

## Have you been issued a Traffic Offence Report (TOR)?

Here are some frequently asked questions, advice and guidance.

### Q. Why have I been issued a Traffic Offence Report (TOR)?

**A)** A TOR (also known as a G2003 form) is issued by an officer because they have reason to believe you may have committed a specified road traffic-related offence(s) on a particular occasion. In reaching their decision to issue the TOR, the officer will have taken into account any mitigating or aggravating factors evident in the case.

The TOR process is designed to allow a range of ways in which the offence(s) can be disposed of. It is a new process for Nottinghamshire Police, making it quicker and more efficient for everyone involved - particularly you.

The TOR will detail who you are, what offences you are alleged to have committed and will state the address you have nominated to receive communication from us.

There is no requirement to do anything upon receipt of the TOR. You will be contacted by the Criminal Justice Department within Nottinghamshire Police, by post, at the address you've nominated.

### Q) When can I expect to hear something?

**A)** There is no set timeframe but the process is designed to speed up the amount of time it takes to deal with cases. We are committed to making sure people don't wait needlessly and their case is dealt with as soon as possible.

### Q) On the rear of the TOR it says that if you haven't heard anything within 60 days I should contact the issuing officer whose name is on my copy of the form. How and why should I do that?

**A)** The fact that you haven't been contacted within 60 days doesn't necessarily mean that proceedings are not taking place. The intention is to contact you within that timeframe wherever possible.

By contacting us via the issuing officer you can find out what is happening with your case. He/she will make enquiries on your behalf and report back to you.

It is vital you monitor the address you gave the officer as all correspondence will be sent to that address in the first instance.

You can contact the officer in the case by e-mail personally or via the force website, or call Nottinghamshire Police on 101 and speak personally or leave a message for them to contact you. Alternatively you can write in the force at:

Criminal Justice Department  
Nottinghamshire Police Headquarters  
Sherwood Lodge  
Arnold  
NG5 8PP



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**Q) What should I do if I am changing address or have moved suddenly having been issued with a TOR?**

**A)** The address you give to the officer should be one you can guarantee to receive communication at for the immediate future. In most cases it will be your permanent home address but it can be a business address or a family address. If for whatever reason you cannot receive correspondence at the address you must inform us immediately by contacting us in writing at the following address

The Chief Constable  
Nottinghamshire Police  
Sherwood Lodge  
Arnold  
Nottingham  
NG5 8PP

Please give details of when and where the TOR was issued in your correspondence and mark it for the attention of the Criminal Justice Department.

**Q) What correspondence can I expect from you and what happens next?**

**A)** The issuing officer will submit the TOR to the Criminal Justice Department, which will decide on the most appropriate way to deal with the alleged offences.

There are ACPO guidelines on how traffic offences should be dealt with but all decisions will be balanced and will take account of individual circumstances.

There is no provision for you to debate or argue your case with the decision maker. Any consideration of mitigation or discretion was taken into account by the officer issuing the TOR at the time.

How each case is handled depends on what has allegedly happened but broadly there are four ways it will be dealt with.

**1)** Having considered all the facts no further action is to be taken and you will be notified of that fact.

**2)** It may be an option for you to attend an educational course as an alternative to prosecution for the offence. Completion of the course will mean that you will not be prosecuted for the offence(s). You should note that courses are not available for allegations of defective vehicle condition and driving without the correct documentation, Insurance MOT etc. There are four courses available depending on the alleged offence so most offences will allow you to do a course if you are eligible. As long as you haven't done the same course in the preceding three years you will be offered a place on a course. Your details will be shared with our course service provider who will contact you and make the necessary arrangements. Nottinghamshire Police is committed to education rather than prosecution. We make the maximum number of courses available for the greatest range of

alleged offences. We believe an educated driver is a better driver and a better driver is a safer driver. The course must be paid for by you - details of costs come with the correspondence.

**3)** In the event that a course cannot be offered to you for whatever reason, you may be offered a conditional fixed penalty for the offence(s). This has a set penalty for the offence and it varies depending on the offence. Completing the fixed penalty process prevents a court appearance. Details on how to deal with these will be included in our correspondence with you.

**4)** Finally you may receive a postal requisition (summons) that means the matter(s) will be dealt with at a Magistrates Court. This is usually because the alleged offences are serious in nature and are outside the range of a course or a fixed penalty or because there are multiple endorseable offences. The fact that you receive a postal requisition doesn't necessarily mean you have to appear in person as many offences can be dealt with by post. Again our correspondence will guide you in this process.

It is vital you respond to the documentation and correspondence you receive. Failure to respond will result in it being progressed at court.

**Q) What if I don't agree with the decision to issue me with a TOR or if I want to defend this matter at court?**

**A)** The documentation you receive will allow you to elect a trial takes place from the outset. Nothing prevents you from taking this position from the very beginning and also of taking legal advice at any stage of this process.

**Q) I have been reported by an officer for a traffic offence but I haven't been given a TOR. Why not?**

**A)** There are some road traffic offences that will not be eligible for an officer to issue you with a TOR. These are the most serious offences and include drink driving, driving whilst disqualified and dangerous driving. If you have been reported and not issued with a TOR it means you will be summonsed to court (if you haven't been formally charged at a custody facility).

In most cases the TOR process will not be used at Road Traffic Collisions and certainly not where there are allegations of careless driving and there is an intention to prosecute. It may be used if there is no prosecution for careless driving but there are other offences disclosed: i.e. no insurance.

**Q) Can I change my mind? Perhaps I elected to go to court but now I want to do the course or take the fixed penalty. Or perhaps I no longer want to take the fixed penalty but I want to go to court?**

**A)** As long as the matter hasn't got as far as actually issuing a postal requisition then it may be possible to return to previously-offered disposal options. Please contact the Criminal Justice Department at the Police Headquarters address and explain the situation in writing as soon as possible – do not delay.



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