



Legal Aid
Agency

Working with others to achieve excellence in the delivery of legal aid

Private prosecution (PP1) claim form guidance

April 2023



Contents

Introduction	2
Completing the form	3
Claim details	3
Litigator work claimed	6
Disbursements	7
Prosecutor work claimed	8
Advocate work claimed	9
Summary of claim	10
Submitting your claim	11
Requesting a redetermination or review	14
Requesting a redetermination or review using the PP1 form	14
Next steps if you remain dissatisfied following a redetermination or review	17

Introduction

Download the most up to date version of the Private Prosecution (PP1) claim form from the GOV.UK website:

<https://www.gov.uk/government/publications/apply-for-criminal-court-costs-from-central-funds-form-pp1>

Top tip

You must download a fresh form for each claim. Using an out of date form or overtyping may cause an error and result in your claim being rejected.

Once the form is downloaded, we recommend you name the file using the format:

Prosecutor's name v defendant's name followed by the case number

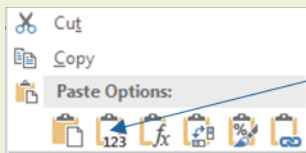
You should not remove lines of information.

DO NOT insert rows.

If you have entered work in the wrong order we can rectify this upon receipt.

If you enter a row in error highlight the relevant cells and use the 'clear contents' function.

If you are copying and pasting into the form, use the 'paste values' function.



This ensures that any values entered do not affect anything in the background of the forms.

Completing the form

Claim details

Step 1

Use the drop-down list to tell us how you are submitting the attendance notes.

The screenshot shows the 'Private Prosecution Claim Form' with the 'Legal Aid Agency' logo. The 'The supporting attendance notes will be submitted by:' field has a drop-down menu with 'Email Post' selected. Other fields include 'Litigator name', 'Billing DX address', 'VAT claimed?', 'Key contact', 'Contact email', 'Contact telephone', and '* Litigators location' (set to 'London 1'). The right side of the form contains a confirmation section and a 'Confirm Rate' field set to 'London 1'.

Step 2

Complete the litigator details and use the drop-down list to choose the applicable rate.

This close-up shows the litigator details section: 'Litigator name', 'Billing DX address (postcode if not on DX)', 'Address on order (if different to above)', 'VAT claimed?' (Yes), 'VAT number (if appropriate)', 'Key contact', 'Contact email', 'Contact telephone', and '* Litigators location (please choose from the drop down)' with 'London 1' selected. An arrow points to the drop-down menu.

If you are unsure of the applicable rate for your location, refer to location lists at the end of this guide.

Step 3

Complete the prosecutor details.

This section includes: 'Prosecutor name', 'Prosecutor address', 'VAT claimed?', 'VAT number (if appropriate)', 'Defendants Name', 'Court', 'Case Number, URN (if Common Platform) or LIBRA Number', 'Your reference (20 character limit)', '* Date of prosecution costs order (you must provide a copy of the order)', '* Date of proceedings', and '* Trial Length (No. of days)'. An arrow points to the '* Date of proceedings' field.

You must enter the date on which proceedings commenced i.e. the date the summons was issued or the information was laid in the Magistrate's Court. It is this date that will determine the applicable hourly rate to be applied to your claim

If an order was made by the court pursuant to either S17(2C) or S18 of the Prosecution of Offences Act 1985, the sum **must** be entered at row 65 (E65).

S17(2C) / S18(3) amount to be deducted	£0.00
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Step 4

Move on to the mandatory supporting documents section. Use the 'Yes' or 'No' drop-down to tell us what you are providing.

You must state the reason if not providing an item.

