

Western Australia

Magistrates Court (General) Rules 2005

As at 08 Jul 2005

Version 00-a0-06

Extract from www.slp.wa.gov.au, see that website for further information

Magistrates Court (General) Rules 2005

CONTENTS

| | | |
|--|---|---|
| Part 1 — Preliminary | | |
| 1. | Citation | 1 |
| 2. | Commencement | 1 |
| 3. | Interpretation | 1 |
| Part 2 — Administrative matters | | |
| Division 1 — Court seals | | |
| 4. | Form and number of court seals | 2 |
| 5. | Custody of court seals | 2 |
| 6. | Use of court seals | 2 |
| 7. | Court seal applied electronically, effect of | 2 |
| Division 2 — Registry matters | | |
| 8. | Registry at which documents must be lodged | 3 |
| 9. | Some documents may be rejected for lodgment | 3 |
| 10. | Leave to lodge a refused document, application for (Act s. 17) | 3 |
| Division 3 — Lodging and serving documents electronically | | |
| 11. | Lodging documents by fax | 3 |
| 12. | Lodging documents through Court's website | 4 |
| 13. | Electronic addresses for service | 6 |
| 14. | Service electronically | 7 |
| Division 4 — Recording proceedings | | |
| 15. | Interpretation | 8 |
| 16. | Application of these rules | 9 |
| 17. | Transcripts may be in electronic form | 9 |

Contents

| | | |
|--|--|----|
| 18. | Proceedings that are to be recorded and transcribed | 9 |
| 19. | Recorders and transcribers, duties of | 9 |
| 20. | Accuracy, requesting check of | 10 |
| 21. | Certificate of accuracy | 11 |
| 22. | Custody of recordings and transcripts | 11 |
| Part 3 — Delegated jurisdiction | | |
| Division 1 — General | | |
| 23. | Oaths, who may administer | 12 |
| Division 2 — Registrar’s jurisdiction | | |
| 24. | Registrars’ civil jurisdiction | 12 |
| 25. | Registrars’ criminal jurisdiction | 12 |
| Division 3 — Appeals against decisions by a registrar | | |
| 26. | Commencing an appeal (Act s. 29) | 13 |
| 27. | Appeal does not stay the case | 13 |
| 28. | Listing the appeal for hearing | 13 |
| Part 4 — Contempt of court | | |
| 29. | Interpretation | 14 |
| 30. | Summonses and warrants (Act s. 16) | 14 |
| 31. | When contempt may be dealt with summarily | 14 |
| 32. | Contempts not dealt with summarily may be referred to Attorney General | 15 |
| 33. | Attorney General may prosecute alleged contempt | 15 |
| 34. | Hearing a charge of contempt | 16 |
| 35. | Procedure for contempts generally | 16 |
| 36. | Outcome of contempt proceedings to be recorded | 16 |
| Part 5 — Court records | | |
| 37. | Request to inspect or obtain a copy of a record (Act s. 33) | 18 |
| 38. | Requests, dealing with | 18 |
| 39. | Application for leave in respect of a court record | 18 |
| 40. | Application for leave, dealing with | 19 |
| 41. | Conditions on access may be imposed | 19 |
| Part 6 — <i>Criminal Procedure Act 2004</i> rules | | |
| 42. | Interpretation | 20 |

