

# Application to Withdraw Parking Infringement Notice



## Glenorchy City Council

374 Main Road,  
Glenorchy TAS 7010

## Customer Service

📞 (03) 6216 6800  
✉️ gccmail@gcc.tas.gov.au

ABN 19 753 252 493  
[www.gcc.tas.gov.au](http://www.gcc.tas.gov.au)

## Relevant Legislation

Parking Infringement Notices are issued generally under the *Road Rules (Tasmania) 2019*. An Application for Parking Infringement Withdrawal is provided for and guided by the *Monetary Penalties Enforcement Act 2005* on applying to the issuing authority (Glenorchy City Council) who will then review an Application.

### **Reasons we won't consider:**

- The vehicle operator was new to the Glenorchy area,
- The vehicle operator was not aware of the relevant road rule, or that it was an offence,
- An appointment or meeting ran overtime,
- The vehicle operator didn't notice, or misread a parking sign,
- The vehicle operator left a signed parking area and then returned to park in another parking space in the same area (Road Rule 369),
- The vehicle operator failed to, or incorrectly displayed a transferable parking permit,
- The vehicle ran out of fuel or battery charge,
- A vehicle that had vehicle issues and wasn't towed was left parked and exceeded a parking time limit.

### **Reasons we will consider:**

A person who applies for the withdrawal of a Parking Infringement Notice based on the following reasons that *may* be successful in their application:

- The infringement notice was issued unlawfully or incorrectly.
- There were exceptional circumstances outside of the operator's control that led to an offence being committed. This includes a medical emergency, an injury or illness posing an immediate risk to a person's life or long-term health, or a vehicle that broke down and was towed.

### **Was another person driving your registered vehicle?**

The registered owner of a vehicle is responsible for offences committed with the vehicle unless evidence is provided to show that another person was operating the vehicle at the date and time of the offence. A registered vehicle owner to whom this applies must complete a Statutory Declaration providing the details of the person who was operating the vehicle at the date and time of the offence, and also notify Council within 14 days.

Statutory Declaration forms can be obtained from Council's Customer Service Centre at 374 Main Road, Glenorchy, or from the Department of Justice website at:  
<https://www.justice.tas.gov.au/forms/statutory-declarations>

### **Response to Applications**

Council will carefully review, investigate, and consider all applications. Council endeavours to provide responses to applicants by email, letter, or phone within 10 business days. Whilst most applications can be assessed and finalised promptly, some others may take extra time. Council aims to keep applicants informed about the progress of an application and if it is likely to take longer than expected to review.

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## How to Apply

If a person believes that they have a justifiable reason of merit for committing an offence under the Road Rules (Tasmania) 2019, - in line with the information in this document, they can apply for the withdrawal of a Parking Infringement Notice on the approved form on Page 3 of this document.

## How to Pay an Infringement Notice

Payment options are outlined on the reverse side of the Infringement Notice “ticket”, and are available as follows:

- Online via BPoint (visit [gcc.tas.gov.au](http://gcc.tas.gov.au)),
- In person at any Tasmanian post office,
- Cheque or money order made payable to “Glenorchy City Council” enclosed with the Infringement Notice (or quote the Infringement Notice number), sent to PO Box 103, Glenorchy, Tasmania, 7010,
- In person, or by phone (03 6216 6800) to Council’s Customer Service Centre, 374 Main Road, Glenorchy, between 8:30 am and 5:00 pm, Monday - Friday.

## Other Information

Under the *Monetary Penalties Enforcement Act 2005*, if an Application for Parking Infringement Notice Withdrawal is refused, the remaining options available for dealing with an Infringement Notice are:

- pay the monetary penalty in full; or
- apply to Council for a variation of payment conditions (extension of time to pay or payment arrangement); or
- lodge a notice of election for a court hearing.

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## Customer Details

Surname:

### Given Names:

Address:

DOB:

Phone:

Email:

Infringement Number:

**Infringement Date:**

### Vehicle Registration:

## Statement of Reason:

## **Declaration:**

I declare that the information I have completed on this form is truthful and correct to the best of my knowledge.

**Full Name:**

## Signature

By signing I authorise Glenorchy City Council to update my details listed within this form.

## For Office Use Only:

Approved By:

Dgte:

ECM Number:



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# Personal Information Protection Statement

The personal information that Council is collecting from you is deemed to be 'personal information' for the purposes of the Personal Information Protection Act 2004. Council is collecting this personal information from you for the purposes of managing, assessing, advising upon and determining the relevant application, or other Council related matters. You may make an application to access or amend your personal information which is held by Council.

The intended recipients of any personal information collected by Glenorchy City Council may be:

- officers within Glenorchy City Council,
- data service providers that are engaged by Council from time to time, or,
- any other agent/contractor of Glenorchy City Council.

The supply of the information by you is voluntary. If you cannot provide, or do not wish to provide the information sought, Glenorchy City Council may be unable to process your application or request.

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## Enquiries concerning personal information can be addressed to:

Glenorchy City Council PO Box 103 Glenorchy, 7010

Phone: 03 6216 6800

Email: [gccmail@gcc.tas.gov.au](mailto:gccmail@gcc.tas.gov.au)