



JUDICIAL
COLLEGE

ADULT COURT PRONOUNCEMENT CARDS

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Updated November 2016

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Criminal behaviour order

We are making a criminal behaviour order in this case for [..... years][until further order].

We are satisfied that you have engaged in behaviour that has caused or is likely to cause harassment, alarm or distress and consider making an order will help prevent you engaging in such behaviour.

We are making this order because

While you are on this order you must:

[State the prohibited acts.]

[State the required acts.]

If you do not comply with this order you will commit a serious offence and may be sent to custody.

Do you understand?

You must wait for a copy of the order before you leave the court building.

Individual support order (for 10-17 year olds only)

We are also making an individual support order for a period of months
(max 6) because this should help you stop behaving in an antisocial manner in the future.

During this time you must

[Explain the requirements as outlined by the Youth Offending Team.]

You must do what the responsible officer tells you to do. If you do not, you could be brought back to court and fined, or dealt with in some other way.

You or your officer can apply to this court to have the order reviewed.

Community order

1. The offence(s) of is/are serious enough for us to make a community order.
[or]
2. The offence(s) of is/are so serious that a custodial sentence could have been imposed. However, we are making a community order.

This will last for months and will expire on You will have to comply with the following requirement(s):

[State which requirements are imposed.]

[The requirements may finish on different dates. Explanations for each of the requirements are listed overleaf in alphabetical order. Note: Treatment requirements must have the consent of the offender.]

If you break any of the requirements or are convicted of another offence while on your order, your sentence will be increased or you may be re-sentenced and this can include going to prison.

You must notify your supervisor if you wish to change your address and get their permission to do so. If your supervisor does not agree that you can change your address, you will need to apply to the court. If you move without the permission of your supervisor or the court, you will be in breach of your order and may be brought back to court.

If you cannot attend appointments through illness, your supervisor will need a medical certificate. If you do not provide this, you will break the rules of this order.

If your circumstances change, you can ask the court to review the order.

We make the order, because...

[If applicable.] We have reduced your sentence because you pleaded guilty. If you had not, your sentence would have been

[If applicable consider any ancillary orders, compensation and/or disqualification]

Community order requirements

Alcohol abstinence and monitoring – You must not [consume alcohol] [consume alcohol over a specified level] for a period of until [insert date] and during that period you must submit to monitoring to check that you are complying.

Alcohol treatment – You are to have [residential] [non-residential] treatment under the direction of Dr for a period of Do you agree to this requirement?

Attendance centre – You must go to the attendance centre at which you are directed to attend by your responsible officer. You must complete a total of hours on the days specified by the officer in charge of the centre.

Curfew – You must remain at [state address] between the hours of on the following days You will be fitted with an electronic tag which will be fitted by the monitoring company at your address, during curfew hours. The order will last for months/weeks/days and will end at on You must not interfere with the tag or the base unit.

Drug rehabilitation – We intend you to have [residential] [non-residential] treatment under the direction of and provide samples for testing when required for a period of This will be reviewed by the court on when you must attend. Do you agree to this requirement?

Exclusion – You must not enter for a period of until [insert date] and you will be tagged. [Must be tagged where facilities exist.]

Foreign travel prohibition – You must not travel to any country outside of the British Isles [on] [for a period of].

Mental health treatment – You are to have [residential] [non-residential] treatment under the direction of Dr for a period of until [insert date]. Do you agree to this requirement?

Programme – You must take part in a programme as directed by your supervisor for a period of days.

Prohibited activity – You must not [for a period of] [on the following days] until [insert date].

Rehabilitation activity – You must carry out up to days of activity and be under the supervision of a responsible officer. You must comply with all instructions given to you and keep all of your appointments.

Residence – You must live at until [if applicable] unless your responsible officer agrees you can live at a different address.

Unpaid work – You must carry out hours of unpaid work in the community as instructed by your responsible officer. This must be completed by [insert date].

Custodial sentence

We are sending you to [prison] [a young offender institution] for a total period of days/ weeks/months.

- [State each offence.
 - State the term of custody.
 - State whether concurrent or consecutive.]
1. The offence(s) is/are so serious that only a custodial sentence can be justified. [or]
 2. There has been a wilful and persistent failure to comply with your community order. [or]
 3. You have refused to agree to the making of arequirement on a community order.

Our reasons are:

[State your reasons]

[If applicable.] We have reduced your sentence because you pleaded guilty. If you had not, it would have been

.....days that you have spent on a tagged curfew will count towards this sentence. Any time spent on remand will be calculated by the appropriate authority/prison/YOI.

[If the defendant has been remanded or on a tagged curfew for more than 9 hours a day, your legal adviser will calculate the number of days to be taken into account.]

If sentencing for an offence(s) committed after 31 January 2015 – You will normally be released on licence once you have served half your sentence. Your licence will continue until the end of your sentence and if you are convicted of a further offence, or breach any of the other requirements of your licence, you may be returned to prison.

At the end of your licence period, you will then be further supervised in the community. The supervision will end 12 months after your date of release from prison. If you do not comply with the terms of this supervision, you may be brought back to court and given a further penalty which can include sending you to prison.

Do you understand?

[If applicable consider any ancillary orders, compensation and/or disqualification]

Deferment of sentence

We do not intend to sentence you today, but will do so on This is so that we can review your conduct between now and then.

At present we are thinking of sentencing you to but if you do not commit any further offences during this time and you complete the following requirements, we could impose a lower sentence on you.

The requirements that must be carried out are

If you do not comply with the requirements, or you commit another offence during this time, you may be brought back to the court sooner and sentenced for today's offence(s) and any others.

A probation officer will write a report before you are sentenced and you must co-operate with the officer.

Do you understand?

Do you agree to this course of action?

You must not leave the court building until you have a copy of the order.

Discharge – absolute

For the offence(s) of we are making an absolute discharge. Although you are guilty of the offence(s), we do not think that you need to be punished because but a record of your conviction will be kept.

Do you understand?

Discharge – conditional

For the offence(s) of we are making a conditional discharge for months/years because You are not being punished today. However, if you commit any other offence during the next months/years you can be punished for today's offence(s) as well as the new offence.

[If applicable.] We have reduced your sentence because you pleaded guilty. If you had not, it would have been

Do you understand?

[If applicable consider any ancillary orders, compensation and/or disqualification]

Disqualification – general

You are disqualified from driving for days/weeks/months/years. This means you cannot drive any motor vehicle on a road or public place from this moment until the end of your disqualification. If you drive while disqualified, you will commit a serious offence and you may be sent to custody and disqualified again.