| | | |
|--|--|----|
| 43. | Prescribed court officers | 20 |
| 44. | Prosecutions, where they must be commenced | 20 |
| 45. | Prosecution notice, manner of lodging (CPA s. 24) | 21 |
| 46. | Summons etc., amendment of (CPA s. 34) | 21 |
| Part 7 — Fines, Penalties and Infringement Notices Enforcement Act 1994 rules | | |
| 47. | Interpretation | 22 |
| 48. | Application to cancel licence suspension order (s. 101) | 22 |
| 49. | Application to cancel licence suspension order (s. 101A) | 22 |
| Part 8 — Road Traffic Act 1974 rules | | |
| 50. | Interpretation | 24 |
| 51. | Applications under RTA s. 76, how to be made | 24 |
| 52. | Registrar's functions when application is made | 25 |
| 53. | Hearing of application, appearance at | 26 |
| 54. | Hearing of application, procedure on | 26 |
| 55. | Result of hearing, Director General to be notified | 26 |
| Part 9 — Miscellaneous | | |
| 56. | Title and address | 27 |
| Schedule 1 — Suburbs and registries | | 28 |
| Schedule 2 — Forms | | 34 |
| 1. | Request to inspect or obtain copy of court record (r. 37) | 34 |
| 2. | Application for leave in respect of court record (r. 39) | 35 |
| 3. | Application to cancel licence suspension order made in respect of infringement notice (r. 48) | 36 |
| 4. | Application to cancel licence suspension order made in respect of a fine (r. 49) | 37 |
| 5. | Application for extraordinary licence (r. 51(1)) | 38 |
| 6. | Special application for extraordinary licence (r. 51(2)) | 40 |
| 7. | Application by holder to vary extraordinary licence (r. 51(3)) | 41 |
| 8. | Application by Director General to vary extraordinary licence (r. 51(4)) | 42 |

Contents

Notes

Compilation table

43

Magistrates Court (General) Rules 2005

Part 1 — Preliminary

1. Citation

These rules are the *Magistrates Court (General) Rules 2005*.

2. Commencement

These rules come into operation on the day on which the *Magistrates Court Act 2004* comes into operation.

3. Interpretation

In these rules, unless the contrary intention appears —

“**Act**” means the *Magistrates Court Act 2004*;

“**approved form**” means a form approved by the Chief Magistrate;

“**CPA**” means the *Criminal Procedure Act 2004*;

“**Form**”, if followed by a number, means the form of that number in Schedule 2;

“**lodge**” a document, means to lodge it with the Court together with any fee required to be paid under the *Magistrates Court (Fees) Regulations 2005*;

“**registry**” means a registry of the Court.

Part 2 — Administrative matters

Division 1 — Court seals

4. Form and number of court seals

- (1) The Court's seal is to be in a form or forms approved by the Chief Magistrate.
- (2) The Principal Registrar must ensure that each registry has at least one such seal.

5. Custody of court seals

The registrar in charge of a registry must ensure that the Court's seals are kept in safe custody and are used in accordance with these rules and any other applicable written law.

6. Use of court seals

A person must not apply the Court's seal to a document unless he or she is —

- (a) a registrar; or
- (b) a person authorised to do so by a registrar.

7. Court seal applied electronically, effect of

If the Court issues a document in an electronic form that bears a facsimile of the Court's seal, the sealed document as it appears electronically, or as it appears when printed on paper, is to be taken to have the same effect as if the Court's seal had been lawfully applied to it by hand by an officer of the Court, unless there is evidence that the document was not issued by the Court.

Division 2 — Registry matters

8. Registry at which documents must be lodged

A document that is to be lodged in respect of a case that has been commenced must be lodged at the registry at which the case is being conducted.

9. Some documents may be rejected for lodgment

A registrar may refuse to accept for lodging any form that does not contain the information required by the form and any document that does not comply with rules of court made by the Court or with any other written law.

10. Leave to lodge a refused document, application for (Act s. 17)

An application under the Act section 17 to a magistrate for leave to lodge a document that a registrar has refused to accept must be made by lodging the approved form.

Division 3 — Lodging and serving documents electronically

11. Lodging documents by fax

- (1) Subject to this rule, a document may be lodged by fax.
- (2) A person wanting to lodge a document at a registry by fax must use the published fax number for that registry.
- (3) A document that, with any attachments and a cover page, is more than 20 pages long, must not be lodged by fax.
- (4) A document that is sent by fax to a registry must have a cover page stating —
 - (a) the sender's name, postal address, document exchange number (if any), telephone number and fax number; and
 - (b) the number of pages (including the cover page) being sent by fax.

