

## Infringement Notice Payment Options

Payment Options (including voluntary instalment plans)

If you have been given an infringement notice (on the spot fine) by Cassowary Coast Regional Council (CCRC) you must, within 28 days of the date of the infringement, either –

- pay the fine in full to CCRC;
- advise CCRC you elect to have the matter decided in a Magistrates Court;
- complete an 'Application to Pay Infringement by Voluntary Instalments' form;
- if applicable make an 'Illegal User Declaration' or a 'Sold Vehicle Declaration'.

You have 28 days from the issue date to pay your fine or exercise the options listed on the back of the infringement notice including a Voluntary Instalment Plan. If you take no action, Council will send you a reminder notice, giving you another 14 days. You may incur a vehicle registration search fee if a reminder notice is sent for a parking fine. Following this period if the fine is not paid in full the matter will be referred to State Penalties Enforcement Registry (SPER).

SPER will issue an Enforcement Order and you will be charged a registration fee.

### Voluntary Instalment Plan

You can enter into a voluntary instalment plan if:

- the fine is at least \$200, and
- the due date of the fine has not passed (ie: within the first 28 days of issue).

To set up a voluntary instalment plan, you must:

- complete and sign a CCRC 'Application to Pay Infringement by Voluntary Instalments' form – click on following link to download.  
[www.cassowarycoast.qld.gov.au/downloads/file/3836/application-to-pay-infringement-by-voluntary-instalments](http://www.cassowarycoast.qld.gov.au/downloads/file/3836/application-to-pay-infringement-by-voluntary-instalments)
- submit completed form and notice with minimum \$60.00 payment to a CCRC Customer Service Centre.

The process is:

- Council will receipt your part payment and will register the outstanding debt with SPER.
- SPER will send you a voluntary instalment payment notice and a payment schedule to follow until the fine has been paid.
- Your payments will be made to SPER

### Further Information

For further information contact Council at 1300 763 903 or email [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au).