Mandatory supporting documents (if you are unable to provide any of these please explain why below as your claim may be rejected)		Provided	Reason for not providing
67			
68			
69			
70	Costs order - s.17 central funds		
71	Costs order - s.18 defendant (if any)	Yes	
72	Case Summary		
73	Retainer		
74	Counsel fee note(s)		
75	Counsel work log(s)		
76	Counsel brief		
77	Counsel advice(s) (if any)		
78	Investigator fee note(s) (if any)		
79	Investigator work log(s) (if any)		
80	Employed Barrister(s) practicing certificate(s)		
81	Attendance notes		

Step 5

Complete the declaration by selecting 'Yes' from the drop-down. We will reject unsigned claims. Complete the amount the client has paid or is liable to pay, and any apportionment of costs.

Declaration - By selecting yes (on the right) you certify that:

- * The client has either seen or is aware of this claim for costs and has authorised the total sum being claimed
- * This work has not been and will not be the subject of any other claim for remuneration under central funds
- * The claim includes all central funds costs incurred in the case, including those of any other solicitor instructed and all disbursements incurred
- * The claim excludes all non-central funds costs allowed or disallowed in the case pursuant to the Prosecution of Offences Act 1985, Part II, Sections 18, 19(1) and (2), 19A and 19B
- * You have provided all non-central funds costs orders and costs details
- * You have provided all mandatory supporting evidence and accept that failure to provide this will result in the return of your claim

*I'll certify to the best of my knowledge and belief that this is the only claim in this case, submitted by or on behalf of the claimant, for these costs to be paid from Central Funds, and that no other claim from Central Funds for these costs has been or will be made through me.

* The total amount, including solicitor fees, counsel fees, disbursements and VAT, which the client has paid or is liable to pay in respect of their legal fees in this matter is: Insert value in £

NB – you should still complete the claim with details of the work undertaken

- * Where apportionment of costs is required by the order or otherwise, you have confirmed the percentage apportionment to be applied (please note if no order has been issued with regard to apportionment this box should be left blank) %
- * In the case of a claim by a client for direct payment, you declare that you have provided full and truthful information and that this is the only claim you will make either directly or through a solicitor

The Legal Aid Agency is entitled to look behind all claims to establish their authenticity and will instigate proceedings on claims found to be false, inaccurate or misleading.

Claims for costs include any claim for attendance at court by a prosecution expert or witness.

Step 6

Complete the 'fee earners' information including the full name, admission date, initials and grade of fee earner using the drop-down list.

Fee earners (You must provide names and relevant PQE/relevant experience of all fee earners, to include justification for any claim at Grade A rates)			
Full Names	Admission Date	Initials	Grade

Top tip

If you are claiming a grade of fee earner based on previous experience you should provide supporting information. Failure to do so may result in a lower payment.

You must claim costs for an advocate who is not an employee of your firm using the advocate fees tab. You will also need to provide a copy of their fee note and work log.

Please note that a Solicitor or employed Barrister undertaking fee earner work should claim as a litigator.

Step 7

Complete the 'relevant supporting information' box with details of the case and any relevant supporting information including information which may not be apparent from the papers.

Relevant supporting information

Top tip

If you are claiming for work by a grade A fee earner, you should provide justification in this box.

Litigator work claimed

Enter the details of the work type claimed and fee earner using the drop-downs, and complete the remaining boxes with details of the work undertaken. Provide any additional clarification of the preparation work in the supporting information box (see step 7 above).

DO NOT insert rows. The form does not allow this and the claim will not calculate correctly. The assessor will be able to filter the form into date order.

Work claimed
Top Tips:
 - Please enter the time claimed in decimal hour format rather than HH:MM format
 - If you are claiming rates in excess of the SCCO guideline rate for solicitors in your area please provide justification for your claim. Failure to do so may result in the rate allowed being less than that claimed.

