SERVICE OF AN INFRINGEMENT NOTICE TO THE RESPONSIBLE OPERATOR OF BUSINESS

** A Company has an ACN Number and the name usually ends in PTY LTD. (Please refer to the Service of an Infringement Notice to the Registered Owner Option.)

** A Business has an ABN Number .

This section outlines why Infringement Notices are issued to the Registered Responsible Operator (of a Business) of a vehicle involved in a camera detected offence.

The legislation governing camera detected traffic offences is based upon 'owner onus'. For a vehicle registered in the name of a Business the listed operator (individual or company) of the vehicle concerned is responsible for the offence unless that person or company respresentative nominates another driver within the respective legislative timeframes.

(Also refer to the Statutory Declaration, Sold or Stolen Vehicle Enquiries Option.)

Accurate registration and driver licence records are critical. It is the responsibility of responsible operators, vehicle owners and licenced drivers to ensure that notification of a change of address is given to Queensland Transport within a 14 day period required by legislation. Should the vehicle be registered in a State other than Queensland you should follow the legislation as determined by the governing authority.

Should a responsible operator *not be* listed on the Registration and Licencing Authorities data-base the Traffic Camera Office will conduct enquiries through the Australian Security Investment Commission and Business Name Database (ASIC).

The Queensland Police Service, Traffic Camera Office accesses the registration details directly from the Road Transport and Licencing Authority (in Queensland this is Queensland Transport) or the Australian Security Investment Commission and Business Name Database. Should you have any enquiries or wish to dispute these records *you are required* to take the matter up with the relevant Authority.

1. PLEASE EXPLAIN THE PROCEDURES INVOLVED WITH ISSUING AN INFRINGEMENT NOTICE TO THE RESPONSIBLE OPERATOR AND NOT DIRECTLY TO THE BUSINESS.

The vehicle involved in the camera detected offence is registered in the name of a Business. Under legislation a Camera Detected Offence Notice may only be issued to a responsible operator of the business. You are listed as being the

responsible operator of the vehicle involved. Consequently, the Infringement Notice was issued in your name.
Section 170(4) of the *Transport Operations Road Use Management) Act 1995* refers.

2. I AM NO LONGER INVOLVED WITH THE BUSINESS. CAN I COMPLETE THE STAT DEC STATING I DO NOT KNOW WHO WAS DRIVING?

Before you do anything you should contact the Business you are referring to and request they update the registration records. **This is not the responsibility of the Traffic Camera Office**.

Once this is completed please contact the Traffic Camera Office on telephone number 1300 360 610 for further advice.

Depending on the outcome and the information supplied at the time, the Traffic Camera Office will either suggest that you complete the statutory declaration, suggest you write in to explain the circumstances or conduct a further registration search. If possible the Infringement Notice may be reissued to the current responsible operator.

3. I HAVE RECEIVED AN INFRINGEMENT NOTICE BUT I AM NO LONGER INVOLVED WITH THE BUSINESS. HOWEVER, I KNOW WHO IS IN CHARGE OF THE VEHICLE. WHAT DO I DO?

Before you do anything you should contact the Business you are referring to and request they update the registration records. **This is not the responsibility of the Traffic Camera Office**.

In instances where you are aware of the driver of the vehicle involved in a camera detected offence you may fill out the statutory declaration on the rear of the infringement notice. (Please refer to Statutory Declaration, Sold and Stolen Vehicle Enquiries for assistance if needed.)

5. WHY WAS THE INFRINGEMENT NOTICE SENT TO MY OLD ADDRESS?

Infringement Notices issued as a result of camera enforcement will be sent to the address of the responsible operator of the vehicle involved that is recorded on the Registration and Licencing Authorities data base.

Accurate registration and driver licence records are therefore critical.

6. WHY DIDN'T I RECEIVE THE INFRINGEMENT NOTICE?

There are numerous reasons why this occurs. Please refer to the list below for selected examples:

- The registration details of the vehicle involved have not been updated with the Registration Authority.

  It is the responsibility of responsible operators, vehicle owners and licenced drivers to ensure that notification of a change of address is given to Queensland Transport within a 14 day period as required by legislation. Should a vehicle be registered in a State other than Queensland you should follow the legislation guidelines as determined by the governing authority of that state.

- The registration details of the vehicle involved are recorded on the Registration Authorities data base with insufficient particulars. Therefore, Australia Post has returned the Infringement Notice to the Traffic Camera Office as the Notice could not be successfully delivered.

  Australia Post needs specific information to be contained in the address field enabling successful delivery. These requirements include exact street names, unit numbers and postcodes. It is recommended if the address recorded for your vehicle is limited in specific details you contact the relevant authority to amend your registration records.

- Unsuccessful delivery by Australia Post.

  Should this be the case you need to contact your local Australia Post Office.

In most instances Australia Post will return the Infringement Notice to the Traffic Camera Office (Return to Sender), outlining on the envelope why the postal article was not delivered. Example 'left address', 'insufficient address', 'unknown at address', 'unclaimed', 'refused', 'no delivery area' and 'no such address'. When an Infringement Notice is returned by Australia Post, the Traffic Camera Office, will if, possible re-direct the Infringement Notice to you by locating your most recent address.

Generally, you are afforded a further 28 days to pay the penalty with no late fee applicable. If this is not the case the Infringement Notice has already been referred to the State Penalties Enforcement Registry for further enforcement action. (Please refer to the State Penalties Enforcement Registry and Reprints. Options)

It is a legislative requirement that the responsible operators and registered owners of motor vehicles and licenced drivers advise the Registration and Licencing Authority when details change. ***This is not the responsibility of the Traffic Camera Office.***