



# Home Office

## Crime Reduction & Community Safety Group

### Tilley Awards 2008 Application form

Please ensure that you have read the guidance before completing this form. **By making an application to the awards, entrants are agreeing to abide by the conditions laid out in the guidance.** Please complete the following form in full, within the stated word limit and ensuring the file size is no more than 1MB. Failure to do so will result in your entry being rejected from the competition.

Completed application forms should be e-mailed to [tilleyawards08@homeoffice.gsi.gov.uk](mailto:tilleyawards08@homeoffice.gsi.gov.uk).

All entries must be received by noon on **Friday 25<sup>th</sup> April 2008**. No entries will be accepted after this time/date. Any queries on the application process should be directed to Alex Blackwell on 0207 035 4811 or [alex.blackwell@homeoffice.gsi.gov.uk](mailto:alex.blackwell@homeoffice.gsi.gov.uk).

#### **Section A: Application basics**

1. Title of the project: **KINGSWOOD MOTOR CYCLE NUISANCE**

2. Key issue that the project is addressing e.g. Alcohol related violence: Anti-social use of motorcycles and mini-motos.

#### **Author contact details**

3. Name of application author: PS 542 Nigel Roberts

4. Organisation submitting the application: Northamptonshire Police

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6. Email address: [Nigel.Roberts@northants.police.uk](mailto:Nigel.Roberts@northants.police.uk)

7. Telephone number: (01536) 444536

#### **Secondary project contact details**

8. Name of secondary contact involved in the project: Inspector Gary Williams

9. Secondary contact email address: [gary.williams@northants.police.uk](mailto:gary.williams@northants.police.uk)

10. Secondary contact telephone number: (01536) 444531

#### **Endorsing representative contact details**

11. Name of endorsing senior representative from lead Organisation: Pat Percival, Head of Corporate Communications Department

12. Endorsing representative's email address: [Pat.percival@northants.pnn.police.uk](mailto:Pat.percival@northants.pnn.police.uk)

13. For all entries from England & Wales please state which Government Office or Welsh Assembly Government covers your area e.g. GO East Midlands: **GO East Midlands**

**14. Please mark this box with an X to indicate that all organisations involved in the project have been notified of this entry (this is to prevent duplicate entries of the same project):**

**Section B: Summary of application** - *In no more than 400 words use this space to provide a summary of your project under the stated headings (see guidance for more information).*

**Scanning:**

- The Kingswood estate is recognised nationally as an area with deprivation problems
- The design of the estate, with no through roads and a complex layout of footpaths and green areas, made the area difficult to Police
- Community identified a major problem regarding the anti-social use of motorcycles and mini-motos
- Problem was widespread across the estate, seriously impacting on the quality of life of residents
- Identified as number one priority by the community

**Analysis:**

- Large numbers of illegal motorcycles were used and stored on the estate
- Area used as short cut between neighbouring estates
- Bikes and fuel stored in residential properties in contravention of housing legislation

**Response:**

- Comprehensive leaflet compiled containing full details of applicable legislation
- Appeal for information made from the public
- Anonymous information accepted
- Crimestoppers enlisted to support the activities
- Leaflets delivered to every address
- Community intelligence increased
- Database linking vehicles to users and keepers created
- Multi-agency operations
- Every known user/keeper visited by small working party consisting of Police Officer, Housing Officer, Acceptable Behaviour Officer, Community Support Officer and representative from the Fire Service
- All persons advised of consequences of illegal use of motor vehicles and breaches regarding the storage of bikes or fuel
- Vehicles found thoroughly examined and photographed
- Where grounds existed, bikes were seized
- Neighbouring properties visited and residents encouraged to report further breaches
- Operation widely publicised by posters, radio messages and in the local press
- CCTV cameras directed to cover area
- Incidents recorded on CCTV were individually viewed by an officer
- Two Police officers trained to use off-road motorbikes
- Police helicopter used to conduct regular fly-overs

**Assessment:**

- Incident levels fell
- Number of illegal bikes disposed
- Profile of the problem raised at community meetings and in local media
- Feedback, particularly from the Tenants and Residential Association (TARA), was that improvements were dramatic
- Incidents of motor vehicle nuisance fell by an amazing 63% between March/November 2007\*
- 73% reduction during busy summer period between May /June\*
- Public satisfaction increased, (evidenced by the response from the public at community meetings)
- Local people reported they were able to enjoy the footways and public green spaces without the risk of disturbance by motorcycles
- Quality of life improved for many residents

\*Compared to same period in 2006

State number of words: 400

**Section C: Description of project** - Describe the project in no more than 4,000 words. Please refer to the full guidance for more information on what the description should cover, in particular section 12.