Date	Grade	Fee earner initials	Work Type	Claim detail	Pages read	Time claimed	Hourly rate claimed	Amount claimed	Travel Disbursements	Disbursement detail
	B		Prep: Consider prosecutor case file			1.00	£296.00	£296.00		
	A		Prep: Consider prosecutor case file			1.00	£296.00	£296.00		
	A		Prep: Consider prosecutor case file			1.00	£296.00	£296.00		
	A		Advocacy			1.00	£296.00	£296.00		
	A		Advocacy			1.00	£296.00	£296.00		
	A		Advocacy			1.00	£296.00	£296.00		
	B		Prep: Prepare advice			1.00	£296.00	£296.00		
	B		Prep: Prepare advice			1.00	£296.00	£296.00		
	B		Prep: Prepare advice			1.00	£296.00	£296.00		
	B		Prep: Prepare advice			1.00	£296.00	£296.00		
	B		Prep: Prepare advice			1.00	£296.00	£296.00		
	B		Prep: Prepare advice			1.00	£296.00	£296.00		
	B		Prep: Prepare witness statement(s)			1.00	£296.00	£296.00		
	B		Prep: Prepare witness statement(s)			1.00	£296.00	£296.00		
	B		Prep: Draft information and summons			1.00	£296.00	£296.00		
	B		Prep: Prepare witness statement(s)			1.00	£296.00	£296.00		

Top tip

Enter time in a decimal format, for example: 1 hour 18 minutes = 1.3. Using the wrong format may result in your claim being underpaid.

A time converter can be found at the final tab on the claim form.

If necessary, you can use this sheet to convert time in HH:MM format to the decimal format required for submission of your claim. It will only recalculate times entered in the correct format eg 01:30 rather than just 1 or 1.30

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0

Top tip

If you are claiming higher rates than the Senior Courts Costs Office (SCCO) guideline rate for solicitors in your area you must provide justification. Failure to do so may result in a lower payment.

Details of the SCCO guideline rates can be found at:

<https://www.gov.uk/guidance/solicitors-guideline-hourly-rates>

If the form does not contain enough lines, email your partially completed form to privateprosecution@justice.gov.uk for us to extend it. Clearly state this is not the final claim, and tell us approximately how many more lines you will need. We will then extend and return the form to you.

Routine correspondence and telephone calls

Enter routine items on the claim details tab. Enter the number of items claimed for each grade of fee earner and the rate claimed.

* Routine correspondence and telephone calls items claimed
 If you are claiming rates in excess of the SCCO guideline rate for solicitors in your area please provide justification for your claim. Failure to do so may result in the rate allowed being less than that claimed.

Grade	Rate claimed	Items claimed
A	£10.00	
B	£10.00	
C	£10.00	
D	£10.00	
Prosecutor	£10.00	

Disbursements

All disbursements should be claimed using the 'Disbursements' tab.

Complete the date, invoice number (if applicable), details of the disbursement and net claim. Select either 'Yes' or 'No' from the drop-down to confirm if VAT is applicable.

Disbursements claimed - you must provide supporting evidence for items over £20					
Date	Invoice reference	Details	Net claim	VAT applicable	Person Claiming
				Yes	

Select either 'Litigator', 'Prosecutor' or 'Advocate' from the drop-down to confirm the person claiming.

Disbursements claimed - you must provide supporting evidence for items over £20						
Date	Invoice reference	Details	Net claim	VAT applicable	Person Claiming	
					Litigator	
					Prosecutor	
					Advocate	

You must provide an invoice or receipt for any disbursement over £20.

DO NOT insert rows. The form does not allow this and the claim will not calculate correctly. The assessor will be able to filter the form into date order.

Prosecutor work claimed

Enter the details of the work claimed using the drop-down list and complete all other boxes.

