

Infringement Notice

Notice number

Date of notice (dd/mm/yyyy)

Due date (dd/mm/yyyy)

Infringement details

Family name

Given name

Company name (if applicable)

ACN

Address

State

Postcode

Date of birth (dd/mm/yyyy)

Licensee number (if applicable)

Offence code

Section/Regulation number

Name of Act or Regulations

Infringement description

Penalty

\$

Date of infringement (dd/mm/yyyy)

Time of infringement

Place of infringement

Signature of inspector

Name of inspector

Options

You must do one of the following by the due date of this notice: Failure to pay before the specified due date may result in further enforcement action being taken and the incurring of further costs.

1. Pay the penalty in full
 - either in person by presenting this notice with cash/credit card/EFTPOS at Civic Compliance Victoria, Level 1, 277 William Street, Melbourne, Victoria 3001. Office hours are 8.00am to 6.00pm Monday to Friday (not open on public holidays)
 - by mail by posting this notice with a cheque or money order made payable to: Civic Compliance Victoria, GPO Box 1916, Melbourne Victoria 3001.
2. Individuals (not corporate entities) may have the right to apply to pay the penalty specified in this notice under a payment plan. You must apply to do so before this notice is registered with the Court. Eligibility criteria must be met to obtain a plan. To apply contact Civic Compliance Victoria on (03) 9200 8111.
3. Request to have the matter dealt with in a Court or in the case of a child, the Children's Court, by completing the Application for Action by a Court (below).
4. If you wish to have the decision to serve this Infringement Notice reviewed by Consumer Affairs Victoria, you, or a person acting on your behalf, may apply to Civic Compliance on (03) 9200 8111.

Application for action by a court

If you elect to have this matter dealt with by a Court, please complete this form and return it to Civic Compliance Victoria within 28 days of the date of this notice.

I decline to be dealt with under these enforcement provisions and want to have the matter dealt with by a court.

Signature of person infringement served on

Address for the service of a court summons

Postcode

Date (dd/mm/yyyy)

Original – CCV copy

Duplicate – Infringer's copy

Triplicate – CAV copy



Privacy

Consumer Affairs Victoria is bound by laws that protect your privacy concerning the collection, use and disclosure of your personal information. Where you do not provide the information required by this form, we may refuse or be unable to process this application. We may need to disclose your personal information to other State and Commonwealth agencies and other persons, particularly the applicant and persons relevant to the submission. You can request access to your personal information by contacting us. Our privacy statement is available at www.consumer.vic.gov.au

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