



# FIXED PENALTY NOTICE REQUEST FOR EXCUSED PAYMENT

This form will be forwarded, on your behalf to the Central Ticket Office, Police Headquarters, Aykley Heads Durham, DH1 5TT, where your comments will be considered by the Office Manager. Once a decision is reached you will be advised in writing as to the intended course of action. Should you, in the interim period, have any query, the Central Ticket Office may be contacted on 0191 3752949.

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 Central Ticket Office in accordance with the instructions highlighted.**

Signed: ..... Date: .....

**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.

(SEE OVERLEAF)

**OFFICIAL USE ONLY**  
(to be completed by Central Ticket Office 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)

**Central Ticket Office 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: .....