If the disqualification is 56 days or more – You must apply to the DVLA for a new photocard licence if you wish to drive once your disqualification has ended. You should not drive until you have received your new photocard licence. [Where a photocard licence has not been surrendered to the court] Your current photocard licence is no longer valid and you must send it to the DVLA.

If you are a high risk offender – You must satisfy the DVLA that you are medically fit to drive again. You will need to complete, and pay for, a medical assessment including blood tests.

If the disqualification is for 55 days or less – The disqualification will be noted on your DVLA driving record. You do not need to hand in your photocard licence, but it is not valid until the disqualification has ended.

If an immediate custodial sentence is imposed – The period of your disqualification will be extended to take into account the custodial sentence imposed.

Do you understand?

[If applicable consider any ancillary orders and/or compensation]

[If applicable consider drink-driving rehabilitation course]

Drink-driving rehabilitation courses

We are offering you the opportunity to reduce the period of your disqualification by weeks if you successfully complete a drink-driver rehabilitation course by

This course will last at least 16 hours spread over a number of days. You will have to pay the cost of the course.

If you wish to have the opportunity of reducing your disqualification you must tell us now. It cannot be offered later. You are not forced to attend the course but if you do not attend and complete it, to the satisfaction of the course organisers, you will have to serve the whole disqualification.

Do you agree to attend the course?

[If applicable consider any ancillary orders and/or compensation]

Disqualification – interim

For the offence(s) of we are imposing an interim disqualification. This starts now and will last for a period of six months or until you are sentenced, whichever comes first. When you are sentenced you will be told exactly how long your disqualification will be. Today's disqualification will count towards any final disqualification that may be imposed.

You cannot drive any motor vehicle on a road or public place from this moment. If you drive whilst disqualified, you will commit a serious offence and you may be sent to prison and disqualified again.

Do you understand?

[Deal with bail/remand as appropriate]

[For unconditional bail see page 26.]

[For conditional bail see page 27.]

[For remand in custody post conviction (either-way & indictable offence) see page 29b]

[For remand in custody post conviction (summary and imprisonable offence) see page 30b]

Disqualification – until test passed

You are also disqualified until you take [a driving test] [an extended driving test]. This means that once your disqualification period has ended, you will be able to apply for a provisional licence only. When you drive with a provisional licence, you must be supervised by a qualified driver and display L plates on your vehicle. If you do not, you will commit an offence of driving whilst disqualified.

Financial penalties

Compensation

For the offence of we order that you pay £..... compensation for the [injury][damage][loss] caused to [Repeat as necessary.]

Our reasons are

Fine

For the offence of we are fining you £..... [Repeat as necessary.]

[If applicable.] We have reduced your sentence because you pleaded guilty. If you had not, it would have been

Our reasons are

Ancillary orders

Surcharge

You must pay a surcharge of £..... This money is used to fund victim services.

Costs

You must pay £..... towards the cost of the prosecution.

[If applicable consider disqualification]

Payment details

You have a total of £..... to pay. This is due now. Can you pay it in full today?

We make a collection order, which allows court staff to make sure that the sum is paid as ordered. You must pay on the day(s) when ordered to do so and you must notify the court of any change in your financial circumstances or address. [State reasons if a collection order is not made.]

If you do not make the payments as ordered, you will be brought back to court and you could be sent to prison.

Do you understand?

For existing defaulters or where compensation ordered [or where consent is given]

We make [an attachment of earnings order] [a deduction from benefit order].

If for any reason this order fails, you must pay it at the rate of £.....
per week/month starting on

Hospital order

We have considered your medical reports and all the circumstances and are making a hospital order so that you get the treatment you need.

You will be taken to hospital [today] [within the next 28 days and until then you will be kept in a place of safety].

How long you stay in hospital will depend upon how well you respond to your treatment.

Do you understand?

Referral order (for 10-17 year olds only)

For the offence(s) of we are making a referral order for months.

You will meet a panel of people who will be told of the following facts about your offending
.....

They will then ask you to agree and sign a contract that will include activities to stop you offending again. The order starts on the day you sign the contract.

If you do not sign it, or do the things listed in it, you can be brought back to the court and given a different sentence.

[State names of parent(s)/guardian(s)/local authority representative(s)] must also attend the meetings.

Your order will be supervised by the Youth Offending Team.

You must wait for a copy of the order before you leave the court building.

You must also pay a surcharge of £.....

Do you understand?

Suspended sentence order

We are sending you to [prison] [a young offender institution] for a total period of days/ weeks/months. However the sentence will be suspended on the condition that you are not convicted of another offence during the next months [if applicable] and you comply with the requirements imposed during the next months.

The sentence is made up of the following:

- [List each offence.
- State the term of custody for each offence.
- State whether it runs concurrently or consecutively.]

[If applicable.] We intend to impose the following requirement(s):

[State which requirements are imposed.]

[The requirements may finish on different dates. Explanations for each of the requirements are listed overleaf in alphabetical order. Note: Treatment requirements must have the consent of the offender.]

If you break any of the requirements, or are convicted of another offence while on your order, you can expect to serve this prison sentence.

You must notify your supervisor if you wish to change your address and get their permission to do so. If your supervisor does not agree that you can change your address you will need to apply to the court. If you move without the permission of your supervisor or the court, you will be in breach of your order and may be brought back to court.

If you cannot attend appointments through illness, your supervisor will need a medical certificate. If you do not provide this, you will break the rules of this order.

If your circumstances change you can ask the court to review the order.

We are making this order because the offence(s) is/are so serious that custody is the only suitable option. Our reasons are:

[State your reasons]

[If applicable.] We have reduced your sentence because you pleaded guilty. If you had not, it would have been

[If applicable consider any ancillary orders, compensation and/or disqualification]

Suspended sentence order requirements

Alcohol abstinence and monitoring – You must not [consume alcohol] [consume alcohol over a specified level] for a period of until [insert date] and during that period you must submit to monitoring to check that you are complying.

Alcohol treatment – You are to have [residential] [non-residential] treatment under the direction of Dr for a period of Do you agree to this requirement?

Attendance centre – You must go to the attendance centre at which you are directed to attend by your responsible officer. You must complete a total of hours on the days specified by the officer in charge of the centre.

