

INFRINGEMENT APPEALS GUIDE (Non-Parking)

If you have received an infringement, the Town can review the details of the alleged offence and it may be withdrawn under certain circumstances. The following pages provide further details on what may or may not be withdrawn.

As infringement notices are issued by legislation, verbal requests to have a matter considered for withdrawal in person or by telephone cannot be accepted.

A request to have an infringement withdrawn must be in writing and can be lodged either by email, in person or by mail.

Before you decide to lodge an appeal, please read some of the below examples of where an appeal will not be withdrawn.

Animal infringements

- Failure to hold or tether animal in unauthorised public places
- Failure to register cat or dog
- Failure to microchip dog older than 3 months or cat older than 6 months
- Failure to notify of information changes relating to registered animal
- Dog not wearing collar and or collar with registration tag

Bushfire infringements

- Owner/occupier was not aware of regulations
- Your contractor was delayed in completing the required firebreaks/clearing property
- You were delayed in undertaking the required works/actions
- You are living interstate or overseas
- Owner/occupier was not receiving notifications

Situations where an appeal may be accepted include:

(The Town will need you to supply supporting documentation)

- You did not reside within the Town at the time of infringement
- Your animal is deceased

To lodge an appeal in person please complete the following and write in clear CAPITAL LETTERS. Please complete all fields below.

Title (Please tick): <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Prefer not to say	
Given Name:	
Middle Name/s:	
Family Name:	
Residential Address:	
State:	Postcode:
Postal Address (if different from above):	
Home Telephone No.:	
Work Telephone No.:	
Mobile Phone No.:	
Email Address:	
Infringement No.:	
Infringement Type (Please tick):	
<input type="checkbox"/> Animal <input type="checkbox"/> Firebreak <input type="checkbox"/> Other (Please specify):	

Please provide your reason for appealing the infringement notice. You may also supply any supporting documentation along with your appeal.

Declaration

I hereby declare that the information given in this application is true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

Should you wish to lodge your appeal by using a Statutory Declaration then please use the form below. This will need to be signed by an authorised person before the Town will accept this.

If you have been requested to supply further information, then you can also use the below Statutory Declaration. This will still need to be signed by an authorised person before the Town will accept this.

Also please note that the Town needs a hard copy/original of the Statutory Declaration. So please make sure that when you send this through, it must be in the paper form; Not electronically.

Some further information about Statutory Declarations is that - a statutory declaration is a written statement that allows a person to declare something to be true and accurate. When making a statutory declaration, you are declaring that your statement is in fact true and accurate. Should you intentionally make a false statement in a declaration, you can be charged with an offence. The penalty for making a false statement may result in a fine and or imprisonment.