

## General Information

Illegal parking notices will not be waived for failure to display prominently a permit, even for those currently holding a valid permit.

Illegal parking notices issued by the University, may be waived in mitigating circumstances.

Requests must be submitted prior to the due date of the parking notice.

A reply will be made in writing stating the decision.

Refer to the Parking Procedure for further information: <http://policy.federation.edu.au/finance/parking/parking/ch01.php>

A request for consideration for the waiving of an infringement notice must be directed in writing to:

The Director, Facilities Services  
 Federation University Australia  
 PO Box 663  
 Ballarat, Victoria. 3353  
 Email – [facilities.services@federation.edu.au](mailto:facilities.services@federation.edu.au)

## Applicant Details

Application Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

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

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

## Infringement Details

Date of Infringement: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Infringement Number: \_\_\_\_\_

Vehicle Registration Number: \_\_\_\_\_

## Details of Request to Waiver (if more space is required please attach additional sheets)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Appeals against a decision not to waiver may be made in writing and should include copies of all previous correspondence, addressed to the Director, Facilities Services at the address listed above.

## OFFICE USE ONLY

To be completed and signed by the Director Facilities Services or nominee

Internal Review Decision -

Decision:  Contrary to Law  Mistake of Identity  Special Circumstances  Exceptional Circumstances  
 Confirm  Official Warning  Withdraw  Refer to Court

Reply Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Decision to waiver:  YES or  YES Warning  NO (Attach a copy of reply to this application)

Name: \_\_\_\_\_ Signed: \_\_\_\_\_