


Penalty Infringement Notice (PIN) Review Application

If you have been issued a PIN and believe there is a good reason for you to have the PIN withdrawn you may apply for an internal review. All requests for review against an issued PIN are to be made as soon as possible after it is received, preferably within 28 days. This involves completing this form and posting, emailing or dropping it into Ipswich City Council (council). Most PIN reviews will be completed within 30 days; however, the process can take up to 90 days or longer if additional information is required.

Note: once a PIN is paid it will not be reviewed.

APPLICANT DETAILS					
Name			Date of birth	□□ / □□ / □□□□	
Postal address					
Suburb			State/Territory		Postcode
Phone number			Email		
PIN DETAILS					
PIN Number			Vehicle Registration Number		
Name of the owner of vehicle/Animal/Property (if different to the Applicant written authorisation is required from the owner)					
Property address/address where animal is registered (if different to above)					
Suburb			State/Territory		Postcode
Have you previously lodged a request for review of this PIN with council?					<input type="checkbox"/> Yes <input type="checkbox"/> No
REVIEW DETAILS					
Why should council withdraw this PIN? Please include all relevant information for consideration as a second review will not be undertaken. Please review the list of reasons not accepted on the reverse of this form before submitting your request. If more space is required to provide details, please attach on a separate piece of paper.					
Do you agree to receive the outcome to this review by email? Please ensure an e-mail address is entered to receive an outcome by e-mail If you have agreed to receive the outcome of the review via email, please also monitor your spam and/or junk email inboxes to ensure you receive all communications from Council regarding this matter.					<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant signature			Date	□□ / □□ / □□□□	

LODGEMENT			
In person:		Post to:	Email:
Ground Floor 1 Nicholas Street Ipswich QLD 4305	Or scan the QR code for all in person locations 	Ipswich City Council PO Box 191 IPSWICH QLD 4305	pinreviews@ipswich.qld.gov.au

A PIN review is decided on the following grounds:

- Did the offence occur? Are the facts and particulars of the offence correct?
- Has the PIN been issued to the correct person? If not and it relates to parking, then the registered owner must nominate the driver responsible by providing the driver's full name and current address on a signed and witnessed Queensland Statutory Declaration form (blank form attached).
- Were the circumstances that led to receiving this PIN beyond the control of the recipient (exceptional circumstances)? If so, please include all relevant circumstances with supporting documentation for consideration as a second review will not be undertaken.
- If a Queensland Statutory Declaration is required in the absence of any supporting documentation, please visit council's website ipswich.qld.gov.au/residents/parking/infringement notices for a blank form.
- If the recipient of a PIN resides interstate, a Statutory Declaration from the relevant state/territory or a Commonwealth Statutory Declaration form will be accepted.

The following are circumstances where council may consider withdrawing a parking PIN:

- the driver stops at a particular place, or in a particular way, to avoid a collision, and the driver stops for no longer than is necessary to avoid the collision
- the driver stops at a particular place, or in a particular way, because the driver's vehicle is disabled, and the driver stops for no longer than is necessary for the vehicle to be moved safely to a place where the driver is permitted to park the vehicle under the Act
- the driver stops at a particular place, or in a particular way, to deal with a medical or other emergency, or to assist a disabled vehicle, and the driver stops for no longer than is necessary in the circumstances
- the driver stops at a particular place, or in a particular way, because the condition of the driver, a passenger, or the driver's vehicle makes it necessary for the driver to stop in the interest of safety, and the driver stops for no longer than is necessary in the circumstances.

All of these circumstances must have supporting documentation, such as a letter from the hospital or your doctor, copies of towing dockets and repair invoices. Council may also require a completed Queensland Statutory Declaration if the circumstances are complex and not fully explained by third party documentation or supported by council's evidence.

The following grounds of appeal are not considered valid reasons for withdrawal of a parking PIN:

Never received a PIN before	Poor visibility due to weather
Not noticing/forgetting to read a sign	Not having change to put in meter/ticket machine
Left vehicle to get coins to put in meter/ticket machine	Reading only part of a multi-panel sign
Being unable to read the sign from the front seat of the car	Being new to the area and unfamiliar with the restrictions (this applies regardless of whether the driver is from interstate or overseas)
Not noticing that a sign/restriction had been changed	Running late or being in a hurry
Being delayed at an appointment	Stopping for a short time in a prohibited area (for example; stopping in a 'no stopping' area even if it's just to pick up or drop off passengers or goods)
Stopping illegally whilst waiting for another vehicle to vacate a parking bay	Stopping illegally whilst waiting for traffic to pass before performing a u-turn
Stopping longer than permitted in a loading zone to collect a sick child from school	

What happens if your appeal is unsuccessful?

