



INCIDENT REPORT CARDS & FIXED PENALTY NOTICE

I attended online training with Cornwall Council's Environmental Protection Department on 5th August 2020.

The aim of the training was to use a safe, non-contact enforcement tool to combat littering, dog fouling, fly tipping in our community.

Cleaning up Cornwall's litter costs Cornwall Council £5M a year.

- 45% rise in the amount of rubbish and litter created during the spring and summer seasons
- Council's street cleaning involves 200 workers covering 40,000 miles annually
- Over the last year, Cornwall's community groups volunteered more than 48,066 hours of their
- time to picking up after litterbugs (Cornish Plastic Pollution Coalition and Clean Cornwall).
- If those volunteers were paid, at the very least it would cost Cornwall around £376,000-a-year

"58% of residents felt environmental nuisance* was a very or fairly big problem in their local area".

Cornwall Council Resident Survey 2017

*Environmental nuisance: fly tipping, dog fouling, littering

The Enforcement reality is that there is still year-on-year high numbers of environmental nuisance/crime.

There are low numbers of Fixed Penalty Notices (FPNs) being issued (mainly dogs on beaches).

Trained individuals report issues in serving FPNs, mainly confrontational and there are restrictions of use as Town and Parish Councillors cannot be authorised to issue FPNs.

A new solution to enforcement has been introduced; the Incident Report Card.

The Incident Report Card is a new, no contact (non-confrontational) enforcement tool. It was co-designed with Cornwall Council and with Launceston and Bodmin Town Councils.

It is designed to tackle littering, dog fouling, fly tipping and can result in the issue a of fixed penalty notice by post (by Cornwall Council).

It appears that there have been good early successes.

Electronic reporting

Due to the current circumstance Cornwall Council are offering an electronic (word) version of the incident report card.

The completed electronic cards should be emailed to cep@Cornwall.gov.uk along with any supporting photographic/ video evidence.

Incident Report Cards are a safe, simple and effective tool to issue Environmental Fixed Penalty Notices.

The current FPN fines are:

- Littering: £150
- Dog Fouling: £100
- Fly tipping: £400
- Dog on beach: £100

Cornwall Council's response to residents are that they will continue to train and authorise Town/Parish Council personnel and Biffa to issue Fixed Penalty Notices for littering, dog fouling, fly tipping and dogs on beaches.

This includes delivering Community Safety Accreditation Scheme (CSAS) training and authorisation: 'name & address powers' (Police).

If the Incident Report Card is completed fully with priority details relating to the incident:

- Vehicle registration number
- Offender address (if known)
- Clear photographic/ video evidence

Then a Cornwall Council Enforcement Team will potentially serve a postal fixed penalty notice.

The Incident Report Card is:

- An A6-sized card
- Use it to record essential information relating to an environmental offence witnessed (for dog fouling, littering, fly tipping only)

- Additional Photographic/ video evidence

Usage requirements

- Completed Incident Report cards returned to Cornwall Council within 7 days of witnessing an incident
- Non-contact usage
- Used only by a trained Councillor or member of staff
- Trained Town/Parish Council personnel can deliver cascade training to other Councillors/Council staff
- Trained Town/Parish Councillors can assist and advise residents in the completion of the Incident Report Cards

Cornwall Council Support – Process

- The Technical Support team will initially process the Incident Report Card
- Allocated to an Enforcement Team
- If registered vehicle ownership details are needed, the Enforcement Team will request these from the DVLA (information requests can take up to 10 days)
- A postal fixed penalty notice will be served unless further evidence or an investigation is needed
- Any successful fines will result in 50% of the revenue being shared with the Town or Parish Council
- Refusal to pay an FPN may result in a criminal prosecution.
- A “not guilty” plea would probably require a resident to give evidence at a subsequent trial.

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