North West Leicestershire District Council

Littering Offence Report Procedure

Did you witness the littering offence?

- No: We are unable to progress the report
- Yes: Was the offence committed from a vehicle?
  - No: Do you have the:
    - Name and address of offender
    - Description of offender
    - Date day and time of offence
    - Description of litter
  - Yes: Do you have the:
    - Car registration number, make, model and colour
    - Date day and time of offence
    - Description of litter
    - Are you prepared to make a statement?
      - No: We are unable to progress the report
      - Yes: An Enforcement Officer will take a statement
    - No: We are unable to progress the report
    - Yes: The alleged offender will be contacted regarding the incident

NB:
- The decision to pursue a report is made on a case by case basis by the Council.
- We cannot pursue an incident if we do not receive a response to our correspondence from the alleged offender.
- If a fixed penalty notice is issued and subsequently paid, this discharges any liability for the offence and the offender’s identity cannot be divulged.
- Whilst all reports are confidential, should the case proceed to court, the person reporting the offence may be required to attend to give evidence.