

Instructions for prosecution

To be completed by the Rights of Way officer and the case solicitor.

NAME OF DEFENDANT(S)	
ADDRESS(ES)	
DATE(S) OF ALLEGED OFFENCE	
LOCATION OF ALLEGED OFFENCE(S)	
ALLEGED OFFENCES (Specify section of Act or Regulation under which each alleged offence is to be brought)	
LATEST DATE FOR INFORMATION	
REPORTING OFFICER (Tel. No)	
DEPARTMENT/OFFICE ADDRESS	
LIST OF WITNESSES	(Use separate sheet if necessary.)
Name, Address and Tel No.	Statement and Date
LIST OF DOCUMENTARY AND OTHER EXHIBITS <u>Exhibit No Type, Produced By</u>	(Use separate sheet if necessary)
PREVIOUS CONVICTIONS / PREVIOUS CAUTIONS (Use separate sheet if necessary)	
SUGGESTED OFFENCE(S) (Use separate sheet if necessary)	
OFFENCE SUMMARY (Include brief description of the events) (Use separate sheet if necessary)	
SPECIAL OBSERVATIONS (Include separate sheet if necessary)	
a) Local Councillor involved	

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(name/ward/reason for involvement)	
b) Matters to be taken into consideration (list reasons)	
c) Caution (Yes/No)	
d) Process as charged (Yes/No)	
e) Likely plea (Guilty/Not Guilty/Don't Know)	
f) Schedule attached as to Investigative costs	

Signed (Reporting Officer)(Date)