

If you have a valid reason to request a review of a Penalty Infringement Notice, you must complete this form and submit it to Noosa Council together with any supporting evidence that will substantiate your case. You must submit a request within **28 days** of the date that the infringement notice was issued.

A Review Officer will undertake a thorough review of all the information available and decide whether to uphold or withdraw the infringement. You will be notified of the outcome within **45 days** of receipt. We may need to contact you to obtain additional information during this process.

Applicant details		
Surname:	Given name(s):	
Postal address:		
Suburb:	State:	Postcode
Business phone:	Home phone:	Mobile
Email address:		Fax
Infringement details (can be found on the Infringement Notice)		
Infringement number:		
Type of offence:		
Request details		
<p>Council may consider the withdrawal of an infringement notice for vehicle related offences if you can demonstrate any of the following occurred at the time of the offence and in all other cases where you can demonstrate that:</p> <ul style="list-style-type: none"> <li>• You have a valid legal defence.</li> <li>• There are other mitigating circumstances which would not have reasonably been known to the officer at the time that the infringement was issued.</li> <li>• The Infringement notice was issued in error.</li> </ul>		
Grounds for the request		
Please outline the circumstances of why you believe the infringement should be withdrawn.		
You have a valid legal defence		
If you consider that you have a lawful defence such as a reasonable excuse, lawful exemption, you were not responsible etc, please provide details. Supporting documentation is required.		

### Validity of the Infringement Notices

If you consider that the facts of the alleged offence are incorrect, or the details have been incorrectly recorded on the Infringement notice, please explain why you believe this to be the case. Supporting documentation is required.

### Other circumstances

Please provide details of the mitigating circumstances which you believe present sufficient grounds to withdraw the infringement. Supporting documentation is required.

### Incorrect name (vehicle related offences only)

A Statutory Declaration must be provided with the name and address of the person responsible for the vehicle at the time of the offence. In the event of a vehicle relating crime being committed, a police report is required.

Vehicle under control of another person  Vehicle stolen

### Nomination of nominee or representative

You have the option to nominate someone to act on your behalf to inquire about your request and respond to requests for information. Council will only share information related to your request with the person you approve as your representative, and only as it pertains to the requested review, unless you inform us otherwise.

Full name

Postal Address

Email: Home Phone: Mobile:

### Declaration

**Ensure that you understand the statement below. If you are unsure please seek appropriate advice or contact Council.**

I declare that the information I have provided to support my request for an infringement notice to be withdrawn is true and correct to the best of my knowledge and belief. If I have nominated a person to act as my representative I consent to council disclosing information relevant to my request. I hereby request the withdrawal of the above penalty infringement notice.

Name Signed Date

### Privacy Statement

Noosa Council will only use the personal information collected for the intended purpose, to remain in contact with you regarding your request and the legitimate functions and services of Council affecting your property. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other laws. Access to your personal information will only be provided to appropriate Council employees and authorised officers. Council may provide your details to other relevant Queensland State Departments where necessary to process your request. Otherwise, your personal information will only be disclosed to third parties with your consent, or if required to do so by law. Your personal information is handled in accordance with Council's Privacy Policy.