

Penalty Infringement Notice Submission for Review

Council is collecting your personal information (e.g. name, address, phone number etc), for the purposes as outlined on this form. Council is required to collect this information under the *Local Government Act 2009*. This information will only be accessed by authorised Council officers and will be handled in accordance with Council's Privacy Statement governed by the *Information Privacy Act 2009*. Visit <https://www.bundaberg.qld.gov.au/privacy> for further information.

Applicant Give details of person PIN was issued to

| | |
|----------------------|-----------------------|
| Full Name | Company if applicable |
| <input type="text"/> | <input type="text"/> |

| | |
|----------------------|----------------------|
| Postal Address | Postcode |
| <input type="text"/> | <input type="text"/> |

Email address

| | | |
|----------------------|----------------------|----------------------|
| Home Phone | Business Phone | Mobile Phone |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Infringement Give details of PIN you are disputing

| | | |
|----------------------|----------------------|---|
| Infringement Number | Date of Issue | Vehicle Registration No. (if applicable) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Reason for Review Give Details

Reason for Review Attach any applicable evidence. If insufficient space attach additional pages

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Explain what you would like to see happen as a result of your request

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|-----------------------|----------------------|
| Applicant's Signature | Date |
| <input type="text"/> | <input type="text"/> |

Penalty Infringement Notice Submission for Review

If you have been issued a Penalty Infringement Notice (PIN) you may appeal to have it waived under Bundaberg Regional Council's disputes process. You can appeal a PIN if it has been issued for an incident regarding:

- Parking
- Environment
- Environmental Health
- Local Laws
- Animals

If your infringement was issued for an incident that is not listed above you may still appeal to have it waived. Please contact Bundaberg Regional Council on 1300 883 699 for further information.

Option 1 – Local Review

You can complete the *Penalty Infringement Notice Submission for Review* and submit the application to Bundaberg Regional Council so that an authorised officer can review the infringement details.

Council will respond within five (5) business days of receiving your submission.

Option 2 – External Review

If the infringement stands after Council investigated your appeal and you disagree with the decision, you have two external options for appeal.

1. Have your case heard in the Magistrates Court (only applies within the 28 days of the infringement being issued)
2. Contact the Queensland Ombudsman (www.ombudsman.qld.gov.au or telephone 07 3005 7000)

Option 3 – Court Action

You have the right to elect to have this matter dealt with by a court.

To do this:

1. Select the option of the back of the PIN which indicates you elect to have the matter dealt with by a Court;
2. Complete the name and address section; *and*
3. Return the completed PIN to Bundaberg Regional Council within **28 days** from the date the notice was issued.

By Email: ceo@bundaberg.qld.gov.au – scanned copy with signatures only
By Post: Mail to Bundaberg Regional Council, PO Box 3130, Bundaberg QLD 4670
By Fax: 07 4150 5410 – with signatures only
In person: At your local Customer Service Centre between 8:15 am and 4:45 pm
Monday to Friday:

- Bundaberg Administration Centre, 190 Bourbong Street, Bundaberg
- Bargara Service Centre, Shop 3,15 See Street, Bargara
- Childers Service Centre, 45 Churchill Street, Childers
- Gin Gin Service Centre, 4 Dear Street, Gin Gin

This option is only available within 28 days from the date of the notice was issued.
Alternatively, you can pay the fine and the matter is settled.