



Mr Anon Ymous
10 Pond Road
Water
Lake
QQ1 1QQ

Posting Date: 21 Jul 2021

Case no: TFL 2009742

DEADLINE

Make your plea by
18 Aug 2021

Dear Anon Ymous,

We've sent you a Single Justice Procedure notice because you have been charged with an offence, on the Transport for London Network.

What you need to do

You need to tell us whether you are guilty or not guilty. This is called making your plea. You can make your plea online or by filling in the enclosed 'Make your plea by post' form.

Your plea must be received by 18 Aug 2021.
Before deciding on your plea:

- read the enclosed leaflet
- get legal advice if you feel you need it
- follow the instructions on page 1 of the Single Justice Procedure notice

What happens if you do not respond?

The court will still consider the charge against you and decide if you are guilty or not. If you do not respond by the deadline:

- the court is less likely to decide in your favour
- you lose the chance for a reduced fine of up to 33% by pleading guilty
- if you are found guilty by the court, then you may receive a financial penalty that you cannot afford to pay

Yours sincerely

John Beecroft
Appeals and Prosecutions Manager

Make your plea



Online at:

onlineplea.cjscp.org.uk

OR



Post form to:

HMCTS Crime
PO Box 12888
HARLOW
CM20 9RW

This pack contains:

1. Single Justice Procedure notice
2. Make your plea form
3. Witness Statement
4. Information leaflet

Not you?

Please return to:

Investigations Appeals
and Prosecutions team
Transport for London
9G4 Palestra
197 Blackfriars Road
SE1 8NJ

With a note to say why you
are returning it.



Case no:

TFL2009742



Mr Anon Ymous
10 Pond Road
Water
Lake
QQ1 1QQ



Date of birth: 01 Jul 1921

Posting Date: 21 Jul 2021

Single Justice Procedure Notice

You have been charged with an offence, on the Transport for London Network.

What you need to do

Make your plea telling us whether you are guilty or not guilty by 18 Aug 2021. Your case will then be reviewed by the court and you'll get a letter within 28 days.



Plead online

onlineplea.cjscp.org.uk

It's quick and easy

You'll receive a confirmation email

1. Read the Charge Sheet on page 2 of this notice
2. Go to onlineplea.cjscp.org.uk
3. Read the 'Before you start' instructions
4. Click 'Start now' and enter your case number and postcode as shown on the top of this page

OR



Plead by post

You need to pay correct postage and allow enough time for delivery

1. Read the Charge Sheet on page 2 of this notice
2. Go to the 'Make your plea by post' form
3. Check your details in section 1
4. Tell us if you are guilty or not guilty in section 3
5. Sign the declaration in section 7
6. Provide your financial information in section 8

Send the form to:

HMCTS Crime
PO Box 12888
HARLOW
CM20 9RW



For help to make your plea or with the court process call **0300 303 0656** (English) or **0300 303 5172** (if the offence occurred in Wales and you wish to speak Welsh). Please note they cannot give you legal advice



Charge Sheet

Statement of facts:

On Monday 19th July 2021 Romford Rd/High St, E12 you were on board a route 25 bus, garage code 222 with the intention of travelling from ILFORD to STRATFORD a normal fare of £4.00.

During the course of this journey at about 2:00 AM you were unable to offer for the inspection of London Bus TfL Officer TS9999 a valid ticket or pass.

I certify that I sent this notice and attachments today by first class post to the defendant at the address above



You have been charged with the following criminal offence:

You Being a passenger on a Public Service Vehicle operated on behalf of London Bus Services Limited being used for the carriage of passengers at separate fares, did fail to produce a travel mandate when requested to do so by the Driver, Inspector or Conductor. Contrary to Regulation 7(2)(e) of the Public Service Vehicles (conduct of Drivers, Inspectors, Conductors & Passengers) Regulations 1990 SI No. 1020 and contrary to Section 25(3) of the Public Passenger Vehicles Act 1981.

