

Office:
Date:/...../.....
Time:
Name:

Application for Request of Review - Infringement Notice

This document is the approved form that is to be used when a person would like to request a review or withdrawal of an infringement notice issued by the Gladstone Regional Council.

Please contact Council on (07) 4970 0700 for any enquiries.

Checklist for making an application

You must complete this checklist before you continue with the application form

Guidance

Are you the recipient of the infringement notice issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, you cannot make this application without the recipient of the infringement notice giving written permission for you to act on their behalf.
Are you making this application within 28 days of the issue date of the infringement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, the infringement will be upheld.

Reasons that **ARE NOT** likely to justify a review

Please be advised that an infringement will not be withdrawn if it was lawfully issued and there is no legal or factual basis for withdrawal.

Council is **not likely** to withdraw an infringement on the basis that:

- ⊗ You are experiencing financial hardship/you cannot pay the infringement – if you are unable to pay the infringement then an application can be made for a payment plan
- ⊗ You believe that the fine is too high – penalties are set out within the State Penalties Enforcement Regulation 2014 (Qld) or other relevant legislation and Model Local Laws and are not determined by Council
- ⊗ You are not aware of the law

Parking Offences

- ⊗ Your vehicle was only stopped on a yellow line or in a restricted zone (ie. bus zone) etc, it was not parked – the legislation makes it an offence to “stop” – “stop” includes but is not limited to park
- ⊗ You lost track of time
- ⊗ Your appointment went over time or was delayed
- ⊗ You left your permit in another vehicle
- ⊗ You were not aware that parking was not permitted in that area/You did not know that parking restrictions applied/You did not see a sign
- ⊗ You only stopped in a restricted parking area momentarily

Animal Management / Registration Offences

- ⊗ You forgot to pay the registration fee
- ⊗ You made payment made after fine / notice received
- ⊗ You have since complied with requirements
- ⊗ You did not know animal had to be registered, or that permit was required
- ⊗ Your Animal deceased shortly after registration expired
- ⊗ You are unable to provide sufficient proof that payment of the registration had been made
- ⊗ Your animal was under effective control despite not being on lead, or, your animal was in the water

Environment Offences

- ⊗ You believe that the material biodegrades (apple core, banana skin) and is therefore not “litter”
- ⊗ You were intending to pick up the waste at a later time
- ⊗ Ignorance / no warnings / did not cause harm / was only there momentarily

Type of Infringement Received (Please tick appropriate box)

- ☐ Regulated Parking
- ☐ Animal (Example: Registration, Roaming, Noise, Enclosure, Regulated Dogs)
- ☐ Other Local Law (Example: Abandoned vehicle, Camping, Advertising Signage, Roadside Vending)
- ☐ Illegal Dumping/Littering
- ☐ Pest Management/Overgrown allotment
- ☐ Food and Environmental Non Compliance (Example: Improvement Notice for Non Compliance, 440ZG)
- ☐ Public Health (Example: Infection control, vermin harbourage)
- ☐ Other (Please specify) _____

Applicant Details

(If more space is required for any responses, please attach additional information as a separate page)

Mr / Mrs / Ms / Miss Surname:

Given Name/s:

Corporation (if relevant):

ABN/ACN/AN (if relevant)

Phone - Home:

Work :

Mobile:

Email Address:

Residential Address:

Postal Address:

State the reasons why you believe the infringement should be reviewed and/or withdrawn

If you are asking Council to consider a mitigating / extenuating circumstance, then you MUST provide sufficient documentary evidence in support of your claim (ie. Medical certificate/Statutory Declaration etc.)

Details of the infringement notice

Infringement Number:

Date infringement issued:

VEHICLE RELATED INFRINGEMENTS ONLY

Vehicle Registration:

Vehicle Make/Model/Colour:

Applicant checklist

- ☐ The reason for requesting the review of infringement is not one of the reasons listed above, which is not likely to justify Council withdrawal of the infringement.
- ☐ The Application form has been signed and completed.
- ☐ Supporting documentation attached (if applicable) - please note that documents and information received after this application is lodged may not be considered in the course of the review.

Declaration

I declare that:

- I am applying for the review of an infringement issued by the administering authority as detailed in this application.
- The information provided is true and correct to the best of my knowledge. I understand that it is an offence to give to the administering authority, or an authorised person, a document containing information that I know is false, misleading or incomplete in a material particular.
- 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*.

PRIVACY ACT PERSONAL INFORMATION COLLECTION NOTICE:

Gladstone Regional Council is collecting your personal information to process your Request for review of an Infringement. Council is authorised to do this under Local Government Act 2009. The information collected will be entered into Gladstone Regional Council's names and address database and may be used for any necessary Council business. The information will only be accessed by authorised Council employees. This information will not be given to any other person or agency unless you have given us permission or we are required by law.

Applicant Signature:

Date:

Position of Signatory (for corporation):

Please submit your application to

In Person: You may lodge your application in person at any of Council's Administration Centres during normal business hours

Mail to: Gladstone Regional Council, PO BOX 29, GLADSTONE DC QLD 4680

Email: info@gladstone.qld.gov.au

Fax: (07) 4975 8500