

# Enforcement services for local authorities



The Sheriffs Office®  
We recover more for you

# Traveller and trespasser removal expertise

## Recovering more for local authorities

The Sheriffs Office supports numerous local authorities in England and Wales to recover land, property and debt promptly and efficiently, all the while working in accordance with your guidelines and safeguarding your reputation.

As authorised High Court Enforcement Officers (HCEOs) employing certificated enforcement agents, we are one of the largest and most successful HCEO firms in the country, with highly trained and employed certificated enforcement agents, nationwide coverage and an excellent recovery rate.

When you start working with us we will provide you with an experienced dedicated account manager, who will be the main point of contact, as well as access to our online case management system.



## Why choose us?

Our skilled team has a wealth of experience in dealing with a wide range of enforcement and eviction situations:

- **We recover more** – with excellent recovery for judgment enforcement and 100% success for possession
- **We act fast** – attending to enforce promptly and outside normal working hours where necessary
- **We provide great service** – we manage the entire enforcement process from start to finish, giving you a dedicated account manager



0333 001 5100



## The eviction experts – travellers and trespassers

When there are trespassers on local authority owned land, there will almost certainly be an expectation of rapid action by the authority. Our highly skilled team has a wealth of experience in dealing quickly with a wide range of eviction situations:

- Travellers
- Equine and other animal impoundment and removal
- Compulsory purchase orders
- Environmental protesters
- Squatters, protesters and activists
- Boats moored without permission

When a writ is the best option, we transfer your order for possession to the High Court at no charge, all you pay is the fixed court fee.

We undertake a risk assessment and operational planning for every eviction. No matter how small or large the scale of the occupation, we can help.

## With authority

You have a number of enforcement options when using The Sheriffs Office, depending on the circumstances: a writ of possession, Common Law (Halsbury's) or under the Town & Country Planning Act. No court order is required for the latter two.

Although it does take a little more time, the advantage of using a writ is that it is an absolute remedy, giving the power to evict and gain vacant possession to land and/or property. The HCEO can command the police to attend, has powers of arrest and resistance is a criminal offence.

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My thanks for all your efforts and hard work in relation to the trespasser removal. It has been very much appreciated and it has been a pleasure to work with you. I cannot praise your team highly enough for your professionalism and ability to engage with all the other agencies involved.

Mark Handford-Jones,  
Interim Head of Estate & Asset Management,  
Hertfordshire County Council

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# Fast and effective property services

## Commercial forfeiture

If you wish to end a commercial tenancy of local authority owned property by forfeiting the lease, we will enter your property, change locks and prevent the return of the tenants. You do not need a court order.

Once you instruct us, we act very quickly to attend and forfeit the lease.

## Commercial rent arrears recovery (CRAR)

If your commercial tenants are at least 7 days overdue with rent, the rent due can be recovered under CRAR – Commercial Rent Arrears Recovery – provided there is a lease in place, the property is solely for commercial use and notice is served. You do not need a court order, but you must use a certificated enforcement agent – all our enforcement agents are certificated.

CRAR may only be used to recover rent. If there are significant overdue items such as service charges and insurance, you may prefer to apply for a CCJ and transfer it to the High Court for enforcement under a writ of control. This may also be the preferred option if the tenant has moved out or absconded.



## Residential possession

If you have tenants in local authority owned accommodation who have not left the premises after service of notice, we can support you to use Section 42 of the County Courts Act 1984 to get the order for possession transferred to the High Court for enforcement under a writ of possession.

Once instructed, we will apply for the writ of possession, often receiving it within 48 hours, so the enforcement process can start quickly.



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Just a note to thank you for the great service last Friday. Despite the short notice the travellers were moved-off without incident to the relief and satisfaction of the County Council, school and local residents. I've subsequently been approached by our neighbouring council and the local police, who have asked how we resolved the matter so quickly (bearing in mind that it had taken the district council circa two weeks to move the same travellers from a site two miles down the road).

