

# CONTEST A PARKING FINE



Did you know you can apply for infringement review using our **online form**?  
Visit [melbourne.vic.gov.au/contestfine](https://melbourne.vic.gov.au/contestfine)

## Infringement details \* mandatory fields

Infringement issue number*	[ ][ ][ ][ ][ ][ ][ ][ ][ ]								Use one form per fine.		
Vehicle registration*	[ ][ ][ ][ ][ ][ ]					Date of offence*	D D M M Y Y				
Location of offence*	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]										

## Owner details

Are you the registered owner of the vehicle? (see reverse for information)  Yes  No

Title	[ ][ ][ ][ ]	Given name*	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]								
Family name*	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]										
Address*	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]										
Suburb*	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]										
State*	[ ][ ][ ][ ][ ]					Postcode*	[ ][ ][ ][ ][ ]				
Email*	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]										
Telephone	[ ][ ][ ][ ][ ]					Mobile	[ ][ ][ ][ ][ ]				
Would you like to receive the outcome by <b>email</b> or <b>post</b> ?	<input type="checkbox"/> Email					<input type="checkbox"/> Post					

## Explanation

Have you checked the grounds for review? (see reverse for information)  Yes  No

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Have you attached supporting evidence? (see reverse for information)  Yes  No

Signature*	[ ][ ][ ][ ][ ][ ][ ][ ][ ]	Date*	D D M M Y Y				
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See reverse for how to send us your completed form.

## Are you the registered owner of the vehicle?

Only the registered owner (or their authorised representative) can apply for a review, in accordance with Victorian law.

**If you are not the registered owner you must attach one of the following documents with your request for review:**

- A User Statement completed by the owner, nominating you as the driver on the day of the fine (visit [melbourne.vic.gov.au/nominateddriver](http://melbourne.vic.gov.au/nominateddriver) or ask at the Town Hall front counter).
- A letter from the owner authorising you to act on their behalf.

## What are your grounds for requesting a review?

**Select the most appropriate category:**  
(choose one)

- Contrary to law** – You believe an offence did not occur and or that the infringement notice was not valid.
- Exceptional circumstances** – You have evidence of unforeseen circumstances outside of your control. For example, a medical emergency or a vehicle breakdown.
- Mistake of identity** – You believe the fine was issued to the wrong person or vehicle.
- Special circumstances\*** – You had a mental or intellectual condition, a serious addiction to drugs or alcohol, were homeless, or experienced family violence which contributed to you having a significantly reduced capacity to:
  - understand that the behaviour was against the law, or
  - control the behaviour that was against the law.

Or you are experiencing long-term circumstances (not solely or predominantly related to your personal finances) that make it impracticable for you to pay.

\* These applications require detailed supporting evidence. If you are considering requesting a review on these grounds we recommend you read our information about special circumstances on [melbourne.vic.gov.au/contestfine](http://melbourne.vic.gov.au/contestfine) first.

- Person unaware** – You didn't receive advice of the infringement because you changed your address with VicRoads around the same time the fine was issued.

## View your parking fine online

You can view the details and any photos from your fine online.

Visit: [melbourne.vic.gov.au/viewyourfine](http://melbourne.vic.gov.au/viewyourfine)

## Have you attached supporting evidence?

The *Infringements Act 2006* allows the registered vehicle owner (or their authorised representative) to make only one application for internal review.

This means that you need to provide all of the relevant information and any supporting documents to us when you apply for a review.

**For example:**

- If your vehicle broke down, you will need to attach an invoice for mechanical or roadside assistance showing the date the repairs were made or a towing invoice, showing the date, time and location.
- If you experienced a medical emergency, you will need to attach a letter from the hospital or the treating doctor confirming the emergency on the day.
- If your application relates to a parking permit, include the permit number, expiry date, issuing agency and a copy of the permit.

## Do you need more information?

Visit: [melbourne.vic.gov.au/contestfine](http://melbourne.vic.gov.au/contestfine)

Phone: 03 9658 9658

## Do you need legal assistance?

Contact Victoria Legal Aid to obtain legal assistance, help finding a community legal centre or advice about your options to deal with a fine:

Visit: [legalaid.vic.gov.au](http://legalaid.vic.gov.au)

## Submit this form

In person:

**Customer Service Centre  
Town Hall  
120 Swanston Street, Melbourne**

By post:

**City of Melbourne  
GPO Box 780  
Melbourne VIC 3001**

Scan and email:

[infringements@melbourne.vic.gov.au](mailto:infringements@melbourne.vic.gov.au)