- (5) A person that lodges a document by fax must —
- (a) endorse the first page of the original document with —
 - (i) a statement that the document is the original of a document sent by fax; and
 - (ii) the date and time the document was sent by fax;
 - (b) keep the endorsed original document and the fax machine's report evidencing the successful transmission of the document; and
 - (c) if directed to do so by the Court, produce the items in paragraph (b) to the Court.
- (6) A document lodged by fax at a registry is to be taken to have been lodged —
- (a) if the whole document is received before 4.30 p.m. on a day when the registry is open for business, on that day;
 - (b) otherwise, on the next day when the registry is open for business.
- (7) If a document is sent by fax to a registry but not in accordance with this rule —
- (a) the document is to be taken not to have been lodged at the registry; and
 - (b) a registrar must notify the person who sent it of the fact.

12. Lodging documents through Court's website

- (1) Subject to the requirements of the Court's website and this rule, a person may lodge a document electronically by lodging an electronic version of it by means of the Court's website.
- (2) If a document is or must be signed by a person who is not, or who is not acting on behalf of, the person lodging it, the document cannot be lodged electronically unless it is an affidavit.

- (3) If the rules of court require a document, before it is lodged, to be signed by or on behalf of the person lodging it and the document is being lodged electronically —
- (a) the document need not be signed by that person; and
 - (b) the person lodging the document electronically must ensure that the electronic version of the document, instead of showing a signature at any place where a signature is required, states the name of the person whose signature is required at the place.
- (4) A person who lodges an affidavit electronically must either lodge an electronic version of it that includes the signatures on it or —
- (a) lodge an electronic version of it that does not include the signatures on it;
 - (b) ensure that the electronic version, instead of showing a signature at any place where a signature appears in the paper version, states the name of the person whose signature it is; and
 - (c) also lodge an undertaking that the person —
 - (i) has possession of the paper version signed according to law; and
 - (ii) will retain the paper version subject to any order of the Court.
- (5) A document lodged electronically at a registry is to be taken to have been lodged —
- (a) if the whole document is received before 4.30 p.m. on a day when the registry is open for business, on that day;
 - (b) otherwise, on the next day when the registry is open for business.
- (6) If a document is sent electronically to a registry but not in accordance with the requirements of the Court's website and this rule —

- (a) the document is to be taken not to have been lodged at the registry; and
 - (b) a registrar must notify the person who sent it of the fact.
- (7) A person who lodges a document electronically must have the paper version of the document with him or her at any conference or hearing in the case concerned.
- (8) The Court may at any time, on the application of a party or on its own initiative, order a person who has lodged a document electronically to lodge the paper version of the document.

13. Electronic addresses for service

- (1) For the purposes of enabling the service by fax of documents that rules of court require to be served, a person may, in addition to providing an address for service in accordance with rules of court, provide a fax number operating at that address.
- (2) For the purposes of enabling the service by email of documents that rules of court require to be served, a person who is not registered by the Court's website as a person authorised to lodge documents electronically may, in addition to providing an address for service in accordance with rules of court, provide an email address operating at that address.
- (3) If a lawyer practises in a business with one or more other lawyers or people —
- (a) any fax number provided under subrule (1) must be the fax number of the business and not that of the lawyer personally; and
 - (b) any email address provided under subrule (2) must be the email address of the business and not that of the lawyer personally.
- (4) If a party to any proceedings who is self-represented —
- (a) resides in Australia;

- (b) is registered by the Court's website as a person authorised to lodge documents electronically; and
- (c) under rules of court is required to provide an address for service,

the party, in addition to providing an address for service in accordance with the rules, may provide one email address being the email address of the party recorded on the Court's website.

- (5) If a lawyer acting for a party, or the business in which the lawyer works —
 - (a) has a business address in Australia;
 - (b) is registered by the Court's website as a person authorised to lodge documents electronically; and
 - (c) under rules of court is required to provide an address for service,

the lawyer or business, in addition to providing an address for service in accordance with rules, may provide one email address being the email address of the lawyer or business recorded on the Court's website.

- (6) A person who under this rule provides an email address or a fax number is to be taken to consent to being served with documents by fax at that fax number, or as an attachment to an email sent to that email address, as the case may be.
- (7) If a party's fax number or email address provided under this rule changes, the party must lodge and serve a notice of change of address as soon as practicable after the change occurs.
- (8) The notice of change must be in the approved form.

[Rule 13 amended in Gazette 8 Jul 2005 p. 3160.]

14. Service electronically

- (1) If rules of court require a person to serve a document, then, unless the contrary intention appears, the person may serve the document —

- (a) if the party has provided a fax number under rule 13(1), by sending the document by fax to that number; or
 - (b) if the party has provided an email address under rule 13, by sending the document as an attachment to an email sent to that address.
- (2) A document cannot be served by email under subrule (1) if under rule 12(2) it cannot be lodged electronically.
- (3) Rule 11(4) and (5), with any necessary changes, apply to a document being served by fax in the same way as they apply to a document being lodged by fax.
- (4) Rule 12(3) and (4)(a) and (b), with any necessary changes, apply to a document being served by email in the same way as they apply to a document being lodged electronically.
- (5) A document that is served by email or fax on a person is to be taken to have been served —
 - (a) if the whole document is sent before 4.30 p.m. on a working day, on that day;
 - (b) otherwise, on the next working day.
- (6) Subrule (1), with any necessary changes, applies to the service by the Court of any document on a party.
- (7) This rule does not prevent a person from consenting to being served in a manner other than in accordance with the rules of court.

Division 4 — Recording proceedings

15. Interpretation

In this Division, unless the contrary intention appears —

“proceedings” means any proceedings in the civil or criminal jurisdiction of the Court;

“record” means any thing or process —

(a) upon or by which information is recorded or stored;
or

(b) by means of which a meaning can be conveyed by
any means in a visible or recoverable form,

whether or not the use or assistance of some electronic,
electrical, mechanical, chemical or other device or process
is required to recover or convey the information or
meaning;

“registrar” does not include a Deputy Registrar.

16. Application of these rules

These rules apply to and in relation to all proceedings that
are —

(a) pending when these rules commence; or

(b) commenced on or after these rules commence.

17. Transcripts may be in electronic form

These rules do not prevent a transcript of proceedings being in
an electronic form.

18. Proceedings that are to be recorded and transcribed

(1) A registrar may direct that the whole or a part of any
proceedings or class of proceedings be recorded.

(2) A registrar may direct how proceedings are to be recorded.

(3) A registrar may direct that the whole or a part of any record or
class of record be transcribed into written English.

19. Recorders and transcribers, duties of

(1) In this rule a reference to recording proceedings or to
transcribing records of proceedings includes a reference to
copying a record or transcript of proceedings.

- (2) A person who records proceedings or who transcribes records of proceedings or who checks the accuracy of transcripts of proceedings is, while doing so, an officer of the Court and must obey any directions of a magistrate or a registrar in respect of those activities.
- (3) A person who records proceedings must —
 - (a) before the proceedings commence, check that the recording equipment is working properly;
 - (b) during the proceedings, monitor the recording equipment and ensure that an accurate record is made; and
 - (c) identify the record.
- (4) A person who transcribes a record of proceedings must —
 - (a) enter in a register the identification of the record;
 - (b) accurately transcribe the record into written English; and
 - (c) include on each page of the transcript information to identify the proceedings and the speakers and any other matter directed by a registrar.
- (5) A person who checks a transcript, or who copies a record or transcript, of proceedings must —
 - (a) ensure that the transcript is an accurate transcription of the record, or that the copy is an accurate copy, as the case requires; and
 - (b) having done so, certify that it is accurate.
- (6) A person who records, copies, transcribes or checks the accuracy of transcripts of proceedings must at all times ensure the safe custody of the record of the proceedings.

