



Before lodging a Request for Review please consider the circumstances of the infringement, including the offence for which the infringement was issued to determine whether your appeal will be considered.

Where additional information is required to support the appeal, please provide the relevant documentation when lodging the request.

## PARKING SESSIONS MUST BE PURCHASED AT THE TIME OF PARKING TO BE VALID

### WILL NOT BE CONSIDERED

Appeals **will not** be considered by the Corporation if:

- (a) You forgot to commence the PayStay session or you forgot to purchase a parking session at the meter.
- (b) You entered the incorrect number plate at the meter or in the Paystay app. As the driver, you must ensure you enter the correct vehicle details for your parking session.
- (c) You selected the wrong zone in the Paystay app. As the driver, you must ensure your parking session is for the Zone in which you've parked.
- (d) You forgot your permit. If you don't have your permit displayed you must pay for parking via a meter or the Paystay app.
- (e) You thought you were allowed to park there. Only authorised vehicles can park in taxi zones, reserved bays, disability bays and bus zones. As the driver, you must look for parking signs to confirm you can park there.
- (f) You assumed or had been misinformed by someone other than an authorised Darwin Waterfront Corporation staff that parking rules were the same as those in the municipality of Darwin, which is separately managed by the City of Darwin council.
- (g) You lost track of time or your appointment/meeting went over time.
- (h) You were only parked for a few minutes. You must have a valid parking session at all times.
- (i) You parked facing the wrong direction. This is an offence under the Australian Road Rules
- (j) You did not park entirely within the designated parking bay, partly encroaching into a traffic lane or bike lane, preventing the safe movement of vehicles/pedestrians.

### MAY BE CONSIDERED

Appeals **may** be considered, at the sole discretion of the Corporation, if:

- (k) Contrary to law – You can demonstrate (i.e. evidence) you parked legally and did not commit an offence.
- (l) Exceptional circumstances – You have evidence of unforeseen circumstances outside of your control. For example: a medical emergency, vehicle breakdown or your vehicle was stolen.
- (m) Mistaken identity – You believe the fine was issued to the incorrect person or vehicle.

**Do you have supporting evidence to attach to the appeal?**

Please note the Corporation may require additional information in considering an appeal, and where the information is not provided within the time frame stipulated the appeal will be dismissed.

For example (only):

- (i) If your vehicle broke down, you will need to provide an invoice for mechanical or roadside assistance showing the date the repairs were made or a towing invoice, showing the date, time and location.
- (ii) If you experienced a medical emergency, you will need to provide a letter from the hospital or the treating doctor confirming the emergency on the day.
- (iii) If you were not the driver of the vehicle at time of infringement or have sold/disposed of the vehicle you must provide the full name, date of birth and a current address of the driver or new owner as well as proof of sale/disposal.



# NORTHERN TERRITORY OF AUSTRALIA - STATUTORY DECLARATION

Infringement No.:														
Vehicle registration*								Date of offence*	D	D	M	M	Y	Y

**OWNER/DRIVER DETAILS** Please fill details with capital letters only (if by hand). Signatures **MUST** be signed by hand.

<b>Title</b>	<b>Name</b>		
<b>Address</b>			
<b>Suburb</b>		<b>State</b>	<b>Postcode</b>
<b>Email</b>	<b>Telephone/Mobile</b>		

Under which category above do you wish to request an appeal of the infringement? (e.g.) (m) Mistaken Identity)	
Has supporting documentation been attached? (e.g. photos, receipt, medical certificate etc).	Yes / No / NA

(1) Insert full name and address of person making declaration	I, (1)
(2) Here insert the matter declared to, either directly following the word “declare” or, if the matter is lengthy, insert the words “as follows” and thereafter set out the matter in numbered paragraphs	solemnly and sincerely declare (2)

(3) Signature of the person making the declaration	I declare the information herein and attached (if applicable) is true.
	I understand it is an offence to make a statutory declaration knowing it is false in a material particular.
	Declared at _____ the _____ day of _____ 20____  (3) _____

(4) Signature of the person before whom the declaration is made	Witnessed by:	(4) .....
(5) Here insert full name of person before whom the declaration is made, legibly written, typed or stamped		(5) .....
(6) Here insert contact address or telephone number of person before whom the declaration is made		(6) .....

**NOTE: This declaration may be witnessed by any person who is at least 18 (eighteen) years of age.**

**NOTE: This written statutory declaration must comply with Part 4 of the *Oaths Affidavits and Declarations Act*.**

**NOTE: Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.**

**PLEASE NOTE:** Failure to pay or lodge a request for review of infringement within 28 days of issue may result in additional penalty costs.