Prosecutor: Transport for London

Charge date: 21 Jul 2021

Charge authorised by: Abbey Ameen, Solicitor, Transport for London

Financial Penalty

You do not need to pay anything now.

If you are found guilty you may have to pay a financial penalty which usually is made up of these four parts:

Costs*	Transport for London will apply for at least £225.00 towards its prosecution costs
Fine	the amount will be decided by the court based on your circumstances
Surcharge	this will typically be 10% of the fine amount. The surcharge is used to fund victim services through the Victim and Witness General Fund.
Compensation	an application will be made for £1.50 in respect of the fare avoided

Important: It may cost you more if additional documentation is required or if the matter is not resolved by the Single Justice Procedure.

* If you plead not guilty but are found guilty by the court the amount of prosecution costs you may be ordered to pay could be much higher.



Case no:

TFL2009742

Make your plea by post

Fill in this paper form to plead by post - or you can plead online at: onlineplea.cjsdp.org.uk

PLEASE COMPLETE THIS FORM IN BLACK INK.
PRINT NEATLY IN CAPITAL LETTERS AS SHOWN.

PLACE A CLEAR 'X' INSIDE THE BOX. IF YOU MAKE A MISTAKE,
FILL THE ENTIRE BOX, AND MARK THE CORRECT BOX.

S M I T H



No



Yes

1. Your details

Name Anon Ymous
Address 10 Pond Road, Water, Lake, QQ1 1QQ
Date of birth 01 Jul 1921

1.1 Are these details correct?

- ☐ Yes – go to section 2
☐ No – tell us of any changes

2. Additional details

The court may need to contact you, so they can deal with your case more quickly

2.1 Contact number

2.2 Email address please print neatly in capital letters

Now go to section 3



Case no:

TFL2009742

3. Your plea

1. 72E Failing to produce a ticket when requested

On Monday 19th July 2021 Romford Rd/High St, E12 you were on board a route 25 bus, garage code 222 with the intention of travelling from ILFORD to STRATFORD a normal fare of £4.00. During the course of this journey at about 2:00 AM you were unable to offer for the inspection of London Bus TfL Officer TS9999 a valid ticket or pass.

If you need legal advice, go to: gov.uk/find-a-legal-adviser

How do you plead?

☐ **Guilty**

This means you agree you committed the offence

You must say if you want to come to court or not. **Go to section 4**

or

☐ **Not guilty**

This means you do not agree you committed the offence

You must come to court. You'll get a letter with the court date.

You must explain why you think you are not guilty. **Go to section 5**



Case no:

TFL2009742

4. Guilty plea

Fill in this page if you are pleading guilty

4.1 Would you like to come to court?

You do not need to attend court but have the right to if you wish. The court can consider your case without you and send you the decision by post. The court follows the same guidelines whether you come to court or not.

☐ Yes – I want to come to court

☐ No – I do not want to come to court

In some cases, you might still need to attend court. We will write to you if this happens.

4.2 What do you want the court to consider about your guilty plea? (optional)

Write here anything you would like to tell the court about the relevant circumstances. What you say will be taken into account when the court makes a decision on your case. You can tell the court about your finances in section 8.

Continue on another piece of paper if you need to provide more information

If you want to come to court go to section 6

If you do not want to come to court go to section 7



Case no:

TFL2009742

5. Not guilty plea

Fill in this page if you are pleading not guilty

5.1 Why do you believe you are not guilty?

You need to explain why you think you're not guilty. Tell us if you disagree with the statement(s) in this notice and why. If you do not provide this information:

- you may not be able to ask the witness(es) questions about what they have said
- the trial might have to be rescheduled and you may have to pay higher costs

Continue on another piece of paper if you need to provide more information

5.2 Do you want to bring your own witnesses? (if applicable)

This could be someone to give evidence in court to support your not guilty plea.

