

Application to Waive Impounded Vehicle Fees

Applications must be lodged **within 28 days of impoundment date**

Applicant Details

Name:	First name:	Surname:
Address:		
	Suburb:	Postcode:
Email:		
Phone Numbers:	Landline:	Mobile:
Registration Details:	Number:	State:
Are you the registered owner of the vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If No: The registered owner must lodge a statutory declaration naming you as the responsible driver prior to you submitting your appeal. Link to Queensland Statutory Declaration Form - Click Here	

Impoundment Details – One Application to Waive Impound Fees must be completed per impoundment notice.

Impoundment Number:	Date of Impoundment:	Date of Appeal:
Impound Fee Quoted: \$	Make, Model, Colour of Vehicle:	
Registration Number:	Location Impounded From:	
Have you previously lodged an appeal of this impounded vehicle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Grounds for Appeal – Please read the General Information on page 2 before lodging an appeal. In many cases this will assist in identifying if a waiver can be considered.

Supporting Documents - Please provide any relevant supporting documentation when submitting this form. This may include:

Proof of Ownership <input type="checkbox"/>	Letter from Hospital / Doctor <input type="checkbox"/>	Police Report <input type="checkbox"/>
Other <input type="checkbox"/> Description:		

Declaration

I hereby declare that the information provided by me on this form is true and correct in every respect and I hereby request the waiver of the above impounded vehicle fees.

Signature	Date
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General Information

Cairns Regional Council is authorised to impound vehicles within the local government controlled area pursuant to *Cairns Regional Council Local Law No.1 (Administration) 2016*.

If your vehicle is impounded you are liable for the cost of towing and storing the vehicle. You can request that these fees be waived by filling out the form on the next page and returning it to Council.

Grounds of appeal not considered for waiver of fees:

1. Unregistered vehicles parked within local government controlled area, road or foot path.
2. Vehicles being stripped of parts or having mechanical repairs carried out within local government controlled area, road or foot path.

You will be contacted by CRC staff within 10 business days of us receiving your appeal.

If you are collecting an unregistered vehicle you are required to organise a tow truck or similar at your own expense. CRC accepts no responsibility for damage to or theft from vehicles. You will be required to produce photographic ID and proof of ownership at collection.

Completion of this form does not guarantee waiver of the fees.

In all instances, you should try to include evidence to support your reason for appeal. The information you provide assists Council Officers to make an informed and fair decision.

Application Submission Options:

1. By email – Email to regadmin@cairns.qld.gov.au
2. In person – Council's Customer Service Centre, 119-145 Spence St Cairns or Babinda Library
3. By mail – Post to PO Box 359 Cairns QLD 4870

Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.