20. Accuracy, requesting check of

- (1) Whether or not a transcript or a copy has been certified under these rules to be accurate, a person may apply to a registrar to have the accuracy of a specific part of the transcript checked.

- (2) On such an application a registrar must cause the transcript to be checked for accuracy, corrected if necessary and certified to be accurate.

21. Certificate of accuracy

A certificate given under this Part as to the accuracy of a transcript of a record of proceedings must comply with the *Evidence Act 1906* section 50A(2).

22. Custody of recordings and transcripts

A registrar must ensure that the recording and any transcript of the recording of proceedings —

- (a) are sufficiently registered and marked for identification;
- (b) are kept in safe custody; and
- (c) unless the court orders to the contrary, are not destroyed until at least 2 years after the conclusion of the proceedings, or the last date for commencing any appeal in relation to the proceedings, whichever is the later.

Part 3 — Delegated jurisdiction

Division 1 — General

23. Oaths, who may administer

Any Court officer assisting the Court, when it is constituted by a magistrate or by one or more JPs, may administer an oath or affirmation to any person who the Court requires to be sworn.

Division 2 — Registrar's jurisdiction

24. Registrars' civil jurisdiction

In a civil case, a registrar has the jurisdiction conferred on a registrar by the *Magistrates Court (Civil Proceedings) Rules 2005* in addition to the jurisdiction conferred by others of these rules.

25. Registrars' criminal jurisdiction

- (1) In this rule —
“**registrar**” does not include a Deputy Registrar.
- (2) In a criminal case, the jurisdiction conferred by this rule is in addition to the jurisdiction conferred by others of these rules.
- (3) A registrar has jurisdiction to deal with an application made under the CPA for an adjournment and to perform the court's functions under the CPA section 75.
- (4) A registrar has jurisdiction to grant or adjourn, but not to refuse, an application made under the CPA section 71 if —
 - (a) it is made in the circumstances described in the CPA section 72(1) or (2); and
 - (b) it is not made by an accused who is in custody and who seeks to be released on bail until the hearing at which the charge is to be dealt with again.

- (5) If an application made under the CPA section 71(1) or (2) includes an application made under the CPA section 71(3), a registrar may only grant the application made under the CPA section 71(3) if the registrar grants the application made under the CPA section 71(1) or (2).

Division 3 — Appeals against decisions by a registrar

26. Commencing an appeal (Act s. 29)

- (1) If under the Act section 29(1) a person who is dissatisfied with a decision made by a registrar wants to appeal to a magistrate, the person must lodge 2 copies, and one copy for each other party, of these documents —
- (a) an appeal notice in the approved form;
 - (b) a copy of the registrar's decision; and
 - (c) any other documents necessary to decide the appeal.
- (2) The appellant must serve one copy of the lodged documents on each other party within 14 days after the date on which the documents are lodged.

27. Appeal does not stay the case

The commencement of an appeal under the Act section 29(1) does not stay the case concerned unless a magistrate orders otherwise.

28. Listing the appeal for hearing

- (1) When the documents lodged under rule 26(1) are served, a registrar must list the appeal for hearing and notify the parties.
- (2) The appeal must be listed at least 21 days after the date on which the documents lodged under rule 26(1) are served.

Part 4 — Contempt of court

29. Interpretation

In this Part —

“**contempt**” has the meaning given by the Act section 16;

“**defendant**” means a person who is alleged to have committed a contempt.

30. Summonses and warrants (Act s. 16)

- (1) A warrant issued under the Act section 16(2) —
 - (a) for a person who has committed a contempt of court under the Act section 15(2) must be in the form of Form 12 in the *Criminal Procedure Regulations 2005* Schedule 1;
 - (b) for any other person who has committed a contempt of court, must be in the form of Form 1 in the *Criminal Procedure Regulations 2005* Schedule 1.
- (2) A summons issued under the Act section 16(2) must be in the form of Form 4 in the *Criminal Procedure Regulations 2005* Schedule 1 adapted as necessary.