- ☐ No – go to section 6
- ☐ Yes – enter the name, address and date of birth (if known) of your witnesses

Now go to section 6



Case no:

TFL2009742

6. Your Court Hearing

Fill in this page if you are pleading not guilty or guilty and requesting a court hearing.

You will be sent a letter to let you know the court date and address. There will be instructions on the form telling you what to do if you would like the case heard in another court.

6.1 Are there any dates you cannot attend court?

The court will try to avoid these when setting a date for the hearing. If you do not provide this information the court date is unlikely to be changed. If you are pleading not guilty also add dates your witnesses cannot attend.

6.2 Language needs

6.2.1 Do you need an interpreter in court?

Interpreters must be provided by the court; this is a free service. You can include sign language. For more information see the enclosed leaflet

☐ No – go to 6.2.2 ☐ Yes – which language?

6.2.2 If there is a hearing in a Welsh court which language do you wish to speak?

☐ Welsh ☐ English

6.3 Disability or accessibility needs

6.3.1 Do you or your witnesses have needs you want the court to know about? e.g. if you need to use a hearing loop, or have speech, language or communication needs

☐ No – go to section 7
☐ Yes – tell the court about your disability or accessibility needs

Continue on another piece of paper if you need to provide more information

Now go to section 7



Case no:

TFL2009742

7. Your declaration

! You may be prosecuted if you provide false information or deliberately do not declare all the relevant facts

I confirm that:

- I've read and understand the charges against me
- I'm the person named in the Single Justice Procedure notice
- the facts I've given are correct as far as I know

Signed

Date of signing

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

As in all criminal cases, some information will be available to the press and public on demand, unless a reporting restriction is applied or the court decides otherwise. If you want to know how the data you provide is used, please visit:
justice.gov.uk/courts/procedure-rules/criminal/forms

Disclaimer: The court will retain an electronic version of this form; the original paper form will be destroyed.

Now go to the 'Your finances' section 8



Case no:

TFL2009742

Your finances

Name Anon Ymous
Address 10 Pond Road, Water, Lake, QQ1 1QQ
Date of birth 01 Jul 1921

Please provide details of your finances

If you are found guilty and need to pay a penalty, then the court will decide the amount based on:

- your finances
- the seriousness of the offence

Your financial details will be kept securely and used by the court when deciding your case.

8. Your income

8.1 Your average take home income (i.e. after tax)

Include earnings, pension, benefits and any other income

£

- ☐ Weekly ☐ Fortnightly ☐ Monthly
☐ Yearly ☐ I have no income

8.2 Your employment status

- ☐ Employed (full or part-time) ☐ Unemployed
☐ Self-employed ☐ Other (for example, retired, student)

8.3 National Insurance number

Now go to section 9



Case no:	TFL2009742
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9. Deductions from your earnings or benefits

If you are found guilty and need to pay a penalty you can choose to have it deducted from your earnings or benefits.

Note we can deduct the penalty from your earnings or benefits without your agreement if:

- you've failed to pay in the past
- you're ordered to pay compensation, as part of your penalty

Deductions will be taken at a percentage of your earnings or at a percentage determined by the Department for Works and Pensions (DWP) if you receive benefits

9.1 If you need to pay a penalty, would you like us to deduct it from your earnings?

Answer this question if you're employed

☐ Yes ☐ No – go to 9.5

9.2 Name of the organisation/company you work for please print neatly in capital letters

9.3 Your employee payroll number

[illegible]

9.4 Employer's address (enter the head office or where your payroll is)

[illegible]

Employer's address line 1

Employer's address line 2

Employer's address line 3

Employer's city

--	--	--	--	--	--	--

Employer's post code

9.5 Are you claiming any benefits?

If you only get Child Benefit, answer 'no'

☐ Yes – go to 9.6 ☐ No – go to 9.8



Case no:

