

Supporting Information Required

Except for a few specific circumstances, Council is unlikely to cancel stationary vehicle infringement notices. To assist in decision making it is suggested that, where applicable, the following information be included in support of your application.

Reason to Cancel	Evidence required
Vehicle licence expired within one calendar month (to the day) of, and renewed within fourteen days of, the issue date of the infringement notice.	<ul style="list-style-type: none"> • A copy of the new licence label, or • A copy of the re-licensing receipt.
Vehicle WOF expired within one calendar month (to the day) of, and renewed within fourteen days of, the issue date of the infringement notice.	<ul style="list-style-type: none"> • A copy of the WOF inspection sheet showing date of issue and the serial number of the new WOF inspection certificate.
I was not driving vehicle at time of offence.	<ul style="list-style-type: none"> • The full name, residential / contact address of the person. • Their date of birth (or any other particulars that may assist us in transferring this matter). • Evidence that another person was unlawfully in charge of the vehicle (i.e. Police report).
I did not own the vehicle at time of offence.	<ul style="list-style-type: none"> • Proof of the sale or disposal (i.e. copy of sale or lease agreement). • The full name, residential / contact address of the person. • Their date of birth (or any other particulars that may assist us in transferring this matter).
Extraordinary circumstances.	<ul style="list-style-type: none"> • Evidence to confirm the nature of the event. Such events could include a medical emergency, vehicle break down or accident. • Where claims of serious financial hardship are made, they must be supported by a written statement from a bona-fide budgetary advisory service, employed before the notice was issued, which must disclose evidence of all regular income and expenditure.
Invalid infringement notice.	<ul style="list-style-type: none"> • Evidence that the vehicle details, time, date, location, or other particulars of the offence were incorrect, or • Evidence that the signs at the time and location where the offence occurred were obscured, damaged or missing