Infringement Fact Sheet

City of Kalamunda

How to Pay

Full payment of the penalty amount may be made to the City of Kalamunda on or prior to the due date. Part payments are not accepted.

Infringement Payment Options:

Pay by Phone

Payment can be made anytime by Visa or Mastercard by telephoning 9257 9999.

Pay Online

Follow the prompts to pay your account online at www.kalamunda.wa.gov.au/council/online-services-payment/pay-an-infringement-online

Pay by Mail

Return a copy of the Infringement along with a cheque or money order made out to:

City of Kalamunda
PO Box 42 KALAMUNDA WA 6076

Please keep in mind the potential for postal delays when paying by post – if not posted early enough, additional fees may have been added by the time the payment is received.

Pay in Person

Payment can be made by cash, cheque, debit card, Mastercard or Visa. Present infringement to the cashier at:

City of Kalamunda Administration Office
2 Railway Road, KALAMUNDA
Monday to Friday 8.30am to 5.00pm
Closed Weekends & Public Holidays

Please be aware that if the infringement is not paid on or prior to the due date, additional costs will be incurred if any further notices are issued.

Lodging an Appeal

Appeals will not be accepted by phone. Appeals can only be submitted once.

Appeal forms are accepted in person by attending:

City of Kalamunda Administration Office
2 Railway Road, KALAMUNDA
Monday to Friday 8.30am to 5.00pm
Closed Weekends & Public Holidays

Appeals can also be lodged by emailing:
enquiries@kalamunda.wa.gov.au

Appeals will only be accepted from the person who was issued the infringement.

Details of the infringement which need to be included in your appeal form:

» Infringement Number

» Date of Notice

» Address of property receiving the Infringement

» Name, return address and phone numbers

» Photocopies of all relevant supporting documentation

» Detailed reasons why you believe an appeal should be granted

» Please retain a copy for your own records

An appeal outcome is final. Should you wish to take the matter to further, refer to Request That the Matter be Dealt With in Court

What Happens When an Appeal is Received?

Infringements are placed on hold once an appeal has been received to prevent further fees being applied during the review process. All appeals are lodged and processed through an appeal administration system.

A letter of response advising the outcome of the appeal will be forwarded to you. An appeal result can take up to 14 days once all relevant documentation has been received.

If You Take No Action

If you take no action regarding the Infringement, the City will be required to register it with the Fines Enforcement Registry. This will result in you incurring additional costs and your driver's licence and/or vehicle licence may be suspended.

Payment

Please be aware that if the Infringement is not paid on or prior to the due date, additional costs will be incurred if any further notices are issued. Payment can be made by the following options: Phone, Online, by Mail or in Person.

Request That the Matter be Dealt With in Court

You may elect to have the offence heard and determined by a Court by making an application in writing, quoting the Infringement Number, your full name, address, phone number and email address to:

City of Kalamunda

City of Kalamunda
PO Box 42 KALAMUNDA WA 6076
Or by email to enquiries@kalamunda.wa.gov.au

On receipt of such a nomination, the City will make arrangements for the matter to be heard in the Magistrates Court. Be aware that if a matter is elected to be heard by a Court a prosecution notice may be issued without any prior or further advice and additional costs may be incurred.

Infringement Appeal Form

City of Kalamunda

Please ensure all questions are completed. Information given to the City of Kalamunda in this Declaration may need to be substantiated. Please retain a copy for your own records. Appeals can only be submitted once.

Full Name of Accused: DOB:

Home Address: Postcode:

Contact Telephone No: Mobile:

Email:

Date of Offence: Infringement No:

Detailed reasons for this Appeal *(to be completed by the accused)*

I declare that the above information is true in every respect, and I request that the Infringement be reviewed.

Signature: Date:

Please forward this completed form, together with supporting documentation to:

City of Kalamunda
PO Box 42 KALAMUNDA WA 6926
or by email to **enquiries@kalamunda.wa.gov.au**

If you have any queries regarding infringements issued by the City of Kalamunda please visit the City's website kalamunda.wa.gov.au and refer to the **Infringement Fact Sheet** or phone **(08) 9257 9999** during office hours.