

## PENALTY INFRINGEMENT NOTICE (PIN) REQUEST FOR AN APPEAL

Please ensure you consider the “Penalty Infringement Notice Request for an Appeal Guidelines” below before submitting this form and ensure you attach any relevant evidence with your request.

A PIN may **ONLY** be withdrawn in the following circumstances:

- Medical emergencies
- Vehicle malfunction
- Other exceptional mitigating circumstances beyond the control of the driver/ responsible person.

### REQUESTS THAT DO NOT CONTAIN THE ABOVE WILL BE DISMISSED

You **MUST** submit a request for a review **within 28 days** of issue of the PIN. Once reviewed, you will receive a letter advising the outcome.

**All requests for withdrawing a PIN MUST be accompanied by supporting evidence. Without supporting evidence your request WILL BE DISMISSED.**

Please include with this form any or all of the following supporting evidence:

- Deceased animal certificate/ transfer of registration proof;
- Proof of desexing and/or microchipping of animal;
- Proof of Additional/Permitted Animal Permit;
- Proof of PIC and ABN (working dog exemption);
- Photographs, videos or diagrams;
- Vehicle repair receipt;
- 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;
- ‘Sold vehicle/animal’ statutory declaration (copy of transfer papers or receipt of sale must be provided for vehicles and new animal owner name and contact details must be provided for animals);
- ‘Illegal use’ statutory declaration (written advice or crime report from the Queensland Police Service must be provided);
- A statutory declaration could also be provided as a legal document to support extenuating circumstances relating to a PIN.
- 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 PIN was issued including name and contact details of the driver.

**FAILURE TO SUPPLY SUPPORTING EVIDENCE WILL RESULT IN YOUR REQUEST BEING DISMISSED**

### What PINs do Council issue?

Banana Shire Council issues PINs for incidents involving parking, animals, parks and reserves, signage and vegetation, waste, public health and food to name a few.

### Why does Council issue PINs?

Council issues PINs in accordance with its Local Laws and State Legislation to ensure the safety and wellbeing of residents and visitors.

### How can I pay the PIN?

- Pay in person at any Banana Shire Council customer service office.
- Pay via credit card over the phone on (07) 4992 9500.
- Post a cheque or money order to PO Box 412, Biloela QLD 4715 include the PIN or a copy.

**PENALTY INFRINGEMENT NOTICE REQUEST FOR AN APPEAL GUIDELINES**

**PENALTY INFRINGEMENT NOTICE INFORMATION**

<b>APPLICANT DETAILS</b>	Surname		Given Names		
	Postal Address				
	Suburb		State	Postcode	
	Phone Number				
	Email Address				
<b>PENALTY INFRINGEMENT NOTICE DETAILS</b>	PIN Number				
	Vehicle registration number/ Animal registration number (if applicable)				
	Offence as stated on PIN				
	Have you previously lodged a request for an appeal of this PIN with Council?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Have you read and do you understand the guidelines detailed above?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>DETAILS OF REQUEST FOR AN APPEAL (PLEASE NOTE FINANCIAL CIRCUMSTANCES ARE NOT A VALID DEFENCE)</b>					
	If additional space is needed, please attach further information on a separate sheet.				
<input type="checkbox"/> Evidence to support your application <b><u>MUST</u></b> be attached for a review to be considered					
<input type="checkbox"/> Statutory declaration attached (if required)					
<b>PRIVACY NOTICE</b>	Banana Shire Council is collecting your personal information to process your application. The information will not be disclosed to any other person or agency external to council without your consent, unless required by or authorised by law. Personal information will be handled in accordance with the <i>Information Privacy Act 2009</i> .				
<b>DECLARATION OF APPLICANT</b>	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>				
<b>OFFICE USE ONLY</b>	Details/Information				