

# Parking Infringement Fact Sheet



If you have received a parking infringement you may choose to do one of the following:

## 1. Pay the infringement

Full payment of the penalty amount may be paid 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. Please be advised credit card payments incur a 0.46% surcharge.

### Pay online

Follow the prompts to pay your account on-line at [www.kalamunda.wa.gov.au/council/online-services-payment/pay-an-infringement-online](http://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' and post to PO Box 42, KALAMUNDA WA 6926

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, Master Card 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 on 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.

## 2. Appeal the infringement notice

Read through the **Non-appealable grounds** below to ascertain whether your appeal will be considered:

### Non-appealable grounds

The circumstances where a request for appeal will not be considered include, but are not limited, to:

- » I did not realise or lost track of the time.
- » My appointment ran over time.
- » The vehicle ran out of petrol.
- » I only parked there temporarily and left the vehicle for a short time.
- » I did not see the sign. As the driver you must look for parking signs to ascertain if parking is permitted in the area you intend to leave your vehicle.
- » The sign was not clear or confusing and I didn't understand the sign or the law.
- » I did not know the parking rules.
- » There was nowhere else to park.
- » The vehicle was only parked a little bit over the footpath and people could still get past.
- » I have always paid my rates on time, been a good resident and have never committed any other offences.
- » I see other people parking there all the time.
- » There was no signs – I didn't know I couldn't park on a footpath.

If you have received an infringement notice, you have the right to appeal. Your appeal must be in writing and should be submitted by completing the Parking Infringement Appeal Form to:

#### City of Kalamunda

PO Box 42 KALAMUNDA WA 6076  
Or by email to [enquiries@kalamunda.wa.gov.au](mailto:enquiries@kalamunda.wa.gov.au).

An appeal must be lodged within **28 days** from the issue date of the infringement.

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

Only the registered vehicle owner is able to appeal the infringement, unless they nominate a driver at the time of the offence.



Appeal forms are also accepted in person by attending the City of Kalamunda Administration Office at 2 Railway Road, Kalamunda between 8.30am and 5.00pm Monday to Friday. CLOSED on public holidays.

Details of the infringement which need to be included in your appeal are outlined in the Parking Infringement Appeal Form and include the following:

- » Infringement Number
- » Date of Offence
- » Vehicle registration number
- » Make, model and colour of vehicle
- » Name, return address and phone number.
- » Copy of Vehicle Registration paperwork.
- » Photocopies of all relevant supporting documentation
- » Detailed reasons why you believe an appeal should be granted.
- » Ownership/Proof - Personal, Business or Company vehicles may be required.

Please retain a copy for your own records.

All 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.

**An appeal outcome is final. Should you wish to take the matter to further, refer to point 4. Request that the Matter be dealt with in Court.**

### 3. Nominate another driver of the vehicle

If you were not the driver of the vehicle at the time the infringement was incurred, you have 28 days to nominate the person in control of the vehicle by completing a statutory declaration with the driver's full name and current address and forwarding it to the City. The statutory declaration must be witnessed by an authorised person or a Justice of the Peace. In the absence of proof to the contrary, the registered owner will be liable for the infringement.

### 4. Request that the Matter be dealt with in Court

You may elect to have this 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

PO Box 42 KALAMUNDA WA 6076

Or by email to [enquiries@kalamunda.wa.gov.au](mailto: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.

### 5. 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 license and/or vehicle license may be suspended.



For more information, please call the **City of Kalamunda Community Safety Team** during office hours on **9257 9999**.



Or visit the City of Kalamunda's website at [kalamunda.wa.gov.au/infringements](http://kalamunda.wa.gov.au/infringements)

# Parking Infringement Appeal Form



Please read Parking Infringement Appeal Fact Sheet before completing this section, and ensure all questions are completed.

Information given to the City of Kalamunda in this Declaration may need to be substantiated.

Full Name of Accused:

Home address:

Postcode:

Contact Telephone no:

Mobile:

Email:

Vehicle registration no:

Make and model:

Colour:

Date of offence:

Infringement no:

*Detailed reasons for this Appeal (to be completed by driver of vehicle)*

\*A Parking Infringement Appeal Form must be lodged within 28 days from the issue date of the infringement.

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

Signature:

Dated:

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](mailto:enquiries@kalamunda.wa.gov.au)**

If you have any queries regarding infringements issued  
by the City of Kalamunda that cannot  
be answered in the above Fact Sheet,  
please phone **Community Safety** on  
**(08) 9257 9999** during office hours.

