Appendix 6

Consideration of evidence

remises: Person/s Offence or action to be taken Distory of investigation
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Offence or action to be taken
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Stage 1 actions - e.g. Advice, Verbal warning, Advisory letters, Initial inspections and visits, minded to notices
Date
Stage 2 actions - e.g. Formal letters, Written warnings, Formal Notices (requiring remedial action), Administrative penalties including fixed penalty notices
Date
Stage 3 actions - e.g. 'Simple caution', Seizure of assets and confiscation, Warrants, Revocation of licences and approvals, Prosecution, Injunction, Works in default or direct action
Date
Number and details of those affected

Consideration of circumstances rating

Criteria	Reason/Justification
History of compliance (attitude & warnings)	
Good	
Mixed	
Poor	
Non compliance	
Severity of effect (potential or actual)	
Low	
Medium	
High (actual ill health/injury)	
Confidence in recipient to resolve problem	
High	
Some	
Low	
None	
Significant local factors	
Eg. Previous attempts to remedy	
Genuine mistake	
Ongoing offence	
Other considerations	
(Legal defences, public interest, BPM etc)	

Consideration of other legislation and guidance

1	Human Rights Act	Comments:	Forms attached (Appendix 1) Yes No
2	Regulation of Investigatory Powers Act	Comments:	Forms attached (Appendix 2) Yes No
3	Police & Criminal Evidence Act	Comments:	Forms attached (Appendix 3) Yes No
4	Criminal Procedures & Investigations Act	Comments:	Forms attached (Appendix 4) Yes No
5	CPS Code	Comments:	

Officer's Recommendation and Reason:						
Decision:						
Decision.						
Investigating Officer	Date					
Team leader	Date					
Service manager	Date					
Formal notice record sheet						

Action	Officer	Date
Enforcement Assessment Completed		
Notice drafted & passed for WP		
Notice WP & returned to Officer		
Notice checked by team leader		
Notice signed by Officer		
Notice reference number (if applicable)		
Served by		
• post		
• hand		
• fax		
Copies of Notices endorsed by		
Details entered on computer by		
Notice appealed against		
Notice complied with		
Notice withdrawn (if applicable)		