

## Sample Application for Time to Pay Court Fines

These are instructions. It is important to complete this form with your own details and based on your own circumstances. If you need more help get [legal advice](#).

# Application for Time to Pay Court Fines

### Local Court of New South Wales

Full name: **Charlie Bostock**

Date of birth: **10 December 1977**

Drivers Licence number: **12345678**

Name of Court (where fine imposed): **Parramatta Local Court**

Date of Court: **8 August 20XX**

Case number(s): **1234/2011**

**Centrepay Instalments** - If you receive a Centrelink benefit you can apply for deductions to be made direct from your benefit. Apply by completing the Early Enforcement Payment by Centrepay Instalments form.

### Proposed Payment Plan

I request approval to pay the fine /costs of \$ 423.00 on the following basis (tick one below):

I will pay the full amount by \_\_\_\_\_ (date) [Must be within 3 months]

OR

I will pay the amount owing in instalments (Minimum amounts apply – see below)

**Each instalment will be the amount of \$ 100 per fortnight / month**

**I agree to make the first payment on or before (date): 1 September 20XX**

Minimum Amounts –

1. If you are the holder of a current Veterans Affairs Pension, Centrelink Payment or Concession card an offer to pay at least \$15.00 per fortnight will be accepted. (provide the type and card number):
2. If you are not the holder of a current concession card, an offer to pay at least \$100.00 per fortnight will be accepted.
3. An offer less than these amounts will only be accepted in exceptional circumstances. Please indicate the exceptional circumstances that you rely upon:

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Signature: **Charlie Bostock** Date: **8 August 20XX**

### Important Notice

**If the payment plan is approved, failure to make a payment will result in the fine being referred to the State Debt Recovery Office, unless you have contacted the Local Court and made further arrangements.**

**The State Debt Recovery office may impose further costs and sanctions against you, such as cancelling or suspending your driver's licence or taking money or property from you.**

### Officer Use Only

Approved by:

Approved on:

**Sample only.** This is not legal advice.