31. When contempt may be dealt with summarily

- (1) If an alleged contempt occurs —
 - (a) while the Court, constituted by a magistrate or JP, is sitting; or
 - (b) in respect of a magistrate or JP who is about to, or who has just, constituted the Court,

and the magistrate or JP is satisfied that the alleged contempt should be dealt with immediately because it is an immediate threat to the authority of the Court or to the integrity of the proceedings, the officer may deal with it summarily.

- (2) If a magistrate or JP decides to deal with an alleged contempt summarily, he or she must if practicable, orally inform the defendant of the nature and particulars of the alleged contempt.

32. Contempts not dealt with summarily may be referred to Attorney General

- (1) This rule and rule 33 apply if an alleged contempt is not dealt with summarily.
- (2) If the alleged contempt occurs while the Court, constituted by a magistrate or JP, is sitting, or occurs in respect of a magistrate or JP, he or she may refer it to the Attorney General.
- (3) If the alleged contempt occurs in the presence of or in respect of a registrar when performing functions delegated to the registrar under the Act section 28, the registrar may refer it to the Chief Magistrate who may refer it to the Attorney General.
- (4) If the alleged contempt occurs in any other circumstances, the Chief Magistrate may refer it to the Attorney General.
- (5) A referral of an alleged contempt to the Attorney General must set out the details of the act or omission that are considered to constitute the alleged contempt.

33. Attorney General may prosecute alleged contempt

- (1) The Attorney General may commence and conduct proceedings in the Court against a person for a contempt of court allegedly committed by the person.
- (2) To commence proceedings for an alleged contempt, the Attorney General must lodge a written charge against the defendant that sets out the details of the act or omission that constitute the alleged contempt.
- (3) The charge must be served on the defendant together with written notice of a hearing date for it and written notice that at the hearing he or she is entitled to be represented by a lawyer and to call any person as a witness.

34. Hearing a charge of contempt

At the hearing of a charge of contempt lodged by the Attorney General —

- (a) the Court must be constituted by a magistrate;
- (b) the Court must not be constituted so as to include any Court officer in whose presence or in respect of whom the alleged contempt was committed;
- (c) a certificate by —
 - (i) the magistrate or JP who was constituting the Court when, or in respect of whom, the alleged contempt was committed;
 - (ii) the registrar in whose presence, or in respect of whom, the alleged contempt was committed; or
 - (iii) the Chief Magistrate,
setting out the details of the act or omission that constitute the alleged contempt is, in the absence of evidence to the contrary, evidence of its contents; and
- (d) any transcript of the proceedings in which the alleged contempt was committed is admissible.

35. Procedure for contempts generally

The procedure for dealing with an alleged contempt, whether summarily or otherwise, is to be the same, so far as is practicable, as that followed in the Supreme Court when it is dealing with an alleged contempt except so far as this Part provides otherwise.

36. Outcome of contempt proceedings to be recorded

- (1) Whether an alleged contempt is dealt with summarily or otherwise, the person constituting the Court must record the Court's decision about the alleged contempt and any order made as a result.

- (2) A registrar must issue to the defendant a written notice advising the defendant of the Court's decision, any order made as a result, and any punishment imposed.

Part 5 — Court records

37. Request to inspect or obtain a copy of a record (Act s. 33)

- (1) A request under the Act section 33(3), (5) or (7) must be made by lodging a Form 1.
- (2) If a person who is not a party to a case wants —
 - (a) to inspect, listen to, or obtain a copy of, any record; or
 - (b) to inspect any thing,

held by the Court in respect of the case, the person must lodge a Form 1.

