

# Application for a Payment Plan

Please complete all sections below to request a payment plan. Please print using BLOCK LETTERS then sign.

## 1. Your contact details

Family name (Surname)

First name

Current residential address

State

Postcode

Current postal address (if the same as your residential address write 'As Above')

State

Postcode

Email

Contact Number

Date of Birth

 /  / 

I consent to receiving documentation by email

## 2. Infringement details

Infringement number

Election that the infringement relates to

## 3. Grounds for application

If you are having difficulty paying your fine in full and on time, you can apply for a payment plan to pay by instalments or, an extension of time to pay, or both.

The VEC will assess applications on a case by case basis. Your application may be assessed based on your:

- outstanding fine amount
- income
- financial status
- payment history
- any hardship that you are experiencing

You are eligible for a payment plan when you have one of the following:

- Centrelink Pensioner Concession
- Centrelink Health Care Card
- Department of Veterans' Affairs Pensioner Concession Card or Gold Card

## 4. What are you requesting?

To pay the outstanding balance by instalments (Go straight to 5)

An extension of time to pay the fine in full (Go straight to 6)

To pay by instalments and an extension of time (Go to 5 and 6)

## 5. Payment instalments

Please write the maximum amount you will be able to pay per fortnight. The minimum amount is \$20.00

\$  .

If your application is approved, we will write to you with a payment plan start date. We are not able to arrange a direct debit or deduct payments from Centrelink. You must pay the VEC directly via provided payment methods.

## 6. Extension of time to pay

If your application is approved, we will write to you with the due date that payment of the full amount must be received. This will be no more than one month from the date of your application

I will pay the full amount by the advised due date

## 7. Supporting documentation

Please attach a copy of your supporting documentation you would like to be considered for this application

Supporting documentation attached

## 8. Declaration

I declare that the contents of this application are true and correct to the best of my knowledge. I understand that my application will be assessed based on the information I have provided

SIGN AND  
DATE HERE

/  /


**WARNING** Section 167 of the *Infringement Act 2006* states that a person must not intentionally provide false or misleading information in any written statement required by or under that Act. **PENALTY: 10 PENALTY UNITS.**

If the statement is found to be false or misleading, any existing payment plan may also be cancelled.

If the VEC offers you a payment plan and you do not make the first payment by the due date, the plan will be cancelled. This may result in further costs and enforcement action being taken against you.

**REMEMBER** It is your responsibility to ensure that each payment is made on or before the due date.


## Returning your completed and signed application

 **Email** Scan both sides to [cv@vec.vic.gov.au](mailto:cv@vec.vic.gov.au)



**In person**

Victorian Electoral Commission,  
Level 11, 530 Collins Street, Melbourne

 **Mail** Victorian Electoral Commission  
Reply Paid 76032, Melbourne VIC 8060



**Enquiries**

1300 551 575

### Do you require legal assistance?

You may be able to obtain assistance from one of the following organisations:

- Victoria Legal Aid | [www.legalaid.vic.gov.au](http://www.legalaid.vic.gov.au)
- Victorian Community legal centres | [www.fclc.org.au](http://www.fclc.org.au)
- Victorian Aboriginal Legal Service | [www.vals.org.au](http://www.vals.org.au)

### Privacy statement

The Victorian Electoral Commission (VEC) is committed to protecting your privacy. The personal information you provide on this application is being collected by the VEC for the primary purpose of assessing your eligibility for a payment plan. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law.