



PARKING SERVICES

COURT HEARING REQUEST

You can request a court hearing for an infringement once you have received the Reminder Notice in your name. Only the person named on the notice or an authorised representative of a company or incorporated body can request a hearing. If you wish to transfer liability for the infringement to someone else, you must complete the statutory declaration form – found at www.dunedin.govt.nz/services/parking/tickets

Your request must be made before the due date on your reminder notice. The DCC cannot action a hearing request if the infringement has been paid or transferred to the Fines Collection Unit of the Ministry of Justice.

Options available to you:

Pay the infringement fee without any additional charges

If you accept that you are guilty and pay the infringement fee before the notice is lodged at court, no further action, additional court administration or hearing costs will be incurred. Payment can be made:

- In person at The Dunedin City Council, Customer Service Centre, The Civic Centre, 50 The Octagon, Dunedin or the Mosgiel, South Dunedin, Port Chalmers, Blueskin or Waikouaiti Public Library Service Centres
- By Visa or MasterCard at www.dunedin.govt.nz/parking-fines
- By posting a cheque to Dunedin City Council, PO Box 5550, Dunedin 9054 (cheques must be received prior to the last day for payment)

Admit liability and provide a written submission to the district court

Sending a written submission means that you do not appear in court. This option is the only one available if you wish to plead guilty but feel you have a good reason that may excuse you.

Your written submission and any previous correspondence will be forwarded to the court on your behalf. If you have additional supporting evidence, include it with your request for a submission hearing.

Two Justices of the Peace will consider your submission and you will be notified of their decision by mail.

To request this option, complete the form over the page and select written submission hearing.

Deny liability and request a defended hearing in the district court

You can request a defended hearing if you believe you are not guilty. This hearing requires you to appear in court. You will be given a date to appear in court and when called you will have to enter your plea. Should you plead guilty the matter will be finalised on the day. If you plead not guilty, a defended hearing will be set for another date. If you have any witnesses you want to appear on your behalf, please make sure they are at court on the day of the defended hearing.

Costs

If you request a court hearing and plead guilty or are found guilty of the offence, the court may order you to pay the fine and any other costs.



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Your request must be made before the due date on your reminder notice. The DCC cannot action a hearing request if the infringement has been paid or transferred to the Fines Collection Unit of the Ministry of Justice. The option of payment to the DCC is no longer available once a court hearing has been processed.

I,

(full name)

of,

(Residential address. PO Box addresses must also list a physical address)

Postcode:

Phone:

Date of birth:

Gender:

Occupation:

For infringement notice(s):

Vehicle Registration Number:

(plate number)

Request a court hearing as: (tick one box only)

☐ the registered owner of the vehicle; or

☐ an authorised representative of a company or incorporated body; or

☐ the driver of the vehicle at the time of the alleged offence (the reminder notice must be in your name or the name of your company)

I wish to: (tick one box only)

☐ Admit liability for the offence(s) and provide submissions for consideration by the court; or

☐ Plead not guilty and request a defended court hearing

Signed:

Date: