

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**Can I request an infringement be withdrawn?**

An infringement may **ONLY** be withdrawn in the following circumstances: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
<b>Have you read and do you understand the guidelines detailed above?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

**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**

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](http://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.