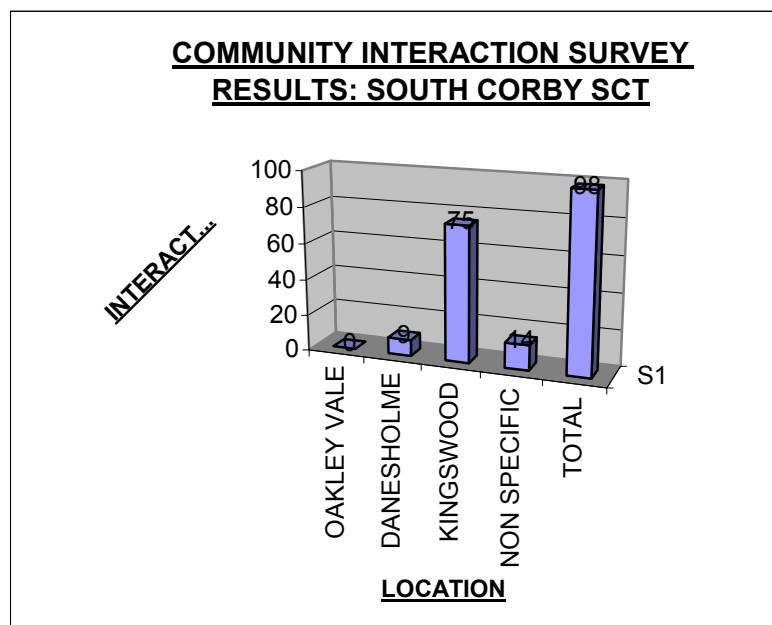
**Scanning:**

The Kingswood estate in Corby is a densely populated residential estate that is amongst the most deprived areas in the country. The design of the estate, with its network of narrow footpaths and no vehicular access, was difficult to police in the traditional way and is believed to have contributed to the rise in disorder in recent years due to the difficulty for the Police to access parts of the area swiftly and also led to a feeling of isolation and lack of community spirit amongst the residents. There was a distinct feeling that many residents accepted they were likely to live a lifestyle regularly disturbed by the anti-social behaviour of a minority of individuals. Coupled with the reluctance to interact with or trust the Police, the impact was significant and long lasting. The high levels of crime and disorder were well adrift from other estates of similar size in the same town, despite the fact that the Kingswood had received the benefit of being a Priority Policing Area and subject of a Crime and Antisocial Behaviour Partnership (CASPAR) project.

In line with the ethos of Neighbourhood Policing, the newly created Safer Community Team for the Kingswood estate set about a major project to survey every resident of the estate to establish the prime causes of concern amongst the community. This was to enable the community to identify the three main priorities for the team to tackle, and was also intended to break down some of the barriers between the community and the Police. It was hoped that such a major initiative would give a strong indication of the investment made by the Police in terms of the size of the team and the commitment that everyone on the team shared to improve the quality of life for every resident, worker and visitor to the area.

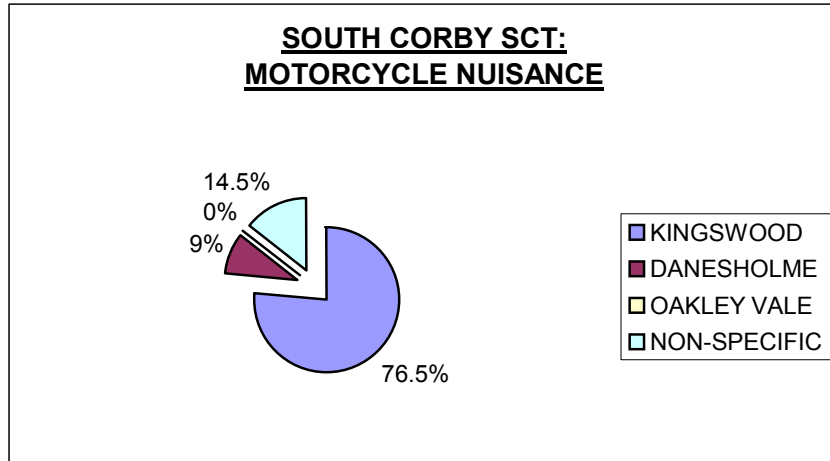
The ambitious task was completed in less than two weeks. The benefits of the partnership arrangement ensured that this was conducted in a short time as the surveys were conducted by Police Officers, Community Support Officers, Special Constables, Neighbourhood Wardens, Neighbourhood Managers, Tenants & Residents Association (TARA) members and Borough and County Councillors. In all, a true team effort.

