



# Request for Withdrawal – Regulated Parking & Other Infringements

Please ensure you consider the "Prescribed Infringement Notice Request for Withdrawal Guidelines" overleaf before submitting your form and ensure you attach any relevant evidence with your request.

Applicant Details		
Surname:	Given Names:	
Postal Address:		
Suburb:	State:	Postcode:
Business Phone:	Mobile:	
Email Address:		
Infringement Details		
Infringement Number:		
Vehicle registration Number/animal registration number (if applicable):		
Offence as stated on Notice:		
Have you read and do you understand the guidelines detailed overleaf?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details of Request for Withdrawal		
<input type="checkbox"/> Evidence Attached (evidence to support your application <b>must</b> be attached for a review to considered)		
<input type="checkbox"/> Statutory Declaration attached (if required)		
Declaration of Applicant		
I hereby declare that the information provided by me on this form is true and correct in every respect and I hereby request the withdrawal of the above penalty infringement notice/s.		
Signature:	Date:	
<i>Completed forms, evidence and statutory declarations (if required) can be submitted to Council via email, mail or to our customer service centres.</i>		

## Request Lodgement:

Applications may be lodged as follows:

- By Email: [mail@grc.qld.gov.au](mailto:mail@grc.qld.gov.au) – scanned copy with signatures only  
By Post: Mail to Goondiwindi Regional Council, LMB 7, Inglewood QLD 4387  
By Fax: (07) 4671 7433 – with signatures only  
In Person: At your local Customer Service Centre between 9am and 5pm Monday to Friday
- Goondiwindi Civic Centre, 100 Marshall Street, Goondiwindi
  - Inglewood Customer Service Centre, 18 Elizabeth Street, Inglewood
  - Texas Customer Service Centre, High Street, Texas

## Prescribed Infringement Notice Request for Withdrawal Guidelines

If you have been issued a Prescribed Infringement Notice, you may request a withdrawal of the Infringement Notice in certain circumstances.

### What Infringements do Council issue?

Goondiwindi Regional Council issues infringements (known as fines) for breaches of various State Acts administered by Council and Council Local Laws and includes breaches involving Regulated Parking, Animals and Littering to name a few.

### Why does Council issue Infringements?

Council issues infringements in accordance with its local laws and state legislation to ensure the safety and wellbeing of Goondiwindi Region residents and visitors.

### How can I pay the Infringements?

- Post a cheque or money order to Locked Mail Bag 7, Inglewood QLD 4387, include the ticket or a copy;
- Attend at any of Council's Customer Service Centres.

### Can I request an Infringement be Withdrawn?

An infringement may be withdrawn in the following circumstances: -

- Mitigating circumstances
- Medical emergencies
- Vehicle malfunction

All requests for withdrawing an infringement notice must be submitted on the infringement request for withdrawal form and all supporting evidence must be attached.

A statutory declaration could also be provided as a legal document to support extenuating circumstances relating to an infringement. You must submit a request for a review within 28 days of issue of the infringement. Once reviewed, you will receive a letter advising the outcome.

### Providing evidence and additional information with your request for a review:

To help Council make an informed decision, it is important you provide sufficient supporting evidence when you lodge your request for a review.

Please include with this form (if applicable):

- Photographs or diagrams;
- Vehicle repair receipt;
- "Sold vehicle" statutory declaration (copy of transfer papers or receipt of sale must be provided);
- "Illegal use" statutory declaration (written advice or crime report from the Queensland Police Service must be provide);
- Copies of permits or disabled permits not displayed at the time of the offence;
- Copies of medical certificates or other proof to support your case;
- If you were not the driver of the vehicle at the time of the offence, you will need to provide a statutory declaration indicating who the driver was at the time the infringement notice was issued including name and contact details of the driver.