

Please ensure you consider the “Prescribed Infringement Notice **Request for Withdrawal Guidelines**” below before submitting your form and ensure you attach any relevant evidence with your request.

Prescribed infringement notice request for withdrawal guidelines

Can I request an infringement be withdrawn?

An infringement may **ONLY** be withdrawn in the following circumstances:

- Medical emergencies
- Vehicle malfunction
- Other exceptional mitigating circumstances beyond the control of the driver

REQUESTS THAT DO NOT CONTAIN THE ABOVE WILL BE DISMISSED

You **MUST** submit a request for a review **within 28 days** of issue of the infringement. Once reviewed, you will receive a letter advising the outcome.

All requests for withdrawing an infringement MUST be accompanied by supporting evidence

Without supporting evidence your request WILL BE DISMISSED

Please include with this form any or all of the following supporting evidence

- Photographs or diagrams;
- Vehicle repair receipt;
- Copies of permits or disabled permits not displayed at the time of the offence;
- Copies of medical certificates or other proof to support your case;
- ‘Sold vehicle’ statutory declaration (copy of transfer papers or receipt of sale must be provided);
- ‘Illegal use’ statutory declaration (written advice or crime report from the Queensland Police Service must be provided);
- A statutory declaration could also be provided as a legal document to support extenuating circumstances relating to an infringement.
- If you were not the driver of the vehicle at the time of the offence, you will need to provide a statutory declaration indicating who the driver was at the time the infringement notice was issued including name and contact details of the driver.

FAILURE TO SUPPLY SUPPORTING EVIDENCE WILL RESULT IN YOUR REQUEST BEING DISMISSED

Applicant details

Surname		Given names	
Postal address			
Suburb		State	Postcode
Business phone	A/H phone		Mobile
Email address			Fax

Infringement details

Ticket number		
Vehicle registration number / animal registration number (if applicable)		
Offence as stated on notice		
Have you previously lodged a request for withdrawal of this infringement with council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you read and do you understand the guidelines detailed above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council’s privacy policy.

Details of request for withdrawal

Financial circumstances are not a valid defence

Empty table grid for details of request for withdrawal.

Evidence to support your application **MUST** be attached for a review to be considered
 Statutory declaration attached (if required)

Declaration of applicant

I hereby declare that the information provided by me on this form is true and correct in every respect and I hereby request the withdrawal of the above penalty infringement notice/s.

Signature _____ Date _____

Completed forms, evidence and statutory declarations (if required) can be submitted to council via email, mail or to our customer service centres.

Prescribed infringement notice information

What infringements do council issue?

Noosa Council issues infringements (known as fines) for incidents involving parking, animals, parks and reserves, signage and vegetation, waste, public health and food to name a few.

Why does Council issue infringements?

Council issues infringements in accordance with its local laws and state legislation to ensure the safety and wellbeing of Noosa residents and visitors.

How can I pay the infringement?

- Noosa councils website www.noosa.qld.gov.au and go to the Make a Payment Tab and follow the prompts using your infringement no as the payment reference.
- Post a cheque or money order to PO Box 141 Tewantin, QLD 4565, include the ticket or a copy.
- Pay in person at any post office, within the accepted payment timeframe.

ABN 97 969 214 121
noosa.qld.gov.au
mail@noosa.qld.gov.au

PO Box 141
9 Pelican St, Tewantin QLD 4565
07 5329 6500