



Leicestershire
Police
Protecting our communities

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

Date: «DATE_CURRENT»

Offence Date: «OFFENCE_DATE»
VRM: «VEHICLE_REG_NO»
Notice number: «NOTICE_NUMBER»

DRIVER RETRAINING COURSE OR CONDITIONAL OFFER OF FIXED PENALTY

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

The following options are now available to you, **please choose ONE option only**

EITHER – I want to complete an educational course as part of the
«COURSE_PROVIDER_SCHEME_NAME»

We are giving you an opportunity to go on a course anywhere in England, Wales or Northern Ireland (where available). You have 28 days from the date of service of this notice to book and pay for the above educational course. Details of how to book your course are on the next page.

This is an **ALTERNATIVE** to the Conditional Offer of Fixed Penalty in the box below.

OR – I want to accept the Conditional Offer of Fixed Penalty – please see the enclosed Conditional Offer letter

You have 28 days from the date of service of this notice to accept the Conditional Offer of £«PENALTY_AMOUNT» and have your licence endorsed with «PENALTY_POINTS» penalty points.

The enclosed letter titled, 'Conditional offer of a Fixed Penalty', tells you how to do this along with the terms and conditions attached to the offer.

Do not send your licence and payment to the Police.

OR – I want to have my case dealt with in the Magistrates' Court.

If you want to contest this offence, please request a court hearing by writing to the address above.

We strongly recommend you seek legal advice before choosing this course of action.

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.

**DUE TO CIRCUMSTANCES SURROUNDING COVID19, UNTIL FURTHER NOTICE,
DRIVER EDUCATION COURSES ARE ONLY AVAILABLE IN A
VIRTUAL CLASSROOM, ONLINE, VIA THE INTERNET**



EDUCATIONAL COURSES – HOW TO BOOK (OPTION 1)

You can book and complete your course in Leicestershire (see 1 below) or with another course provider anywhere in England, Wales or Northern Ireland (see 2 below) subject to availability.

(1) I want to book my educational course via the internet

Online at <https://offer.ndors.org.uk> You will need your payment card ready to pay for the course as well as:-

PentiP Number: «NOTICE_NUMBER»

PIN: «PAS_PIN_NOW»

Driving Licence Number: «OFFENDER_LICENCENUMBERGB»«OFFENDER_LICENCENUMBERNONGB»

(2) I want to book my educational course via the telephone

Driver education Leicester Telephone: 0116 3058787

If you want to attend a course outside Leicestershire, please refer to the enclosed National Provider information sheet and contact the appropriate provider directly; please note that course availability and fees vary.

PentiP Number: «NOTICE_NUMBER»

PIN: «PAS_PIN_NOW»

Driving Licence Number: «OFFENDER_LICENCENUMBERGB»«OFFENDER_LICENCENUMBERNONGB»

IMPORTANT: If you do not receive confirmation of a course date within 2 weeks of submitting a course application you must contact your chosen service provider; failure to do so may jeopardise your chance of being offered a course.

EDUCATIONAL COURSES – FREQUENTLY ASKED QUESTIONS

How long have I got to book and complete my course?

You must book the course within 28 days of the date of this notice. You must attend and successfully complete the course within 5 months of the date of your offence.

Leicestershire 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 5 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?

The course provider will need to confirm your identity on the day of the course and a photo card driving licence is the easiest way to do this.

Do I need to inform Leicestershire Police once I have booked or completed my course?

No, on successful booking and completion we will be notified automatically and no further action is needed.

Will Leicestershire Police arrange my course for me?

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

Requirements for a Course

By completing the course you will not incur any penalty points or be fined in relation to this incident. The offer is not available if you have previously attended a similar course within the last three years from the date of offence that led you to attend a course, or if further road traffic offences are being considered against you.

Driving Licence Requirements

When you arrive at the course venue, you will be required to produce your driving licence for validation against the course attendance register. Failure to produce a photocard licence or a paper one with additional photographic identifications may disqualify you from participating any further and the matter may revert to Magistrates Court.

DIVERSIONARY COURSES ARE OFFERED BY LEICESTERSHIRE POLICE AS AN ALTERNATIVE TO PROSECUTION

If you wish to take a course DO NOT make payment to the Police or HMCTS as this will cancel the course option and it cannot be reinstated.

If you successfully complete your course, there will be no additional fine to pay or penalty points on your licence for this offence

National Speed Awareness Course (NSAC)

This course is designed to cover appropriate speeding offences detected by Automatic Camera Devices and Police Officers. (Motorways where the speed limit is posted on variable roadside and overhead gantry signs have separate courses) The law allows the police to enforce the limit as it is posted, in other words in a 30 mph area the law allows the police to enforce at 31 mph and above. **Police forces will consider local conditions and any appropriate cases can be referred to the course.**

The scheme allows drivers/riders who have committed the offence of speeding to be offered a course in the area of their choice, providing the force in question has adopted the national scheme arrangements.

