

Request to Withdraw a Parking Penalty Infringement Notice (PIN)

You MUST complete ALL questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application being declined.

Requirement of Lodgement:

- Completed and signed form;
- Provide any mandatory supporting information identified on the forms as being required to accompany your application.

SECTION 1 – PENALTY INFRINGEMENT DETAILS

PIN Number:

PIN Date:

Registration No:

SECTION 2 – APPLICANT DETAILS

Note: The applicant is the person who was driving the vehicle when the offence occurred or the registered owner of the vehicle

Applicant (person(s) or company):

DOB (if person):

Business Contact Person (if a company):

Residential/Business Address:

Postal Address:

Telephone:

H:

W:

M:

Email:

SECTION 3 – GROUNDS FOR LODGEMENT

CAT 1	The PIN was issued in error.	<input type="checkbox"/>
CAT 2	You were not the driver of the vehicle at the time of the offence and the actual driver acknowledges and accepts responsibility for the offence.	<input type="checkbox"/>
CAT 3	You sold the vehicle prior to the offence occurring.	<input type="checkbox"/>
CAT 4	The vehicle or registration plates were stolen, and you were not in possession of the vehicle at the time of the offence.	<input type="checkbox"/>
CAT 5	At the time the offence occurred you were involved in a medical emergency.	<input type="checkbox"/>
CAT 6	The vehicle broke down and you were unable to park in a regulated car parking space or other suitable legal location.	<input type="checkbox"/>
CAT 7	Regulatory signage had been removed, damaged or obscured to the point where visibility was significantly affected and/or road markings were not visible at the time the offence occurred.	<input type="checkbox"/>

OFFICE USE

Are all sections of the application completed and signed?

Are all the supporting documents attached (see page 2)?

Date:

CSO:

CHECKLIST SUPPORTING DOCUMENTS

CAT	Reason	Proof Required
1	Vehicle owner possesses a Disability Parking Permit, but the permit was not displayed at the time of the offence.	Copy of the Disability Parking Permit.
1	Commercial loading had occurred.	Copy of signed delivery documentation or Statutory Declaration Form completed by Business owner specifying date and time of delivery, description of goods, and contact details.
1	Incorrect information was cited on the notice - e.g. date, time, registration number, location of offence	Statutory Declaration from vehicle owner or driver. *Note: A PIN may be reissued where there is evidence that an offence did occur.
1	Alleged offence did not occur.	Provide photographic evidence demonstrating that no offence occurred. * Note: will be compared with Council's photographic evidence.
2	You were not the driver of the vehicle at the time of the offence and the actual driver acknowledges and accepts responsibility for the offence.	From the Driver: 1. Completed Statutory Declaration Form 2. Copy of identification - Must include full name and current residential address
3	You sold the vehicle prior to the offence occurring.	Copy of vehicle registration transfer documentation or sale receipt detailing new owner contact details.
4	The vehicle or number plates were stolen, and you were not in possession of the vehicle at the time of the offence.	Copy of the police report relating to the theft.
5	You were involved in a medical emergency – Must be of a serious/urgent nature. Doctor's appointments or attending the pharmacy are not classified as a medical emergency.	A medical certificate from the treating doctor/hospital confirming the nature of the emergency including date and time of admission/treatment.
6	The vehicle broke down and you were unable to park in a regulated car parking space or other suitable location.	Copy of receipt of one or more of the following: <ul style="list-style-type: none"> • Tow truck company • Roadside Assistance provider • Mechanical report from service provider • Parts purchased by vehicle owner to carry out immediate repairs to the vehicle in order to remedy the parking offence.
7	Regulatory signage had been removed, damaged or obscured to the point where visibility was significantly affected and/or road markings were not visible at the time the offence occurred.	Photographic evidence supporting claim * Note: will be compared with Councils photographic evidence

ADDITIONAL SUPPORTING COMMENTS

DECLARATION

I _____ declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

Applicant Signature:

Date:

Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

IMPORTANT NOTES

An application will not be considered for the following reasons:

- Financial hardship.
- Not being aware of the regulatory road rules.
- Not being aware of/or not reading the regulatory signage and/or road markings.
- Disagreeing with the Local Government and State laws.
- Stopping only briefly in the offence location.
- Stopping in the location illegally in order to purchase refreshments, conduct shopping or banking.
- Previously conducted a parking offence(s) without receiving a Penalty Infringement Notice.