

## Conditional Offer Acceptance Checklist

- ☐ Completed Conditional Offer paperwork with reference/notice number
- ☐ Payment (cheque, postal order or transaction code for credit/debit card)
- ☐ Your UK Driving Licence Photo card (if the new style licence) or
- ☐ Your UK issued old paper style Driving Licence or
- ☐ If you have a foreign driving licence a photo copy of this (front & back)
- ☐ Send to: **HMCTS Regional FPO, The Conditional Offer Unit, P.O. Box 5992, Southend on Sea, Essex, SS1 9PX.**

We recommend sending by Recorded Delivery for security purposes and proof of delivery. Cheques should be made payable to HMCTS. Tel: 01702 283860 Email: [es-fixedpenalty@hmcts.gsi.gov.uk](mailto:es-fixedpenalty@hmcts.gsi.gov.uk). Please **DO NOT** send your payment and driving licence to the Safety Camera Partnership.

## Important Notes



Photo card expiry date

Your photo card must show the current issue number.

**NB If:** Your driving licence issue number is not the current one  
 You have lost the photo card or old paper style driving licence  
 You have an expired ID Card  
 You have changed your name

The Fixed Penalty Office will be unable to process your Fixed Penalty and will return your documents and destroy any payment information submitted. If any of the conditions above apply, you must request a new updated licence from the DVLA immediately:

## SURREY SAFETY CAMERA PARTNERSHIP

For drivers who have received a Conditional Offer of Fixed Penalty.

The Fixed Penalty system is designed as a fast-track system for cases where the offender accepts the allegation and is willing to accept a conditional offer as an alternative to a court hearing. Therefore we will not enter into prolonged correspondence which raises issues which would be more suitably dealt with in court.

### Form Completion Information

- Please complete in full with contact telephone number. The fixed penalty office may need to contact you reference your payment.
- If you hold a photo card driving licence do not send the separate paper counterpart as this has now been abolished.
- You must send the full and exact amount as your payment; otherwise it will be returned to you.
- If you are paying by the online or by the Automated Payment Line please write down the Payment Authorisation code also referred to as Transaction reference code.
- Please complete in full with your signature.

***We advise you to check if your payment has been debited from your account. As you will not always be notified if the payment 'fails'.***

### Frequently Asked Questions

**1) Q. Where do I send my payment/driving licence?**

A. To HMCTS Regional FPO, The Conditional Offer Unit, P.O. Box 5992, Southend on Sea, Essex, SS1 9PX.

Cheques should be made payable to HMCTS.

Tel: 01702 283860 Email: [es-fixedpenalty@hmcts.gsi.gov.uk](mailto:es-fixedpenalty@hmcts.gsi.gov.uk)

Please **DO NOT** send your payment and driving licence to the Safety Camera Partnership.

**2) Q. What is the 24 hour automated payment line telephone number?**

A. 0300 1231 481 or you can make a payment online at <https://penaltynotice.direct.gov.uk>

**3) Q. I do not have a driving licence issued by DVLA, Swansea - can I take up the 'conditional offer'?**

A. See the reverse of the "conditional offer" document for details.

**4) Q. Do I have to send my driving licence recorded delivery?**

A. No but we do advise to for security purposes and proof of delivery.

**SURREY POLICE WILL NOT HAVE YOUR DRIVING LICENCE SHOULD YOU HAVE ANY QUESTIONS RELATING TO YOUR DRIVING LICENCE BEING RETURNED PLEASE CONTACT REGIONAL FIXED PENALTY OFFICE ON 01702 283860.**

[www.surreycommunity.info/drivesmart](http://www.surreycommunity.info/drivesmart)