The National Speed Awareness Course lasts half a day in a classroom. Completing the course makes it less likely that people will have another speeding offence. The course is designed to give people information and tips to help them:

- know what the speed limit is;
- understand why a few mph makes a difference;
- control the speed of their vehicle; and
- select a safe speed.

The trainers who lead people through the course will try to make it relaxed and informative. Many people tell us that they expected the course to be dull, yet they were surprised how much they enjoyed it and how much it will help them on the road. There are usually up to 24 people on each course and they spend some time listening to the trainers, watching videos, discussing in groups, and helping one another plan how to stay safe on the roads.

UK Data Protection Legislation

To offer you this course it has been necessary to check your details with the National Driver Offender Retraining Scheme (NDORS). This has been done for law enforcement purposes under part 3 of the Data Protection Act 2018, which covers Law Enforcement Processing.

You are only allowed one course of the same type every 3 years, so once you have completed your course your details will be retained for 3½ years for checking against further offences that may meet the eligibility criteria.

If you decide to accept the course your driving licence number will be placed on the National Driver Offender Retraining Scheme (NDORS) database. This national database is an accredited database owned and operated by UKROEd Ltd, (Company No. 08773977; www.ukroed.org.uk). Your driving licence number will also be shared with your chosen course provider for the purposes of processing the offer. You can learn more about how we use personal data at <https://offer.ndors.org.uk/privacy> and <https://www.leics.police.uk/hyg/fpnleic/privacy-notice/>

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 book and complete my course?

You must book the course within 28 days of the date of this notice. You must attend and successfully complete the course within 5 months of the date of your offence. Leicestershire 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 5 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?

The course provider will need to confirm your driver details and identity on the day of the course and a photo card driving licence is the easiest way to do this. If you only have a non-photocard licence another form of photographic ID will be necessary.

Failure to produce an old style paper driving licence with additional photographic identification, or a photocard licence will disqualify you from participating any further and the matter may revert to criminal proceedings. If the photograph has expired (field 4b on your licence gives the expiry date of the photograph) please do not book a course until you have surrendered it to the DVLA for your photograph to be renewed and it has been returned to you.

Renewing your photograph is easy and may prevent you from being summoned to attend the Magistrates Court if you are found driving a motor vehicle and have an expired photograph. It may also prevent you from receiving a criminal conviction and potentially a maximum fine of £1000.

To renew your licence please visit your post office to obtain a form or <https://www.gov.uk/change-photo-driving-licence>. The form and website both explain all the options available to you

Do I need to inform Leicestershire Police once I have booked or completed my course?

No. On successful booking/completion we will be notified automatically. No further action is needed.

Will Leicestershire Police arrange my course for me?

No. The responsibility lies with the Notice Holder to book and pay for the course - **NOT THE POLICE**

National Driver Offender Retraining Scheme Phone Numbers.

For online bookings go to <https://offer.ndors.org.uk>

Area	Supplier	Telephone Number	Area	Supplier	Telephone Number
Avon & Somerset	TTC	0330 024 1805	Manchester	DriveSafe	0300 123 1518
Bedfordshire	AA DriveTech (UK) plc	0344 264 6323	Merseyside	Merseyside Police	0151 777 1790
Cambridgeshire	AA DriveTech (UK) plc	0344 264 6323	Norfolk	Norfolk County Council	01603 638 136
Cheshire	Cheshire Constabulary	01606 363 700	North Wales	TTC	0330 024 1805
Cleveland	Hartlepool Borough Council	01429 523 803	North Yorkshire	TTC	0330 024 1805
Cumbria	TTC	0330 024 1805	Northamptonshire	TTC	0330 024 1805
Derbyshire	AA DriveTech (UK) plc	0344 264 6323	Northern Ireland	AA DriveTech (UK) plc	0344 264 6323
Devon & Cornwall	TTC	0330 024 1805	Northumbria	AA DriveTech (UK) plc	0344 264 6323
Durham	Hartlepool Borough Council	01429 523803	Nottinghamshire	AA DriveTech (UK) plc	0344 264 6323
Dyfed-Powys	Dyfed-Powys Police	01267 226479	South Wales	TTC	0330 024 1805
Essex	Safer Essex Roads Partnership	01277 636 675	South Yorkshire	TTC	0330 024 1805
Gloucestershire	Driver Education Gloucestershire	01452 754 562	Staffordshire	Staffordshire County Council	0300 111 8012
Gwent	TTC	0330 024 1805	Suffolk	Suffolk County Council	0345 606 6043
Hampshire	Hampshire Police	0238 047 8700	Surrey	AA DriveTech (UK) plc	0344 264 6323
Hertfordshire	Hertfordshire County Council	0300 123 4035	Sussex	West Sussex County Council	0330 222 8999
Humberside	Safer Roads Humber	01482 399 065	Thames Valley	AA DriveTech (UK) plc	0344 264 6323
Kent	Kent County Council	0300 041 8282	Warwickshire	Warwickshire County Council	01926 412 990
Lancashire	Lancashire Constabulary	01772 410950	West Mercia	TTC	0330 024 1805
Leicestershire	Leicestershire County Council	0116 305 8787	West Midlands	TTC	0330 024 1805
Lincolnshire	Lincolnshire County Council	01522 782068	West Yorkshire	TTC	0330 024 1805
London	AA DriveTech (UK) plc	0344 264 6323	Wiltshire	TTC	0330 024 1805

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CONDITIONAL OFFER OF FIXED PENALTY

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

Having chosen not to do a course the following options are now available to you, please choose ONE option only

EITHER – Accept the Conditional Offer of Fixed Penalty

You have the option of accepting the Conditional Offer of £«PENALTY_AMOUNT» fine and «PENALTY_POINTS» penalty points. If you choose to do this, you must submit your payment and photo card, or old style paper driving licence, to the **HMCTS Regional Fixed Penalty Office**. For instructions on how to pay your fine and where to send your licence please refer to the "accepting your fixed penalty" page.

The terms and conditions of the offer of fixed penalty:

You must follow the procedures overleaf otherwise the matter may still proceed to court.

You can 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.

UK New Drivers – The Road Traffic (New Drivers) Act 1995 - If you reach 6 or more penalty points within two years of passing your 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.

If paying online, or by the automated phone line, you still need to send your driving licence to the Regional Fixed Penalty Office directly after making payment, or legal proceedings may still be started, as you will have failed to comply with the terms of the Conditional Offer.

OR – Request a Magistrates' Court Hearing

If you wish to contest this offence please request a court hearing by writing to the address at the top of the letter. After court proceedings have been instigated you will receive a Single Justice Notice and may be required to attend the court hearing in person. If found guilty of the offence, the Magistrates have discretion when imposing a fine, awarding penalty points and prosecution costs, and will also make provision for a victim surcharge and the criminal court charge.

We strongly suggest you seek legal advice before taking this course of action.

You now have 28 days to decide which option you will take. If you ignore it and do nothing, we will instigate Magistrates Court Proceedings against you for this offence.



ACCEPTING YOUR FIXED PENALTY

ALL STEPS BELOW MUST BE COMPLETED WITHIN 28 DAYS FROM THE DATE OF THIS NOTICE

Payments Enquiries ONLY: 01509 215715



Police enquiries: 0116 222 1236

STEP 1: MAKING PAYMENT FOR YOUR FIXED PENALTY ONLY

YOUR 16 DIGIT REFERENCE: «NOTICE_NUMBER»

YOUR OFFENCE CODE: «OFFENCE_CODE»

YOUR OFFENCE DATE:
«OFFENCE_DATE»

YOUR PAYMENT AMOUNT:
«PENALTY_AMOUNT»



0300 123 1481



<https://penaltynotice.homeoffice.gov.uk>

ONLY use GOV.UK to make your payment

Please Note There are no discounts for Fixed Penalty Offences. 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 & Tribunals Service will not be liable if you use an unofficial website.

If your payment has been made by an option to the left please complete below boxes:

Payment Date:

Payment Reference/
Auth Code:

By post: Cheques and Postal Orders only. Please ensure that cheques/postal orders are made payable to HMCTS with «NOTICE_NUMBER» written on the reverse and send it to address below. You must enclose your driving licence with all postal payments. **Do not** send cash through the post.

STEP 2: SURRENDERING YOUR DRIVING LICENCE

GB LICENCE HOLDERS

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

OLD STYLE LICENCE HOLDERS (licence 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 to changes in the legislation. Please go to <https://gov.uk/government/news/driving-licence-changes>
Contact DVLA <https://www.gov.uk/contact-the-dvla>

OVERSEAS LICENCE HOLDERS ONLY

If you hold an overseas licence please complete **ALL** of the following information and send this form to the address below with a **PHOTOCOPY** of your overseas licence:

DRIVING LICENCE
NUMBER:

«OFFENDER_LICENCENUMBERNONGB»

FULL NAME

DATE OF BIRTH:

«OFFENDER_DATEOFBIRTH»

COUNTRY OF ISSUE

«OFFENDER_LICENCECOUNTRYNONGB»

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

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

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

Please note this paperwork will be returned to you stamped in this area. This is your confirmation that all the steps have been completed

IMPORTANT INFORMATION

- You must pay in full and surrender your driving licence.
- If you do not send your Driving Licence to the address below within 28 days of the date on this notice 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 in order to comply with this offer of Fixed Penalty then please contact DVLA at <https://www.gov.uk/contact-the-dvla>. You will also need to inform the issuing police force.
- If you choose to accept this fixed penalty all other options are automatically withdrawn and CANNOT be reinstated.
- Payments by instalments will NOT be accepted under any circumstances.
- Post dated cheques are not accepted
- HMCTS will return your licence by Royal Mail standard 2nd class business post to the address above and will NOT accept liability for any loss

CONTACT NUMBER:

DATE: