



# STREET LAW

## Traffic and Parking Infringements Fact Sheet

### Factsheet 5: Apply to pay by instalments

1. Contact the Road Transport Authority's (RTA) Infringement Plan Office on (02) 6207 8754 for information.
2. Complete the application form and attach any supporting documentation.
3. If your application is rejected, you could appeal that decision, or look at the other options for dealing with the fine.

If you wish to pay a traffic, parking or traffic camera fine but cannot pay it all at once, you can apply to pay it in instalments. There is no time limit for how long the installment plan will last for. To enter a payment plan, you need to apply for an 'infringement notice management plan' (INMP).

The amount of each instalment will be determined by the RTA having regard to your income. This means your application will need to include details of your financial circumstances. The minimum payment will never be less than \$10 per fortnight.

Only those who have a Centrelink Health Care Card, Centrelink Pension Card, Department of Veterans' Affairs Pension Card, or Department of Veterans' Affairs Gold Card have automatic access to this payment option. Everyone else is required to provide evidence of financial hardship with their application.

#### How to submit your application

Locate the relevant forms at: [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/2140/-/infringement-notice-management-plans-and-work-and-development-programs#!tabs-5](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2140/-/infringement-notice-management-plans-and-work-and-development-programs#!tabs-5)

**If you want the instalments taken from your Centrelink payment**, complete a general application form, a Centrelink Deduction Authority Application form and a Concession Validation Consent form.

**If you want the instalments directly debited from your bank account**, complete a general application form and an INMP Direct Debit Request form.

**If you already have an installment payment plan and want to add a new fine**, complete an Application to Maintain an Infringement Notice Management Plan form.

You must **also provide photo ID, and your pay slips or Centrelink income statement**.

Send the form(s) to:

<b>Email</b>	<a href="mailto:rusipo@act.gov.au">rusipo@act.gov.au</a>
<b>Fax</b>	(02) 6207 0402
<b>In person</b>	At any Access Canberra Service Centre
<b>Post</b>	Infringement Plan Office PO Box 582 DICKSON ACT 2602

If your application to pay off your fine this way is refused, you will be given notice of the refusal. You will have the later of 7 days from the day you receive that notice or 28 days from the day you receive the original fine to do something else.

If your application is approved, you must let the RTA know in writing if your financial situation changes and/or you cannot make a payment as soon as possible. If you miss payments, you risk your licence being suspended.