



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

Answerphone: **01522 947280**
TPU@lincs.pnn.police.uk

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

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 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 the reverse titled, 'Accepting the Conditional offer of a Fixed Penalty' tells you how to do this. Do not send your licence and payment to the Police. IMPORTANT: If you accept the Conditional Offer you are accepting to pay the fine and have your driving licence endorsed by post to Regional Fixed Penalty Office, PO Box 10066, Loughborough, LE11 9HB. Failure to send your driving licence to the Regional Fixed Penalty Office may result in prosecution.
Option 2	I do not want 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 2. 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 2 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.

UK New Drivers – The Road Traffic (New Drivers) Act 1995 - If you reach 6 or more penalty points within two years of passing that test DVLA will automatically revoke your licence. In such circumstances the Fixed Penalty Office has a legal obligation to forward your driving licence to the DVLA who will write to you confirming whether or not your licence will be revoked. Penalty points counting toward the total of 6 include any you incurred before passing the test, as long as the offence took place no more than 3 years before the fixed penalty offence.

You must have no more than 8 penalty points endorsed on your licence within the last 3 years or be disqualified from driving. If your licence has been endorsed with 9 or more penalty points within the last 3 years you may be liable to disqualification from driving in the UK and the Conditional Offer of fixed penalty procedure may not be available, however, you should still submit your payment and licence where applicable, for consideration.

OPTION 1

ACCEPTING THE CONDITIONAL OFFER OF FIXED PENALTY 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

DVLA & DVA LICENCE HOLDERS

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

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.**

OVERSEAS LICENCE HOLDERS

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

DRIVER NUMBER

FULL NAME:

DATE OF BIRTH:

COUNTRY OF ISSUE:

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

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

ONCE PAID THIS FORM MUST BE COMPLETED AND SENT WITH YOUR DRIVING LICENCE TO:

REGIONAL FIXED PENALTY OFFICE, PO BOX 10066, LOUGHBOROUGH LE11 9HB

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