TFL2009742

9. Deductions from your earnings or benefits (continued)

9.6 If yes, which benefits?

9.7 If you need to pay a penalty, would you like us to deduct it from your benefits?

☐ Yes ☐ No

9.8 Do you have any outstanding Magistrates' Court or Crown Court fines?

The court will consider any other fines when they deal with your case

☐ Yes ☐ No

10. Your monthly outgoings and assets

This information will help the court to understand your financial situation and work out the best way for you to be able to pay any financial penalty

10.1 Accommodation

For example, rent, mortgage, lodging

£

10.2 Council tax

£

10.3 Travel expense

For example, fuel, car, public transport

£

10.4 Household bills

For example, water, electricity, insurance

£

10.5 Child maintenance

£

10.6 Any other expenses

List any other monthly outgoings you believe the court should know about (for example, Sky, TV licence)

Now go to section 10.7



Case no:

TFL2009742

10. Your monthly outgoings and assets (continued)

10.7 Assets

List any assets you believe the court should know about (for example, house, car)

! You may be prosecuted if you provide false information or deliberately do not declare all the relevant facts

If you are ordered to pay a fine and don't pay it, the information you give may be used for enforcement action by the court or other authorised organisation acting on their behalf

Signed

Date of signing

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Post your completed form to:

HMCTS Crime
PO Box 12888
HARLOW
CM20 9RW

What happens next?

1. Your case will be reviewed
2. You'll get a letter within 6 weeks. The letter will tell you if you need to:
 - pay a fine
 - go to court

If you want to know how the data you provide is used, please visit:
justice.gov.uk/courts/procedure-rules/criminal/forms






Statement of Witness

(Criminal Procedure Rules, r. 27.2; Criminal Justice Act 1967, s.9, Magistrates' Courts act 1980, s.5B)

Statement of: Business Systems Age of witness: Over 18
TfL Official No. TS9999 Address of witness: 197 Blackfriars Road, SE1 8NJ.
Related to case no.2009742 Mr Anon Ymous

This statement signed by me, consisting of one page, is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

Signed.......... Date Wednesday, 7 July 2021

Signed.....

CERTIFICATE OF SERVICE BY POST

I hereby certify that I served the defendant with a document of which this is a true copy by sending the said document(s) by post in a prepaid First Class envelope collected this day by Royal Mail, Unit D, Mandela Way, London, SE1 5SE, and addressed to the defendant at the address being the defendant's last known place of abode, or the address given by the defendant for the purposes of service.

Signed

Dated

Important: You have been charged with a criminal offence



tvlicensing.co.uk

Posting Date: 23/06/2021

Case no: TVLxxx1008xxx

MISS Person Person

131 The ROAD
City

WD99 9AA

Dear Miss Person,
We've sent you a Single Justice Procedure notice because you have been charged with using a Television Receiver Without A Licence.

What you need to do

You need to tell us whether you are guilty or not guilty. This is called making your plea. You can make your plea online or by filling in the enclosed 'Make your plea by post' form.

Your plea must be received by **14/07/2021**

Before deciding on your plea:

- read the enclosed leaflet
- get legal advice if you feel you need it
- follow the instructions on page 1 of the Single Justice Procedure notice

What happens if you do not respond?

The court will still consider the charge against you and decide if you are guilty or not. If you do not respond by the deadline:

- the court is less likely to decide in your favour
- you lose the chance for a reduced fine of up to 33% by pleading guilty
- If you are found guilty by the court, then you may receive a financial penalty that you cannot afford to pay

Yours sincerely

Jason Jones
Senior Legal Advisor
001

GAEAA01.SJP.LETT.SING.ENG
Keep this letter for your information

DEADLINE

Make your plea by
14/07/2021

Make your plea



Online at:

onlineplea.cjscp.org.uk

OR



Post plea form to:

Hmcts Crime
Po Box 12888
Harlow
CM20 9RW

This pack contains:

1. Single Justice Procedure notice
2. Make your plea form
3. Information leaflet



Case no:

TVL xxx1008xxx



Case no:

TVL xxx1008xxx

MISS Person Person

131 The Street

City

WD99 9AA



tvlicensing.co.uk

Date of birth: 01/01/1901

Posting Date: 23/06/2021

Single Justice Procedure Notice

**You have been charged with: Using a Television Receiver Without A Licence,
Contrary To Section 363 (2) And (4) Of The Communications Act 2003.**

What you need to do

Make your plea telling us whether you are guilty or not guilty by 14/07/2021

Your case will then be reviewed by the court and you'll get a letter within 28 days.