Martyn,  
Estates Surveyor, County Council

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## Post eviction security and clean-up

After we have removed the occupants, be they travellers, squatters, demonstrators or former tenants, from local authority property or land, we can clear the site of debris, including:

- General waste and fly-tipping
- Hazardous waste material
- Property clearance and cleaning
- Pest control

We can also secure the site to prevent re-entry, either by the same group or others.

We can advise on and supply the security measures you need to deter even the most determined, including:

- Security personnel, dog teams and physical guarding, all licensed by the Security Industry Authority (SIA) and DBS checked
- Security screens, doors, fencing and concrete barriers
- CCTV and alarm systems equipment, monitoring and response
- Vacant property services and inspections



# Recovering more – money judgments

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Once you have a judgment, we can transfer it without leave to the High Court for enforcement. This entire process is managed by our transfer up team and is free of charge.

There is a court fee of £66\* to obtain a writ of control and this is recoverable from the debtor if enforcement is successful, along with the judgment debt, court costs, interest at 8% and the enforcement agent's fees.

If enforcement is not possible, a compliance fee\* is payable.

## What we can recover

We can enforce under a writ of control to recover any non-regulated money judgment, including sundry debt and residential rent arrears.

The writ of control authorises us to take control of the judgment debtor's goods to satisfy the debt, although it rarely comes to this and we have excellent recovery rates.

If you also need to repossess the property, you can apply for an order for possession and add a claim for money (i.e. rent arrears) to the order, so you don't need a separate CCJ, and the money part of the order is valid for six years, even after the property has been repossessed. We will enforce either part of the order or both.

## Additional support services

We have a large team to trace debtors and absconded tenants, searching a wide range of databases using the very latest tracing software.

We offer process serving nationwide. We provide process serving on a fixed fee basis and can serve within 24 hours of instruction.

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Thanks for your help with this case and a fantastic result for ESCC.

Lisa Cook,  
East Sussex County Council

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## To find out more

To arrange a meeting, please call us on 0333 001 5100 or visit our website to find out more about how we can help you recover local authority land, property and debt.

- Recovering more
- Acting fast
- Providing great service

0333 001 5100



## About The Sheriffs Office

We are a leading firm of authorised High Court Enforcement Officers (HCEO) and Certificated Enforcement Agents covering all of England and Wales.

It all started in the late 1970s as The Sheriffs Office in Northampton, dealing only with High Court writs within the county of Northamptonshire. With the Courts Act in 2004, Sheriffs Officers were renamed High Court Enforcement Officers and the restrictive geographical boundaries were dropped.

Since then The Sheriffs Office has gone from strength to strength, growing year on year to become one of the leading HCEO firms with significant market share.

Underpinning our success is our focus on client service and a comprehensive "end to end" range of specialist services for the recovery of debt, property and land.

## A range of services for everyone

The Sheriffs Office provides the full range of High Court Enforcement and related services for individuals, sole traders, business of all sizes, landlords, commercial agents, local authorities and solicitors acting on behalf of clients.

### Money judgments

- High Court enforcement
- Employment tribunal award
- Debtor tracing
- European judgment
- Debt collection
- Aviation & maritime enforcement

### Property and land

- Eviction
- Security
- Repossession
- Rent collection
- Equine impoundment
- Delivery of specific assets

## The Sheriffs Are Coming

The Sheriffs Office is the HCEO firm featured in this hit BBC programme, winner of the Broadcast Awards 2014 Best Daytime Programme.

## Supporting the environment

We participate in a Carbon Offsetting project run by Carbon Footprint Ltd which is planting trees in Kenya to support local communities in the Great Rift Valley, so as to reduce poverty and provide habitats for wildlife, including lions!

If you would like to find out more about our eviction and security services, please call us today on

0333 001 5100

[thesheriffsoffice.com](http://thesheriffsoffice.com)

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