Princes House

Princes Street

Dorchester

Dorset

DT1 1TP

Telephone: 01305

Website: www.dorsetcouncil.gov.uk/recycle

Email @dorsetcouncil.gov.uk

Date:

My ref: / 33 /

Dear

**Enter LEGISLATION**

The facts surrounding the alleged offence, briefly described on the reverse of this letter have been reported to me by an Officer of this Service. I have carefully considered these facts and concluded that there are sufficient grounds to institute legal proceedings under the above-mentioned Act.

I am on this occasion, however, proposing to issue a simple caution in respect of the allegations outlined. This course of action is subject to your agreement and admission of the alleged offences.

I must advise you that, should you agree to accept a caution, a record will be kept of it at this office and may subsequently influence a decision to institute proceedings should you be found to be infringing the law in the future. The caution may also be cited should you subsequently be found guilty of an offence by a Court of Law.

If you are in agreement with the proposed course of action, I would be obliged if you will sign and complete the declaration on the reverse of this form. The form should then be returned to me, in the prepaid addressed envelope provided, no later than 7 days from receipt. A countersigned copy of the caution will be issued to you in due course.

We recommend that you obtain independent legal advice with regard to the contents of this letter at the earliest opportunity, for example from a solicitor, Citizen’s Advice Bureau or Law Centre.

Yours faithfully

**Gemma Clinton**

Head of Strategy, Dorset Council

**SIMPLE CAUTION**

Case Reference:

Offender's SURNAME:

FORENAME(S):

ADDRESS:

DATE OF BIRTH: NATIONAL INSURANCE NUMBER:

Date of Offences:

Place of Offence:

Brief Circumstances of Offences:

Declaration

I hereby declare that I admit the offences described above and agree to accept a caution in this case. I understand that a record will be kept of this caution and that it may influence a decision to institute proceedings should I be found to be infringing the law in the future. I further understand that this caution may be cited should I subsequently be found guilty of an offence by a Court of Law.

Signed: Date:

Signed: Date:

 **Head of Strategy, Dorset Council**