Plead Online

onlineplea.cjscp.org.uk

It's quick and easy

You'll receive a confirmation email

1. Read the Charge Sheet on page 2 of this notice
2. Go to onlineplea.cjscp.org.uk
3. Read the 'Before you start' instructions
4. Click 'Start now' and enter your case number and postcode as shown on the top of this page

OR



Plead by post

**You need to pay correct postage
and allow enough time for delivery**

1. Read the Charge Sheet on page 2 of this notice
2. Go to the 'Make your plea by post' form
3. Check your details in section 1
4. Tell us if you are guilty or not guilty in section 3
5. Sign the declaration in section 7
6. Provided your financial information in section 8
7. Send the form to:

Hmcts Crime
Po Box 12888
Harlow
CM20 9RW



For help to make your plea or with the court process call **0300 303 0656**

Please note they cannot give you legal advice.



001

GAEEA01.SJP.NOTI.SING.ENG

Keep this page. Do not return it to us

PAGE 1 OF 2

Charge Sheet

Case no:	TVL xxx1008xxx
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Statement of facts:

On 15 April 2021 at the above address you admitted to using colour TV receiving equipment to watch or record live TV programmes at that address for an unspecified period without an appropriate licence, last using it on 15 April 2021. the defendants last licence expired on 31 July 2020

TV subscription package: virgin

Occupation:

You were previously advised that you may be prosecuted if you were found to be using a TV receiver in the future without a licence, regardless of whether you then subsequently bought a licence, you have not been offered the opportunity for an out of court disposal.

You have been charged with the following criminal offence:

That on or about 15/04/2021 at the above address you used a television receiver without a licence, contrary to section 363 (2) and (4) of the Communications Act 2003.

Prosecutor: TV Licensing

Charge date: 23/06/2021

Charge authorised by: Jason Jones, Senior Legal Advisor

Financial penalty

You do not need to pay anything now.

If you are found guilty you may have to pay a financial penalty which usually is made up of these three parts:

Fine	The amount will be decided by the court based on your circumstances
Surcharge	This will typically be 10% of the fine amount
Court Costs*	TV Licensing will apply for at least £120.00 towards the cost of bringing this case to court

Important: Further costs may be incurred if additional documentation is required or if the matter is not resolved by the Single Justice Procedure.

* If you plead not guilty but are found guilty by the court the amount of prosecution costs you may be ordered to pay could be much higher. See the enclosed leaflet for more information.



Remember, you can plead online at: onlineplea.cjscp.org.uk

Case no:	TVL xxx1008xxx
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Make your plea by post

Fill in this paper form to plead by post - or you can plead online at: onlineplea.cjscp.org.uk

PLEASE COMPLETE THIS FORM IN BLACK INK.
PRINT NEATLY IN CAPITAL LETTERS AS SHOWN.

PLACE A CLEAR 'X' INSIDE THE BOX. IF YOU MAKE A MISTAKE,
FILL THE ENTIRE BOX, AND MARK THE CORRECT BOX.

S	M	I	T	H		
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<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes
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1. Your details

Name MISS Person Person
Address 131 The Street
City

WD99 9AA
Date of birth 01/01/1901

1.1 Are these details correct?

<input type="checkbox"/>	Yes – go to section 2
<input type="checkbox"/>	No – tell us of any changes

2. Additional details

The court may need to contact you, so they can deal with your case more quickly

2.1 Contact number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2.2 Email address

Now go to section 3



Remember, you can plead online at: onlineplea.cjscp.org.uk

Case no:

TVL xxx1008xxx

3. Your plea

That on or about 15/04/2021 at the above address you used a television receiver without a licence, contrary to section 363 (2) and (4) of the Communications Act 2003.

