

## Instructions for Completing a Parking Infringement Notice Appeal Form

### Infringement Details section - you should:

- Enter the Parking Infringement Notice;
- Enter your vehicle registration number;
- Enter the state the vehicle is registered in;
- Print your name clearly;
- Print your address details clearly;
- Print your daytime contact phone number;
- Indicate whether you are a student, staff member or visitor to the campus; and
- Your email address.

### Reason for the Appeal Section – you should

- Enter the date the Infringement Notice was issued;
- Enter the time the Infringement Notice was issued;
- Indicate whether the Infringement Notice was issued on the Townsville or Cairns campus;
- Enter your reason/s for submitting this appeal request; and
- Sign and date the document.

The completed document can be emailed to [parking@jcu.edu.au](mailto:parking@jcu.edu.au) or mailed to:

Parking Office  
Estate Directorate  
James Cook University

Townsville Campus  
Douglas Qld 4811  
(07) 4781 4444

### **Please note:**

1. On submission of an Appeal Form, please do NOT pay any penalty amount unless required to do so on written notification of the outcome of your appeal.
2. No action will be taken (if required) until after you have been advised in writing on the outcome of your appeal.