The result of this initial scanning exercise was that by far the biggest identified problem for the residents of the estate was the anti-social and illegal use of motorcycles and mini-motos. This finding was reinforced by the members of the TARA, who had long records of this problem featuring on their own agenda from their regular meetings. It was clear that efforts had been made to tackle this problem in previous years but none of these had secured any lasting improvements.



These results clearly highlighted the serious impact that motorcycle nuisance was having on the community. The issue was the second highest complaint by residents across the three estates that make up the South Corby SCT area and, of the total number of residents who raised this, 76.5% of them lived on the Kingswood area.

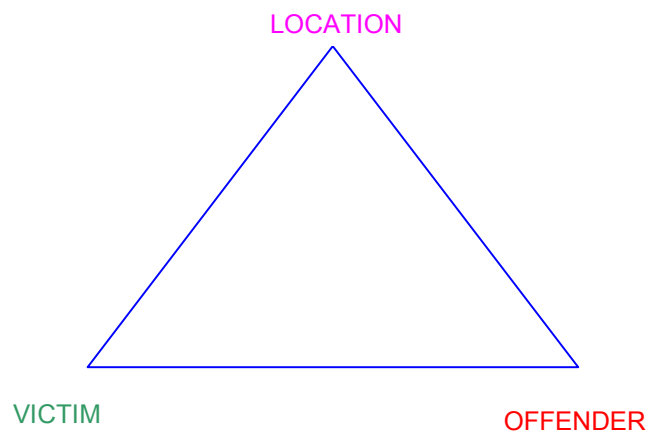
**COMMUNITY INTERACTION RESULTS (AS RECORDED ON COMPASS)**



**Analysis:**

Having obtained the detailed results of the community interactions, in line with the SARA problem-solving template, it was time for some enthusiastic and enterprising problem solving to commence. Within the Northamptonshire Policing model for community policing, the body responsible for conducting problem solving exercises is the Joint Action Group (JAG) and this body was soon in action. Regular attendees at the JAG meetings were representatives from the Police, Community Support Officers, Special Constables, the Neighbourhood Management Team, Housing Officers, Acceptable Behaviour Officers, TARA representatives, Youth Workers, Fire Service Officers, elected Borough and County Councillors, Health Workers, Mental Health Practitioners, Family Support Workers and other invited guests.

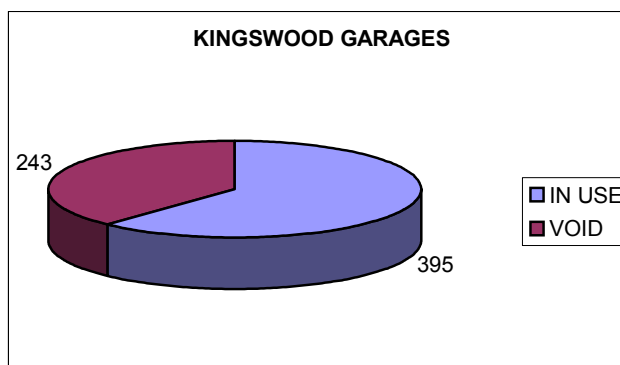
Working within the guidelines of the National Intelligence Model, the process began with a group discussion to identify the desired outcome and to establish some rules in relation to exactly what was expected from each organisation represented around the table. The group were able to refer to the Neighbourhood Profile of the area, which was located on the Compass website and provided detailed information regarding the demographics, as well as access to a wide range of available sources of both help and assistance. From the outset, all discussions were documented and recorded on a tasking list document, which was widely circulated amongst the partner agencies. A manager for the problem was identified and a problem solving project raised on the Compass website, which was accessible to all involved. It was decided to specify the individual elements of the motorcycle nuisance problem as tightly as possible and the LOV approach (Location Offender Victim) triangle was considered in order.



