

5 Lawrence Street, Beaufort 3373  
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## APPLICATION FOR A PAYMENT PLAN OR EXTENSION OF TIME FOR INFRINGEMENT

**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: \_\_\_\_\_

Town: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### INFRINGEMENT DETAILS

Infringement Type:

Animal

Local Laws

Parking

Food Act

Other

Infringement Number(s):

_____	_____
_____	_____

Vehicle Registration Number: (Applicable to Parking Infringements ONLY) \_\_\_\_\_

### ELIGIBILITY REQUIREMENTS

Exceptional Circumstances/Hardship *(provide details of your circumstances on page 2)*

OR

A Commonwealth Government (Centrelink) Pensioner Concession Card

A Department of Veterans' Affairs Pensioner Concession Card or Gold Card

A Centrelink Health Care Card (all types including non-means tested)

Card Number\*:

Expiry Date:

_____	_____
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I do give consent for Council to verify my eligibility.

I do not give consent for Council to verify my eligibility.

*\*I authorise Pyrenees Shire Council to use Centrelink Confirmation eServices to perform an enquiry of the Centrelink or Department of Veterans' Affairs customer details and concession card status to enable the business to determine if I qualify for a payment plan or an extension of time. I additionally authorise the Australian Government Department Human Services (the department) to provide the results of that enquiry to Pyrenees Shire Council. I understand that:*

- The department will disclose personal information to Pyrenees Shire Council including my name, address, concession card type and status to confirm my eligibility for a payment plan or an extension of time.*
- This consent, once signed, remains valid while I am a customer of Pyrenees Shire Council unless I withdraw it by contacting Pyrenees Shire Council or the department.*
- I can gain proof of my circumstances/details from the department and provide it to Pyrenees Shire Council so my eligibility for a payment plan or an extension of time can be determined.*
- If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for a payment plan or an extension of time provided by Pyrenees Shire Council.*
- I also declare that to the best of my knowledge, the above information is true and correct.*

**Please attach a copy of your above mentioned card with your application.**

**Reason for applying:** *(attach any further information if needed)*

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

**Extension of Time**

*(Extended period in which to pay the infringement in full)*

**Additional time requested to pay infringement:  
(maximum 3 months)**

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)

**DECLARATION**

I hereby undertake to comply with requirements of the Pyrenees Shire 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 Pyrenees Shire Council verifying Centrelink details provided (if applicable).

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PRIVACY NOTE:** The Pyrenees Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Information Privacy and Data Protection Act 2014. The personal information required on this form will only be used by Council for the purpose of payment assessment for an Infringement. The information will not be disclosed to any other party unless Council is required to do so by law. You can view and change the information by contacting Customer Service on 03 5349 1100 during business hours.

## Infringement Payment Plan and Extension of Time Information

### 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.

### Payment Plans

- Are offered to persons automatically entitled as per the *Infringements Act 2006 (Vic)*;
- Discretionary requests (i.e requests from applicants that do not meet the relevant concession card requirements, however are experiencing exceptional circumstances or financial hardship);
- 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.

### 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 3 months after the initial infringement due date or the Infringement Penalty Reminder Notice due date to pay the Infringement in full.

### Extensions of Time

- Are offered to persons automatically entitled as per the *Infringements Act 2006 (Vic)*;
- Discretionary requests (i.e requests from applicants that do not meet the relevant concession card requirements, however are experiencing exceptional circumstances or financial hardship); and
- Must not exceed a three (3) month period.

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

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

- a Commonwealth Government (Centrelink) Pensioner Concession Card;
- a Department of Veterans' Affairs Pensioner Concession Card or Gold Card; or
- a Centrelink Health Care Card.

Holders of Victorian Seniors Card or Commonwealth Government Seniors Card are not automatically entitled to access a payment plan. However, agencies may at their discretion offer these card holders access to a payment plan.

### Discretionary Requests - Financial Hardship or Exceptional Circumstances

If the applicant does not hold one of the above eligible cards, they may still apply on the basis of exceptional circumstances or financial hardship. They MUST also provide a written explanation outlining their exceptional circumstances or financial hardship and attach any relevant information or supporting documents.

Council will take many factors into account when assessing your application. Factors contributing to 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.

### Applications made by Companies

Only individuals are eligible to apply for payment plans under the *Infringements Act 2006 (Vic)*. Council may offer a payment plan or extension of time to a company or person applying under a company name but these plans are not regulated by the *Infringements Act 2006 (Vic)*.

***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.