

# Review of Infringement Notices

If you have received an Infringement Notice (fine) from Ipswich City Council you have 28 days from the issue date to pay the fine or to request a review. You have the option to have the matter reviewed by Council if you believe that the fine has been issued in error.

## How do I pay the fine?

**Please ensure you reference the Infringement Number for Payment.**

Contact Council to pay by:

- Cash - only if paying in person
- Cheque
- Money Order
- Credit Card - Visa and MasterCard accepted

## Can I pay my fine by instalments?

Fines of \$200 and over may be paid off in instalments. Please select the appropriate option on the reverse of the fine and complete your details in the space provided. You must then return the fine along with the first instalment of \$60 to Council.

## What if I believe the fine has been issued incorrectly?

If you believe you have incorrectly received a fine you have the option to have the matter reviewed by Council. You are required to submit a written request to review the fine within 28 days from the issue date.

**Reasons you believe the fine should be withdrawn must be submitted on a Statutory Declaration. For parking fines please ensure you read the 'Review of parking fines' section.**

Your submission must include the following details:

- Infringement Notice number
- Vehicle registration number (for parking fines)
- Date of the incident
- Your name in full, address and contact telephone number/s

Other evidence to support your request may also be provided; Medical certificate, photos or receipts.

Council will ensure consistent and fair decisions by assessing your request in line with adopted procedures. You will be sent a response within 30 days of your request either upholding or withdrawing the fine.

## How do I opt for a court hearing?

Should you wish for the matter to be dealt with by the Magistrates Court please complete the reverse side of the fine by selecting the appropriate option and completing your details in the space provided. You must then return the fine to Council. In due course you will receive a court summons.

## What happens if I do nothing?

As a courtesy Council will send you a reminder letter if the fine is not paid or request for review is not received by Council within 28 days of the issue date of the fine.

**NOTE:** For parking fines Council must carry out a search to obtain the name and address of the registered owner of the vehicle. This search has an added fee which is then also charged to the owner.

If the payment is not received by Council by the due date the fine is submitted to the State Penalties Enforcement Register (SPER).

Once the fine has been sent to SPER they will pursue the fine amount plus additional processing costs from you. Failure to pay the amount to SPER may result in cancellation of your Queensland Driving Licence.

For further information about SPER please visit their website – [www.sper.qld.gov.au](http://www.sper.qld.gov.au)

# Review of Parking Fines



A parking fine may be withdrawn for the following reasons:

- 1. Medical emergency** – an emergency situation contributed to the offence. *A medical certificate is required to support a request to withdraw a fine on this basis.*
- 2. Motor Vehicle Breakdown** – a vehicle breakdown occurred and reasonable actions were taken to minimise the risk to public safety and move the vehicle in a timely manner. *Evidence such as a towing invoice or written statement from RACQ is required to support a request to withdraw a fine on this basis.*
- 3. Disabled Parking Permit** – the offence involved exceeding timed parking limits and the driver or passenger was the holder of a current disabled parking permit. *A copy of the permit is required to support a request to withdraw a fine on this basis.*
- 4. Charity Workers** – the driver of the vehicle was volunteering work for a charity at the time of the offence and the offence did not involve traffic/pedestrian obstruction or threaten public safety. *A letter from the charity confirming that the driver was volunteering at the time of the offence is required to support a request to withdraw a fine on this basis.*
- 5. Error or Fault with parking meter or signage** – *a Statutory Declaration signed by a Justice of the Peace describing the nature of the error or fault and how that contributed to the offence is required to support a request to withdraw a fine on this basis.*
- 6. The vehicle, was at the time of the offence** – being used illegally, being used by another person (nominated by you) or was sold or otherwise disposed of. *A Statutory Declaration signed by a Justice of the Peace describing the circumstances and providing all of the details of the driver/new owner, or relevant documentation (such as, for stolen vehicles a crime report/incident report number from the Queensland Police is required) to support a request to withdraw a fine on this basis.*

## Contact Council:

### By Mail

Ipswich City Council  
PO BOX 191  
Ipswich QLD 4305

### In Person

Ipswich City Council  
Customer Service Centre  
143 Brisbane Street  
Ipswich (Top of the Ipswich City Mall)

### By Phone

(07 )3810 6666