- **Location:**

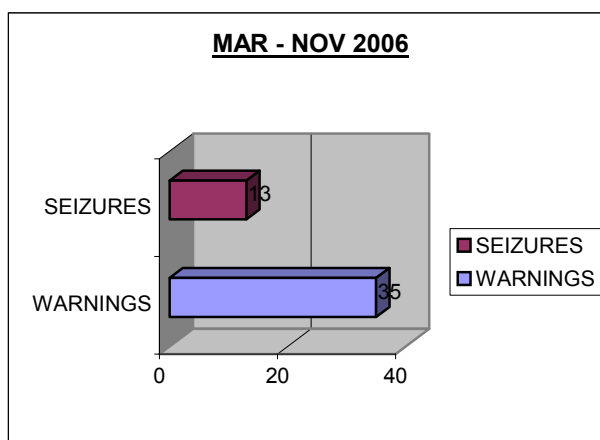
Although the whole area of the Kingswood estate was considered to be a hotspot for this type of anti-social behaviour, closer examination of the available statistics identified the fact that there were some pinch points of higher than average activity. This may have been due to the fact that some of the most active offenders for the behaviour lived near to these areas and were thus frequently travelling to and from their home addresses to the annoyance of residents nearby, or it may have been due to other factors such as the routes which gave easy access to other areas of the town. Having taken the first step to identify the priority locations, some discussion then centred around possible steps that could be taken to eliminate or reduce the incidents in these areas. There were also physical factors identified in these areas, such as the fact that they were not subject to CCTV surveillance, were good solid surfaces, were well lit and were not subject to any forms of engineering designed to hamper the process of such vehicles on the route concerned.

Another factor considered at this time was the question of where the motorcycles themselves were being stored. The design and layout of the majority of the houses on the Kingswood meant they did not have individual garages or outbuildings, which would be suitable storage locations. There were a high number of garages in blocks around the estate provided by the local authority for rental by the community. Due to the fact that most of these were located some distance away from the tenants' homes, coupled with the fact that many of them were in a poor state of repair and many were insecure, the rate of allocations was fairly low. Many garages were not rented and stood empty and unused during the period of analysis of MARCH & NOVEMBER 2006 as illustrated below.



- **Offender:**

Once the group began to probe deeper into the available information on the users of the type of vehicles in question, there were interesting patterns of behaviour that gave potential for positive action. A number of residents of the area had already been warned or been subject to seizures in relation to the illegal use of such motorcycles under S59 of the Police Reform Act as detailed below.



These warnings were well documented and gave the team a starting point for potential repeat offenders. The vast majority of those previously warned were within the same age band, which would enable them to be effectively targeted more easily. Most of them were relatively young males. There were other common threads or traits amongst this group such as the fact that many of them were already in the justice system for other matters and were thus, well known amongst the community and the Police officers for the area. It seemed likely that most users of illegal motorcycles in the area did so because they had little respect for either the law or their fellow neighbours. Many of the bikes used appeared to have been ridden to and from other areas away from the Kingswood estate. These areas were open land or abandoned quarries and it was the belief of many within the JAG that these persons chose to ride the bikes through the Kingswood rather than adjacent estates due to the fact that their apprehension was significantly reduced by doing so.

- **Victim:**

The subject of the victim of this type of behaviour was a little more difficult to address satisfactorily. There were no grounds to believe that, unlike many other types of anti-social behaviour, the victim's age, gender, sexual orientation or ethnicity had any bearing whatsoever on the motives of the offenders. Most of the persons who were known to complain of such activities were suffering solely because of the location of their homes and nothing more. The only real noticeable difference between the individuals who made up this group was their relationship with the authorities and their likelihood, or not, to tackle the perpetrators or report them to the Police. It would be the aim of the JAG to foster an environment of trust whereby those residents who were suffering under the constant disturbance of motorcycle nuisance would be empowered to take some form of positive action rather than to suffer in silence. Even if this positive action was solely to pick up the phone and report the matter to the Police, even if in total anonymity, this would be one of the benchmarks of the team's success.

The simplest way of assessing the scale of the problem from the perspective of the victims was to ascertain the actual number of incidents reported to the Police. The figures confirmed that the problem had a significant impact on a large number of individuals, as the volume of reported incidents was very high. Far higher, than any other similar geographic area in the region. Considering the real likelihood that those who had suffered the problem most severely without respite for many years, had long since given up on reporting incidents, the members of the JAG were concerned that they were facing what could potentially be the tip of an iceberg.

**Response:**

The main purpose of the response stage of the SARA model is for the problem manager to construct, coordinate and implement the most effective interventions to tackle the identified problems, whilst utilising all of the available information gleaned during the analysis stage of the problem solving operation. The success of the responses are dependent on the thoroughness of the scanning and analysis stages, and in this instance, the JAG were confident that this had been conducted diligently.