You have the option of either paying the PIN or electing to have the matter heard in the Magistrates Court. You must notify council in writing if you wish to refer the matter to the Magistrates Court. If you fail to pay or respond by the due date noted on the outcome letter, council may refer the PIN to the State Penalties Enforcement Registry (SPER). PINs referred to SPER will not be subject to review. For more information on PINs please contact council on (07) 3810 6666 during business hours or visit ipswich.qld.gov.au

If you were **NOT** in charge of the vehicle at the time of this offence, **complete the Statutory Declaration below** and return it **within 28 days** of the notice date. A new Penalty Infringement Notice (PIN) will be issued to the person you nominate as the person in charge of the vehicle at the time of the offence.

STATUTORY DECLARATION Oaths Act 1867			
I, _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;">Given Name/sFamily Name</div>			
_____ Name of Corporation		_____ Position Title (If a corporation, position must be an executive officer or authorised to make this declaration)	
Of _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;">Address (Residential, postal or business)Postcode</div>			
_____ Email Address Optional			
Do solemnly and sincerely declare that at: ____ : ____ on ____ / ____ / ____			
<input type="checkbox"/> THE PERSON IN CHARGE* OF THE VEHICLE REGISTRATION NUMBER _____ was:			
Particulars of Person _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;">Given Name/sFamily NameDate of BirthLicence Number (if known)</div>			
_____ Address (Residential, postal or business)		_____ Postcode	
<input type="checkbox"/> The vehicle was sold on (Date) _____ (new owner details MUST be inserted above)			
<input type="checkbox"/> The vehicle was stolen or illegally taken at the time of the offence and the matter was reported to _____ on ____ / ____ / ____ Queensland Police Service Crime Report Number: _____			
<i>And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act of 1867</i>			
_____ Signature of Declarant		Taken and declared before me at _____ Location	
In the state of _____		This _____ day of _____ 20 _____ <div style="display: flex; justify-content: space-around; width: 80%; margin: 0 auto;">Insert dateInsert monthYear</div>	
_____ Signature of Justice of the Peace/Commissioner for Declarations		_____ Printed name, title and qualification of witness	
*NOTE Person in charge includes the person driving, or responsible for the vehicle, or the new owner of the vehicle. When this notice is served on the registered owner, that person is taken to have committed the offence even though the person driving may have been someone else. The registered owner may transfer liability to the person in charge of the vehicle by correctly completing the above Statutory Declaration and returning it to council prior to the infringement being referred to the State Penalties Enforcement Registry (SPER). If you are completing the declaration on behalf of a corporation, you must be an executive officer or authorised by the executive officer of the corporation and state your position. This declaration must be witnessed by a Justice of the Peace, Commissioner for Declarations, notary public, a lawyer or another person authorised to administer an oath under the provisions of the <i>Oaths Act 1867</i> . Statutory declarations can now be witnessed electronically. For more information please visit Qld.gov.au/law/legal-mediation-and-justice-of-the-peace/about-justice-of-the-peace/online-witnessing			

This Statutory Declaration pertains to:

Infringement notice number: _____ Registration number: _____

Return this Statutory Declaration within 28 days of the notice date to:

Ipswich City Council
PO Box 191, IPSWICH QLD 4305

or via email to: pinreviews@ipswich.qld.gov.au

For more information on infringements issued by council, please visit Ipswich.qld.gov.au

Ipswich City Council is collecting your personal information for the purpose of fulfilling its functions, responsibilities and activities. Please see council's [Privacy Statement](#) and [Personal Information Digest](#) for further information about how we manage personal information, to whom personal information could be disclosed and the laws that authorise or require the collection of personal information by the council. Generally, we do not disclose your personal information outside of council unless we are required by law to do so or you have given your consent. By completing and signing this form and returning it to council, we will consider that you have given us your consent to manage your personal information in the manner described in council's Privacy Statement, Information Digest and this collection notice.

Updated 16.03.23_Complaints Management