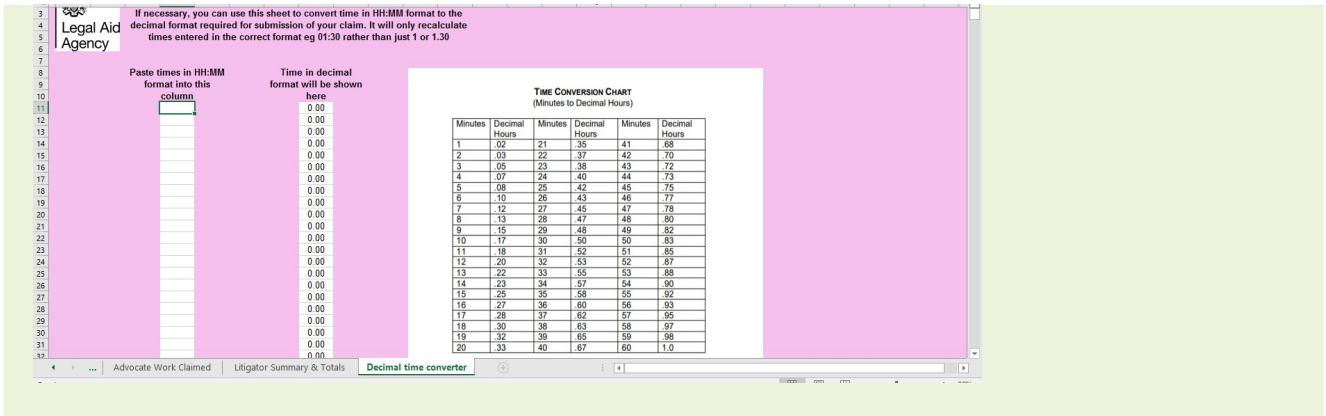
* Work claimed							
Top Tips: • Please enter the time claimed in decimal hour format rather than HH:MM format							
Date	Employee/ Agent initials	Work Type	Claim detail	Pages read	Time claimed	Hourly rate claimed	Amount claimed
					6.00		£500.00
		Prep: Consider advice or skeleton argument		10	1.00	£100.00	£100.00
		Prep: Prepare advice			1.00	£100.00	£100.00
		Prep: Prepare case summary			1.00	£100.00	£100.00
		Attend: Court hearing			1.00	£100.00	£100.00
		Travel			1.00	£50.00	£50.00
		Waiting			1.00	£50.00	£50.00
							£0.00
							£0.00
							£0.00

Provide any clarification of the preparation work in the supporting information box (see step 7 above).

Top tip

Enter time in a decimal format, for example: 1 hour 18 minutes = 1.3. Using the wrong format may result in your claim being underpaid.

A time converter can be found at the final tab on the claim form.



Advocate work claimed

Enter the details of the work claimed using the drop-down list and complete all the other boxes.

Work claimed					
Should VAT apply to Junior Counsel's claim (Led/Alone)?					Yes
Should VAT apply to Junior Counsel's claim (Leading)?					No
Should VAT apply to Kings Counsel's claim?					Yes
Date	Counsel role	Work Type	Claim detail	Net sum claimed	
01/01/2023	KC	Attend: Court hearing	Advocacy at court	£0.00	
	Junior				
	Ldg Junior				

You must select either 'Yes' or 'No' from the drop-down to confirm if VAT is applicable for junior, leading junior and KC. Failure to complete these boxes will result in counsel's fees not calculating correctly.

Provide any clarification of the preparation work in the supporting information box (see step 7 above). Please provide a copy of the fee note.

Summary of claim

The 'summary of claim' populates once you have entered all the claim details.

Summary of claim (this will populate automatically once sections marked * are completed)				
Litigators Costs				
	Hours/Items claimed		Net total	
Preparation	1.00		£200.00	
Advocacy	1.00		£200.00	
Attendance at court	1.00		£200.00	
Travel & waiting	2.00		£400.00	
Routine	0		£0.00	
			Litigator profit costs claimed	
			£1,000.00	
			Litigator profit costs (as apportioned)	
			£1,000.00	
Prosecutor Costs				
	Hours/Items claimed		Net total	
Preparation	3.00		£300.00	
Attendance at court	1.00		£100.00	
Travel & waiting	2.00		£100.00	
Routine	0		£0.00	
			Prosecutor costs claimed	
			£500.00	
			Prosecutor profit costs (as apportioned)	
			£500.00	
Disbursements	liable to VAT	£100.00	Costs (as apportioned)	£100.00
	not liable to VAT	£100.00		£100.00
Advocates	Kings Counsel	£0.00	Costs (as apportioned)	£0.00
	Leading Junior	£100.00		£100.00
	Junior	£100.00		£100.00
	Total Advocates costs claimed	£200.00		£200.00
Total net claim (as apportioned)				£1,900.00
Total for VAT				£1,200.00
VAT claimed				£20.00
S17(2C) / S18(3) amount to be deducted				£0.00
Expected payment (as apportioned)				£1,920.00