The significant resources available to the JAG and the degree of commitment and 'buy-in' from the organisations around the table meant that the response stage began at lightning pace with many strands and initiatives being tried at the same time. This was a deliberate ploy, intended to give a tangible shock to the community by the intensity of the response to the problem. It was felt that the best way to restore confidence in the Policing of the problem, would be to raise the profile very quickly and hope that the inertia would kick-start the imagination of the community and send a strong message to the offenders about our determination and tenacity.

## INFORMATION LEAFLET

<p>Kingswood Lincoln Daneshome Gt Oakley Oakley Vale Hillside</p> <p>January 2007</p>	<h1>South Corby Safer Community Team</h1> <p>Working together locally</p>
<h2>Anti-social use of motorcycles and mini-motos</h2>	
<p>People living in the South Corby Safer Community Team area have made it clear to us that they have had enough of the nuisance caused by illegal use of motorcycles and mini-motos.</p> <p>While motorcycle nuisance is not currently one of the three main priorities that local people have asked us to tackle, it remains an issue that we will continue to deal with.</p> <p>Here is some useful information about the law relating to use of motorcycles and mini-motos.</p> <p style="text-align: center;">*****</p> <p><b>The law is clear on where you can ride these motor vehicles:</b></p> <p>1) <b>Registered Motor Vehicles</b></p> <p>If any of these vehicles are ridden on a road then they must have number plates displayed, have a current MOT and be road worthy.</p> <p>The rider must hold a current licence for the vehicle, hold valid insurance and display current vehicle tax.</p> <p>The rider must wear a suitable protective helmet - as should any Pillion passenger.</p>	<p>These vehicles can be ridden on a road only - <b>NOT</b> - pathways, green belt areas etc.</p> <p>2) <b>Un-registered Mini Motos, Quads and Motor Cycles</b></p> <p>These can only be ridden on private land - with the permission of the landowner.</p> <p>If any of these are found being driven on pathways, green belt areas, industrial estates then they <b>CAN BE SEIZED IMMEDIATELY</b>.</p> <p>Police have Powers under Section 59 (Police Reform Act) to <b>seize any vehicle</b> that is being driven in a way that causes alarm, distress and harassment to anyone.</p> <p>Police also have the <b>power to enter garages, or sheds</b> to search for such vehicles.</p> <p><b>We will also prosecute</b> anyone seen or caught riding these vehicles if they have <b>NO</b> driving licence, MOT, valid insurance, valid Vehicle Tax, not displaying a number plate or not wearing a helmet etc.</p>
<h2>Important Notice</h2>	
<p>The police can take the above action when in possession of information supplied by members of the community. It is not necessary for a police officer to actually view the offence in person.</p> <p>We welcome any information you may have in relation to the use of, or location of, any motorcycles used in an anti-social manner. Call us on 08453 700700 or email <a href="mailto:SCTSouthCorby@northants.police.uk">SCTSouthCorby@northants.police.uk</a></p> <p>Your information will be treated in the strictest confidence.</p> <p>It is also important to remember that Corby Borough Council strictly enforce their tenancy agreements, which prohibit the keeping and storage of any motor vehicles, or fuel, in Council-owned properties, including bin-stores.</p> <p>We are also mindful that involvement with motor vehicles can be a positive activity and we are looking to build a project so that young people in particular can develop a positive interest in vehicles, their maintenance and proper use.</p>	

