

Fact Sheet

Review of Infringements

Council can only accept payment or a request for review prior to the infringement being referred to SPER.

How do I pay the infringement?

You can pay the infringement by mail, in person, online or over the phone. Ensure you have the infringement number (located on the ticket) for payment.

- **Mail:** Return the notice with the full amount owing to the Chief Executive Officer, PO Box 191, Ipswich QLD 4305.
- **Pay in person:** Present your infringement notice to the Customer Service Centre at 143 Brisbane Street, Ipswich (top of the Ipswich City Mall) between 8.30 am and 4.30 pm, Monday to Friday.
- **Online:** Follow the links at ipswich.qld.gov.au (any time after three business days from the date of the notice) to use your MasterCard or Visa.
- **Telephone:** Call 1300 276 468 (any time after three business days from the date of the notice) with your MasterCard or Visa.
- Infringements over \$200 may be paid off in instalments.

Can I request a review if I believe the infringement has been issued incorrectly?

Yes, but only if you are the named recipient of the infringement or an authorised representative of a company to whom an infringement was issued. A third party may also request a review. However, Council will require written authorisation to correspond with the third party from the named recipient or the authorised representative of the company. The request must be received by Council before the infringement is referred to SPER. You will be required to provide a written request or completed Infringement Review Request Form, including information such as name, address, phone number, date of infringement and the infringement number.

The written request or form should state the facts, reasons or further evidence that supports the commencement of a review.

Council may request further supporting evidence or a Statutory Declaration if required.

Another person was driving my car at the time the parking infringement was recorded. Am I still responsible for the infringement?

Yes, but a registered owner may submit a Statutory Declaration providing the name and address of the nominated driver. The statutory declaration must be received before the infringement is referred to SPER. The original infringement may be withdrawn and a new infringement may be issued to the nominated driver.

Please be aware that information provided on a Statutory Declaration is legally binding and must be accurate in accordance with the *Oaths Act 1867*.

What is the review procedure if the vehicle-related infringement is issued to a company?

If the driver of the vehicle wishes to state that they are responsible for the infringement, they may submit a signed and witnessed Statutory Declaration to have the infringement for the company withdrawn and reissued in their name. If the company wishes for the infringement to be reissued to an individual, a signed and witnessed Statutory Declaration must be submitted by a company representative stating their name and title in the company, also including the nominated driver's name and current address.

Why do I need to submit a written request or completed infringement review request form in order to have an infringement reviewed?

The written request or form is for auditing purposes, to justify why Ipswich City Council is investigating and/or making changes to an infringement.

Can I see a photo?

Yes, for camera-detected parking infringements ONLY, a photo is sent with every Penalty Infringement Notice. For every other photo request, you may make a written request. Please note that this does not constitute a review.

How do I opt for a Magistrates Court hearing?

Complete the reverse side of the infringement by selecting the appropriate action and completing your details in the provided space. Return the infringement to Ipswich City Council and wait for a court summons. If you are no longer in possession of the original infringement, you must request in writing that the matter be referred to court, including your signature, current address and phone number.

What happens if I do nothing?

As a courtesy, Council will send you a reminder letter if the infringement is not paid, court elected or a review request is not received within 28 days of the infringement issue date. Additional charges are added if a reminder is sent for a parking infringement. If payment, an election for the matter to be heard in court or a request for review is not received within 28 days of the reminder notice being issued, the infringement may be submitted to the State Penalties Enforcement Registry (SPER) who will pursue the infringement and additional costs from you. For more information about SPER, please visit their website Sper.qld.gov.au

Parking Infringements

All parking infringements are issued in accordance with Ipswich City Council's Local Laws and the *Transport Operations (Road Use Management) Act 2009*. **All requests for parking infringement reviews must be accompanied by a written request or completed Infringement Review Request Form along with relevant documentation as outlined below.**

A parking infringement may be reviewed for the following reasons:

Medical emergency – In this situation, a medical certificate is required to support a request to withdraw a fine.

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. In this situation, evidence such as a towing invoice, written statement from the vehicle owner's insurer or a witness statement is required.

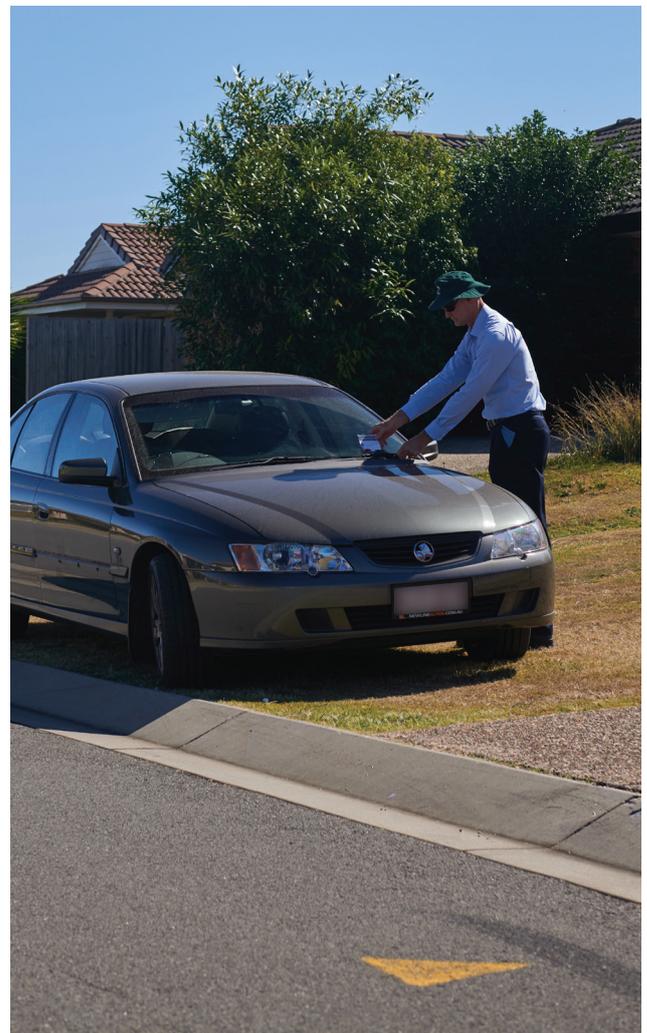
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Disabled parking permit – The driver or passenger of the vehicle at the time of the offence is the holder of an Australian Disability Parking Permit and the offence did not involve traffic/pedestrian obstruction or threaten public safety. In this situation, a copy of the permit or permit number must be supplied.

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. In this situation, a letter from the charity confirming that the driver was undertaking volunteer work at the time of the offence is required. Withdrawal of an infringement that satisfies this criterion will only apply to a first offence.

Error or fault with parking meter or signage – In this situation, a signed and witnessed Statutory Declaration describing the nature of the error or fault and how that contributed to the offence may be required.

At the time of the offence, the vehicle was being used illegally or was sold or otherwise disposed of – In this situation, a signed and witnessed Statutory Declaration describing the circumstances and providing relevant documentation is required.



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