

Application to Withdraw Infringement Notice

When to use this form

Use this form if you believe you have a valid reason to appeal an infringement notice, these are:

- You were not the driver at the time the infringement was issued. As the registered operator you will need to provide a Statutory Declaration signed by a Justice of the Peace which includes the nominated driver's full name, address, and date of birth. If you are unable to provide these details, then you remain legally responsible for the infringement notice.
- There was a medical emergency which resulted in the infringement notice being issued. We will require verification from the doctor or hospital concerned that covers the time of the infringement notice. (A medical certificate stating you were unfit for work is not acceptable).
- The vehicle had broken down. We will require a receipt for repairs or towing of the vehicle which covers the vehicle in question and the date the infringement was issued.

The *Monetary Penalties Enforcement Act 2005* allows you to apply for a review. If you choose this option, you must do so within 28 days from the date of issue of the infringement. Requests submitted after this timeframe may not be considered.

If the review finds the infringement is to stand, you must either pay the infringement, or you can seek an external review through the Magistrates Court.

How to complete this form

Please provide all requested supporting information in your application. Failure to provide required evidence may result in the application being rejected.

Please print clearly and provide an Australian residential address.

Infringement No. Infringement Date: / /

Vehicle Registration No. (for parking infringement only)

Title Given Name/s

Surname Date of Birth / /

Unit/Street No Street

Suburb State Postcode

Phone H B M

Email

Postal Address (if different from street address)

Suburb State Postcode

Parking Infringement Only - Reason for application
Please tick AND attach or include required information, as detailed:

	I paid at the meter or on EasyPark and still received an infringement (please provide evidence that you paid for the correct vehicle registration/parking location/time)
	There was an issue with the signage (please provide a photo of the sign with incorrect or missing information)
	I have a valid permit and still received an infringement (please provide the permit number, expiry date, issuing council and, if possible, a copy of the permit)
	I was involved in a medical emergency situation (please provide a letter from the hospital or treating medical practitioner confirming the emergency on the day.)
	My car broke down (please provide an invoice for mechanical/roadside assistance or towing)
	I do not own the vehicle (please provide a statutory declaration completed by the registered operator or yourself, nominating the correct driver. See below.)

Revised Ownership/Operator Details for Vehicle Related Offences

If you were not the registered owner or operator of the vehicle on the date of infringement, please complete a Statutory Declaration, providing details of the person who was the registered owner or who was in charge of the vehicle at the time of the offence.

Statutory Declaration forms can be obtained from the Customer Service Centre at the Town Hall or online from the Department of Justice website at http://www.justice.tas.gov.au/justice/justices_of_the_peace

Please detail why you are requesting the Infringement Notice to be withdrawn and the information to support this application if requested. Alternatively, you can attach it to this form.

Your Full Name _____

Your Signature _____ Date ____ / ____ / ____

- If the General Manager refuses your application you may:
- pay the fine in full
 - apply for a payment arrangement
 - elect to go to court

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

1.	Personal information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to Launceston City Council.
2.	Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of City of Launceston, in accordance with Council's Personal Information Protection Policy (17-Plx-005).
3.	Failure to provide this information may result in your application not being able to be accepted or processed.

File No. SF7654					
EO	<input checked="" type="checkbox"/>	OD	<input type="checkbox"/>	Box	<input checked="" type="checkbox"/>
Doc. No.					
Action Officer			Date Received		