

Penalty Infringement Notice - Review Request

State Penalties Enforcement Act 1999

IMPORTANT INFORMATION

- Please ensure that you have read and understood the [Infringement Reviews](#) Fact Sheet available on Council's website.
- If you were not in control of the vehicle at the time of the offence, please refer to the [Statutory Declaration](#) Information Sheet available on Council's website.
- Infringement review applications submitted without supporting evidence or without enough information to decide the application may be automatically declined.
- Once you submit an infringement review request:
 - Your infringement will be placed on hold.
 - You will not need to make any payment whilst we review your infringement.
 - We aim to consider reviews (where possible) within 4 weeks of your submission of your request.
 - We will notify you via your nominated review outcome decision notice method of service as soon as a decision has been made.
 - Infringement reviews are undertaken by an authorised officer in a Senior position and the issuing officer is not involved in the review decision.

Note: Financial hardship is not grounds for reversing an infringement but may be eligible for an extension of time or payment plan through SPER.

APPLICANT DETAILS (must be the person named on the infringement notice)

Name ID			
Title		Surname/Company Name	
DOB		Given Name/s	
Email			
Street Address			
Postal Address (or as above)			
Phone	M:	H:	W:
Review Outcome Decision Notice method of service?	☐ By Email		☐ By Post

INFRINGEMENT NOTICE DETAILS

Infringement Type	☐ Parking Infringement	☐ Animal Infringement	☐ Other Infringement
Infringement Notice No.		Vehicle/Animal Registration No.	
Date of Infringement		Offence Code	

GROUND'S FOR REVIEW

Please select the reason(s) for your review application and ensure you **attach any supporting evidence that applies to your application. Check all that apply.*

☐	The elements of the offence were not met <i>Provide description of discrepancy or incorrect details related to the infringement.</i>
☐	Incorrect Details <i>Examples: incorrect date, incorrect vehicle registration, etc.</i>
☐	Medical Emergency* <i>Provide a description and attach medical documentation as applicable (e.g. serious medical circumstances, accident and emergency attendance, etc).</i>
☐	Damaged Regulatory Signage* <i>Explain the signage issue (missing, defaced, obstructed, or damaged) and provide any photographic evidence.</i>

Grounds Continued Over...

☐	Vehicle Malfunction* <i>Attach supporting evidence, such as repair receipts, towing invoices, or a statutory declaration.</i>
☐	Other Unforeseen Circumstances* <i>Provide an explanation and attach supporting documentation where applicable.</i>

SUPPORTING DETAILS

DECLARATION			
☐	<i>I declare that I have answered all questions truthfully and that all the information I have provided is accurate. I acknowledge that it is an offence under the relevant Acts to provide false or misleading information.</i>		
☐	<i>I declare that I am applying for the review of an infringement issued by the administering authority as detailed in this application and I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the Right to Information Act 2009 and the Evidence Act 1977.</i>		
Applicant Full Name:			
Applicant Signature:		Date:	

Office Use Only		
Date Created:	CSO Initials:	☐ Declaration section signed
Infringement Review Application No.:		