attend an educational course or to accept the Conditional Offer of Fixed Penalty and want to have my case dealt with in the Magistrates' Court If you want to request a court hearing please send a signed letter to: Lincolnshire Police, Traffic Process Team, PO Box 999, Lincoln, LN5 7PH; we recommend you seek legal advice before choosing Option 3. IMPORTANT: If you are found guilty of the offence, the Magistrates have discretion when imposing a fine, penalty points and prosecution costs and will also make provision for a victim surcharge.

IF YOU FAIL TO CHOOSE ONE OF THE 3 OPTIONS LISTED ABOVE WITHIN THE 28 DAY PERIOD YOUR CASE WILL BE REFERRED TO THE MAGISTRATES' COURT.

Proceedings against you will not be commenced in the court in respect of this offence until the end of the period of twenty-eight days following the date on which the conditional offer was issued.

OPTION 1 - EDUCATIONAL COURSES – HOW TO BOOK

You can complete your course anywhere in England, Wales or Northern Ireland subject to availability.

I want to book my educational course via the internet

Please access <https://offer.ndors.org.uk>;

To access the system, you will need the below information to log in:

REFERENCE NO: «NOTICE_NUMBER»

PIN: «PAS_PIN_NOW»

DRIVER NO: «OFFENDER_LICENCENUMBERGB»
«OFFENDER_LICENCENUMBERNONGB»

Please have your payment card ready to pay for the course.

I want to book my educational course via the telephone

If you want to book your course via the telephone, then please see the list of telephone numbers on page 3. You will be asked for the below information to begin the process:

REFERENCE NO: «NOTICE_NUMBER»

PIN: «PAS_PIN_NOW»

DRIVER NO: «OFFENDER_LICENCENUMBERGB»«OFFENDER_LICENCENUMBERNONGB»

Please have your payment card ready to pay for the course.

Your details

The information you provided in response to the notice of intended prosecution (force) has been used for law enforcement purposes under Part 3 of the Data Protection Act 2018; specifically to check the National Driver Offender Retraining database for your eligibility for a retraining course following a road traffic offence. This system is managed on our behalf by UKROEd Ltd (Company Nr: 08773977; www.ukroed.org.uk) If you complete your course, your details will be retained for 3½ years. It will be used to decide if you will be offered a course should a similar offence occur in the future. You can learn more about how we use personal data at <https://www.lincs.police.uk/resource-library/data-protection/privacy-notice> and <https://offer.ndors.org.uk/privacy> Visit the ICO at www.ico.org.uk to learn more about your information rights.

EDUCATIONAL COURSES – FREQUENTLY ASKED QUESTIONS

How long have I got to complete my course?

You must attend and successfully complete the course within 4 months of the date of your offence. The Police retain the right to withdraw a course offer at any time up to the point that you have successfully completed the course. Please also bear in mind that if you book a course close to your 4 month deadline and do not attend, it will **not** be possible to rearrange another course.

Will I need my driving licence with me when I attend on the day of the course?

You will be required to produce your driving licence for validation against the course attendance register. Failure to produce a paper driving licence with additional photographic identification or a photocard licence may disqualify you from participating any further and the matter may revert to criminal proceedings.

Do I need to inform Lincolnshire Police once I have completed my course?

No, on successful completion we will be notified automatically and no further action will be taken.

Will Lincolnshire Police arrange my course for me?

No, the onus is on the motorist to book and pay for the course - **NOT THE POLICE**

OPTION 1 - National Driver Offender Retraining Scheme

Force Area	Booking Number	NSAC	NMAC	SCD	WDU	RIDE
AVON AND SOMERSET	0330 024 1805	Y	Y	Y	Y	Y
BEDFORDSHIRE	0344 264 6323	Y	Y	Y	Y	Y
CAMBRIDGESHIRE	0344 264 6323	Y	Y	Y	Y	Y
CHESHIRE	01606 364 072	Y	Y	Y	Y	
CLEVELAND	01429 523 803	Y	Y	Y	Y	
CUMBRIA	0330 024 1805	Y	Y	Y	Y	Y
DERBYSHIRE	0344 264 6323	Y	Y	Y	Y	Y
DEVON AND CORNWALL	0330 024 1805	Y	Y	Y	Y	Y
DORSET	01305 227 670			Y		
DURHAM	01429 523 803	Y	Y	Y	Y	
DYFED-POWYS	01267 226 479	Y	Y	Y	Y	Y
ESSEX	01277 636 675	Y	Y	Y	Y	Y
GLOUCESTERSHIRE	01452 754 562	Y	Y	Y	Y	Y
GWENT	0330 024 1805	Y	Y	Y	Y	Y
HAMPSHIRE	02380 478 700	Y	Y	Y	Y	Y
HERTFORDSHIRE	0300 123 4035	Y	Y	Y	Y	Y
HUMBERSIDE	01482 399 065	Y	Y	Y	Y	Y
KENT COUNTY	03000 418282	Y	Y	Y	Y	Y
LANCASHIRE	01772 410 950	Y	Y	Y	Y	Y
LEICESTERSHIRE	0116 305 8787	Y	Y	Y	Y	
LINCOLNSHIRE	01522 782 068	Y				
LINCOLNSHIRE	01522 805 940		Y	Y	Y	Y
LONDON	0344 264 6323	Y	Y	Y	Y	Y
MANCHESTER	0300 123 1518	Y	Y	Y	Y	
MERSEYSIDE	0151 777 1790	Y	Y	Y	Y	
NORFOLK	01603 638 136	Y	Y	Y	Y	Y
NORTH WALES	0330 024 1805	Y	Y	Y	Y	Y
NORTH YORKSHIRE	0330 024 1805	Y	Y		Y	Y
NORTHAMPTONSHIRE	0330 024 1805	Y	Y	Y	Y	Y
NORTHERN IRELAND	0344 264 6323	Y		Y		Y
NORTHUMBRIA	0344 264 6323	Y	Y	Y	Y	Y
NOTTINGHAMSHIRE	0344 264 6323	Y	Y	Y	Y	Y
SCOTLAND	0330 024 1805			Y		Y
SOUTH WALES	0330 024 1805	Y	Y	Y	Y	Y
SOUTH YORKSHIRE	0330 024 1805	Y		Y		Y
STAFFORDSHIRE	0300 111 8012	Y	Y	Y	Y	Y
SUFFOLK	0345 606 6043	Y	Y	Y	Y	Y
SURREY	0344 264 6323	Y	Y	Y	Y	Y
SUSSEX	0330 222 8999	Y	Y	Y	Y	
THAMES VALLEY	0344 264 6323	Y	Y	Y	Y	Y
WARWICKSHIRE	01926 412 990	Y	Y	Y	Y	
WEST MERCIA	0330 024 1805	Y	Y	Y	Y	Y
WEST MIDLANDS	0330 024 1805	Y	Y	Y	Y	Y
WEST YORKSHIRE	0330 024 1805	Y	Y	Y	Y	Y
WILTSHIRE	0330 024 1805	Y	Y	Y	Y	Y

