

Revenue

Enquiries 1300 138 118
TTY 133 677 **Speak and Listen** 1300 555 727
Translating and Interpreting Service 131 450
Contact us online at www.revenue.nsw.gov.au



Request for Review of a Fine

Note:

- You do not need to complete this form if you make your request online at www.service.nsw.gov.au/finesonline
- Alternatively, upload at www.revenue.nsw.gov.au or complete and post together with any supporting evidence to Revenue NSW, PO Box 786, Strawberry Hills NSW 2012
- **Print clearly using BLOCK LETTERS in the space provided and tick the appropriate boxes**
- Providing a false or deliberately misleading statement may lead to a prosecution under Section 307A of the *Crimes Act 1900*
- Refer to the next page for detailed information on how to complete this form and evidence needed to support your request
- If you do not provide supporting documents or complete all questions, **your application is unlikely to succeed**
- If you were not driving your vehicle at the time of the offence, login at www.service.nsw.gov.au/finesonline and tell us who was driving.

Fine No. _____ Date of offence DD / MM / 20 YY

Personal details

Family name _____ Given name _____

Postal address

Suburb _____ State _____ Postcode _____

Licence no. _____ State of issue _____ Date of birth DD / MM / YYYY

Email _____

Best contact no. _____ Best time to contact _____

Preferred contact address: Postal Email

Do you identify as an Aboriginal or Torres Strait person? Yes No Prefer not to specify

If you selected yes above would you prefer to speak with a First Nations staff member if you call us? Yes No

To review a fine we need the authority of the person named on the notice, or the vehicle owner if there is no name on the notice. To authorise someone to act, contact us or return the 'Authority to Act' form at www.revenue.nsw.gov.au

Refer to the Review Assist Guide for details of circumstances we can review and evidence required. Reason for your request:

<input type="checkbox"/> Littering offence	<input type="checkbox"/> Traffic (Unregistered)
<input type="checkbox"/> Toll offences	<input type="checkbox"/> Parking
<input type="checkbox"/> Animal offence	<input type="checkbox"/> Public Transport (Bus/Train/Ferry)
<input type="checkbox"/> Traffic (Driving/Speeding)	<input type="checkbox"/> Other reason not listed

I am seeking a review of a fine because: (attach additional pages if necessary)

Attached documentary evidence is:

Signature

x

Date

DD

/

MM

/ 20

YY

How to Request a Review of a Fine

Important information you need to know

- **Please print clearly in black pen.**
- If you do not **provide supporting documents** or complete all questions, your application **is unlikely to succeed**.
- We are not required to review further if a review has already been conducted.
- If requesting a review for the same reason for **multiple offences**, you may include all fine numbers at the top of the form. Where the reason for requesting a review differs between offences, please complete a separate form for each.
- Post the completed form, together with documentary evidence, to Revenue NSW, PO Box 786, Strawberry Hills NSW 2012.
- What happens next?
Do NOT pay the fine. We will place the fine on hold until we reply. You should include all relevant documentary evidence in support of your claim. You will be notified in writing of the outcome of your review. If the fine still applies, you will receive a reminder notice advising your payment options and the due date for payment.
- If **another person was responsible** for the vehicle at the time of the offence. Instead, send us a statutory declaration naming the person in charge of the vehicle. They will have the opportunity to request a review when a new fine is sent to them.
- Some offences are considered serious due to a high risk to public safety, and we may not be able to give leniency. These include high-speed offences, school zone offences and mobile phone offences. You may need to elect to go to court. You can read more information about what to expect in court and apply online www.service.nsw.gov.au/finesonline or by completing and posting the Request to Have a Fine Decided in Court form

What evidence do I need to supply to support my request?

For full details of what evidence to supply in support of your claim, refer to the [Review Assist Guide](#). Some examples include:

- **Littering offence** –documentary evidence supporting you were not at the location.
- **Toll offence** –valid eTAG (Toll) supply the number of your valid eTAG at the time of the offence.
- **Animal offence** –documentary evidence the animal was registered prior to the offence date.
- **Traffic (Driving/Speeding)** –10-year clear driving record if the offence is minor, call or write to us if you have a NSW licence and 10 years clear driving record before the offence. If part or all of your traffic history is interstate, obtain a transcript from the interstate authority.
Note: We cannot consider your driving record for a parking, non-demerit or serious offence. Offences too serious to consider a 10-year clear record include school zone offences, school zones offences, speeding more than 20km/hr over the limit or driving while using a mobile phone.
- **Traffic (Unregistered)** –proof of registration/insurance.
- **Parking**
 - valid Mobility Parking Scheme Permit held (copy of both sides of your valid card displayed in the purple Australian permit holder -first offence only).
 - valid Parking Permit (residential/visitor/other) held (copy of your valid permit, clearly showing the permit number and expiry date).
 - **Faulty meter/ticket machine** –provide the fault reference number when you phoned to report the meter faulty, the time the machine was used and the method of payment, as well as what happened.
- **Public Transport (Bus/Train/Ferry)** –a demonstrated history of regular fare payments e.g. a copy of your Opal Activity Statement.
- **Other reason not listed**

What if I can not afford to pay?

You can set up a payment plan to pay over a longer period by contacting us or submitting a payment plan application. This form can be downloaded from www.revenue.nsw.gov.au

Track your request for review

You can check your request was received, track if the status of your fine has changed as a result of a review, view images where available or check the amount owing and deadline online www.service.nsw.gov.au/finesonline

Revenue NSW contact details

Phone: 1300 138 118
7:00am – 7:00pm, Monday to Friday
International phone number
+61 2 7808 6940

Hearing or speech impaired users:
TTY 133 677

Speak and Listen 1300 555 727

Interpreter services:

Phone: 131 450

Postal correspondence only:

Revenue NSW
PO Box 786
Strawberry Hills NSW 2012

Mail payments only:

Revenue NSW
PO Box 4444
Parramatta NSW 2124

Refer to your fine for other payment options.

Website:

www.revenue.nsw.gov.au

Privacy Collection Notice

Your personal information is being collected by Revenue NSW, authorised by the *Fines Act 1996*.

We collect your personal information to manage your fine. Revenue NSW takes the protection and privacy of your personal information seriously by handling personal information in a responsible manner and in accordance with the NSW Privacy Laws: *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*.

In managing your fine, your personal information may be disclosed to:

- Service NSW
- Revenue NSW's contracted printing and document capture service providers
- The authority who issued the fine including NSW Police, Local Councils and Transport for NSW
- The person you nominate. Note: disclosure of your name only in this instance

We may also disclose your information to other bodies as permitted or required by law. Please go to www.revenue.nsw.gov.au/privacy for more information on how to access or amend your personal information, or to make a privacy complaint.