38. Requests, dealing with

- (1) When a Form 1 is lodged in respect of a record in a case, a registrar may —
 - (a) grant the request if the request is made by a party to the case and is not made under the Act section 33(5);
 - (b) grant the request if —
 - (i) it is made under the Act section 33(5); and
 - (ii) the registrar is satisfied that the person making it is an interested party;

or

 - (c) otherwise, refer the request to a magistrate.
- (2) A magistrate who is referred such a request may —
 - (a) without hearing the applicant, grant it; or
 - (b) after hearing the applicant, grant or refuse it.

39. Application for leave in respect of a court record

An application for leave under the Act section 33(4) must be made by lodging a Form 2.

40. Application for leave, dealing with

- (1) When a Form 2 is lodged in respect of a record in a case, a registrar may grant leave or refer the application to a magistrate.
- (2) A magistrate who is referred such an application may —
 - (a) without hearing the applicant, grant it; or
 - (b) after hearing the applicant, grant or refuse it.

41. Conditions on access may be imposed

- (1) A registrar or magistrate granting a request referred to in rule 37 or an application referred to in rule 39 may impose any conditions on the applicant's access to the record as is just.
- (2) Without limiting subrule (1), conditions may be imposed —
 - (a) to prevent the record from being damaged, interfered with or lost;
 - (b) to prevent the improper use or publication of the record or any information in it.

Part 6 — *Criminal Procedure Act 2004* rules

42. Interpretation

In this Part, unless the contrary intention appears, a term defined in the CPA has the same meaning as it has in the CPA.

43. Prescribed court officers

For the purposes of the CPA each registrar is prescribed to be a prescribed court officer.

44. Prosecutions, where they must be commenced

- (1) A prosecution for an offence must be commenced in the registry nearest to the place where the offence was allegedly committed.
- (2) Despite subrule (1), if an offence is allegedly committed in a suburb listed in Schedule 1, a prosecution for the alleged offence must be commenced in the registry listed opposite that suburb in Schedule 1.
- (3) If it is not known where an alleged offence was committed, a prosecution for it must be commenced in the registry nearest to where the accused usually lives.
- (4) Despite subrule (3), if an accused usually lives in a suburb listed in Schedule 1, a prosecution for the alleged offence must be commenced in the registry listed opposite that suburb in Schedule 1.
- (5) A prosecution for an offence that is one of 2 or more offences the prosecutions of which are to be dealt with together may be commenced in the registry nearest to the place where any one of the prosecutions may be commenced in accordance with subrule (1), (2), (3) or (4).
- (6) Despite subrules (1) to (5), a prosecution for an alleged offence may be commenced in a registry that is not a registry where it is required by those subrules to be commenced if the registrar in

charge of the registry is satisfied that there is good reason for the prosecution to be commenced in that registry.

- (7) If a prosecution for an offence is not commenced in a registry in accordance with subrules (1) to (6), the Court sitting at the place where the prosecution is commenced may, under the CPA section 135, order that prosecution be conducted at a registry where it should have been commenced.

45. Prosecution notice, manner of lodging (CPA s. 24)

- (1) A prosecution notice must be lodged by handing the original notice to the Court.
- (2) Subrule (1) applies even if the information in the prosecution notice is given to the Court by electronic means.

46. Summons etc., amendment of (CPA s. 34)

A prescribed court officer must not, under the CPA section 34, amend the court date in a summons or a court hearing notice after the summons has been lodged with the Court.

**Part 7 — *Fines, Penalties and Infringement Notices
Enforcement Act 1994 rules***

47. Interpretation

In this Part —

“Act” means the *Fines, Penalties and Infringement Notices
Enforcement Act 1994*.

48. Application to cancel licence suspension order (s. 101)

- (1) An application under the Act section 101 must be made by lodging a Form 3.
- (2) On accepting a Form 3, a registrar must —
 - (a) list the application for hearing on the earliest convenient date;
 - (b) insert the hearing details on the form; and
 - (c) return one copy of the form to the applicant and serve one copy on the Commissioner of Police in accordance with the CPA Schedule 2 clause 2 or 3 at least 5 clear days before the date set by the Court for the hearing of it.

