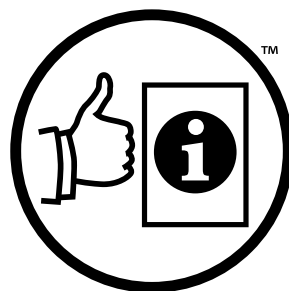


# What if you get a fine?

Manningham Council



Easy English

## Hard words



This book has some hard words.

The first time we write a hard word

- the word is in **blue**
  
- we write what the hard word means.

## You can get help with this book



You can get someone to help you

- read this book
  
- know what this book is about
  
- find more information.

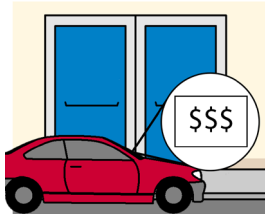


We will write contact information at the end of this book.

## About this book



This book is from Manningham Council.



This book helps you understand what to do if you get a fine.

A fine is also called **infringement notice**.



The fine might be a yellow paper on your car.

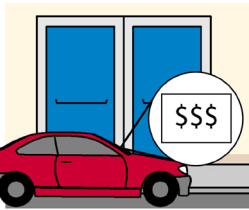


The fine might also be a letter we send you by post.

## When can you get a fine?

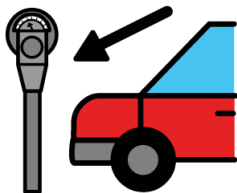


You can get a fine when you have broken a rule.



You might get a fine because

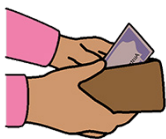
- you parked your car where you are **not** allowed to park



- you forgot to buy a parking ticket



- your dog ran away and caused trouble.



When you get a fine you **must** pay money to council.

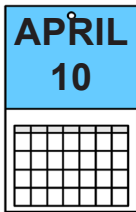
## What does the fine say?



The fine says on the front page what rule you have broken.

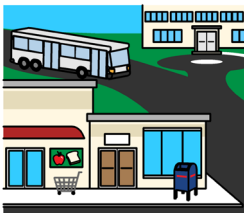


For example the fine might say your car was parked in the wrong spot.



The fine also says

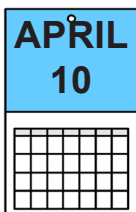
- when you have broken the rule



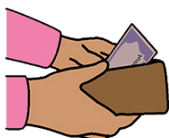
- where you have broken the rule



- how much money you **must** pay.



The fine has a **due date** on the front page.



Due date means when you **must** pay by.

## You can ask someone to help you



You can ask someone you trust to help you understand what to do next.



Someone you trust could be

- a community legal centre



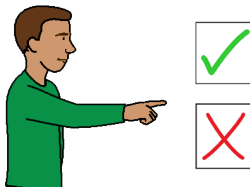
- an **advocate**.

An advocate can help you

- understand information



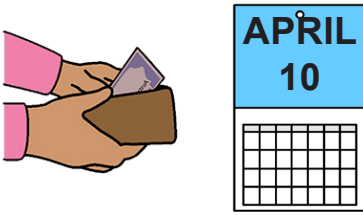
- say what you want



- make decisions.

When you get a fine you can choose to do 4 things.

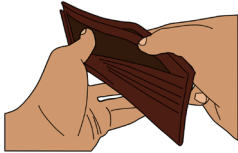
# 1 You can pay the fine



You **must** pay the fine before the due date.



You can find information on how to pay your fine at the end of this book.



We might be able to give you a **payment plan**.



Payment plan means you can pay the fine in small amounts.

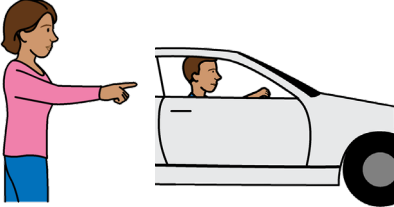


Contact us to find out if you can get a payment plan.

## 2 You can tell us it was not you

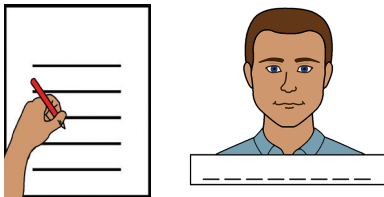
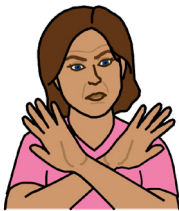


We might have sent the fine to the wrong person.



If the fine is about parking you can tell us that

- someone else was the driver
- you did nothing wrong.



You **must** fill in a form to tell us more about the other person.

You can download the form on our website.

[manningham.vic.gov.au/infringement-nomination](http://manningham.vic.gov.au/infringement-nomination)





### 3 You can ask us for a review



**Review** means we can take another look at our decision.



You can ask us to review the fine if you think it is **not** correct.

