

Infringement Notice Instalment Plan Application Form



Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under s23 of the *State Penalties Enforcement Act 1999*. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This form is to be completed when requesting an instalment plan to pay an individual infringement valued at \$200.00 or more. An initial payment of \$60.00 must be made with this application. A separate application is required for each infringement. Refer to the Infringement Notice Policy on Council's website for further information.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details <i>(the applicant must be the person named on the infringement notice)</i>			
Applicant name: <i>(if partnership or company)</i>			
Applicant name: <i>(if individual)</i>			
First	Middle	Last	
Date of birth:			
Residential address:			
Street number and name		City	State Postcode
Postal address: <i>(if different)</i>			
Preferred contact number:		Email:	
Contact person name: <i>(if partnership or company)</i>			
Proof of ID <i>(Please note only one form of identification is required – a photo copy must be provided at the time of lodgement.)</i>			
ID type:	ID number:	Expiry date:	
Offence Details			
Infringement notice number:		Issue date:	
Declaration			
I declare that the details are correct to the best of my ability and understand that the instalment plan and future payments will be managed by the State Penalties Enforcement Registry.			
Name:	Signature:	Date:	
Payment Information			
In person You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.			
By phone Customer Service staff will contact you regarding payment via credit card or debit once this form is received.			
By post Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.			
Additional Information			
This application is to be accompanied by the first instalment of \$60.00. After making this application, an instalment plan payment notice will be sent to you by the State Penalties Enforcement Registry (SPER). Upon receiving the payment notice, all future payments are to be made to SPER. Failure to comply with the instalment plan will result in enforcement by SPER and you will be required to pay additional fees.			

OFFICE USE ONLY	Date:	CSO:	Information checked: Y / N
	Amount: \$60.00	Receipt number:	