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**Local Courts
of New South Wales**

ABN: 68 199 215 208

CHARLES BOSTOCK
3999 EXAMPLE STREET
ASHFIELD NSW 2131

15 October 20XX

NOTICE OF PENALTY

Case number 2011/0001
Case title R v Charles Bostock
2011/0001 Negligent driving

Order date: 15 October 20XX

You must pay the following by: 12 November 20XX

Fine	\$353.00
Court Costs Levy	\$85.00
Witness expenses	\$0.00
Compensation	\$0.00
Prosecution costs	\$250.00
Victims Support Levy	\$104.00
Total owing	\$792.00

AUTHORITY FOR PAYMENT BY CREDIT CARD

Credit Card Payment Details			
Card Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Type:	<input type="checkbox"/> AMEX	<input type="checkbox"/> Diners Club	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
Expiry Date:	<input type="text"/>	<input type="text"/>	
Amount:	\$	<input type="text"/>	<input type="text"/>
Cardholder Name:	<input type="text"/>		
Cardholder Signature:	<input type="text"/>		

Sample

IMPORTANT INFORMATION ABOUT YOUR PENALTY PAYMENT

1. How to pay

By post - Please make out a **cheque or money order** to **The Registrar** and send it with a copy of the Notice of Penalty to the address shown on the top right of the notice.

By post - Credit Card - Please complete the Credit Card Authority on the bottom of the Notice of Penalty and send the notice with the signed authority to the address shown on the top right of the notice. You should keep a copy of the notice for your own records.

Phone Credit Card payments may be made by calling Court Services Centre on 1300 679 272. You will need to supply the information contained in the Credit Card Authority.

In person - Please take this notice to any Court Registry. Payments can be made by cash, Eftpos, cheque, money order or by credit card.

2. Time to pay

If you cannot pay the total amount owing on the due date, you should apply for further time to pay. You may need to give information in writing about your financial circumstances. Please take this notice to any Court Registry.

3. Centrepay deductions

If you receive a pension or benefit from Centrelink and want to pay the penalty by instalments deducted from your Centrelink payments, you should complete and sign the attached Centrepay Deduction Authorisation and send it with this notice to the address shown on the top right of the notice. You should keep copies of the authorisation and the notice for your own records.

4. If you do not pay by the due date

Penalties not paid by the due date will be referred to the Revenue NSW to enforce.

5. If your case goes to the Revenue NSW

Revenue NSW may:

- suspend or cancel your driver's licence, or
- cancel your vehicle registration, or
- seize and sell your assets, or
- deduct money from your wages, or
- order community service, with a penalty of imprisonment if you breach that.

You will also have to pay extra if Revenue NSW takes enforcement action.

If you have committed a Commonwealth offence, other types of enforcement action may be taken against you.

6. If you need to pay a Victims Support Levy

The amount payable in this Notice of Penalty may include a Victims Support Levy (VSL). This is a levy imposed automatically when a person is convicted of an offence and is not part of the court's order. It is imposed even where there is no fine. The levy is payable and enforceable pursuant to section 79 of the Victims Support and Rehabilitation Act 1996.

Re-Hearing

You may have the right to have your matter re-heard by the District Court. Further information may be obtained from any District Court Criminal Registry.

Appeals

You may have the right of appeal to the Court of Criminal Appeal against the Court's decision. An appeal or a notice of intention to appeal must be lodged within 28 days of the date of hearing. If you do not lodge an appeal or notice of intention to appeal within that time, you will need to seek leave of the Court to appeal. Further information may be obtained from the Court of Criminal Appeal.

LC Appeals

You may have a right of appeal to the District Court against the Court's decision. An appeal **MUST** be lodged within 28 days of the date of hearing and may be lodged at any Court registry. If you do not lodge your appeal within that time you need to seek leave of the Court to appeal. This must be done within 3 months of the date of hearing. Further information may be obtained at any Court registry. There is a fee involved.

Application for annulment and rehearing:

Application may be made to a Local Court for annulment and rehearing of the matter in certain circumstances. An application must be made within a certain time after the date of hearing. Further information may be obtained from any Court registry.

Please have this notice with you if you need to ask any questions about your penalty