If you need legal advice, go to: gov.uk/find-a-legal-adviser

How do you plead?

☐

Guilty

This means you agree you committed the offence

You must say if you want to come to court or not. **Go to section 4**

Or

☐

Not guilty

This means you do not agree you committed the offence

You must come to court. You'll get a letter with the court date

You must explain why you think you are not guilty. **Go to section 5**



Case no:	TVL xxx1008xxx
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4. Guilty plea

Fill in this page if you are pleading guilty

4.1 Would you like to come to court?

You do not need to attend court but have the right to if you wish. The court can consider your case without you and send you the decision by post. The court follows the same guidelines whether you come to court or not.

☐

Yes – I want to come to court

☐

No – I do not want to come to court

In some cases, you might still need to attend court. We will write to you if this happens.

4.2 What do you want the court to consider about your guilty plea? (optional)

Write here anything you would like to tell the court about the relevant circumstances. What you say will be taken into account when the court makes a decision on your case. You can tell the court about your finances in section 8.

Continue on another piece of paper if you need to provide more information

If you want to come to court go to section 6

If you do not want to come to court go to section 7



Case no:	TVL xxx1008xxx
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5. Not guilty plea

Fill in this page if you are pleading not guilty

5.1 Why do you believe you are not guilty?

You need to explain why you think you're not guilty. Tell us if you disagree with the statement(s) in this notice and why. If you do not provide this information:

- you may not be able to ask the witness(es) questions about what they have said
- the trial might have to be rescheduled and you may have to pay higher costs

Continue on another piece of paper if you need to provide more information

5.2 Do you want to bring your own witnesses? (if applicable)

This could be someone to give evidence in court to support your not guilty plea.

☐

No – go to section 6

☐

Yes – enter the name, address and date of birth (if known) of your witnesses



Case no:

TVL xxx1008xxx

6. Your court hearing

Fill in this page if you are pleading not guilty or guilty and requesting a court hearing. You will be sent a letter to let you know the court date and court venue. There will be instructions on the form telling you what to do if you would like the case heard in another court.

6.1 Are there any dates you cannot attend court?

The court will try to avoid these when setting a date for the trial. If you do not provide this information the court date is unlikely to be changed. If you are pleading not guilty also add dates your witnesses cannot attend.

6.2 Language needs

6.2.1 Do you need an interpreter in court?

Interpreters must be provided by the court; this is a free service. You can include sign language. For more information see the enclosed leaflet

☐ No – go to 6.2.2 ☐ Yes – which language?

6.2.2 If there is a hearing in a Welsh court which language do you wish to speak?

☐ Welsh ☐ English

6.3 Disability or accessibility needs

6.3.1 Do you or your witnesses have disability or accessibility needs you want the court to know about?

For example, if you need to use a hearing loop

☐ No – go to section 7
☐ Yes – tell the court about your disability or accessibility needs

Continue on another piece of paper if you need to provide more information

Now go to section 7



Case no:

TVL xxx1008xxx

7. Your declaration

! You may be prosecuted if you make a false statement or deliberately do not declare all the relevant facts

I confirm that:

- I've read and understand the charges against me
- I'm the person named in the Single Justice Procedure notice
- the facts I've given are correct as far as I know

Signed

Date of signing

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

As in all criminal cases, some information will be available to the press and public on demand, unless a reporting restriction is applied or the court decides otherwise. If you want to know how the data you provide is used, please visit:

justice.gov.uk/courts/procedure-rules/criminal/forms

Disclaimer: The court will retain an electronic version of this form; the original paper form will be destroyed.