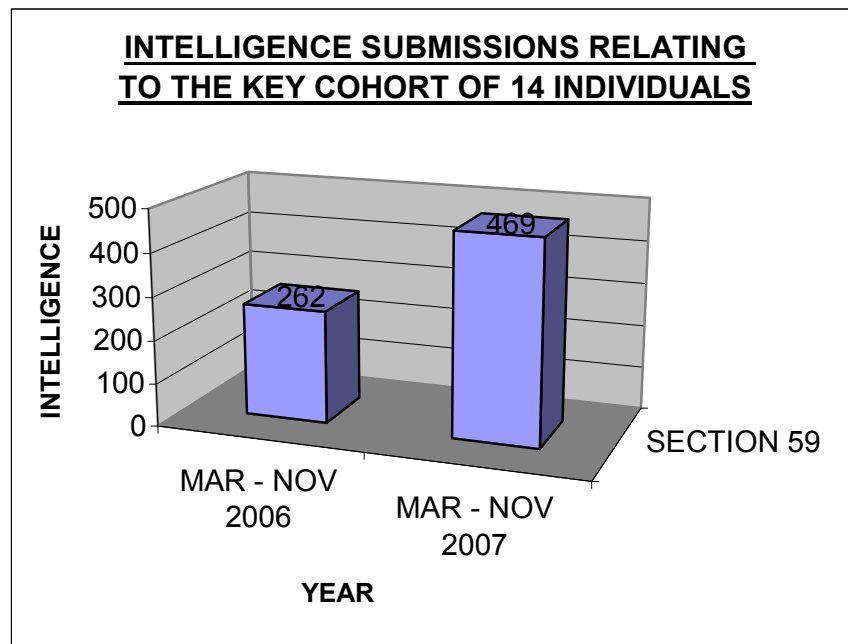
This document contained a message from the JAG declaring our intention to robustly tackle the problems of motorcycle nuisance in the area. It spelled out in clear and easy to understand language exactly what sort of activities were illegal, as well as the powers of the Police and other agencies to deal with them. It also gave a number of options for the community to be able to contact the SCT and gave the option of doing so anonymously. The organisation CRIMESTOPPERS was engaged to assist with this and their own information leaflet was combined with that from the SCT. These leaflets were distributed around the estate and displayed in prominent locations such as schools, shops, supermarkets, community centres and public venues.

All available intelligence regarding the users of illegal bikes was harvested and filtered by a Police Constable on the team. Every person mentioned in these records or suspected of being involved in the offences under investigation, was placed onto a database. A multi-agency working party was created and this consisted of Police Officer, Housing Officer, Community Support Officer, Acceptable Behaviour Officer and a representative from the Fire Service. This group paid visits to every person named or otherwise identified on the database. These individuals were advised of all possible consequences regarding the illegal or anti-social use of these bikes, as well as in relation to the storage of vehicles and fuel on residential premises. The storage of such items within social housing is a breach of the tenancy agreement and this was highlighted in the appropriate cases.

On the occasions that a reply at the houses in question was gained (and, despite initial reservations, some form of contact was made at almost every residence on the list) the householders were openly asked if they possessed or stored any motorcycles in or near to the property. Most people were very responsive and cooperative. This may be due to the fact that most were the parents or relatives of the offenders rather than being the offenders themselves. On every occasion a motorcycle was discovered, they were thoroughly examined and photographed. The user/keeper was advised of the commitment of the SCT to stamp out the anti-social use of the bikes, as well as the fact that the neighbouring properties would be visited to seek their support to ensure that no breaches occurred. The details of the bikes and accompanying photographs were linked to the user/keeper on the database for future reference. This was so effective that two persons actually contacted the team some time later, to inform them they had resprayed their bikes a different colour and asked if we wanted to obtain fresh photographs.

On leaving a property where a motorcycle had been seen, the same team visited all neighbouring properties and the support of those residents was asked for to tackle the problem in the vicinity. Occupiers were provided with contact numbers for the SCT team and asked if they would be willing to notify them of any illegal use in the locality. This was a further attempt to deliberately empower the community to tackle the issues on their own doorsteps.

The use of the media was considered vital in gaining the support of the community and of spreading the word to as wide an audience as possible. Local radio stations were contacted and interviews given. The local press were informed and invited to join the team on one of the high profile days on the estate. This invitation was accepted and a detailed article followed shortly. Large posters were displayed around the locality to advertise the aims of the operation, but more importantly, to once again encourage the support of the local people. The community had identified this problem as a number 1 priority and they were being empowered to join the team in every stage of the solutions whenever possible. As a direct result, there was a very noticeable increase in community intelligence. Interestingly, this community intelligence was not solely in relation to motorcycle nuisance.



The raised awareness and much higher profile of the team in the area seemed to have inspired a level of expectation, resulting in an increased desire to interact with them. The numbers of residents attending public meetings also increased around this time and Crimestoppers reported a similar increase in the volume of calls from the area.

Corby Borough has a very comprehensive CCTV system across the town. The JAG negotiated with the Borough managers to gain additional support from those systems to tackle motorcycle nuisance in and around the Kingswood estate. There was an agreement reached, that when not being used to monitor live incidents, the CCTV cameras would be positioned to monitor the access roads around the area for motorcycle nuisance. When an incident came to notice, the operator would attempt to track the vehicle, obtain evidential images of the riders and contact the Control Room by radio, the Control Room would create a live incident and issue an incident number. An SCT officer would be notified and asked to investigate further. Every such incident received a personal visit from an officer to assess the quality of the footage, which if of sufficient quality, was seized in the normal manner. The images were catalogued and circulated amongst the team to identify those involved. Any positive identification's were processed as quickly as possible and offenders disposed of by the team for traffic offences where appropriate or under S59 powers.