Curfew – You must remain at [state address] between the hours of on the following days You will be fitted with an electronic tag which will be fitted by the monitoring company at your address, during curfew hours. The order will last for months/weeks/days and will end at on You must not interfere with the tag or the base unit.

Drug rehabilitation – We intend you to have [residential] [non-residential] treatment under the direction of and provide samples for testing when required for a period of This will be reviewed by the court on when you must attend. Do you agree to this requirement?

Exclusion – You must not enter for a period of until [insert date] and you will be tagged. [Must be tagged where facilities exist.]

Foreign travel prohibition – You must not travel to any country outside of the British Isles [on] [for a period of]

Mental health treatment – You are to have [residential] [non-residential] treatment under the direction of Dr for a period of until [insert date]. Do you agree to this requirement?

Programme – You must take part in a programme as directed by your supervisor for a period of days.

Prohibited activity – You must not [for a period of] [on the following days] until [insert date].

Rehabilitation activity – You must carry out up to days of activity and be under the supervision of a responsible officer. You must comply with all instructions given to you and keep all of your appointments.

Residence – You must live at until [if applicable] unless your responsible officer agrees you can live at a different address.

Unpaid work – You must carry out hours of unpaid work in the community as instructed by your responsible officer. This must be completed by [insert date].

Adjournment for medical reports

We need a medical report before we decide how to deal with you for your offence(s).
Your case will be heard on at am/pm.

You will be remanded to hospital where arrangements have been made to admit you.

You must comply with the following conditions:

To undergo medical examination by [one] [two] doctors and you must attend at for this to take place.

[Where enquiry into mental condition add:] You must comply with any directions that are given to you.

[Deal with bail/remand as appropriate]

[For unconditional bail see page 26]

[For conditional bail see page 27]

[For remand in custody pre-conviction (either-way & indictable offence) see page 29]

[For remand in custody post conviction (either-way & indictable offence) see page 29b]

Interim hospital order

We are making an interim hospital order until We have considered two medical reports and are satisfied that you are suffering from

You will be admitted to hospital [today] [within the next 28 days and until then you will be kept in a place of safety].

While you are in hospital further reports will be prepared to help us make a decision on how we should deal with you.

Adjournment for pre-sentence reports

[There is a presumption in favour of an oral report on the same day wherever possible. Offences which require a full assessment, e.g. a treatment requirement or for domestic violence/sexual offences or prolific offenders may require an adjournment. Local practices differ.]

We are putting your case back until am/pm today [or until.....].

You must see and co-operate with a probation officer who will prepare a [written][oral] report which will give us more information about you. You may be asked questions to help them consider whether you are suitable for a particular sentence. This is not an indication of the sentence you may be given. The court may impose any sentence that the law allows [including a custodial sentence].

[If an either-way offence.] We could still commit you to the Crown Court for a greater sentence than we can impose.

[Deal with bail/remand as appropriate]

[For unconditional bail see page 26]

[For conditional bail see page 27]

[For remand in custody post conviction (either-way & indictable offence) see page 29b]

[For remand in custody post conviction (summary imprisonable offence) see page 30b]

Unconditional bail

You are granted unconditional bail to appear before this court on at am/pm.
If you do not come back to court at that date and time, you may commit an offence.
You could be arrested, fined or sent to prison.

If you commit an offence while on bail, your sentence will be greater.

[If applicable.] Your case is listed for trial on the next occasion. If you do not attend, the trial will proceed in your absence, unless it is not in the interests of justice to do so.

[State what must happen at the next hearing and make any directions necessary to ensure effective case management.]

Conditional bail

You are granted bail with conditions to appear before this court on at am/pm. If you do not come back to court at that date and time, you may commit an offence. You could be arrested, fined or sent to prison. If you commit an offence while on bail your sentence will be greater.

[If applicable.] Your case is listed for trial on the next occasion. If you do not attend, the trial will proceed in your absence, unless it is not in the interests of justice to do so.

You must comply with the following conditions. If you do not, you could be arrested and brought back to court when your bail will be reconsidered.

[State in *exact* terms what the conditions are e.g.

- residence e.g. to live and sleep at
- curfew
- reporting to a police station
- non-contact with named witnesses (direct and/or indirect)
- appointments with drug intervention team.]

These conditions are necessary to make sure:

- you attend court [and/or]
- you do not commit offences on bail [and/or]
- you do not interfere with witnesses [and/or]
- you attend your appointments.

[State what must happen at the next hearing and make any directions necessary to ensure effective case management.]

[If applicable.] We are satisfied that even though you have tested positive for Class A drugs and refused treatment there is no significant risk of you committing further offences because

[If applicable.] We believe that these conditions address the concerns the prosecution have told us about.

[If applicable.] We are granting you bail because if you were convicted of this offence there is no real prospect of you receiving a custodial sentence. Whilst we are not remanding you in custody, this is not an indication of the sentence you may be given if you are convicted. The sentencing court may impose any sentence that the law allows including a custodial sentence.

[If an either-way offence.] You may still be committed to the Crown Court where the judge may impose a greater sentence than we can.

Do you understand?

Remand in custody pre-conviction (either-way & indictable offences)

You are remanded in custody until

We are not granting you bail because:

1. there are substantial grounds to believe that:
 - (a) you will not come back to court [and/or]
 - (b) you will commit an offence [and/or]
 - (c) you will interfere with witnesses or obstruct the course of the case [and/or]
2. it is alleged you have committed this offence whilst on bail [and/or]
3. you have previously been released on conditional bail and have not kept to those conditions

[In any of the above exceptions] **and** if you are convicted, we believe, there is a real prospect of you receiving a custodial sentence for this offence [and/or]

4. there are substantial grounds to believe that you will commit an offence that is likely to cause, or make [insert details of associated person] fear physical or mental injury [and/or]

5. you have tested positive for [insert details of Class A drug] but will not agree to a drug assessment and/or treatment [and/or]
6. we are satisfied that this is for your own protection [and/or]
7. you are already a serving prisoner [and/or]
8. we are satisfied that we do not have enough information and we cannot reach a decision about bail.

We believe this because:

- a. of the nature and seriousness of the offence and how you might be dealt with for it [and/or]
- b. of your criminal record and personal background and character [and/or]
- c. you have not complied with previous grants of bail [and/or]
- d. of the strength of the evidence against you [and/or]
- e. you may engage in conduct that may cause, or make an associated person fear injury [and/or]
- f. [any other relevant reason - insert details.]

