

Consideration of circumstances rating

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

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:

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 <ul style="list-style-type: none"> • post • hand • fax 		
Copies of Notices endorsed by		
Details entered on computer by		
Notice appealed against		
Notice complied with		
Notice withdrawn (if applicable)		