The SCT applied to the Police senior managers for additional funding to train Police Officers in the use of off-road motorcycles. This was granted and two officers from the South Corby SCT (a Police Officer and a Special Constable) received this training. This was a large investment from the Force due to the associated costs of the intensive training and expensive equipment. Once fully trained, these officers regularly patrolled the Kingswood area on highly visible off-road motorbikes to act as visible deterrents as well as enforcers of the law.



At the same time, the Community Safety Unit at the Borough Council secured funding for the provision of personal CCTV cameras to areas of the town subject to the highest volumes of disorder. From negotiations with the South Corby SCT, 100 CCTV cameras were awarded to the residents of the Kingswood estate. A small working party, which included community representatives, identified the ideal areas for these cameras to be positioned, based upon the hotspot areas from incident recording data and crime statistics. This party then paid personal visits to the properties in the identified areas and made offers to the residents of their very own CCTV camera unit. These were donated free of charge, but to avoid any implications under the Regulation of Investigatory Powers Act (RIPA), the residents were instructed to install the units themselves and to connect them to a video or DVD recorder.

This logistical problem was managed within the JAG, and when complete, was passed onto the media. There was a lot of interest in this initiative both locally and on a regional level. BBC Look East attended the estate and conducted an interview with the team leader, as well as some street interviews with local residents. The feedback from those that were spoken to was very positive and the finished article was shown on national TV a number of times during the day. This was a very effective way of publicising the aims and objectives of the team. It also acted as a real deterrent to those intent on using their motorcycles illegally in the locality, due to the very real prospect of being captured on film.

Greater 'buy-in' from the uniform response teams in the area was gained by constantly reminding them of the priority of the team to address the problem in the area. The lead Sergeant attended response team briefings on a number of occasions to raise awareness and to focus the minds of the officers who were regularly patrolling the communities at the heart of the problem. Response officers were encouraged to feed information regarding this problem into the SCT team for action, and this was taken on board by a number of officers who welcomed the offer of additional resources to pass information onto. The issue of motorcycle nuisance was also raised within the Police body on an area level. The SCT team presented a detailed briefing to the Area Management Team, which was well received by the senior officers.

As a result the profile was raised at the Tasking and Coordinating Meetings as a level one priority. This step opened the door to additional area resources and fits in perfectly with the NIM profile as follows:

- Issue is raised by the community
- SCT is made aware by regular scanning exercises
- JAG take on the role of problem solving
- Multi-agencies involved in the response stages of the problem solving model
- SCT refer the problem to the area T&CG as an area concern
- Area management team at the T&CG adopt the problem as a level one concern
- Additional area resources directed at the problem
- JAG oversee and evaluate the results obtained
- JAG report back to the community
- SCT continue to monitor the area in the scanning stage once again

Northamptonshire Police has shared use of a helicopter with two other Forces. An agreement was made to utilise this resource, whenever possible, by linking this to the operational order already in existence. The arrangement was that the helicopter would pass over the Kingswood estate when responding to or returning from live incidents, and monitor the area for motorcycle nuisance. This was an excellent deterrent due to the fact that the helicopter has a proven record of being able to track off-road bikes very successfully over long distances, and are totally unaffected by the terrain on the ground below.

Finally, a programme of garage sweeps was created on the area and a small team from the Police and partners (Housing Officers and Neighbourhood Management Team) conducted physical checks on all void garages. This consisted of opening every void garage (by force if necessary) to search for stolen or illegal bikes. Approximately 243 garages were checked on three separate occasions during the year and approximately 12 motor vehicles recovered.

#### **Assessment:**

The success or otherwise of this problem solving initiative was always going to be assessed in two main ways:

- The level of public satisfaction for the efforts of the team
- The level of reported incidents of vehicle nuisance

