

PROSECUTION REPORT PACK

Reporting Officer:

Date:

Defendant's Details

Defendant's Name

Date of Birth

Registered
Office/Private
Address

Date of Offence

On or before the th day of 201..Time limit for
prosecution

No time limit

Last Date for information
to be laid:

No time limit

Place of Offence

Offences (Act & Section)

Town and Country Planning Act 1990 (as amended) Section 179

Statutory Notices
sent: YES

Type

Date Sent

Schedule of Offences

1.

Summary of Investigation & Background**Summary of the investigation***(all relevant background information relating to the offence including any history or intelligence relating to the defendant(s), the reason for the investigation, details of any notices or interviews, any further information received from third parties etc)*

Aggravating Features <i>(details of period of the offence, collusion, failure to attend interview, false claim forms etc)</i>
Mitigation <i>(extenuating circumstances such health, age, family circumstances, finances, first offence, full co-operation etc)</i>
Previous Convictions (if known)

Defendant's Explanation

No lawful explanation given	
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Defences

Is a statutory defence available?
If Yes, can the defendant rely on the defence?
Give Reasons: Can't rely on defence.

Recommendations & Decisions

Criteria for Consideration: (in accordance with Enforcement Policy)

(1) Seriousness of Offence	
(2) Previous History	
(3) Statutory Defence	
(4) Competence of Witnesses	
(5) Evidential Test	
(6) Public Interest	
(7) Co-operation of Defendant	
(8) Alternative Action	

Officer's Recommendations & Reasons

Prosecution in line with policy for the reasons outlined in the summary of investigation and the criteria for consideration.	
Signed:	Dated: 14th October 2016
Name & Position	(Corporate Fraud and Enforcement Team)

Decision of Director of Planning and Regulatory Services / Manager for Planning Services

I have viewed the above recommendations and the case file in relation to the proposed offering of a sanction. I have reached the following conclusion

Sanction to be offered: **Prosecution in line with policy**

Reasons for decision or additional comments, if any: -

Signed:

Dated:

Name & Position

Decision of Legal And Democratic Services Manager

I have viewed the above recommendations and the case file in relation to the proposed offering of a sanction. I have reached the following conclusion

Sanction to be offered: **Prosecution in line with policy**

Reasons for decision or additional comments, if any: -

Signed:

Dated:

Name & Position

Submission Dates

Management

Legal Services

INVESTIGATION LOG

[illegible]

INVESTIGATION COSTS SHEET

OFFICER TIME

Hours:		
Hours:		
Hours:		
Hours:		
Hours:		

[illegible]

£	
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£

£	
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Description	Cost
Essex Legal	
Total Costs	

No.	Name	Date of Birth	Address	Contact No.	Statements	Dates to avoid

Ref No.	Description

The following items are listed on the Schedule(s) for this case and may:

a)

Item No.	Sens/ Non Sens	Description of Item	Tick if attached

I, Spyridon Mouratidis being the Disclosure Officer, hereby certify that to the best of my knowledge and belief all material which has been retained and made available to me has been revealed to the Prosecutor in accordance with the Code of Practice under the Criminal Procedure and Investigations Act 1996.

SCHEDULE OF UNUSED MATERIAL (NON-SENSITIVE)

Item No.	ID Mark if applicable	Description of Item
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1.		
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CERTIFICATE:

I, being the Disclosure Officer, hereby certify that to the best of my knowledge and belief:

- a) This schedule does not contain any sensitive material **and**
- b) All material which has been retained and made available to me has been revealed to the Prosecutor in accordance with the Code of Practice under the Criminal Procedure and Investigations Act 1996.

Signed: _____ (Disclosure Officer) Date: _____

SCHEDULE OF UNUSED MATERIAL (SENSITIVE)

Item No.	ID Mark if applicable	Description of Item
1.		

CERTIFICATE:

I, being the Disclosure Officer, hereby certify that to the best of my knowledge and belief:

- a) This schedule contains sensitive material **and**
- b) All material which has been retained and made available to me has been revealed to the Prosecutor in accordance with the Code of Practice under the Criminal Procedure and Investigations Act 1996.

Signed: _____ (Disclosure Officer) Date: _____

Compensation order needs to be requested for Council