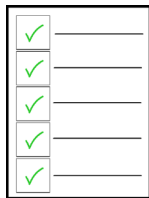


We can say **no** to a review.

You **must** fill in a form on our website to ask us for a review.



[manningham.vic.gov.au/apply-infringement-review](http://manningham.vic.gov.au/apply-infringement-review)



You **must** answer all the fields in the form.



For example we **must** know your address.



You can also ask us for a review in person.

Visit us at



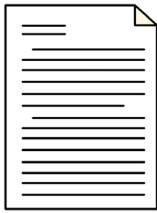
Manningham Civic Centre  
699 Doncaster Road  
Doncaster VIC 3108

## 4 You can go to court



You can ask a court for help if you think the fine is **not** correct.

### How to ask a court for help



You **must** download a form on our website.

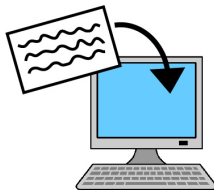


[manningham.vic.gov.au/contest-infringement-court](http://manningham.vic.gov.au/contest-infringement-court)



You **must** fill in the form.

You can email the form back to us.



Email

[manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au)



You can also print out the form and give it to us  
in person at

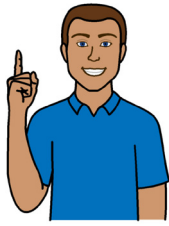
Manningham Civic Centre  
699 Doncaster Road  
Doncaster VIC 3108



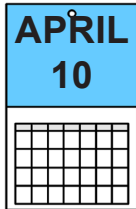
You can also post the form to

Manningham Council  
PO Box 1  
Doncaster VIC 3108

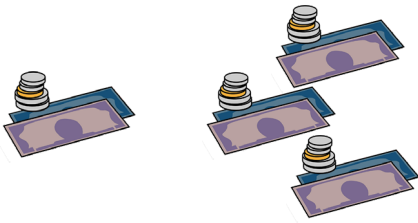
## What happens if you do nothing?



It is important that you do something when you get an infringement notice.



You **must** act before the due date.



If you do nothing

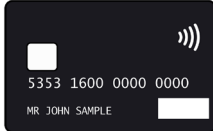
- the fine will get bigger
- you might go to court.





## How to pay your fine

There are many ways to pay your fine.



### By credit card

You can pay online on our website.

You need to tell us your **infringement number** when you pay online.



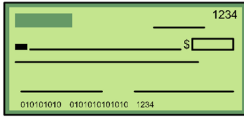
The infringement number is on the front page of your fine.

### By BPay



BPay means you pay online using the code on your fine.

## By cheque



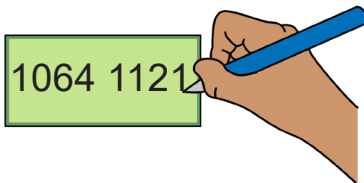
You can mail us a cheque to



Manningham City Council

PO Box 1

Doncaster VIC 3108



You **must** write your infringement number on the back of cheque.



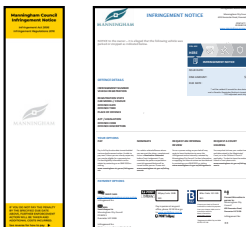
## In person

You can pay at our customer service centre.

Manningham Civic Centre

699 Doncaster Road

Doncaster



Show your fine at the service centre.



## More information

For more information contact  
Manningham Council.

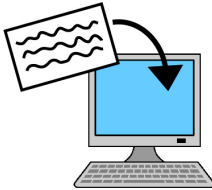


Call            03 9840 9333



Website

[manningham.vic.gov.au/infringements](http://manningham.vic.gov.au/infringements)



Email

[manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au)



## If you need an advocate

You can get free help on the Ask Izzy website.



Website

[askizzy.org.au/disability-advocacy-finder](http://askizzy.org.au/disability-advocacy-finder)





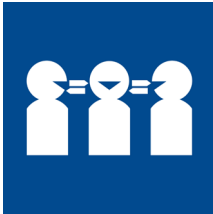
### **If you need a lawyer**

You can get free help from Victoria Legal Aid.



Website

[legalaid.vic.gov.au](http://legalaid.vic.gov.au)



### **If you do not speak English**

Use the free Translating and Interpreting Service or TIS.



Call            131 450

Give the TIS officer the phone number you want to call.

**National  
Relay  
Service**

**If you need help to speak or listen**

The National Relay Service can help you make a phone call.



Call        1800 555 660



Website    [accesshub.gov.au/nrs-helpdesk](https://accesshub.gov.au/nrs-helpdesk)

Give the relay officer the phone number you want to call.



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