

## **Terms and Conditions of the Conditional Offer of a Fixed Penalty**

**Please read the following terms and conditions carefully:**

In order to take up the offer of a Fixed Penalty you must be able to comply with **ALL** of the following conditions, which require you to submit your licence details and make a valid payment within the time limits specified in this notice. **Failure to do so could see the offence pursued by way of Court prosecution, which is likely to incur a higher financial penalty.**

### **PAYMENT**

- Your payment must be for the full fixed penalty amount, part payment or payment by instalments will not be accepted
- Your full payment must be made within the time limits outlined within your fixed penalty notice, an extension in the time allowed cannot be given
- The payment options available to you are outlined on the previous page, which include a quick and easy online payment service
- If you are paying by cheque or postal order, please make these payable to 'HMCTS'
- Reminder, if you are paying by cheque please ensure it is signed, not post-dated, the amount is equal to the penalty amount and that the words and numbers match. Please write your fixed penalty notice number on the back of your cheque
- Reminder, please do not send cash through the post

### **DRIVING LICENCE**

**PLEASE NOTE: There is no need to send your physical licence to the Fixed Penalty Office in order to comply with the terms of this conditional offer. However, you will have to supply certain driving licence details within the time limits provided within your fixed penalty notice in order to comply with these terms.**

If, on submission of your driving licence details the additional penalty points for this offence results in your total current points being 12 or more then the fixed penalty procedure will not be available to you. You will be notified if this is the case, your payment will be refunded, and you will receive notification of the Court process in due course.

### **NEW DRIVERS – THE ROAD TRAFFIC (NEW DRIVERS) ACT 1995**

**(PLEASE NOTE: The Act will only affect you if you first passed a test on or after the 1<sup>st</sup> June 2007)**

If you reach 6 or more penalty points within two years of passing your driving test (the probationary period) the Driver and Vehicle Licencing Agency (DVLA) will automatically revoke your licence on being notified of the endorsement. On being notified, the DVLA will write to you to confirm your licence has been revoked (cancelled). Penalty points counting towards the total of 6 include any you incurred before passing the test, as long as the offence(s) took place not more than 3 years before the fixed penalty offence.

If it is the case that your licence is revoked under the provisions of The Road Traffic (New Drivers) Act 1995 then you will have to obtain a provisional licence, drive as a learner and pass the theory and practical test again in order to regain your full driving licence. Note: Passing the retest will not remove the penalty points from your driving licence, and if the total reaches 12, you are liable to be disqualified.

## NON-GB LICENCE HOLDERS ONLY

**PLEASE NOTE:** On submitting your licence details and making payment, notification of the driving licence endorsement will be sent to the Driver and Vehicle Licensing Agency (DLVA).

If you have previously committed an endorsable offence in Great Britain and received penalty points as a consequence it is likely that the DVLA will already hold a driver record containing your details. If this is the case and it is found that the additional penalty points for this offence results in your total current points being 12 or more on your driver record then you are unsuitable to be dealt with by way of fixed penalty and therefore your payment will be refunded, and you will receive notification of the Court process in due course.

## HOW TO APPLY FOR A REPLACEMENT GB DRIVING LICENCE

If you need to apply for a replacement GB driving licence in order to provide your licence details within the time limit specified and take up this offer of a fixed penalty, then you can do so via one of the following options:

- **Online** - By visiting the following GOV.UK link - [www.gov.uk/apply-online-to-replace-a-driving-licence#other-ways-to-apply](http://www.gov.uk/apply-online-to-replace-a-driving-licence#other-ways-to-apply)
- **Post** - By completing a form D1 'Application for a Driving Licence' available from most Post Offices
- **Phone** – By ringing 0300 790 6801 (Mon – Fri: 8am to 7pm, Sat: 8am – 2pm / subject to change). **This option is only available if your licence details have not changed.** It should also be noted that you cannot apply by phone if your licence is damaged, or if it expires in less than 56 days (90 days if it is expiring for medical reasons)

**Note:** The DVLA charge a fee to replace a lost, stolen, damaged or incomplete driving licence.

More information about driving licences can be found by visiting:

[www.gov.uk/browse/driving/driving-licences](http://www.gov.uk/browse/driving/driving-licences)

## GOT A QUERY AND NEED TO CONTACT SOMEONE?

Please read the terms and conditions of the conditional offer above carefully before contacting one of the relevant agencies listed below.

**For Licence and/or Payment Queries ONLY** - contact the Fixed Penalty Office on:

**Phone: North Wales: 01745 539393 (phone line open between 09.30am and 12.30pm)**

**Mid & South Wales: 01443 660402 (phone line open between 08:00 and 12:00)**

**Email: North Wales: [scpu@northwales.police.uk](mailto:scpu@northwales.police.uk)**

**Mid & South Wales: [swpctoadmins@south-wales.police.uk](mailto:swpctoadmins@south-wales.police.uk)**

**Lost Your Driving Licence?** - contact the DVLA on 0300 790 6801 or visit the following GOV.UK link - [www.gov.uk/apply-online-to-replace-a-driving-licence#other-ways-to-apply](http://www.gov.uk/apply-online-to-replace-a-driving-licence#other-ways-to-apply)

**For Queries Relating to the Issuing of the Fixed Penalty Notice or the Offence** - contact the police force that issued the notice on:

**Phone: North Wales: 01745 539393 (phone line open between 09.30am and 12.30pm)**

**Mid & South Wales: 01443 660402 (phone line open between 08:00 and 12:00)**

**Email: North Wales: [scpu@northwales.police.uk](mailto:scpu@northwales.police.uk)**

**Mid & South Wales: [swpctoadmins@south-wales.police.uk](mailto:swpctoadmins@south-wales.police.uk)**