STREET LAW

Fact Sheet 4: Applying for an extension of time to pay

1. Complete the relevant form.
2. Attach any necessary supporting documents.
3. If your application is refused, you could appeal that decision, or look at other options for dealing with the fine.

If you receive a parking fine or traffic fine and you are not able to pay it immediately, you can apply for more time to pay the fine (up to a maximum of 6 months). Under this option you can be given longer to save to pay the fine in full. If you prefer, you can also pay a fine by installments – see our 'Apply to pay by installments' factsheet. Installment plans are not time limited.

You have **28 days** from when you receive a fine to apply for an extension of time. You can still apply after 28 days but you may be issued with a reminder notice and receive a $34 reminder notice fee. After **56 days** you will receive a suspension notice

notifying you of a final date to pay your fine by. If you do not pay your fine by this final date your licence will be suspended, and if you apply for an extension of time you may have to provide good reasons as to why you did not apply in time.

Your request for an extension of time should include:

- the fine number(s) and the date that you received the fine notice(s);
- your name, address and contact number;
- your driver's license number and state; and
- the length of time requested for an extension (the maximum is 6 months).

The process

Parking and traffic camera infringement	Go to the Access Canberra Website: https://www.accesscanberra.act.gov.au/s/article/traffic-and-parking-infringements-tab-extend-an-infringement-due-date Click on the 'manage infringement' tab and follow the prompts.
Traffic infringement issued by police	Complete an online form: https://form.act.gov.au/smartforms/landing.htm?formCode=1131

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