Now go to the 'Your finances' section 8



Case no:	TVL xxx1008xxx
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Your finances

Name	MISS Person Person		
Address	131 The Street City		
	WD99	9AA	
Date of birth	01/01/1901		

Please provide details of your finances

If you are found guilty and need to pay a penalty, then the court will decide the amount based on:

- your finances
- the seriousness of the offence

Your financial details will be kept securely and used by the court when deciding your case.

8. Your income

8.1 Your average income

Include earnings, pension, benefits and any other income

£ .00

☐ Weekly ☐ Fortnightly ☐ Monthly

☐ Yearly ☐ I have no income

8.2 Your employment status

☐ Employed (full or part-time) ☐ Unemployed
☐ Self-employed ☐ Other (for example, retired, student)

8.3 National Insurance number

Now go to section 9



Case no:	TVL xxx1008xxx
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9. Deductions from your earnings or benefits

If you are found guilty and need to pay a penalty you can choose to have it deducted from your earnings or benefits.

Note we can deduct the penalty from your earnings or benefits without your agreement if:

- you've failed to pay in the past
- you're ordered to pay compensation, as part of your penalty

deductions will be taken at a percentage of your earnings or at a percentage determined by the Department for Works and Pensions (DWP) if you receive benefits

9.1 If you need to pay a penalty, would you like us to deduct it from your earnings?

Answer this question if you're employed

☐ Yes ☐ No – go to 9.5

9.2 Name of the organisation/company you work for please print neatly in capital letters

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9.3 Your employee payroll number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9.4 Employer's address (enter the head office or where your payroll is)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employer's address line 1

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employer's address line 2

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employer's address line 3

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Employer's city

--	--	--	--	--	--	--	--

Employer's post code

9.5 Are you claiming any benefits?

If you only get Child Benefit, answer 'no'

☐ Yes – go to 9.6 ☐ No – go to 9.8



Remember, you can plead online at: onlineplea.cjscp.org.uk

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9. Deductions from your earnings or benefits (continued)

9.6 If yes, which benefits?

9.7 If you need to pay a penalty, would you like us to deduct it from your benefits?

☐ Yes ☐ No

9.8 Do you have any outstanding Magistrates' Court or Crown Court fines?

The court will consider any outstanding fines when they deal with your case

☐ Yes ☐ No

10. Your monthly outgoings and assets

This information will help the court to understand your financial situation and work out the best way for you to be able to pay any financial penalty

10.1 Accommodation

For example, rent, mortgage, lodging

£ .00

10.4 Household bills

For example, water, electricity, insurance

£ .00

10.2 Council tax

£ .00

10.5 Child maintenance

£ .00

10.3 Travel expense

For example, fuel, car, public transport

£ .00

10.6 Any other expenses

List any other monthly outgoings you believe the court should know about (for example, Sky, TV licence)

Now go to section 10.7



Remember, you can plead online at: onlineplea.cjscp.org.uk

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10. Your monthly outgoings and assets (continued)

10.7 Assets

List any assets you believe the court should know about (for example, house, car)

! You may be prosecuted if you make a false statement or deliberately do not declare all the relevant facts

If you are ordered to pay a fine and don't pay it, the information you give may be used for enforcement action by the court or other authorised organisation acting on their behalf

Signed

Date of signing

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Post your completed form to:

Hmcts Crime
Po Box 12888
Harlow
CM20 9RW

What happens next?

1. Your case will be reviewed
2. You'll get a letter within 6 weeks. The letter will tell you if you need to:
 - pay a fine
 - go to court

If you want to know how the data you provide is used, please visit:
justice.gov.uk/courts/procedure-rules/criminal/forms



Single Justice Procedure explained

Why have we sent you a Single Justice Procedure Notice?

TV Licensing have charged you with using a device to watch TV without a licence. The Single Justice Procedure notice contains the details of the charge against you.

For more information go to: tvlicensing.co.uk/visit

What is the Single Justice Procedure?