[If the next hearing is by videolink state] You will not be produced before the court on but will take part in the hearing over a live television link in the same way as if you were here in person.

Remand in custody post-conviction (either-way & indictable offences)

You are remanded in custody until

We are not granting you bail because:

1. there are substantial grounds to believe that:
 - (a) you will not come back to court [and/or]
 - (b) you will commit an offence [and/or]
 - (c) you will interfere with witnesses or obstruct the course of the case [and/or]
2. it is alleged you have committed this offence whilst on bail [and/or]
3. you have previously been released on conditional bail and have not kept to those conditions [and/or]
4. there are substantial grounds to believe that you will commit an offence that is likely to cause, or make [insert details of associated person] fear physical or mental injury [and/or]
5. you have tested positive for [insert details of Class A drug] but will not agree to a drug assessment and/or treatment [and/or]

6. we are satisfied that this is for your own protection [and/or]
7. you are already a serving prisoner [and/or]
8. we are satisfied that we do not have enough information and we cannot reach a decision about bail. [and/or]
9. this is the only appropriate way to make sure a report is prepared.

We believe this because:

- a. of the nature and seriousness of the offence and how you might be dealt with for it [and/or]
- b. of your criminal record and personal background and character [and/or]
- c. you have not complied with previous grants of bail [and/or]
- d. of the strength of the evidence against you [and/or]
- e. you may engage in conduct that may cause, or make an associated person fear injury [and/or]
- f. [any other relevant reason - insert details.]

[If the next hearing is by videolink state] You will not be produced before the court on but will take part in the hearing over a live television link in the same way as if you were here in person.

Remand in custody pre-conviction (summary imprisonable offences)

You are remanded in custody until

We are not granting you bail because:

1. we believe that you will not come back to court because of your previous failure to do so [and/or]
2. there are substantial grounds to believe that you will commit another offence on bail because this offence is alleged to have been committed on bail [and/or]
3. you have previously been released on conditional bail and have not kept to those conditions and we have substantial grounds to believe that:
 - (a) you will not come back to court [and/or]
 - (b) you will commit an offence [and/or]
 - (c) you will interfere with witnesses or obstruct the course of the case

[In any of the above exceptions] and if you are convicted, we believe, there is a real prospect of you receiving a custodial sentence for this offence [and/or]

4. there are substantial grounds to believe that you will commit an offence that is likely to cause, or make [insert details of associated person] fear physical or mental injury [and/or]
5. you have tested positive for [insert details of Class A drug] but will not agree to a drug assessment and/or treatment [and/or]
6. we are satisfied that this is for your own protection [and/or]
7. you are already a serving prisoner [and/or]
8. we are satisfied that we do not have enough information and we cannot reach a decision about bail.

[If the next hearing is by videolink state] You will not be produced before the court on but will take part in the hearing over a live television link in the same way as if you were here in person.

Remand in custody post-conviction (summary imprisonable offences)

You are remanded in custody until

We are not granting you bail because:

1. we believe that you will not come back to court because of your previous failure to do so [and/or]
2. there are substantial grounds to believe that you will commit another offence on bail because this offence is alleged to have been committed on bail [and/or]
3. you have previously been released on conditional bail and have not kept to those conditions and we have substantial grounds to believe that:
 - (a) you will not come back to court [and/or]
 - (b) you will commit an offence [and/or]
 - (c) you will interfere with witnesses or obstruct the course of of the case [and/or]
4. there are substantial grounds to believe that you will commit an offence that is likely to cause, or make [insert details of associated person] fear physical or mental injury [and/or]

5. you have tested positive for [insert details of Class A drug] but will not agree to a drug assessment and/or treatment [and/or]
6. we are satisfied that this is for your own protection [and/or]
7. you are already a serving prisoner [and/or]
8. we are satisfied that we do not have enough information and we cannot reach a decision about bail.

[If the next hearing is by videolink state] You will not be produced before the court on but will take part in the hearing over a live television link in the same way as if you were here in person.

Remand in custody pre-conviction (non-imprisonable offences)

You are remanded in custody until

We are not granting you bail because:

1. you have previously been released on conditional bail and have not kept to those conditions and we have substantial grounds to believe you would commit an offence that is likely to cause, or make [insert details of associated person] fear physical or mental injury [and/or]
2. we are satisfied that this is for your own protection [and/or]
3. you are already a serving prisoner.

[If the next hearing is by videolink state] You will not be produced before the court on but will take part in the hearing over a live television link in the same way as if you were here in person.

Remand in custody post-conviction (non-imprisonable offences)

You are remanded in custody until

We are not granting you bail because:

1. we believe that you will not come back to court because of your previous failure to do so [and/or]
2. you have previously been released on conditional bail and have not kept to those conditions and we have substantial grounds to believe that:
 - (a) you will not come back to court [and/or]
 - (b) you will commit an offence [and/or]
 - (c) you will interfere with witnesses or obstruct the course of of the case [and/or]
3. you have previously been released on conditional bail and have not kept to those conditions and we have substantial grounds to believe you would commit an offence that is likely to cause, or make [insert details of associated person] fear physical or mental injury [and/or]
4. we are satisfied that this is for your own protection [and/or]
5. you are already a serving prisoner.

[If the next hearing is by videolink state] You will not be produced before the court on but will take part in the hearing over a live television link in the same way as if you were here in person.

Remand to local authority accommodation (under 18 year olds only, either-way & indictable offences)

You are remanded to local authority accommodation until..... Until then you will be the responsibility of/looked after by.....[insert designated local authority details].

We are not granting you bail because:

1. there are substantial grounds to believe that:
 - (a) you will not come back to court [and/or]
 - (b) you will commit an offence [and/or]
 - (c) you will interfere with witnesses or obstruct the course of the case [and/or]
2. it is alleged you will commit an offence on bail, because this offence was committed on bail [and/or]
3. you have previously been released on conditional bail and have not kept to those conditions [and/or]
4. there are substantial grounds to believe you would commit an offence that is likely to cause, or make [insert details of associated person] fear physical or mental injury [and/or]
5. we are satisfied that it should be refused for your own welfare [and/or]
6. you are already serving a custodial sentence [and/or]

7. we are satisfied that we do not have enough information to decide if you can be released [and/or]
8. it is the only appropriate way to make sure a report is prepared.

