



# Applying for a Time to Pay Arrangement

## What is a Time to Pay arrangement?

A Time to Pay arrangement is an agreement to make scheduled payments to repay your outstanding fines or infringements.

If your application for a Time to Pay arrangement is approved your fine suspension(s) will be lifted.

## How do I know if I am eligible to apply for a Time to Pay arrangement?

You are eligible to apply for a Time to Pay arrangement if your matter is registered with the Fines Enforcement Registry for enforcement and you are an individual who has not paid your Infringement Notice or Court Fine by the due date.

You are not eligible to apply for a Time to Pay arrangement if your Fines Enforcement Registry cases have progressed to an Enforcement Warrant.

If this applies to you, see the **Fact Sheet - Enforcement Warrants and Stay of Execution Arrangements** for more details.

Corporations are not eligible to apply for a Time to Pay arrangement on infringements, but may apply for a Time to Pay arrangement within 28 days of a court fine being issued. Once this 28 day period has lapsed, Time to Pay arrangements will not be approved.

If you want to dispute an infringement in court, you will not be able to do so if your matter is placed on a Time to Pay arrangement.

## How do I apply for a Time to Pay arrangement?

Applications for a Time to Pay arrangement can be made online at [www.paymyfines.wa.gov.au](http://www.paymyfines.wa.gov.au).

If your last Time to Pay arrangement was breached or cancelled, or if you have outstanding Enforcement

Warrants, you will not be able to apply online.

Applications can also be made by completing a **Request to Lift or Not Impose a Licence Suspension Order (Time to Pay) Form** available from

[www.paymyfines.wa.gov.au](http://www.paymyfines.wa.gov.au). Alternatively, this form can be obtained from a Magistrates Court. Email the completed application form to [ferttp@justice.wa.gov.au](mailto:ferttp@justice.wa.gov.au).

Alternatively, call the Fines Enforcement Registry on 1300 650 235 (from landlines) or 9235 0235 (for mobile/interstate callers) as you may be able to set up a Time to Pay arrangement by phone.

## What happens if I miss a scheduled payment?

If you miss a scheduled payment you will fall into arrears. It is your responsibility to maintain your payments under a Time to Pay arrangement.

If you are having problems making payments, contact the Fines Enforcement Registry on 1300 650 235 (from landlines) or 9235 0235 (for mobile/interstate callers).

If you fail to maintain your payments under the Time to Pay arrangement, a breach or cancellation will occur and your driver's and/or vehicle licence will be suspended.

It can also result in further enforcement action being taken against you.

## Why is my payment arrangement cancelled?

A cancellation happens automatically when you do not maintain your agreed repayment schedule under the Time to Pay arrangement.

If your Time to Pay arrangement has been cancelled, you can contact the Fines Enforcement Registry or attend a registry of the Magistrates Court to have the Time to Pay arrangement reinstated.