

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.
 - 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? | <input type="checkbox"/> By Email | | <input type="checkbox"/> By Post | |

INFRINGEMENT NOTICE DETAILS

| | | | |
|-------------------------|---|--|---|
| Infringement Type | <input type="checkbox"/> Parking Infringement | <input type="checkbox"/> Animal Infringement | <input type="checkbox"/> Other Infringement |
| Infringement Notice No. | Vehicle/Animal Registration No. | | |
| Date of Infringement | / / | Offence Code | |

GROUNDS 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.*

| | |
|--------------------------|---|
| <input type="checkbox"/> | The elements of the offence were not met <i>Provide description of discrepancy or incorrect details related to the infringement.</i> |
| <input type="checkbox"/> | Incorrectly Named Offender <i>If you were not the person in control of the vehicle at the time of the infringement notice. Complete a Statutory Declaration stating the owner of the vehicle was not in charge of the vehicle and the name and address of the person who was in charge of the vehicle at the relevant time. A statutory declaration can be found on the Queensland Government Publication Portal or here.</i> |
| <input type="checkbox"/> | Incorrect Details <i>Examples: incorrect date, incorrect vehicle registration, etc.</i> |
| <input type="checkbox"/> | Medical Emergency* <i>Provide a description and attach medical documentation as applicable (e.g., appointment delay, emergency).</i> |

Grounds Continued Over...

| | |
|--------------------------|--|
| <input type="checkbox"/> | Damaged Regulatory Signage* <i>Explain the signage issue (missing, defaced, obstructed, or damaged) and provide any photographic evidence.</i> |
| <input type="checkbox"/> | Vehicle Malfunction* <i>Attach supporting evidence, such as repair receipts, towing invoices, or a statutory declaration.</i> |
| <input type="checkbox"/> | Other Unforeseen Circumstances* <i>Provide an explanation and attach supporting documentation where applicable.</i> |

SUPPORTING DETAILS

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DECLARATION

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|--------------------------|---|
| <input type="checkbox"/> | <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> |
| <input type="checkbox"/> | <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: | <input type="checkbox"/> Declaration section signed |
| Infringement Review Application No.: | | |