We believe this because:

- a. of how serious the offence is and how you might be dealt with for it [and/or]
- b. of your criminal record and background [and/or]
- c. you have been given bail before but have not done as you were told [and/or]
- d. of the strength of the evidence against you [and/or]
- e. you may behave in a way that may cause, or make [insert details of associated person] think you could cause them harm [and/or]
- f. [any other relevant reason - insert details.]

You must come back to court on at am/pm.

[If applicable.] You will be placed in local authority accommodation with the following conditions
.....

[State in *exact* terms what the conditions will be, e.g.

- to live where directed by the Youth Offending Team/local authority
- where they cannot live
- reporting to a police station
- non-contact with witnesses
- any other necessary condition.]

If you breach any of the conditions, you will be arrested and brought back to court and we may decide that you should be remanded to Youth Detention Accommodation.

Remand to local authority accommodation (under 18 year olds only, summary imprisonable offences)

You are remanded to local authority accommodation until..... Until then you will be the responsibility of/looked after by.....[insert designated local authority details].

We are not granting you bail because:

1. there are substantial grounds to believe that you will commit an offence on bail, because this offence was committed on bail [and/or]
2. there are substantial grounds to believe you would commit an offence that is likely to cause, or make [insert details of associated person] fear physical or mental injury [and/or]
3. we believe you will not come back to court because of your previous failure to do so [and/or]
4. you have previously been released on conditional bail and have not kept to those conditions and we have substantial grounds to believe that:
 - (a) you will not come back to court [and/or]
 - (b) you will commit an offence [and/or]
 - (c) you will interfere with witnesses or obstruct the course of the case [and/or]

5. we are satisfied that it should be refused for your own welfare [and/or]
6. you are already serving a custodial sentence [and/or]
7. we are satisfied that we do not have enough information to decide if you can be released.

You must come back to court on at am/pm.

[If applicable.] You will be placed in local authority accommodation with the following conditions
.....

[State in *exact* terms what the conditions will be, e.g.

- to live where directed by the Youth Offending Team/local authority
- where they cannot live
- reporting to a police station
- non-contact with witnesses
- any other necessary condition.]

If you breach any of the conditions, you will be arrested and brought back to court and we may decide that you should be remanded to Youth Detention Accommodation.

Remand to local authority accommodation (under 18 year olds only, non-imprisonable offences)

You are remanded to local authority accommodation until..... Until then you will be the responsibility of/looked after by.....[insert designated local authority details].

We are not granting you bail because:

1. we believe that you will not come back to court because of your previous failure to do so [and/or]
2. you have previously been released on conditional bail and have not kept to those conditions and we have substantial grounds to believe that:
 - (a) you will not come back to court [and/or]
 - (b) you will commit an offence [and/or]
 - (c) you will interfere with witnesses or obstruct the course of the case [and/or]
3. you have previously been released on conditional bail and have not kept to those conditions and we have substantial grounds to believe you would commit an offence that is likely to cause, or make [insert details of associated person] fear physical or mental injury [and/or]

4. we are satisfied that it should be refused for your own welfare [and/or]
5. you are already serving a custodial sentence.

You must come back to court on at am/pm.

[If applicable.] You will be placed in local authority accommodation with the following conditions
.....

[State in *exact* terms what the conditions will be, e.g.

- to live where directed by the Youth Offending Team/local authority
- where they cannot live
- reporting to a police station
- non-contact with witnesses
- any other necessary condition.]

If you breach any of the conditions, you will be arrested and brought back to court.

Remand to youth detention accommodation 1st set of conditions (youths aged 12-17, either-way & indictable offences)

You are remanded to youth detention accommodation until..... Until then you will be the responsibility of/looked after by.....[insert designated local authority details].

We are not granting you bail because:

1. there are substantial grounds to believe that:
 - (a) you will not come back to court [and/or]
 - (b) you will commit an offence [and/or]
 - (c) you will interfere with witnesses or obstruct the course of the case [and/or]
2. it is alleged you will commit an offence on bail, because this offence was committed on bail [and/or]
3. you have previously been released on conditional bail and have not kept to those conditions [and/or]
4. there are substantial grounds to believe you would commit an offence that is likely to cause, or make [insert details of associated person] fear physical or mental injury [and/or]

5. we are satisfied that it should be refused for your own welfare [and/or]
6. you are already serving a custodial sentence [and/or]
7. we are satisfied that we do not have enough information to decide if you can be released [and/or]
8. it is the only appropriate way to make sure a report is prepared.

We believe this because:

- a. of how serious the offence is and how you might be dealt with for it [and/or]
- b. of your criminal record and background [and/or]
- c. you have been given bail before but have not done as you were told [and/or]
- d. of the strength of the evidence against you [and/or]
- e. you may behave in a way that may cause, or make [insert details of associated person] think you could cause them harm [and/or]
- f. [any other relevant reason - insert details.]

You are charged with a [serious] [violent] [sexual] offence.

A remand to youth detention accommodation is necessary [to protect the public from death or serious harm from you] [to prevent you from committing imprisonable offences] because

Remand to youth detention accommodation 1st set of conditions (youths aged 12-17, summary imprisonable offences)

You are remanded to youth detention accommodation until..... Until then you will be the responsibility of/looked after by.....[insert designated local authority details].

We are not granting you bail because:

1. there are substantial grounds to believe that you will commit an offence on bail, because this offence was committed on bail [and/or]
2. there are substantial grounds to believe you would commit an offence that is likely to cause, or make [insert details of associated person] fear physical or mental injury [and/or]
3. we believe you will not come back to court because of your previous failure to do so [and/or]
4. you have previously been released on conditional bail and have not kept to those conditions and we have substantial grounds to believe that:
 - (a) you will not come back to court [and/or]
 - (b) you will commit an offence [and/or]
 - (c) you will interfere with witnesses or obstruct the course of the case [and/or]

5. we are satisfied that it should be refused for your own welfare [and/or]
6. you are already serving a custodial sentence [and/or]
7. we are satisfied that we do not have enough information to decide if you can be released.

You are charged with a [serious] [violent] [sexual] offence.

A remand to youth detention accommodation is necessary [to protect the public from death or serious harm from you] [to prevent you from committing further imprisonable offences] because

Remand to youth detention accommodation 2nd set of conditions (youths aged 12-17, either-way & indictable offences)

You are remanded to local authority accommodation until..... Until then you will be the responsibility of/looked after by.....[insert designated local authority details].