Top tip

If your claim summary does not populate correctly check that you have:

- downloaded a fresh form
- entered all the mandatory information (marked *)
- selected whether VAT is applicable for counsel's fees and disbursements
- claimed an hourly rate for all work

Submitting your claim

Once you have completed your claim you must complete the declaration.

If you are submitting attendance notes by email please send separate attachments as follows:

1. PP1 form
2. Costs order
3. Retainer
4. Employed Barristers' practising certificates
5. Other documentation, including:
 - summons
 - indictment
 - charge sheet
 - case summary
 - attendance notes
 - correspondence
 - telephone notes
 - invoices and receipts
 - expert report
 - counsel fee note and work log
 - investigator fee note and work log (where appropriate)

If the total attachments exceed 10MB then send via separate emails. Use clear subject headings such as 'PP claim Prosecutor v John Smith 1 of 2'.

Alternatively, you can upload the documents to the Secure File Exchange. Contact the appropriate mailbox to request a file to be set up.

Before posting supporting documents email your PP1 form and await further instructions.

Please note that we do not return emailed documents. We aim to return paper files within 14 days of the determination.

Email your claim to: privateprosecution@justice.gov.uk

On receipt we will allocate your claim a unique reference number. You should quote this whenever you contact us.

We aim to determine all claims within target.

Up to £100,000.00	Within 20 working days of receipt
Up to £250,000.00	Within 30 working days of receipt
£250,000.00 to £1,000,000.00	Within 90 working days of receipt
Over £1,000,000.00	Within 120 working days of receipt

If we do not allow your claim in full, we will email a copy of your PP1 with our determination. See the 'claim details' tab for a summary of what we have allowed. The information is also shown in the separate tabs. See example below.

Figure 1 - Litigator work claimed tab

* Work claimed										Work paid									
Top Tips:																			
* Please enter the time claimed in decimal hour format rather than HH:MM format																			
* If you are claiming rates in excess of the SCCO guideline rate for solicitors in your area please provide justification for your claim. Failure to do so may result in the rate allowed being less than that claimed.																			
Date	Grade	Fee case reference	Work Type	Claim detail	Pages read	Time claimed	Hourly rate claimed	Amount claimed	Travel Disbursements	Disbursement detail	To pay	Part pay time	Part pay grade	Hourly rate paid for disbursements	Time paid	Grade paid	Amount to pay	Disbursement to pay	LAAs Determination Notes
	B		Prep: Consider prosecutor case file			1.00	£296.00	£296.00	£0.00		Yes			19.4	100	B	£3,605.4	£0.0	
	A		Prep: Consider prosecutor case file			1.00	£296.00	£296.00			Part	1	B		1.00	B	£192.00		
	A		Prep: Consider prosecutor case file			1.00	£296.00	£296.00			Part	1	B		1.00	B	£192.00		
	A		Advocacy			1.00	£296.00	£296.00			Yes				1.00	A	£217.00		
	A		Advocacy			1.00	£296.00	£296.00			Yes				1.00	B	£192.00		
	A		Advocacy			1.00	£296.00	£296.00			Part	1	B		1.00	B	£192.00		
	B		Prep: Prepare advice			1.00	£296.00	£296.00			Yes				1.00	B	£192.00		
	B		Prep: Prepare advice			1.00	£296.00	£296.00			Yes				1.00	B	£192.00		
	B		Prep: Prepare advice			1.00	£296.00	£296.00			Yes				1.00	B	£192.00		
	B		Prep: Prepare advice			1.00	£296.00	£296.00			Yes				1.00	B	£192.00		
	B		Prep: Prepare advice			1.00	£296.00	£296.00			Yes				1.00	B	£192.00		
	B		Prep: Prepare witness statement(s)			1.00	£296.00	£296.00			Yes				1.00	B	£192.00		
	B		Prep: Prepare witness statement(s)			1.00	£296.00	£296.00			Yes				1.00	B	£192.00		
	B		Prep: Draft information and summons			1.00	£296.00	£296.00			Yes				1.00	B	£192.00		
	B		Prep: Prepare witness statement(s)			1.00	£296.00	£296.00			Yes				1.00	B	£192.00		
	B		Prep: Prepare witness statement(s)			1.00	£296.00	£296.00			Yes				1.00	B	£192.00		
	B		Prep: Prepare witness statement(s)			1.00	£296.00	£296.00			Yes				1.00	B	£192.00		
	A		Prep: Prepare witness statement(s)			1.00	£396.00	£396.00			Yes				1.00	A	£217.00		
	C		Attend Court hearing			1.00	£296.00	£296.00			Yes				1.00	C	£195.00		
	C		Wait			1.00	£296.00	£296.00			Yes				1.00	C	£195.00		
	C		Wait			1.00	£296.00	£296.00			Yes				1.00	C	£195.00		