- a single magistrate will decide your case
- you may not need to go to court
- it's only for minor non imprisonable criminal offences

For more information go to: gov.uk/single-justice-procedure-notice

Can I stop this prosecution?

If TV Licensing have written to you offering you the chance to buy a licence as an alternative to prosecution but you failed to do so or failed to keep up with the payments for your licence you may still be able to avoid being prosecuted if you now pay for a licence in full.

We advise you contact TV Licensing before you respond to the court on 0300 790 6034 before the deadline date on the enclosed Single Justice Procedure Notice to confirm whether this option is still available to you or not.

Your plea & attending court

Deciding on your plea

You need to respond to your notice by pleading guilty or not guilty.

Pleading guilty

If you plead guilty, you'll be telling the court you did commit the offence you've been charged with.

You decide if you want to go to court or not.

If you decide to go to court, you'll be sent a letter with the date, time and venue of your hearing.

If you decide not to go to court the decision on your case will be sent to you by post.

Pleading not guilty

If you plead not guilty, you'll be telling the court you did not commit the offence you've been charged with.

You must come to the hearing to tell us why you feel you are not guilty. You should bring any evidence with you and tell us on your notice if you'd like to bring witnesses (people who know or saw what happened).

You'll be sent a letter with the date, time and venue of your hearing.

If you plead not guilty but do not attend the court your case will go ahead without you.

If you do not respond

If you do not respond by the due date, the court will decide your case without your say. The court will not be able to consider your personal circumstances and you could get a financial penalty that you cannot afford to pay.

Where your case will be heard if you plead not guilty or ask to plead guilty in court?

Your case will be heard at the court closest to your address that deals with TV Licensing matters.

What happens in court

If you have told us that you disagree with the statement(s) on your notice, in section 4 for guilty pleas or section 5 for not guilty pleas, you'll have the chance at the hearing to question or challenge the statement(s) made.

You can represent yourself in court – you do not need legal support if you do not want it.

The court does not offer free legal support (normally called Legal Aid) for this type of offence. If you think you do need support, you can find a legal adviser at gov.uk/find-a-legal-adviser

If you are bringing witnesses to your hearing and they need interpreters, please call: 0300 303 0656 (English) or 0300 303 5172 (if the offence occurred in Wales and you wish to speak Welsh).

The decision

If you attend the court hearing you will be given the decision. If you are found guilty this will include details of the financial penalty. If you are not at the court hearing a letter will be sent to you.

If you're found guilty

If the court finds you guilty your conviction will be recorded at the court but will not appear on the National Records Database.

The court will decide on the amount of your financial penalty (money you must pay the court).

If you're found not guilty

You may have the right to claim back costs, please visit: gov.uk/guidance/claim-back-costs-from-cases-in-the-criminal-courts

Why the court needs your financial information

The court needs to understand your finances so they can set an appropriate financial penalty and consider how long they need to give you to pay it. If you do not provide this information, you could get a financial penalty you cannot afford to pay.

Where to find help & advice

If you have questions about completing this form or the court process call: 0300 303 0656 (English) or 0300 303 5172 (where the offence took place in Wales and you wish to speak Welsh only). Please note they cannot give you legal advice.

The Court Process:

The Single Justice Procedure: gov.uk/single-justice-procedure-notice

Legal advice

If you need help with your notice you can find a legal adviser at: gov.uk/find-a-legal-adviser

Help with managing debt

Here are some not-for-profit organisations that could help you.

Citizens Advice - Visit adviceguide.org.uk or call 03444 111 444 to find your local Advice Bureau

National Debt Line - Visit nationaldebtline.org or call 0808 808 4000

Money Advice Service - Visit moneyadviceservice.org.uk

or call 0800 138 7777 for free unbiased advice.

TV Licensing

For more information go to: tvlicensing.co.uk/visit

Need this in a more accessible format?

For Braille, large print, audio or email call 0300 790 6076.

A Textphone facility for the deaf, hard of hearing and speech impaired is available on 0300 790 6050.