

Instructions for filling out an application notice – police suspension

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 to the Local Court

Section 45 Local Court Act 2007

Part 4 Local Court Rules 2009

Notice of Listing

Place: This will be completed by the court.

Time and Date: This will be completed by the court.

Applicant Details

Name: Write your name

Address: Write your address

Postal Address: Write the best address for you to be sent mail, for example, a PO Box. If it is the same as your street address, write "as above".

Lawyers Name & Address: Write the name and address of your lawyer. If you're representing yourself, leave blank.

Respondent Details

Name: Commissioner of NSW Police

Address: 1 Charles Street, Parramatta NSW 2150

Fax: Leave blank

Additional Parties

Name: Leave blank

Address: Leave blank

Connection to proceedings (e.g. Owner of goods): Leave blank

Statement of Service

Leave this section blank. It will be completed by the court.

I (name) of (occupation) did serve a copy of this application on
(name(s) on (date) by (tick one):

- delivering a copy personally to the person
- giving a copy to (name) , an adult person at the address of the respondent.
- sending a copy by registered mail to the respondent's address at:
- sending a copy by facsimile to the respondent's address at: (only available where respondent is a Government Department and fax number provided). Advice confirming successful transmission of the document was received by me on (date):

Signature:

Name:

Witness Signature:

Name:

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Act and Section under which application lodged: [Write Road Transport Act 2013, s267](#)

Order/s Sought:

Write “That the decision of the NSW Police to suspend my licence be quashed.”

Grounds for Application:

Briefly write the grounds you are relying on, relevant to your situation. For example:

1. That having regard to my good character and driving history, I am a fit and proper person to hold a licence.
2. That I require my licence for family and/or work purposes.

Other relevant Information:

(E.g. Date of birth, Licence number, other relevant charges, alternative address)

Briefly write any information that you have that is relevant to this offence, for example:

1. Notice of Suspension received from Police Officer attached.
2. Licence No:
3. Your date of birth: day/month/year.

Signature of Applicant: [Sign your name here.](#)

(Signature not required if applicant is a police officer or public officer)

Signature of Registrar: [The Registrar will sign here.](#)

(Signature not required if applicant is a police officer or public officer)

Application filed at: [The Registrar or court staff will insert the location where your application was filed.](#)

Date of filing application: [The Registrar or court staff will insert the date application was filed.](#)

Court Registry Use Only

Payment Stamp

Date Court Attendance Notice Filed:

Place of Filing:

(If different from place of first listing):

Court Reference Number:

Fees (circle): Paid / Waived / Remitted / Exempt

Instructions only. This is not legal advice.