We are not granting you bail because:

1. there are substantial grounds to believe that:
 - (a) you will not come back to court [and/or]
 - (b) you will commit an offence [and/or]
 - (c) you will interfere with witnesses or obstruct the course of the case [and/or]
2. it is alleged you will commit an offence on bail, because this offence was committed on bail [and/or]
3. you have previously been released on conditional bail and have not kept to those conditions [and/or]
4. there are substantial grounds to believe you would commit an offence that is likely to cause, or make [insert details of associated person] fear physical or mental injury [and/or]
5. we are satisfied that it should be refused for your own welfare [and/or]
6. you are already serving a custodial sentence [and/or]

7. we are satisfied that we do not have enough information to decide if you can be released [and/or]
8. it is the only appropriate way to make sure a report is prepared.

We believe this because:

- a. of how serious the offence is and how you might be dealt with for it [and/or]
- b. of your criminal record and background [and/or]
- c. you have been given bail before but have not done as you were told [and/or]
- d. of the strength of the evidence against you [and/or]
- e. you may behave in a way that may cause, or make [insert details of associated person]
think you could cause them harm [and/or]
- f. [any other relevant reason - insert details.]

You are charged with an offence that carries a custodial sentence and we are satisfied that there is a real prospect you will receive such a sentence.

You have a recent history of absconding whilst subject to custodial remands and this offence is said to have been committed whilst on such a remand. [and/or] This offence, together with others you have been convicted of, shows a recent history of committing imprisonable offences whilst on bail or subject to custodial remands because

A remand to youth detention accommodation is necessary [to protect the public from death or serious harm from you] [to prevent you from committing further imprisonable offences] because

Remand to youth detention accommodation 2nd set of conditions (youths aged 12-17, summary imprisonable offences)

You are remanded to youth detention accommodation until..... Until then you will be the responsibility of/looked after by.....[insert designated local authority details].

We are not granting you bail because:

1. there are substantial grounds to believe that you will commit an offence on bail, because this offence was committed on bail [and/or]
2. there are substantial grounds to believe you would commit an offence that is likely to cause, or make [insert details of associated person] fear physical or mental injury [and/or]
3. we believe you will not come back to court because of your previous failure to do so [and/or]
4. you have previously been released on conditional bail and have not kept to those conditions and we have substantial grounds to believe that:
 - (a) you will not come back to court [and/or]
 - (b) you will commit an offence [and/or]
 - (c) you will interfere with witnesses or obstruct the course of the case [and/or]

5. we are satisfied that it should be refused for your own welfare [and/or]
6. you are already serving a custodial sentence [and/or]
7. we are satisfied that we do not have enough information to decide if you can be released.

You are charged with an offence that carries a custodial sentence and we are satisfied that there is a real prospect you will receive such a sentence.

You have a recent history of absconding whilst subject to custodial remands and this offence is said to have been committed whilst on such a remand. [and/or] This offence, together with others you have been convicted of, shows a recent history of committing imprisonable offences whilst on bail or subject to custodial remands because

A remand to youth detention accommodation is necessary [to protect the public from death or serious harm from you] [to prevent you from committing further imprisonable offences] because

Sending for trial (S.51 Crime and Disorder Act 1998)

You are being sent for trial to the Crown Court sitting at for the following offences:

- [State indictable only offences first.
- State any related either-way or summary offences.]

You will attend there on for [a preliminary hearing] [plea and case management hearing] [a plea and trial preparation hearing].

[Deal with bail/remand as appropriate]

[For unconditional bail see page 26]

[For conditional bail see page 27]

[For remand in custody pre-conviction (either-way & indictable offence) see page 29]

[Note: A person charged with murder must be remanded in custody to appear before the Crown Court as soon as reasonably practicable and in any event, within 48 hours of tomorrow's date. Saturdays, Sundays, Christmas Day, Good Friday and Bank Holidays are excluded.]

Committal for sentence

You are committed to the Crown Court sitting at for sentence. The offence(s) is/are so serious that you need greater punishment than we can give.

[If applicable.] The following offences will also be dealt with at the same time by the Crown Court

[Deal with bail/remand as appropriate]

[For unconditional bail see page 26]

[For conditional bail see page 27]

[For remand in custody post conviction (either-way & indictable offence) see page 29b]

Notification requirements (adjournment)

You have been convicted of a sexual offence. You are required within 3 days [of your release] to go to a police station and tell them:

- your full name, including all other names you may use
- your date of birth
- your national insurance number
- your bank account, credit and debit card, passport and identity document details
- your main address and any other addresses you may reside at. If you have no main address, every 7 days, you must provide an address or location in the UK where you can regularly be found.
You must also notify the police if you stay at an address where anyone under the age of 18 lives.

If you change your name or use an address for more than a total of 7 days in a year, you must tell the police within 3 days of it happening.

If you intend to travel abroad regardless of the length of the trip, you must give the police 7 days advance notice of your plans.

If you do not provide the correct information to the police on time, you will commit an offence and could be sent to prison.

You will be sentenced for the offence(s) on At that time you will be told how long these requirements will last.

[Deal with bail/remand as appropriate]

[For unconditional bail see page 26]

[For conditional bail see page 27]

[For remand in custody post conviction (either-way & indictable offence) see page 29b]

Do not leave the court building until you have a written notice of what you have to do.

Notification requirements (on sentence)

You have been convicted and sentenced for (a) sexual offence(s) that is/are listed in Schedule 3 of the Sexual Offences Act 2003. Within 3 days [of your release] you must also go to a police station and tell them:

- your full name, including all other names you may use
- your date of birth
- your national insurance number
- your bank account, credit and debit card, passport and identity document details
- your main address and any other addresses you may reside at. If you have no main address, every 7 days, you must provide an address or location in the UK where you can regularly be found. You must also notify the police if you stay at an address where anyone under the age of 18 lives.

If you change your name or use an address for more than a total of 7 days in a year, you must tell the police within 3 days of it happening.

If you intend to travel abroad regardless of the length of the trip, you must give the police 7 days advance notice of your plans.

You must confirm your details to the police every 12 months even if they are the same.

You must comply with these notification requirements for years.

If you do not provide the correct information to the police on time, you will commit an offence and could be sent to prison.

Do not leave the court building until you have a written notice of what you have to do.

Notification order (offences committed outside UK)

You have committed (a) sexual offence(s) outside the UK. If you had committed the offence in the UK you would have been required to notify the police of certain things.

Therefore, we are making a notification order for years.

