



# Request for Review of a Penalty Notice

**Note:**

- You do not need to complete this form if you make your request online at [www.sdرو.nsw.gov.au/review](http://www.sdرو.nsw.gov.au/review)
- Print clearly using BLOCK LETTERS in the space provided and tick the appropriate boxes**
- Providing a false or deliberately misleading statement may lead to a prosecution under Section 307A of the *Crimes Act 1900*
- Refer to the next page for detailed information on how to complete this form and evidence needed to support your request
- If you do not provide supporting documents or complete all questions, **your application is unlikely to succeed**
- If you were not driving your vehicle at the time of the offence, please send us a statutory declaration telling us the name and details of the person driving
- Post your completed form and/or supporting evidence to State Debt Recovery, PO Box 786, Strawberry Hills NSW 2012.

Penalty Notice No. \_\_\_\_\_ Date of offence   /   /       
DD MM YYYY

**Personal details**    Mr    Mrs    Miss    Ms    Other

Family name \_\_\_\_\_ Given name \_\_\_\_\_

**Postal address**

Suburb \_\_\_\_\_ State    Postcode

Licence no. \_\_\_\_\_ State of issue    Date of birth   /   /      
DD MM YYYY

Email \_\_\_\_\_

Best contact no. \_\_\_\_\_ Best time to contact \_\_\_\_\_

**Note:** Please select preferred contact address:    Postal    Email

To review a penalty notice, we need the authority of the person named on the notice, or the vehicle owner if there is no name on the notice. To authorise someone to act, contact us or return the 'Authority to Act' form at [www.sdرو.nsw.gov.au](http://www.sdرو.nsw.gov.au)

**Refer to SDR Review Guidelines for details of circumstances we can review and evidence required. Reason for your request:**

- |   |  |
|---|--|
| 10-year clear driving record ( <u>not applicable to parking or serious driving offences</u> ) | Parking permit (residential/visitor/other) |
| e-TAG/toll offences   | Rail offence                               |
| Faulty meter or ticket machine  | Unregistered/uninsured vehicle/trailer     |
| Medical emergency   | Vehicle breakdown                          |
| Mobility Parking Scheme Permit  | Other                                      |

**I am seeking a review of a penalty because:** (attach additional pages if necessary)

**Attached documentary evidence is:**

Signature

Date   /   / 20    
DD MM YY

**Important: See over the page for more information.**

# How to Request a Review of a Penalty Notice

## Important information you need to know

- **Please print clearly in black pen.**
- If you do not **provide supporting documents** or complete all questions, your application **is unlikely to succeed**.
- We are not required to review further if a review has already been conducted.
- Please do not send a request to have your penalty decided in court if you want us to conduct a review. By law, we must stop a review and issue a Court Attendance Notice if we receive a request to have the penalty decided in court. If the outcome of your review is unfavourable, you have a further 28 days to tell us if you want to dispute the penalty in court.
- If requesting a review for the same reason for **multiple offences**, you may include all penalty numbers at the top of the form. Where the reason for requesting a review differs between offences, please complete a separate form for each.
- Post the completed form, together with documentary evidence, to State Debt Recovery, PO Box 786, Strawberry Hills NSW 2012 **before the due date on the penalty or penalty reminder notice**.
- What happens next? Providing your request was **received by the due date on the penalty reminder notice, do NOT pay the fine**. We will place the penalty on hold until we reply. You should include all relevant documentary evidence in support of your claim. You will be notified in writing of the outcome of your review. If the penalty still applies, you will receive a reminder notice advising your payment options and the due date for payment.

## Do NOT use this form if:

- **another person was responsible** for the vehicle at the time of the offence. Instead, send us a statutory declaration naming the person in charge of the vehicle. They will have the opportunity to request a review when a new penalty notice is sent to them.
- **you have received an overdue fine** for this penalty. Providing the penalty was issued according to law, you can only request a review of an overdue fine if you can prove you were hindered from acting before enforcement. If so, complete the [annulment form](#) from [www.sdro.nsw.gov.au](http://www.sdro.nsw.gov.au) to apply to have the fine decided in court.
- you have **committed a serious offence**, such as driving more than 30km/h above the speed limit. If you are seeking leniency for these offences, you would need to present your case in court. Choose to go to court [online](#) or by posting us the form. You can read about [what to expect in court](#). **Note:** Less than 1% of penalties are found not guilty in court.
- you are seeking leniency because you are of '**good character**'. We have no authority to review your penalty for this reason.

## What evidence do I need to supply to support my request?

For full details of what evidence to supply in support of your claim, refer to the [SDR Review Guidelines](#).

Some examples include:

- **10-year clear driving record** – if the offence is minor, call or write to us if you have a NSW licence and 10 years clear driving record before the offence. If part or all of your traffic history is interstate, obtain a transcript from the interstate authority.  
**Note:** We cannot consider your driving record for a parking, non-demerit or serious offence. Offences too serious to consider a 10-year clear record include school zone offences, speeding more than 20 km/hr over the limit or driving while using a mobile phone.
- valid **e-TAG (Toll)** – supply the number of your valid e-TAG at the time of offence and Account number.
- **Faulty meter/ticket machine** – provide the fault reference number when you phoned to report the meter faulty, the time the machine was used and the method of payment, as well as what happened.
- **Medical emergency** – documentary evidence of the incident confirming it was an emergency from a recognised medical authority/hospital.
- valid **Mobility Parking Scheme Permit** held – copy of both sides of your valid card displayed in the purple Australian permit holder (if it is the first offence only).
- valid **Parking Permit (residential/visitor/other)** held – copy of your valid permit, clearly showing the permit number and expiry date.
- **Transport offences** – a demonstrated history of regular fare payments e.g. a copy of your Opal Activity Statement.
- **Unregistered/uninsured vehicle** – proof of registration/insurance.

## What if I can not afford to pay?

If you are in receipt of a government benefit, you can avoid extra costs by contacting us or submitting the [Early Enforcement to Pay by Instalments form](#) before the due date on the penalty reminder notice.

If you are in financial hardship and cannot pay in full by the due date on the penalty reminder notice you may be able to pay by instalments. Refer to [Financial Hardship – Pay my penalty by instalments factsheets](#).

## Track your request for review

You can check your request was received, track if the status of your penalty has changed as a result of a review, view images where available or check the amount owing and deadline online by selecting **myPenalty** at [www.sdro.nsw.gov.au](http://www.sdro.nsw.gov.au)

## State Debt Recovery contact details

**Phone:** 1300 138 118  
7:30 am – 8:00 pm, Monday to Friday

Hearing or speech impaired users:  
**TTY** 133 677

**Speak and Listen** 1300 555 727

**Interpreter services:**  
**Phone:** 131 450

**Postal correspondence only:**  
State Debt Recovery  
PO Box 786  
Strawberry Hills NSW 2012

**Email us via:**  
[www.sdro.nsw.gov.au/contact](http://www.sdro.nsw.gov.au/contact)

**Mail payments only:**  
State Debt Recovery  
PO Box 4444  
Parramatta NSW 2124

**Refer to your penalty notice for other payment options.**

**Website:**  
[www.sdro.nsw.gov.au](http://www.sdro.nsw.gov.au)

### Privacy statement

Information collected from you for the purpose stated on this form may be provided to third parties with your consent or as required or permitted by law. OSR will correct or update your personal information at your request. Read more about privacy at [www.osr.nsw.gov.au](http://www.osr.nsw.gov.au)