Infringement Appeal

By submitting this form, you acknowledge that the Shire of Esperance collects and uses personal information for the purpose of administrating its services and functions. For more information about how we collect, use and store personal information, please refer to our Privacy Policy – www.esperance.wa.gov.au/privacy-policy

Do you wish for your contact details to be updated for all other Shire correspondence. ☐ Yes ☐ No

Alleged Offender Details

Full Name			
Contact Number		Date of Birth	
Postal Address			
Email Address			

Infringement Details

Infringement Number		Issue Date	
Offence Date		Offence Time	
Offence Location			
Infringement Type	☐Dog / Cat ☐Camping ☐Parking ☐Litter ☐Bushfire* ☐Other: _____		

Reason for appeal

NOTE: FAILURE TO PAY OR APPEAL YOUR INFRINGEMENT WITHIN 28 DAYS (*21 DAYS FOR BUSHFIRE INFRINGEMENTS) OF ISSUE MAY RESULT IN ADDITIONAL PENALTY COSTS BEING INCURRED.

Declaration

I hereby declare that the information provided by me on this form is true and correct and I hereby request a review of the circumstances leading to the issue of the above infringement notice.

Signature *Alleged Offender* **Date**

PO Box 507, Esperance WA 6450 | T: (08) 9071 0666
shire@esperance.wa.gov.au | esperance.wa.gov.au

Infringement Appeal

Review of Appeal

Note - Only written appeals lodged within below deadline will be reviewed.

1. You have 28 days from infringement issue date to lodge your appeal.

   If your infringement was related to the *Bushfires Act 1954*, you must appeal within 21 days from infringement issue date.

2. You can submit your appeal in one of the following ways –

   a. Complete Infringement Appeal Form and send your supporting documents to shire@esperance.wa.gov.au

   b. Visit Shire of Esperance, 77 Windich Street ESPERANCE to complete a paper-based Infringement Appeal Form along with any relevant evidence to substantiate your claim.

3. The Shire of Esperance will review your infringement appeal and within 21 days you will be advised if your infringement stands or if your infringement will be withdrawn.

4. If your infringement stands, you have two options –

   a. Pay your fine within 28 days and the matter is settled.

   b. Have your case heard in the Magistrates Court – you may receive a summons for this offence.

What should I include with my appeal?

If you have received an infringement notice and believe it was issued in error, or that there were mitigating circumstances that led to the offence, you may submit an appeal.

When appealing an infringement, you must provide detailed reasons why it should be withdrawn along with any relevant evidence to substantiate your claim. Evidence may include –

- Photographs showing the exact location of the incident
- If you have received a vehicle related infringement but someone else was in control of the vehicle at the time of the alleged offence, you may nominate that person to have the infringement issued to them. Nominations can only be accepted from the registered owner of the vehicle. Please use below statutory declaration.
- Statutory declarations from witnesses - https://www.wa.gov.au/system/files/2026-08/wa-stat-declaration.docx
- Receipts –
  - Accommodation (caravan park, motel, hotel, lodging house etc.)
  - Vehicle repair
  - Other relevant receipts to support your appeal
- Copies of permits or disabled permits not displayed at the time of offence

Invalid reasons for appeal

- Not aware of legislation
- Misinterpretations / did not see signage
- Not familiar with the area
- No accommodation available
- No available parking
- Stopping for a short time in a prohibited area