Within 3 days [of your release] you must also to go to police station and tell them:

- your full name, including all other names you may use
- your date of birth
- your national insurance number
- your bank account, credit and debit card, passport and identity document details
- your main address and any other addresses you may reside at. If you have no main address, every 7 days, you must provide an address or location in the UK where you can regularly be found. You must also notify the police if you stay at an address where anyone under the age of 18 lives.

If you intend to travel abroad regardless of the length of the trip, you must give the police 7 days advance notice of your plans.

If you intend to travel abroad for 3 days or more you must give the police 7 days advance notice of your plans.

You must confirm your details to the police every 12 months even if they are the same.

You must comply with these notification requirements for years.

If you do not provide the correct information to the police on time, you will commit an offence and could be sent to prison.

Do not leave the court building until you have a written notice of what you have to do.

Sexual risk order

We are making a sexual risk order for a period of

You have done an act which was sexual in nature. It is necessary to protect the public from sexual harm by you.

For the next years you must not

[State in *exact* terms what prohibitions you impose based on the defendant's behaviour.]

[The only prohibitions that may be imposed are those that are necessary for the purpose of protecting the public from sexual harm from the defendant. Where foreign travel is prohibited the court must order that any passport be surrendered.]

If you breach this order, you commit a serious offence and could be sent to prison.

We are required to inform you that the Independent Safeguarding Authority will bar you from working with children and/or vulnerable adults.

Sexual harm prevention order

We are making a sexual harm prevention order for a period of

You have been dealt with for (a) sexual offence(s) and it is necessary to protect the public from sexual harm from you.

This means that for the next years you must not

[State in *exact* terms what prohibitions you impose based on the defendant's behaviour.]

[The only prohibitions that may be imposed are those that are necessary for the purpose of protecting the public from sexual harm from the defendant. Where foreign travel is prohibited the court must order that any passport be surrendered.]

If you breach this order, you commit a serious offence and could be sent to prison.

Do not leave the court building until you have a copy of the order.

Sexual offences

(S.1 Sexual Offences (Amendment) Act 1992)

It is a criminal offence to publish or broadcast any matter that is likely to identify the alleged victim. This automatic restriction will apply during the alleged victim's lifetime, unless otherwise directed by this court or the Crown Court.

Reporting restrictions for children and young people in criminal proceedings

(S.45 Youth Justice and Criminal Evidence Act 1999)

We are directing that there must be no publication of any details if they are likely to lead members of the public to identify the [defendant] [alleged victim] [witness] as a person concerned in the proceedings. This includes their name, address, school, educational establishment, place of work or anything else that may identify them, including any still or moving picture.

Publication includes any printed or broadcast media as well as information published online including social media sites such as Facebook and Twitter.

We impose this restriction because

This order will last until the person concerned is 18 years old or another order is made.

Breach of the order is a criminal offence.

Reporting restrictions for children and young people in non-criminal cases

(S.39 Children and Young Persons Act 1933)

We are directing that there must be no publication of any details if they are likely to lead members of the public to identify the [defendant] [alleged victim] [witness] as a person concerned in the proceedings. This includes their name, address, school, educational establishment, place of work or anything else that may identify them, including any still or moving picture.

Publication includes any printed or broadcast media as well as information published online including social media sites such as Facebook and Twitter.

We impose this restriction because

This order will last until the person concerned is 18 years old or another order is made.

Breach of the order is a criminal offence.

Lifetime reporting restrictions for victims and witnesses under the age of 18 (S.45A Youth Justice and Criminal Evidence Act 1999)

We are directing that there must be no publication of any details if they are likely to lead members of the public to identify the [defendant] [alleged victim] [witness] as a person concerned in the proceedings. This includes their name, address, school, educational establishment, place of work or anything else that may identify them, including any still or moving picture.

Publication includes any printed or broadcast media as well as information published online including social media sites such as Facebook and Twitter.

We are satisfied that the fear or distress caused to the person concerned by identifying them to members of the public is likely to diminish the quality of their evidence or level of cooperation in the proceedings.

We impose this restriction because

This order will last for the lifetime of the person concerned.

Breach of the order is a criminal offence.

Avoiding a substantial risk of prejudice to the administration of justice (S.4 Contempt of Court Act 1981)

We order that publication of these proceedings [other pending/imminent proceedings] is postponed until

We consider there to be a risk of substantial prejudice in the administration of justice because

Reporting restrictions

Withholding information from the public in the interests of the administration of justice (S.11 Contempt of Court Act 1981)

We allow a [name] [address] [other details] to be withheld from the public in these proceedings because

Therefore, we make the following directions:

- [State the specific purpose for making the order.
- State the precise scope of the order.
- State the exact length of the order and when it ceases to have effect.]

Bind over

We are thinking of binding you over to keep the peace.

This means that for a period of months you must keep the peace [especially towards].

You must refrain from [specify the conduct or activity to be refrained from].

If you break the order you will have to pay up to £.....

Do you agree to be bound over?

You are bound over in the sum of £..... for months.

Exclusion order – licensed premises

Your offending involved [threats of] violence in a public house. Therefore, you are banned from going to for the next months unless the landlord gives you express permission.

If you disobey the order, you commit an offence and could go to prison.

Football banning order

We are banning you from entering any premises for the purpose of attending any regulated football match in the UK, for a period of This is to help prevent violence or disorder connected with football matches.

Within 5 days of [today] [your release from custody] you must report to police station. The officer will inform you of exactly what you are required to do.

You will be directed by the Football Orders Banning Authority to surrender your passport to a police station when certain football matches are being played outside the UK.

[If applicable.] You must comply with the following additional requirement(s)

[State in *exact* terms that they may include:

- attending at a police station to have a photograph taken
- any other requirement necessary to ensure the order is effective.]

You will be committing an offence if you break any of the requirements and you could be sent to prison.

Once two thirds of the order is complete, you can ask the court to consider ending the order.

Do you understand?

Do not leave the court building until you have a copy of the order.

Parenting order (failing to send child to school)

We are making a parenting order for months. This is to help prevent you committing another offence of failing to send your child(ren) to school.

The responsible officer is and they will give you instructions about the sessions you must attend to help you to provide better care, protection and support to your child(ren). You must attend these and do as instructed. If you do not, you could be brought back to court and fined.

[If there are any further requirements state them here.]

You or the officer can ask to review this order at any time.

Do you understand?