Figure 2 - Routine correspondence and telephone calls section of claim details tab

* Routine correspondence and telephone calls items claimed				Routine correspondence and telephone calls items paid			
If you are claiming rates in excess of the SCCO guideline rate for solicitors in your area please provide justification for your claim. Failure to do so may result in the rate allowed being less than that claimed.							
Grade	Rate claimed	Items claimed		Grade	Rate paid (if different)	Items paid	Review
A		1		A		1	
B		1		B		1	
C		1		C		1	
D		1		D		1	
Prosecutor	£10.00	2		Prosecutor		2	

Figure 3 - Disbursements tab

Disbursements claimed - you must provide supporting evidence for items over £20					Disbursements paid			
Date	Invoice reference	Details	Net claim	VAT applicable	To pay	Part pay net value	Total net paid	Determination notes
02/07/2019	TEST	REPORT	£150.00	Yes	Yes		£150.00	

Figure 4 - Advocate work claimed tab

Work claimed						Work paid							
Should VAT apply to Junior Counsel's claim (Led/Alone)?						No							
Should VAT apply to Junior Counsel's claim (Leading)?						No							
Should VAT apply to Queens Counsel's claim?						Yes							
Date	Counsel role	Work Type	Claim detail	Net sum claimed	Travel Disbursements	Disbursement detail	To pay	Part pay amount	Part pay role	Net sum paid	Role paid	Disbursement to pay	LAA Determination
	QC	Prep: Consider prosecutor case file		£30.00	£3.00		Yes			£15.00	QC	£2.00	
	QC	Prep: Consider prosecutor case file		£10.00	£1.00		No			£10.00		£1.00	
	QC	Prep: Consider prosecutor case file		£10.00	£1.00		Part Pay	£5.00	Ldg Junior	£5.00	Ldg Junior	£1.00	

Figure 5 - Prosecutor work claimed tab

* Work claimed
Top Tips:
- Please enter the time claimed in decimal hour format rather than HH:MM format