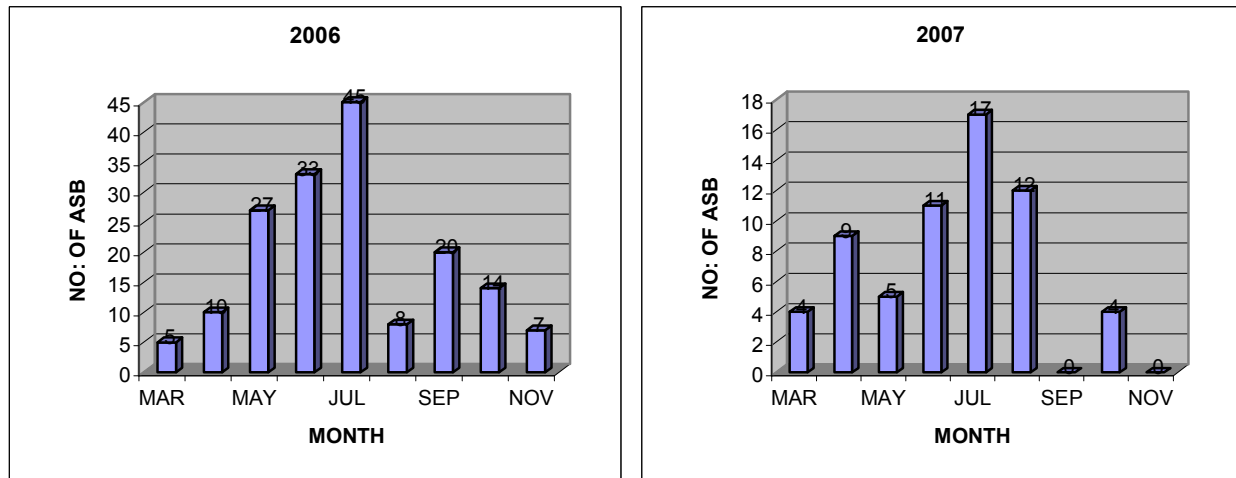
As a result of the very focused efforts of the whole team and a host of partner agencies, the profile and awareness of the severity of the problem of motorcycle nuisance was raised significantly. This effect was noticed around the town of Corby as a whole, not just in the Kingswood estate area.

Feedback obtained from the public at open meetings and at the TARA group was extremely positive. Local residents were telling the team that things had never been so quiet and that their quality of life and ability to enjoy their own space in relative peacefulness had never been better. There were no structures in place to monitor public satisfaction levels in terms of statistical data, but the TARA secretary was full of praise for the efforts of the team and was quoted in the local press saying that the residents were delighted with the reductions in motorcycle nuisance in the area.

The level of reported incidents fell dramatically and these statistics are measured.

- Between March and November 2006, there were 354 complaints regarding motor vehicle nuisance in the area
- This figure fell to 132 during the same period in 2007 – a reduction of 63%
- When comparing the notoriously busy summer period between May and June 2006 with the same period in 2007, there was a reduction of 73%
- 5 motorcycles were seized
- 54 formal warnings were administered under s59 Police Reform Act
- Local people reported that the number of residents enjoying the open green areas on the estate, since the numbers of illegally ridden motorcycles in those locations had reduced dramatically, had increased greatly
- The problem solving initiative was raised within Northamptonshire Police as an example to other SCT'S with similar problems. The template has been produced on the Compass website and made available for all other teams to access for constructive advice.
- The attached bar chart gives a better visible representation of these reductions.

## **COMPARISON OF VEHICLE NUISANCE & INAPPROPRIATE VEHICLE USE ON SOUTH CORBY SCT**



### **Aftermath:**

Since the scale of this success has been revealed, the tactics used and methodology has been recognised within the CDRP boards and has influenced the evolvement of a number of similar initiatives to address similar problems across the town of Corby. Most notably, there is now a long-term plan towards the creation of an off-road motorcycle park and vehicle maintenance course to divert offenders away from the illegal and anti-social use of such bikes to a safe location.

**State number of words used: 4000**

**Section D: Endorsement by Senior Representative** - Please insert letter from endorsing representative, this will not count towards your word or 1MB size limit restrictions.



Endorsement  
Letter-Motorcycle ...

**Checklist for Applicants:**

1. Have you read the process and application form guidance?
2. Have you completed all four sections of the application form in full including the endorsement from a senior representative?
3. Have you checked that your entry addresses all aspects of the judging criteria?
4. Have you advised all partner agencies that you are submitting an entry for your project?
5. Have you adhered to the formatting requirements within the guidance?
6. Have you checked whether there are any reasons why your project should **not** be publicised to other police forces, partner agencies and the general public e.g. civil or criminal proceedings pending in relation to your project?
7. Have you inserted your project name as a footer note on the application form? Go to View-Header and Footer to add it.
8. Have you saved you application form as a word document and entitled your message '**Tilley 08 entry (followed by project name in brackets)**' before emailing it?