SAC = Speed Awareness Course

SCD = Safe and Considerate Driving

RIDE = Rider Intervention and Developing Experience

WDU = What's Driving Us

NMAC = National Motorway Awareness Course

OPTION 2

ACCEPTING THE CONDITIONAL OFFER OF FIXED PENALTY OPTION 2
YOU MUST PAY AND SURRENDER YOUR LICENCE WITHIN 28 DAYS FROM THE DATE OF THIS DOCUMENT

PLEASE READ - ESSENTIAL INFORMATION

- You must pay in full and surrender your driving licence. You do not need to send your driving licence if it is not issued by DVLA. Payments by instalments will NOT be accepted under any circumstances.
- If you do not send your Driving Licence to the address below within 28 days of the date on this document then the Fixed Penalty will not have been complied with and the matter may be referred to court.
- If you need to apply for a replacement Driving Licence to comply with this offer of Fixed Penalty then please contact DVLA <https://www.gov.uk/contact-the-dvla>. You will also need to inform the issuing police force. If you accept this Fixed Penalty other options will be withdrawn and CANNOT be reinstated.

HOW TO MAKE A PAYMENT

YOUR 16 DIGIT REFERENCE: «NOTICE_NUMBER» **YOUR OFFENCE CODE:** «OFFENCE_CODE»

YOUR OFFENCE DATE: «OFFENCE_DATE» **YOUR PAYMENT AMOUNT:** «PENALTY_AMOUNT»

TO PAY ONLINE: <https://penaltynotice.homeoffice.gov.uk>

Please Note: If you decide to use an unofficial website, you do so at your own risk. You may be putting your payment details at risk and ultimately the ticket will not be paid – HM Courts & Tribunal Service will not be liable if you use an unofficial website

OR

TO PAY 24 HOUR AUTOMATED TELEPHONE: **0300 1231 481**

Date payment was made:

Payment Reference or Authorisation code:

Cheques and Postal Orders. Please ensure that cheques/postal orders are made payable to HMCTS with «NOTICE_NUMBER» written on the reverse and send it to HMCTS Regional Fixed Penalty Office (address below). You must enclose your driving licence with all postal payments. **Please note that post-dated cheques will not be accepted. Do not send cash through the post.**

HOW TO SURRENDER YOUR DRIVING LICENCE

ONCE PAID THIS FORM MUST BE COMPLETED AND SENT WITH YOUR DRIVING LICENCE TO:
REGIONAL FIXED PENALTY OFFICE, PO BOX 10066, LOUGHBOROUGH LE11 9HB

DVLA & DVA LICENCE HOLDERS

Send your most recently issued **photo card** and this form to the address in the box above.

OLD STYLE LICENCE HOLDERS (ISSUED BEFORE 1998):

You need to send your paper driving licence AND this form to the address below.

PLEASE NOTE if you submit your counterpart licence it will be destroyed in accordance with a legislation change in June 2015. **DVA issued counterparts will be returned.**

«OFFENDER_TITLE» «OFFENDER_FORENAMES»
«OFFENDER_SURNAME»
«OFFENDER_ADDRESS_LINE1»
«OFFENDER_ADDRESS_LINE2»
«OFFENDER_ADDRESS_LINE3»
«OFFENDER_ADDRESS_LINE4»

OVERSEAS LICENCE HOLDERS

Please complete **ALL** the following information and send this form to the address in the box above with a **PHOTOCOPY ONLY** of your overseas licence.

DRIVER NUMBER

«OFFENDER_LICENCENUMBERNONGB»

FULL NAME:

DATE OF BIRTH:

«OFFENDER_DATEOFBIRTH»

COUNTRY OF ISSUE:

«OFFENDER_LICENCECOUNTRYNONGB»

Return address for your licence if different from stated in the box to the left

HMCTS will return your licence by second class business post, however we cannot take responsibility or provide compensation for any loss if your licence is returned via this method. If you have any concerns about your licence being returned by second class business post then we recommend you enclose a stamped self-addressed envelope, special delivery or signed for envelope when sending your licence. If you have paid for a tracking service, please keep a record of the reference number as you will need to use the track and trace service if you do not get your licence back within three weeks.

YOUR CONTACT NUMBER:

YOUR EMAIL ADDRESS:

IF YOU HAVE AN ENQUIRY

Police Enquires: 01522 947280

Payment Enquires: 01509 215715