

# INFRINGEMENT NOTICE WITHDRAWAL REQUEST FORM

Please complete all details in full.

## Privacy Statement

Maranoa Regional Council is collecting your personal information in accordance with the *Local Government Act 2009* in order to assess your request. The information will only be used by authorised officers for the purpose of assessing your request. Your information will not be given to any other person or agency unless you have given us permission or we are required or allowed to by law.

Maranoa Regional Council

**ABN:** 99 324 089 164

**Correspondence:** PO Box 620, Roma QLD 4455;

or PO Box 42, Mitchell QLD 4465

**Phone:** 1300 007 662

**Fax:** 4624 6990

**Email:** [council@maranoa.qld.gov.au](mailto:council@maranoa.qld.gov.au)

**Web:** [www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au)

## APPLICANT'S DETAILS *(the applicant must be the person named on the infringement notice)*

<b>First Name:</b>		<b>Last Name:</b>	
<b>Postal Address:</b>			
<b>Phone Number:</b>			
<b>Email:</b>			
<b>Preferred Contact Method:</b>			
<b>Date of Birth:</b>			

## PENALTY INFRINGEMENT NOTICE (PIN) DETAILS

<b>Type of Infringement:</b>			
<b>Infringement Number:</b>		<b>Infringement Date:</b>	
<b>Offence Code:</b>			
<b>Offence Description:</b>			

## GROUNDS FOR REQUEST

### Elements of offence not met

If it is believed that the facts concerning the alleged offence are incorrect, or the details have been incorrectly recorded on the Penalty Infringement Notice, then the basis for making this claim is to be provided and explained. All relevant supporting documentation is to be attached. *(Please tick relevant box).*

<b>Mistaken Fact:</b>		<b>Administration Error:</b>		<b>Other Circumstances:</b>	
<b>Details:</b>					

## VEHICLE OFFENCES ONLY

**Incorrect Name** - A Statutory Declaration is to be provided with the name and address of the person in control of the vehicle; copy of disposal notice; and/or police report attached (whichever is applicable). *(Please tick relevant box).*

<b>Vehicle/Land Under Control of Another Person:</b>		<b>Vehicle Stolen:</b>	
--	--	------------------------	--

## REQUEST DETAILS

### Other Reasons/Mitigating Circumstances *(it is believed the offence was unavoidable)*

Copies of supporting documentation (e.g. medical certificate, towing invoice, valid permit, police report, etc.) are to be attached. If supporting documentation is not available, a Statutory Declaration detailing circumstances must be completed and submitted along with this form. *(Please tick relevant box).*

<b>Medical Emergency:</b>	<input type="checkbox"/>	<b>Mechanical Breakdown:</b>	<input type="checkbox"/>	<b>Other Circumstances:</b>	<input type="checkbox"/>
<b>Details:</b>					

## SUPPORTING DOCUMENTATION

Please remember to provide any relevant supporting documentation when submitting this form. This may include the following: *(Please tick relevant box).*

<b>Statutory Declaration:</b>	<input type="checkbox"/>	<b>Letter From Hospital or Doctor:</b>	<input type="checkbox"/>	<b>Proof of Payment:</b>	<input type="checkbox"/>
<b>Police Report:</b>	<input type="checkbox"/>	<b>Towing Invoice:</b>	<input type="checkbox"/>	<b>Photographs:</b>	<input type="checkbox"/>
<b>Medical Certificate:</b>	<input type="checkbox"/>	<b>Valid Permit:</b>	<input type="checkbox"/>		

## INFRINGEMENT DISPUTES & REPEALS

If you have been issued an infringement notice (PIN) for an offence relating to animals, parking or other breaches of Local or State Legislation and believe there may be cause for it to be waived, you may request Maranoa Regional Council to review the fine.

### An infringement may be withdrawn if you have:

- an exemption from the law and/or
- a reasonable excuse (e.g. compassionate grounds, emergency medical reason or circumstance) and/or
- an error on the infringement notice and/or
- a vehicle related offence (vehicle sold, vehicle stolen or unknown user).

### An infringement will not be withdrawn for the following reasons:

- financial hardship
- being unaware of the law or not seeing a sign
- disregarding the law. You may feel the offence for which the infringement notice has been issued is trivial or did not cause a problem to anyone.
- forgot to pay registration fee
- payment was lost in the mail
- didn't know a permit was required
- the problem has now been addressed.

## DECLARATION & SIGNATURE

I submit this Infringement Notice Withdrawal Request Form with supporting documentation as required and acknowledge that if the infringement notice is withdrawn, a new infringement notice may be issued.

**Applicant's Signature:**

**Date:**

/ /

### OFFICE USE ONLY

<b>Date received:</b>	/	/
<b>Received by:</b>		