

Use this form to apply for an infringement extension for eligible infringement fines issued to an individual. You can submit your completed application form and supporting evidence via an online enquiry at fines.vic.gov.au/Contact-Us/Online-enquiry

Application for infringement extension

You can submit an infringement extension application online by visiting our website or using this form.



If you have just become aware of your traffic (including some littering and waste offences) or tolling fines within the last **14 days**, you may be eligible for an infringement extension.

What is an infringement extension?

An infringement extension gives you an additional 28 days to deal with your fines with the options available at infringement stage, such as a submitting a nomination, court request or internal review.

Who can apply?

You can apply for an infringement extension if you are:

- the person named on the fine
- an authorised representative of the company named on the fine
- a person with the authority to act on behalf of the individual named on the fine (for example, their legal representative).

Am I eligible?

You can only apply for an infringement extension if:

- you were not personally handed the fines at the time of the offence
- you only became aware of the fines within the last 14 days, and
- your fines are eligible.

What fines are eligible?

You can apply for an infringement extension for the following offences:

- tolling offences
- traffic related offences (excluding parking, excessive speed and drink or drug-driving offences)
- littering or waste offences that occurred in relation to a vehicle.

To understand your options if you were unaware of a fine that is not eligible for an infringement extension, go to



fines.vic.gov.au/your-options/if-you-didnt-know-about-your-fine

What evidence do I need to provide?

You **must** provide a statutory declaration or affidavit signed in the presence of an authorised witness or authorised affidavit taker, stating that:

- the fines listed in the application were not handed to you in person, and
- you only became aware of the fines within the last 14 days.

Visit Fines Victoria to download a statutory declaration



fines.vic.gov.au/your-options/find-a-form

You can also visit our Justice website for information on how to complete a statutory declaration or affidavit.



justice.vic.gov.au/statdecs or justice.vic.gov.au/affidavits

You should also provide:

- any other supporting documents to support claims made in your application, and
- if your fine was issued by Victoria Police, any accompanying application forms such as a completed nomination statement, court request or internal review application for the fine. Including this information is required for the next step if your infringement extension is granted.

What happens next?

Once you submit your application, your fines will be placed on hold while your application is processed (unless they are subject to enforcement action).

As part of processing your application, Fines Victoria will be checking its own records to confirm whether you were aware of your fines more than 14 days before you submitted your application.

If Fines Victoria or the Sheriff of Victoria have taken enforcement action against you for these fines, the enforcement action will remain until your application is granted **and** you deal with your fines.

You will be notified of the outcome of your application by post.

What are the possible outcomes of an infringement extension application?

If your infringement extension application is granted, for 28 days you will be able to:

- nominate the driver at the time of the offence
- apply to have the fine reviewed by the issuing agency
- request to have the matter heard by the court
- pay the fine
- apply for a payment arrangement (or payment plan with the issuing agency)

If an infringement extension is granted for a litter or waste fine, you must provide your application or payment to the enforcement agency that issued the fine.

If you don't deal with your fines within 28 days of the infringement extension being granted, the fines will progress, and further enforcement action may be taken.

If your application is not successful, enforcement action will continue until you deal with your outstanding fines.



Do you require legal assistance?

You may be able to obtain assistance from one of the following organisations:

- Victoria Legal Aid | legalaid.vic.gov.au
- Victorian Community Legal Centres | communitylaw.org.au
- Victorian Aboriginal Legal Service | vals.org.au



Privacy Statement

The Department of Justice and Community Safety collects personal information for the purposes of dealing with your outstanding fines. If your application is successful, we can disclose the information you provide to us to the enforcement agency responsible for your fine as authorised by the *Privacy and Data Protection Act 2014* and *Health Records Act 2001*.

Before you continue

You must complete this section.

What date did you find out about the fine?

Were you handed an infringement notice at the time of the offence?

Obligation number(s)

You must complete this section.

List the obligation number(s) that you are requesting an infringement extension for:

If there is not enough space, you may attach a separate page.

Details of the company named on the fine

You must complete this section.

Company name

ABN/ACN

Street address (include house, unit or apartment number)

Postal address (include house, unit or apartment number) or PO Box
(If same as street address, write 'AS ABOVE')

Suburb/Town/City

State

Suburb/Town/City

State

Postcode

Country (if not Australia)

Postcode

Country (if not Australia)

Your details (Company representative)

You must complete this section.

Given name(s)

Contact number

Family name (Surname)

Email address

Position in the company

Do you consent to receiving correspondence about this application electronically?

☐

Yes

☐

No

Note: If you select 'No' any correspondence about this application will be sent to the postal address of the company named on the notice.

Supporting evidence

You must complete this section.

Please provide further details on why you were not aware of the fines for Fines Victoria to consider when assessing your application.

You are required to download, sign and attach a [statutory declaration](#) (PDF).

The statutory declaration or affidavit must be signed in the presence of an authorised witness.

Declaration

You must complete this section.

- I authorise Fines Victoria to disclose my personal information to the enforcement agencies that issued the fines, the Magistrates' Court of Victoria and any person whose evidence the company relies on in support of this application.
- I understand that Fines Victoria may update its records with my contact details provided on this form, and that I may be contacted regarding the company's outstanding fines.
- I declare that the information supplied in this form, and any attachments to this form, are true and correct to the best of my knowledge.
- I understand that if I make a false or misleading statement in support of this application, I or the company may be prosecuted.

Declaration (Signature)

Date