



# HUME CITY COUNCIL Payment Plan Request

## Personal Details

First name			
Last Name			
Postal Address			
Suburb		Post Code	
Email			
Mobile No.		Phone No.	
Infringement No/s		Total penalty amount:	

If you are not the person named on the infringement, you must provide written consent from the person named authorising you to act on their behalf. Your application can not be processed without this authorisation.

The person named on the infringement will remain liable for the infringement/s should the payment plan not be approved, or if the payment plan defaults.

## Payment Plan Request

A payment plan can be an instalment plan, an extension of time to pay, or both.

### Payment plan conditions:

An instalment plan cannot exceed 12 months and repayments will reflect this timeframe. To calculate the minimum repayment amount, divide the total of your penalty amounts by 52 weekly payments, 26 fortnightly payments, or 12 monthly payments.

You may apply for an extension of time to pay between 2 and 8 weeks. Multiple extensions of time can be offered but will not exceed the equivalent of 16 weeks.

If payment is not received within 14 days of the due date, your plan will default and be cancelled.

A payment plan is only available on two occasions. If your payment plan is cancelled, you may not be entitled to another payment plan.

*If you are unable to meet the above requirements, you may apply for a payment plan due to financial hardship and your plan can be extended to 24 months. Please complete the "Payment Plan Request due to Financial Hardship" form available at [www.hume.vic.gov.au/infringements](http://www.hume.vic.gov.au/infringements).*

<input type="checkbox"/> Weekly	(no less than \$5.00 or \$10.00 for parking offences)	\$
<input type="checkbox"/> Fortnightly	(no less than \$10.00)	\$
<input type="checkbox"/> Monthly	(no less than \$20.00)	\$
Extension of time to pay	(no more than 8 weeks)	

## Privacy Statement

The information gathered in the form is used by Council to process the application. To view Council's Privacy Policy, please either visit a Council offices or [http://www.hume.vic.gov.au/Disclaimer\\_Copyright/Privacy\\_Statement](http://www.hume.vic.gov.au/Disclaimer_Copyright/Privacy_Statement)



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## Declaration

I understand and acknowledge that:

- The information provided in this application is true and correct, and completed to the best of my knowledge.
- A response to my application will be sent by Council in writing to the address provided within 10 working days.
- If my payment plan is approved and I do not make a payment within 14 days of the due date provided in my payment plan schedule, my payment plan may be cancelled. I understand I may not be entitled to another payment plan (extension of time to pay or instalment plan) if my plan is cancelled.

Signed		Date:	
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## Lodgement

**By Email:** [contactus@hume.vic.gov.au](mailto:contactus@hume.vic.gov.au)

**By Post:** Hume City Council  
PO Box 119  
DALLAS VIC 3047

**In person:** At a Council office:  
1079 Pascoe Vale Rd Broadmeadows  
40 Macedon Street Sunbury  
75-95 Central Park Avenue Craigieburn

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