

# Infringement Notice Withdrawal Request Form



**Privacy Notice:** Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed when requesting an infringement notice to be withdrawn. This request must be completed by the person issued with the infringement notice and lodged with Council within 28 days of the infringement notice issue date. Refer to Council's Infringement Notice Policy on Council's website for further information.

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

<b>Applicant Details</b> <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
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>	
<b>Offence Details</b>	
Infringement notice number:	Offence date:
Infringement type:	
<input type="checkbox"/> Dog registration	<input type="checkbox"/> Parking <input type="checkbox"/> Noise
<input type="checkbox"/> Wandering animal	<input type="checkbox"/> Overgrown/unsightly <input type="checkbox"/> Nuisance
<input type="checkbox"/> Animal (other)	<input type="checkbox"/> Littering <input type="checkbox"/> Local Law
<input type="checkbox"/> <i>Food Act</i>	<input type="checkbox"/> <i>Public Health Act</i> <input type="checkbox"/> Other <i>(please specify):</i>
<b>Request Details</b>	
<b>Mitigating Circumstances</b> <i>(it is believed the offence was unavoidable)</i>	
Copies of supporting documentation (eg medical certificate, towing invoice, valid permit, police report etc) are to be attached. If supporting documentation is not available a statutory declaration detailing circumstances must be completed and submitted along with this form.	
<input type="checkbox"/> Medical emergency	<input type="checkbox"/> Mechanical breakdown <input type="checkbox"/> Other circumstances
Please provide details:	

<b>OFFICE USE ONLY</b>	Date:	CSO:	Information checked: Y / N
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**Elements of Offence Not Met** *(it is believed the facts concerning the alleged offence are incorrect, or the details have been incorrectly recorded on the infringement notice)*

Details of the basis for making this claim is to be provided and explained. All relevant or supporting evidence must be attached.

- Mistake of fact *(a mistake relating to a fact)*       Administration error       Other

Please provide details:

**Incorrect Name** *(vehicle offences only)*

A statutory declaration with the name and address of the person in control of the vehicle, copy of the disposal notice, and/or police report must be attached (whichever is applicable).

- Vehicle under control of another person       Vehicle stolen       Vehicle sold

**Supporting Documentation**

Please provide any relevant supporting documentation when submitting this form. This may include:

- |   |  |
|---|--|
| <input type="checkbox"/> Statutory Declaration          | <input type="checkbox"/> Towing invoice      |
| <input type="checkbox"/> Letter from hospital or doctor | <input type="checkbox"/> Photographs         |
| <input type="checkbox"/> Proof of payment               | <input type="checkbox"/> Medical certificate |
| <input type="checkbox"/> Police report                  | <input type="checkbox"/> Valid permit        |

**Declaration**

I submit this Infringement Notice Withdrawal Request Form with supporting documentation as required and acknowledge that if the infringement notice is withdrawn, a new infringement notice may be issued.

Applicant name:

Applicant signature:

Date:

Signatory name:

Signatory position:

*(if partnership or company)*

*(if partnership or company)*

**Additional Information**

Council may consider withdrawal of an infringement notice if you can demonstrate any of the following occurred at the time of the offence:

- Your vehicle broke down and you were unable to move it to a legal position;
- You were involved in a medical emergency;
- You were issued the infringement notice in error;
- You were issued an infringement notice as the registered owner of the vehicle that, at the time of the offence, the vehicle had been sold or stolen, or was under the permitted control of another person;
- You were issued the infringement notice as the registered owner of land and you were not at the time of the offence the registered owner of the land; or
- Regulatory signs had been removed or damaged.

Infringement notices will not be withdrawn for a number of reasons including:

- Being unaware of the law or not seeing a sign;
- Disagreeing with the law; or
- You may feel the offence for which the infringement notice has been issued is trivial or did not cause a problem to anyone.