

Penalty Infringement Notice (PIN) withdrawal request

Council of the City of Gold Coast
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Please use **BLOCK LETTERS** and complete all details in full.

The person making application should be the person issued with the PIN.
Please refer to the Council of the City of Gold Coast (Council) PIN Review Policy, Section 4, for details on who can make a request.

Privacy statement

Council of the City of Gold Coast is collecting your personal information in accordance with *Local Government Act 2009* in order to assess your request. The information will only be used by authorised officers for the purpose of assessing your request. Your information will not be given to any other person or agency unless you have given us permission or we are required or allowed to by law.

Applicant details

Name

Postal address

Phone

Fax number

Mobile number

Email address

PIN details

Penalty infringement notice number

Date of notice

Offence Code:

Grounds for request

Elements of offence not met - if it is believed the facts concerning the alleged offence are incorrect, or the details have been incorrectly recorded on the PIN, then the basis for making this claim is to be provided and explained. All relevant or supporting evidence is to be attached.

<input type="checkbox"/> Mistaken fact	<input type="checkbox"/> Administration error	<input type="checkbox"/> Other circumstances
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Incorrect name - A Statutory Declaration is to be provided with the name and address of the person in control of the vehicle; copy of disposal notice; and/ or police report attached (whichever is applicable).

<input type="checkbox"/> Vehicle/Land under control of another person	<input type="checkbox"/> Vehicle stolen
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Other reason - details are to be provided outlining circumstances of why committing an offence was unavoidable. Copies of supporting documentation (medical certificate, towing invoice, valid permits) to be attached along with a Statutory Declaration form where applicable. Please see over for reasons that are typically not grounds for withdrawal of a PIN.

<input type="checkbox"/> Medical emergency	<input type="checkbox"/> Mechanical breakdown	<input type="checkbox"/> Other circumstances
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Applicant signature

Date

Penalty Infringement Notice Review Policy Attachment E – PIN withdrawal request form

The City may consider withdrawal of a PIN if you can demonstrate any of the following occurred at the time of offence:

- Your vehicle broke down and you were unable to move it to a legal position.
- You were involved in a medical emergency.
- You were issued the PIN in error.
- You were issued a PIN as the registered owner of the vehicle that, at the time of the offence, the vehicle had been sold or stolen, or was under the (permitted) control of another person.
- You were issued the PIN as the registered owner of land, and you were not at the time of the offence the registered owner of the land.
- Regulatory signs had been removed or damaged.

PINs will not be withdrawn for the following reasons:

- Financial hardship (if unable to pay the infringement then an application can be made for a payment plan).
- Being unaware of the law or not seeing a sign.
- Disagreeing with the law. You may feel the offence for which the infringement notice has been issued is trivial or did not cause a problem to anyone.

Parking offences

- Running out of petrol.
- Entering the wrong bay number (or other user error) when paying for parking.
- Appointment was delayed.
- Stopped in a restricted zone briefly.

Animal registration offences

- Forgot to pay registration fee.
- Payment was lost in the mail.

Animal management offences

- Forgot to take plastic bag for dog droppings.
- Dog was under control despite not being on leash.
- Dog was only wandering for a few minutes.

Littering offences

- Banana skin was thrown into bush where it will decompose.
- Was going to pick it up later.

Plumbing and Drainage offences

- Didn't know a Plumbing and Drainage permit was required.
- Have now/since complied with the notice e.g. obtained a Plumbing and Drainage permit.
- Have remedied the non-complying Plumbing and Drainage work and it now complies with the applicable standards.

Development Compliance offences

- I didn't know a development permit was required.
- I have now/since complied with the notice e.g. obtained a development permit.
- I have remedied the non-complying aspects of the pool fence and it now complies with the applicable standards.

More details on the City's Penalty Infringement Notice (PIN) Review Policy is available at cityofgoldcoast.com.au

Office use only			
Date received		Fee paid	
Received by		Receipt number	
Business partner name		Account number	
Business partner number		AMS code	(if applicable)