Work claimed										Work paid						
Date	Employe e/Agent initials	Work Type	Claim detail	Page s read	Time claime d	Hourly rate claimed	Amount claimed	Travel Disbursements	Disburseme nt detail	To pay	Part pay time	Hourly rate paid (if different)	Time paid	Amount to pay	Disburse ment to pay	LAA Determination Notes
		Prep: Prepare case file			6.0		£510.00	£0.00				4.5	£110.00	£0.00	£0.00	
		Prep: Prepare case file			1.00	£100.00	£100.00			No			1.00	£100.00		
		Prep: Prepare case file			1.00	£100.00	£100.00			Yes			1.00	£100.00		
		Prep: Prepare case file			1.00	£100.00	£100.00			Part	0.5	£200.00	0.50	£100.00		
		Attend: Court hearing			1.00	£70.00	£70.00			Yes			1.00	£70.00		
		Wait			1.00	£70.00	£70.00			Yes			1.00	£70.00		
		Wait			1.00	£70.00	£70.00			Yes			1.00	£70.00		

Figure 6 - Summary of claim section in claim details tab

Summary of claim (this will populate automatically once sections marked * are completed)				Summary of payment (this will populate automatically once sections marked * are completed)					
Litigators Costs				Litigators Costs					
	Hours/Items claimed		Net total		Hours/Items paid		Net total		
Preparation	15.00		£5,032.00	Preparation	14.00		£3,035.00		
Advocacy	3.00		£888.00	Advocacy	2.00		£403.00		
Attendance at court	1.00		£296.00	Attendance at court	1.00		£161.00		
Travel & waiting	2.00		£0.00	Travel & waiting	2.00		£0.00		
Routine	4		£106.30	Routine	4		£68.80		
	Litigator profit costs claimed		£6,322.30		Litigator profit costs determined		£3,673.80		
	Litigator profit costs (as apportioned)		£6,322.30		Litigator profit costs paid (as apportioned)		£3,673.80		
Prosecutor Costs				Prosecutor Costs					
	Hours/Items claimed		Net total		Hours/Items paid		Net total		
Preparation	3.00		£440.00	Preparation	1.50		£230.00		
Attendance at court	1.00		£70.00	Attendance at court	1.00		£70.00		
Travel & waiting	2.00		£0.00	Travel & waiting	2.00		£0.00		
Routine	2		£20.00	Routine	2		£20.00		
	Prosecutor costs claimed		£530.00		Prosecutor costs determined		£380.00		
	Prosecutor profit costs (as apportioned)		£530.00		Prosecutor profit costs paid (as apportioned)		£380.00		
Disbursements	liable to VAT	£153.00	Costs (as apportioned)	£153.00	Disbursements	liable to VAT	£152.00	Costs (as apportioned)	£152.00
	not liable to VAT	£0.00		£0.00		not liable to VAT	£0.00		£0.00
Advocates	QC	£30.00	Costs (as apportioned)	£30.00	Advocates	QC	£10.00	Costs (as apportioned)	£10.00
	Ldg Junior	£0.00		£0.00		Ldg Junior	£5.00		£5.00
	Junior	£0.00		£0.00		Junior	£0.00		£0.00
	Advocates costs claimed	£30.00		£30.00		Advocates costs determined	£15.00		£15.00
	Total net claim (as apportioned)		£7,035.30		Total net payment		£4,220.80		
	Total for VAT		£7,035.30		Total for VAT		£4,215.80		
	VAT claimed		£1,401.16		VAT paid		£843.16		
	Expected payment (as apportioned)		£8,443.08		Overall total paid		£5,063.36		

Requesting a redetermination or review

If the costs were incurred in the Crown Court you can request a redetermination of the costs allowed.

The Costs in Criminal Cases (General) Regulations 1986 do not make the same provision for costs incurred in the magistrates' court. However, we will carry out an informal review of the costs allowed on request.

You must request a redetermination or review within 21 days of determination.

Email privateprosecution@justice.gov.uk quoting the unique reference number.

You may use your original claim form (see instructions below) or set out your request in the email.

You must tell us which items you wish us to redetermine or review. Include any additional information, attendance notes or correspondence for consideration.

Requesting a redetermination or review using the PP1 form

Use the drop-down list in the 'Review?' column on each tab to tell us which items you wish us to redetermine or review and provide comments in support in the appropriate column.