Ancillary orders – general

Restraining order

We are making a restraining order for the purpose of protecting [for a period of] [until further order].

During this period you must not

[State in *precise* terms what the defendant cannot do.]

If you do any of these things, you commit a serious offence and could be sent to prison.

Do you understand?

Contingent Destruction Order (Prohibited dogs – Dangerous Dogs Act 1991)

We are making a contingent destruction order in respect of [insert name/description of dog(s)].

We are satisfied that [insert name/description of dog(s)] does not constitute a danger to public safety.

This is because

[State your reasons based on the following non-exhaustive list:

- The incident – the degree of harm caused by the dog's behaviour.
- Past behaviour of the dog – is this an isolated incident or have there been previous warnings or incidents?
- Owner's character – is the owner a fit and proper person to own this particular dog?]

This dog is a banned type and you must now obtain a certificate of exemption. You must do this within two months of this order being made. You will be notified of the steps you need to take to obtain a certificate; this will include that the dog(s) is(are) neutered, micro-chipped and insured.

You will also be notified of any additional requirements attached to the certificate.

When in a public place you must also keep the dog(s) muzzled and held securely on a lead by a person aged 16 years or more.

If you do not comply with this order, fail to obtain a certificate of exemption in the required time, or fail to comply with the requirements attached to the certificate, you commit an offence. This may result in you being sent to prison, the dog(s) may be seized and destroyed and you may be ordered to pay the costs of its keep until it is destroyed and for the costs of the destruction.

Ancillary orders – general

Inserted April 2015

Contingent Destruction Order (Non-prohibited dogs – Dangerous Dogs Act 1991)

We are making a contingent destruction order in respect of [insert name/description of dog(s)].

We are satisfied that [insert name/description of dog(s)] **does not constitute a danger to public safety.**

This is because

[State your reasons based on the following non-exhaustive list:

- The incident – the degree of harm caused by the dog's behaviour.
- Past behaviour of the dog – is this an isolated incident or have there been previous warnings or incidents?
- Owner's character – is the owner a fit and proper person to own this particular dog?]

You must therefore keep [insert name/description of dog(s)] under proper control.

[If applicable.] **In addition we impose the following conditions:**

[State which of the following conditions apply:

- When in a public place, the dog(s) must be muzzled.
- When in a public place, the dog(s) must be held securely on a lead by a person aged 16 years or more.
- The dog(s) must not enter [specify the excluded area].
- If male, the dog(s) must be neutered.]

If you do not comply with this order, the dog(s) may be seized and destroyed and you may be ordered to pay the costs of its keep until it is destroyed and for the costs of the destruction.

Ancillary orders – general

Inserted April 2015

Keeping a dog under proper control (Dogs Act 1871)

We are making an order that [insert name/description of dog(s)] be kept under proper control.

This is because [insert reasons].

[If applicable.] We impose the following conditions:

[Specify the measures required:

- When in a public place, the dog(s) must be muzzled.
- When in a public place, the dog(s) must be held securely on a lead by a person aged 16 years or more.
- The dog(s) must not enter [specify the excluded area].
- If male, the dog(s) must be neutered.
- [specify any other condition.]

If you do not comply with this order, the dog(s) may be seized and destroyed and you may be ordered to pay the costs of its keep until it is destroyed and for the costs of the destruction.

Disqualification from having custody of a dog (Dangerous Dogs Act 1991)

You have been convicted of an offence under the Dangerous Dogs Act.

We are making an order that you are disqualified from having custody of any dog for a period of months/years [insert the length of the order].

This is because [insert reasons].

If you do not comply with this order you will be committing a further offence.

Do you understand?

Disqualification from having custody of any animal/animal(s) of a specified type(s) (Animal Welfare Act 2006)

You have been convicted of an offence under the Animal Welfare Act.

We are making an order that you are disqualified from [owning] [keeping] any [animal] [.....
[specify type of animal]] for a period of [insert the length of the order].

This is because [insert reasons].

If you do not comply with this order you will be committing a further offence.

Do you understand?

GUIDELINE FINES – before credit for guilty plea

Based on Relevant Weekly Income (net of Tax and National Insurance)

Assumed Relevant Weekly Income £440
for no reliable information

Yearly Eq to RWI £	Monthly Eq to RWI £	RWI £	Upper Limits:		
			A min 25%	A Starting Point 50%	A max & B min 75%
6240	520	120	30	60	90
7280	606	140	35	70	105
8320	693	160	40	80	120
9360	780	180	45	90	135
10400	866	200	50	100	150
11700	975	225	56	112	168
13000	1083	250	62	125	187
14300	1191	275	68	137	206
15600	1300	300	75	150	225
16900	1408	325	81	162	243
18200	1516	350	87	175	262
19500	1625	375	93	187	281
20800	1733	400	100	200	300
22100	1841	425	106	212	318
22880	1906	440	110	220	330
23400	1950	450	112	225	337
24700	2058	475	118	237	356
26000	2166	500	125	250	375
28600	2383	550	137	275	412
31200	2600	600	150	300	450
33800	2816	650	162	325	487
36400	3033	700	175	350	525
39000	3250	750	187	375	562
41600	3466	800	200	400	600
44200	3683	850	212	425	637
46800	3900	900	225	450	675
49400	4116	950	237	475	712
52000	4333	1000	250	500	750

All figures rounded down to the nearest £

Remember to give credit for a guilty plea and reduce the fine to reflect the stage at which the offender was willing to indicate a guilty plea. This is gauged on a sliding scale.

Level 3 = £1,000

Level 4 = £2,500

Level 5 = Unlimited

B Starting Point 100%	B max & C min 125%	C Starting Point 150%	C max 175%
120	150	180	210
140	175	210	245
160	200	240	280
180	225	270	315
200	250	300	350
225	281	337	393
250	312	375	437
275	343	412	481
300	375	450	525
325	406	487	568
350	437	525	612
375	468	562	656
400	500	600	700
425	531	637	743
440	550	660	770
450	562	675	787
475	593	712	831
500	625	750	875
550	687	825	962
600	750	900	1050
650	812	975	1137
700	875	1050	1225
750	937	1125	1312
800	1000	1200	1400
850	1062	1275	1487
900	1125	1350	1575
950	1187	1425	1662
1000	1250	1500	1750

The Sentencing Council recommends a reduction of one third where the guilty plea was entered at the first reasonable opportunity, one quarter where a trial date had been set and one tenth at the door of the court, or after the trial has begun.

