



**COMHAIRLE CHONTAE NA GAILLIMHE
GALWAY COUNTY COUNCIL**

Parking Fines Appeals Procedure

INTRODUCTION:

The Parking Regulations are designed to assist the motorist, by eliminating obstructions, reducing congestion and improving road safety and place the onus on the motorist to ensure that they are complying with the regulations when they park their vehicles.

If you believe that the fixed charge notice (parking fine) you received should not have been issued, or that there are extenuating circumstances why proceedings on foot of the notice should be discontinued, you may submit an appeal under the Council's Parking appeals Procedure.

The following notes explain how the Parking Appeals procedure operates.

PROCEDURE FOR PROCESSING AN APPEAL:

Making an Appeal:

To appeal a fixed charge notice, you can write formally to the Traffic Section, Galway County Council, Áras an Chontae, Prospect Hill, Galway.

Please enclose any documentation, which may substantiate your case and give all relevant details, including the No. of the Fixed Charge Notice, Date of Issue, Vehicle Registration No. , your own contact details etc. and clearly outline the basis for the appeal.

Notification of Decision:

Notification of decision on your appeal will be issued within 15 working days or less.

If the appeal is upheld, the fixed charge will no longer be payable and no further action will be taken in relation to the matter.

If the appeal is not upheld, we will explain why and the fine will remain payable as set out on the fixed charge notice (also detailed on page 4 of this document).

Review of Decision:

In accordance with the Galway County Council, Customer Service Action Plan 2010-2014 you may request a review of the decision. The request for a

review should be submitted in writing the Review Officer, Traffic Section, Galway County Council, Áras an Chontae, Prospect Hill, Galway.

The initial decision will be reviewed by a more senior official within the Roads & Transportation. Notification of the outcome of the review will be given within 10 working days.

If the appeal is upheld on review, the fixed charge will no longer be payable and no further action will be taken in relation to the matter.

If the appeal is not upheld on review, we will explain why and the fine will remain payable as set out on the fixed charge notice (also detailed on page 4 of this document).

CATEGORY OF APPEALS:

Appeals fall into two general categories:

1. Appeal Against The Fixed Charge.
2. Extenuating Circumstances.

Appeal Against The Fixed Charge:

- The fixed charge notice was not issued correctly.
- If the reason for stopping is exempted under the Traffic Regulations/Parking Bye-Laws.
- The relevant signs or road markings prohibiting or restricting parking were missing.
- The vehicle or its registration plates were taken without consent at the time of the offence. This applies when a vehicle has been parked illegally after being stolen.

Appeal On The Grounds Of Extenuating Circumstances:

- Medical Emergencies (Please note this does not extend to visits to a doctors surgery, pharmacy etc.).
- Mechanical Failure / Breakdowns.
- Compassionate grounds.

In all cases appropriate supporting documentation may be requested to substantiate an appeal.

IMPORTANT INFORMATION:

You should be aware, prior to submitting an appeal or requesting a review of a decision, that the following timeframes apply in relation to the payment of all Fixed Charges.

- Payment of the fixed charge may be made during the period of 28 days from the date of issuing of fixed charge notice.
- If payment is not made during the period of 28 days from the date of issuing of the fixed charge notice, payment of the initial amount plus 50% may be made within the following 28 day period.
- If payment is not made within the 56 day period, court proceedings will be initiated, and payment cannot then be accepted.

Please note the submission of an appeal or a request for a review of a decision does not alter the above frames for payment. These time frames are set by the Road Traffic Acts and Galway County Council has no discretion in relation to their implementation.

FURTHER INFORMATION:

If you require any further information or assistance in order to submit an appeal the staff of the Traffic Section will be pleased to offer you every assistance possible.

Contact Details:

Traffic Section
Galway County Council
Áras an Chontae
Prospect Hill
Galway.

Tel: 091 509364/091 509367

Fax: 091 509059

E-Mail: roads@galwaycoco.ie

Web: www.gaillimh.ie
www.galway.ie