



# APPLICATION FORM

Wyndham City Council  
PO Box 197 Werribee 3030  
45 Princes Hwy Werribee 3030  
mail@wyndham.vic.gov.au

## EXTENSION OF TIME/PAYMENT PLAN FOR INFRINGEMENT

*(Small businesses must be able to prove financial hardship to the satisfaction of Council to be able to apply for a payment plan or extension of time)*

**THIS APPLICATION MUST BE SUBMITTED AT LEAST 5 WORKING DAYS BEFORE THE DUE DATE OF THE INFRINGEMENT**

*Please Note: You will be sent a confirmation letter from Council to inform you if your application has been approved or declined.*

### APPLICANT'S DETAILS (The applicant must be the offender listed on the infringement)

Applicant's Name: .....  
Address: .....  
Suburb: ..... Post Code: .....  
Telephone: ..... Mobile: .....  
Email: .....

### INFRINGEMENT DETAILS

Infringement Type:  Animal  Parking  Litter/EPA  Local Laws  Other  
Infringement Number(s): .....  
.....  
.....  
Vehicle Registration Number:..... ***(Applicable to Parking Infringements ONLY)***

### ELIGIBILITY REQUIREMENTS

Centrelink Pensioner Concession Card  Veteran Affairs Pensioner Concession or Gold Card  
 Centrelink Health Care Card  Financial Hardship ***(Statutory Declaration required – see policy on reverse)***  
Card Number\*: ..... Expiry Date: .....

*\*I authorise Wyndham City to use Centrelink (Department of Human Services) Confirmation eServices to perform a Centrelink enquiry of my Centrelink or Veterans' Affairs customer details and concession card status in order to enable Wyndham City to determine if I qualify for a payment plan or an extension of time.*

Reason for applying: .....  
.....  
.....

### PAYMENT OPTIONS (Please select ONE of the following options only)

Extension of Time ***An extended period in which to pay the infringement in full***  
Additional time requested to pay infringement:  1 Month  2 Months  3 Months

**OR**

Instalment Payment Plan ***Part payments made in regular monthly instalments***  
***(Instalment plan applicable only to infringements over \$100 and must be fully paid within 3 months)***

**Monthly** Instalment Amount: \$ \_\_\_\_\_ (Minimum \$40 per infringement).

To establish a direct debit arrangement for an infringement payment plan please contact the Fee Recovery Officer on 9742 0777.

### DECLARATION

I hereby undertake to comply with requirements of the Wyndham City Council's payment plan terms and conditions in accordance with the *Infringements Act 2006*. The above information I have provided is true and correct to the best of my knowledge and I acknowledge that I am the offender listed on the infringement. I also consent to Wyndham City verifying Centrelink details provided above (if applicable).

Signature: ..... Date: .....

**PRIVACY NOTE:** The personal information requested in this form is being collected by Council for payment assessment for an Infringement. The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for payment assessment for an Infringement and they may apply to Council for access to and/or amendment of the information.



# APPLICATION FORM

## Infringement Payment Plan & Extension of Time Policy\*

Council recognise that it has an ongoing social obligation to ensure vulnerable community members are treated with fairness, integrity and compassion. Wyndham City is committed to working with the community to identify an appropriate payment solution that is effective and sustainable. This policy details the process for considering applications for an extension of time to pay an infringement, or to request a payment plan for outstanding infringements.

### What is a Payment Plan?

A Payment Plan is an agreement between Council and a community member which enables an Infringement to be paid off in instalments at regular monthly intervals.

### What is an Extension of Time?

An Extension of Time is an agreement between Council and a community member which provides the community member with up to an additional month after the initial infringement due date or the Infringement Penalty Reminder Notice due date to pay the Infringement in full.

### Who is eligible for an Extension of Time or Payment Plan?

Under the *Infringements Act 2006* (Vic) a person is eligible for an Extension of Time or a Payment Plan where they hold one of the following:

- a Centrelink Pensioner Concession Card;
- a Department of Veterans' Affairs Pensioner Concession Card or Gold Card; or,
- a Centrelink Health Care Card.

### Payment plans:

- are offered to persons automatically entitled as per Infringements Act;
- discretionary requests. i.e. requests from applicants that do not meet the relevant concession card requirements, however are experiencing, and can demonstrate to Council's satisfaction, financial hardship (see *Financial Hardship* below);
- must meet a minimum monthly payment of \$40 per infringement;
- must not exceed a three (3) month period; and
- are offered for infringements over \$100 only.

### Extensions of Time:

- are offered only to persons automatically entitled as per Infringements Act;
- discretionary requests. i.e. requests from applicants that do not meet the relevant concession card requirements, however are experiencing, and can demonstrate to Council's satisfaction, financial hardship (see *Financial Hardship* below);
- maximum period of three (3) months.

**NOTE:** In order to apply for an Extension of Time or a Payment Plan for a parking infringement, the applicant must be the registered owner or the nominated driver of the vehicle which incurred the Infringement Notice.

### Financial Hardship.

If the applicant does not hold one of the above eligible cards, they may still apply on the basis of financial hardship however they MUST also provide a statutory declaration\* outlining the circumstances of the financial hardship and attach any relevant information or supporting documents.

Persons who seek a payment plan or an extension of time shall be required to submit, on a confidential basis, a completed *Extension of Time/Payment Plan for an Infringement Application Form* including an explanation outlining their financial hardship.

Wyndham City take many factors into account when assessing serious financial hardship. Factors contributing to serious hardship generally include family tragedy, financial misfortune, serious illness, impacts of natural disaster and other serious or difficult circumstances. Each applicant is treated in accordance with their individual circumstances on a case-by-case basis and each application will be subject to the approval by the Fee Recovery Officer.

**\*Statutory declarations:** A statutory declaration must contain a written statement that a person signs and declares to be true and correct before an authorised witness. By signing it the person agrees that the information in it is true, and the person can be charged with perjury if the information is false. To make a statutory declaration, the applicant should:

- Download the statutory declaration form from the internet, or a copy of the form may also be obtained from Council's Civic Centre or Community Centres, most court houses and police stations.
- Complete the form and have it witnessed by one of many people authorised to do so, such as a Justice of the Peace, pharmacist, police officer, court registrar, bank manager, medical practitioner or dentist.

\*Note for a full copy of the Infringement Payment Plan & Extension of Time Policy contact the Infringement Fee Recovery Officer on 9742 0777.