

# Infringement Review Request

## Parking

Please use BLOCK LETTERS and complete all details in full.

Please refer to Council's Review of Infringement Notices Fact Sheet for details on requesting a review of an infringement.

APPLICANT DETAILS			
<b>Who can apply?</b>			
<ul style="list-style-type: none"> <li>The person to whom the infringement was issued.</li> <li>An authorised representative of a company to whom an infringement was issued (details must be provided of the representative's position within the company).</li> <li>A third party (the person to whom the infringement was issued must provide Council with written authorisation to correspond with a third party).</li> </ul>			
Title: Mr/Mrs/Ms/Other	Given Names:	Surname:	
Postal Address:			Postcode:
Phone No.:		Mobile No.:	
Email:			

INFRINGEMENT DETAILS	
Infringement Number:	Vehicle Registration Number:

GROUNDS FOR REVIEW REQUEST (please tick relevant option below and complete Schedule 1)	
If it is believed the facts concerning the alleged offence are incorrect, or the details have been incorrectly recorded on the infringement, then the basis for making this claim is to be provided and explained. All relevant or supporting evidence is to be attached.	
<input type="checkbox"/> Mistaken fact	<input type="checkbox"/> Administration error
<input type="checkbox"/> Vehicle sold/purchased	<input type="checkbox"/> Other circumstances

KNOWN USER/RESPONSIBLE OWNER DECLARATION (please tick relevant option below)	
A Statutory Declaration must be provided with the full name and address of the person in control of the vehicle; copy of disposal notice; and/or police report attached (whichever is applicable).	
<input type="checkbox"/> Vehicle under control of another person	<input type="checkbox"/> Stolen

MITIGATING CIRCUMSTANCES (Please tick relevant option below and complete Schedule 1)		
Details are to be provided outlining any circumstances concerning the infringement that you believe should be considered by Council during the review. Copies of supporting documentation (medical certificate, towing invoice, valid permits) are to be attached along with a Statutory Declaration form where applicable.		
<input type="checkbox"/> Medical emergency	<input type="checkbox"/> Mechanical breakdown	<input type="checkbox"/> Other circumstances
<input type="checkbox"/> Permit not displayed (eg. disability)	<input type="checkbox"/> Driver nomination (refer to known user/responsible owner declaration above)	

