



FIXED PENALTY NOTICE REQUEST FOR EXCUSED PAYMENT

Send the completed form to the Road Safety Bureau, Spennymoor Police Station, Wesleyan Road, Spennymoor, DL16 6FB or alternatively via email to RSB@durham.police.uk. Your comments will be considered by the Supervisor or issuing Officer and once a decision is reached you will be advised in writing as to the intended course of action.

IMPORTANT

Late appeals will not defer the prosecution of a case, and the instructions on the fixed penalty ticket should be adhered to. In effect payment, or request to be dealt with by a court must be made within the specified **28 day period for vehicle offences and 21 day period for Penalty Notice for Disorder offences**, regardless of the fact that an appeal for excused payment has been made.

Date of completion of form: Title - Mr/ Mrs/ Ms etc:

Name: Date of birth:

Address:
.....
..... Post Code:

Telephone Number (home/mobile):

Fixed Penalty Notice Number: (DO NOT ATTACH) Officer Collar No:

Vehicle Registration Number (if applicable):

Issued at: (time) on (date)

Location of Offence: (street/road/address)

Name and Address of owner of vehicle (if applicable - different from above):
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Explanation for excused payment:
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Signed: Date:

If my appeal for excused payment is rejected, I wish to be dealt with by Court for the alleged offence to which the fixed penalty notice refers. FOR A VEHICLE OFFENCE ONLY - only the driver can make this request and the fixed penalty ticket should be returned to the Road Safety Bureau in accordance with the instructions highlighted.

Signed: Date:

OFFICIAL USE ONLY
(to be completed by Road Safety Bureau Staff only)

Issuing Officer / Community Support Officer comments:

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Recommendation from the officer: *Continue Prosecution* *Warning* *N.F.A.* (Tick as appropriate)

Road Safety Bureau Decision

Letter Code: Paragraph Insertion:

Suspension: Enclosures:

Text:

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Request for Proof Return to Manager

FINAL DECISION

Letter Code: Paragraph Insertion:

Suspension: Enclosures:

Text:

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Signed: Date:

Proceed Court Hearing Request

Warning N.F.A. Cancel Cancelled reason:

To File Return to Manager

Other Action: