



Road Safety Unit
PO Box 8418
Leicester, LE3 4BQ
www.speedersafety.com
rsu@leicestershire.pnn.police.uk

Telephone: 0116 222 1236
Mon to Fri 10:00 am to 3:00 pm

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

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

Date: «DATE_CURRENT»

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.

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, to avoid potential legal proceedings.**

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 may instigate
Magistrates Court Proceedings against you for this offence. Proceedings will not be commenced in the court
in respect of this offence until the end of 28 days following the date on which the conditional offer was issued.



Mr S Szmega (8593) Road Safety Unit
for and on behalf of the Chief Constable

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: