

Application to appeal an infringement notice (parking fine)



City of HOBART

Use this form if you believe you have a valid reason to appeal an infringement notice.

Information on circumstances that will and won't be considered is available on our [website](#). Please make sure you read this information before completing this form. You can also view photographic evidence of your parking infringement on our [website](#). This may assist you in making the decision to request a review.

The *Monetary Penalties Enforcement Act 2005* allows you to apply only once for a review. If you chose this option you must do so within 28 days from the date of issue of the parking fine. Requests submitted after this timeframe may not be considered.

If the review finds that the parking fine is to stand and you still disagree, you can seek an external review through the Magistrates Court. For further information about this process you can refer to our [website](#).

How to complete this form

If you are completing this form on paper please print clearly.

If you need to get additional supporting documents you can use the save function at the bottom of the page. A link will be provided that you can either save or have emailed to you.

Personal details

First name Required

Last name Required

Date of birth Required (submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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Email address Required

Telephone number Required

Street address Required

This needs to be your full address, including **Suburb, State and Postcode**. You have 2 options for selecting your address using this online form:

- if you are at your street address when completing this form select 'use my current location' (make sure location is enabled on your device) OR
- start typing your address in the field above until your address appears. Select your address by clicking on it.

Is this your postal address? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'no' in *Personal details > Is this your postal address?*

Postal address Required

Preferred contact method (Select 1 option) Required

- email
- Australia Post

Were you responsible for the vehicle at the time you received the parking fine? (Select 1 option) Required

- yes
- no

This information applies if you selected 'no' in *Personal details > Were you responsible for the vehicle at the time you received the parking fine?*

As you weren't responsible for the vehicle you will need to provide a [statutory declaration](#) detailing the name, address and date of birth of the driver so that the parking fine may be transferred into their name.

If you are submitting this form online you can complete and save the statutory declaration and upload it in the statutory declaration section below.

Other ways you can get this to us are:

- email - coh@hobartcity.com.au
- post - Parking Administration, GPO Box 503 Hobart 7001
- in person - Customer Service Centre, 16 Elizabeth Street, Hobart

Answer this question if you selected 'no' in *Personal details > Were you responsible for the vehicle at the time you received the parking fine?*

Statutory declaration Required (file size is per each file attached)



Please attach all files to the end of this form before submitting it.

Details of the vehicle and infringement notice

Infringement notice number Required

Vehicle registration number Required

Reason for your request

There are limited circumstances where we will consider withdrawing a parking fine. Select the option that applies to your situation:

Option 1 (Select 1 or more options)

It was an emergency medical situation

This information applies if you made a selection that includes 'It was an emergency medical situation' in *Reason for your request > Option 1*

Emergency situations are those that involve severe injury or illness posing an immediate risk to a person's life or long term health. Documentation on official letterhead must be provided that verifies:

- Admittance to the emergency department of the hospital, or;
- Evidence supporting the situation outlined - how this prevented you from parking legally.

The Medico Legal department of RHH or the equivalent administrative area of the medical facility will be able to assist you with the documentation you require. **A Doctor's certificate's advising that a person is unfit for work is not acceptable.**

Option 2 (Select 1 or more options)

I was attending an appointment that was delayed/took longer than expected

This information applies if you made a selection that includes 'I was attending an appointment that was delayed/took longer than expected' in *Reason for your request > Option 2*

We do not withdraw infringements if the appointment you were attending was delayed or took longer than expected.

Delays may and regularly do occur and you should be aware of and adhere to the parking limits and restrictions, or otherwise make alternative parking arrangements. Council operated multi-storey car parks offer 60 minutes of free parking with no time restriction.

Option 3 (Select 1 or more options)

I paid at the meter or with EasyPark, or had a valid permit, but still got an infringement

This information applies if you made a selection that includes 'I paid at the meter or with EasyPark, or had a valid permit, but still got an infringement' in *Reason for your request > Option 3*

You must follow the instructions to make sure that the payment you have made is allocated to the correct parking space your vehicle is located in and that you have selected the time you need.

- Paying for a different bay to the one you are parked in will not be withdrawn.
- Not paying for the time you actually needed will not be withdrawn. When paying by card time increases in 15 minute increments. You must confirm the time desired prior to processing your payment.

If you have a valid permit it is your responsibility to check that your permit is valid for the location you have parked in (including time and day). If you believe your permit was valid when the infringement was issued, attach a copy of your permit in the supporting documentation section of this form.

Option 4 (Select 1 or more options)

I wanted/needed longer in the space so I paid again

This information applies if you made a selection that includes 'I wanted/needed longer in the space so I paid again' in *Reason for your request > Option 4*

We don't withdraw infringements for this reason.

The time limit is stated on the signage (1/2P, 1P, 2P etc) and your parking time starts as soon as you arrive in the parking space. Continuing to make payment past the time limit on the sign (without leaving the zone) won't reset the time limit. When you have been in the parking space for the maximum time permitted, you must move your car from the zone.

If you had time left on your parking session, remember that parking time legally starts as soon as your car stops in the bay – not from when you choose to make payment. You can only park for the time limit shown on the parking sign and many bays have a parking sensor to record the exact timing of your stay.

This isn't a rule in Hobart alone – it applies in all Australian states, regardless of whether parking fees are payable. We strictly enforce this rule. Read more about [Road Rule 205](#).

Option 5 (Select 1 or more options)

My car broke down

This information applies if you made a selection that includes 'My car broke down' in *Reason for your request > Option 5*

As the operator of the vehicle mechanical breakdowns out of your control are considered for withdrawal when verified with documentation from a mechanic, towing company or roadside assistance provider.

This must be on the company letterhead and we may contact the provider to check the details.

The vehicles upkeep is the responsibility of the registered operator, instances such as a flat battery or running out of fuel will not be considered for withdrawal of your infringement.

Option 6 (Select 1 or more options)

I misread, didn't understand or didn't see the sign

This information applies if you made a selection that includes 'I misread, didn't understand or didn't see the sign' in *Reason for your request > Option 6*

We do not withdraw infringements for this reason.

It is a condition of holding a valid driver's licence that you understand and comply with all Road Rules

- It is the responsibility of the driver to read all relevant signage in the area they choose to park and adhere to the restrictions
- It is also the responsibility of the driver to understand how the legislation applies
[Local Government \(Highways\) 1982](#)
[Road Rules 2019](#)
- The legislation the infringement was issued under is displayed on the front of the notice.

Please give a full explanation of why you believe your parking fine should be withdrawn. Required

Supporting documentation

You may want to include any documentation that supports the reason why you were not able to park legally.

Supporting documents

Please note, you can only upload 2 files with a maximum size of 3MB per file. If your file/s are larger then this you will need to resize them before uploading.



Please attach all files to the end of this form before submitting it.

Declaration

In submitting this form: (Select 1 or more options)

I agree that the information I have provided is true, accurate and correct.

Required

I agree that by typing my name below I have signed this form.

Required

Name of signatory Required

Date Required

D	D	M	M	Y	Y	Y	Y
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For information on how Council manages, handles and protects personal information it collects please refer to the [Privacy Statement and Policy](#).

End of form

Don't forget to attach all files before submitting this form