Work paid								Review				
To pay	Part pay time	Part pay grade	Hourly rate paid (if different)	Time paid	Grade paid	Amount to pay	LAA Determination Notes	Review?	Provider Review Comments	Extra time to pay	Grade paid	Hourly rate paid (if different) NB this rate will apply to the total time paid under this task
				3.5		£700.00				0.00		
Yes				1.00	A	£200.00					A	
No				£0.00		£0.00						
Part Pay	0.5			0.50	B	£100.00					B	
Yes				1.00	B	£200.00					B	
Yes				1.00	B	£200.00					B	
						£0.00						

Do this on each item where you want us to redetermine or review.

You may also include any additional comments on the claim details tab (R71).

The screenshot shows a detailed spreadsheet for a Private Prosecution (PP1) claim form. It is divided into three main columns representing different stages or types of costs: Litigator Work Claimed, Prosecutor Work Claimed, and Advocate Work Claimed. The rows include categories such as Travel & waiting, Rostries, Disbursements, and Advocates. A 'Mandatory supporting documents' section is visible, with a 'Provided' column and a 'Reasons for not' column. A blue arrow points from the text above to a 'General review representations' box in the bottom right corner of the spreadsheet.

Ensure that you include any information and documentation that you want us to consider. There is no provision for written reasons following review of claims in the magistrates' court.

If you have requested a review using the PP1 form, we will email a copy of your claim form detailing any additional amount to be paid. If appropriate, we will set out the reasons behind our decision in more detail in the email.

This block contains three summary tables: 'Summary of claim', 'Summary of payment', and 'Summary following review'. Each table is organized into three main sections: Litigator Costs, Prosecutor Costs, and Advocate Costs. The 'Summary of claim' table shows hours claimed and net total for each category. The 'Summary of payment' table shows hours/items paid and net total. The 'Summary following review' table shows total hours and net total. The tables are color-coded by category: Litigator (blue), Prosecutor (orange), and Advocate (green). A 'Total net claim (as apportioned)' is shown at the bottom of each section, with a total of £19,175.00. A 'Total Deductions' of £0.00 is also indicated.

Private prosecution (PP1) claim form guidance

Work paid								Review									
To pay	Part pay time	Part pay grade	Hourly rate paid (if different)	Time paid	Grade paid	Amount to pay	Disbursement to pay	LAA Determination Notes	Review?	Provider Review Comments	Extra time to pay	Grade paid	Hourly rate paid (if different) (if this rate will apply)	Extra disbursement to pay	LAA Review Notes	Total time paid	Total amount paid
Yes			19.4	100	B	£3,605.4	£0.0				2.00	B		£0.0		21.00	£3,605.4
No			£0.00	100	B	£192.00			Yes		100	B				100	£192.00
Part Pay	1	B		100	B	£192.00						B				100	£192.00
Yes				100	A	£217.00						A				100	£217.00
No			£0.00	100	B	£0.00			Yes		100	B	£25.00			100	£25.00
Part Pay	1	B		100	B	£192.00						B				100	£192.00
Yes				100	B	£192.00						B				100	£192.00
Yes				100	B	£192.00						B				100	£192.00
Yes				100	R	£192.00						R				100	£192.00

If you did not use the PP1 form, we will set out the result of the review in an email, and attach a copy of your PP1 claim form.

We aim to deal with requests for redetermination or review within 20 working days of receipt. For larger claims, this may take longer. The Case Manager will liaise with you to give you an estimate.

The process above should also be used for redetermination requests for Crown Court claims.

Next steps if you remain dissatisfied following a redetermination or review

Magistrates' court costs

There is no appeal provided for these cases under the Costs in Criminal Cases (General) Regulations 1986.

Crown Court costs

If you remain dissatisfied following a redetermination you can apply for written reasons. You must do this within 21 days of receipt of the notification of the redetermination.

We aim to provide written reasons within 20 days of request.

Details of the SCCO guideline rates can be found at:

<https://www.gov.uk/guidance/solicitors-guideline-hourly-rates>



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