49. Application to cancel licence suspension order (s. 101A)

- (1) An application under the Act section 101A must be made by lodging a Form 4.
- (2) On accepting a Form 4, a registrar must —
 - (a) list the application for hearing on the earliest convenient date;
 - (b) insert the hearing details on the form; and
 - (c) return one copy of the form to the applicant and serve one copy on the Commissioner of Police in accordance with the CPA Schedule 2 clause 2 or 3 at least 5 clear

days before the date set by the Court for the hearing of
it.

Part 8 — Road Traffic Act 1974 rules

50. Interpretation

In this Part —

“**Director General**” has the meaning given by the RTA section 5;

“**RTA**” means the *Road Traffic Act 1974*;

“**special application**” has the meaning given by the RTA section 76(12).

51. Applications under RTA s. 76, how to be made

- (1) An application under the RTA section 76(1), other than a special application, must be made by lodging a Form 5 and any affidavit that the applicant proposes to tender at the hearing of the application.
- (2) A special application must be made by lodging a Form 6 and any affidavit that the applicant proposes to tender at the hearing of the application.
- (3) An application under the RTA section 76(7)(a) must be made by lodging a Form 7 and any affidavit that the applicant proposes to tender at the hearing of the application.
- (4) An application under the RTA section 76(7)(b) must be made by lodging —
 - (a) a Form 8 and any affidavit that the applicant proposes to tender at the hearing of the application; and
 - (b) a copy of the record of the convictions of the holder of the extraordinary licence to which the application relates.
- (5) When a form and any affidavit is lodged under this rule, 2 copies must be also be lodged.

52. Registrar's functions when application is made

- (1) A registrar may reject an application made under rule 51 if the registrar has reason to believe that the application cannot be made to or heard by the Court under the RTA section 76.
- (2) On accepting a Form 5 or 6, a registrar must —
 - (a) list the application for hearing on the earliest convenient date that is at least 14 clear days after the date on which the form is lodged;
 - (b) insert the hearing details on the form; and
 - (c) return one copy of the form to the applicant and serve one copy on the Director General in accordance with the CPA Schedule 2 clause 2 or 3 or by any other means agreed to by the Director General.
- (3) On accepting a Form 7, a registrar must —
 - (a) list the application for hearing on the earliest convenient date;
 - (b) insert the hearing details on the form; and
 - (c) return one copy of the form to the applicant and serve one copy on the Director General in accordance with the CPA Schedule 2 clause 2 or 3.
- (4) On accepting a Form 8, a registrar must —
 - (a) list the application for hearing on the earliest convenient date that is at least 14 clear days after the date on which the form is lodged;
 - (b) insert the hearing details on the form; and
 - (c) return 2 copies of the form to the Director General.
- (5) On receiving the copies of a Form 8 from a registrar, the Director General must serve one copy on the holder of the extraordinary licence to which the application relates in accordance with the CPA Schedule 2 clause 2 or 3.

53. Hearing of application, appearance at

- (1) If the Court is satisfied that the Director General has been served with an application made under the RTA section 76(1), a special application, or an application made under the RTA section 76(7)(a), the Court may deal with it in the absence of the Director General.
- (2) If the Court is satisfied that the holder of the extraordinary licence to which an application made under the RTA section 76(7)(b) relates has been served with it, the Court may deal with it in the absence of the holder.

54. Hearing of application, procedure on

At the hearing of an application made under the RTA section 76(1), a special application, or an application made under the RTA section 76(7)(a) —

- (a) the applicant bears the onus of proof;
- (b) the standard of proof is on the balance of probabilities;
and
- (c) affidavit evidence may be adduced by a party if the maker of the affidavit is present.

55. Result of hearing, Director General to be notified

As soon as practicable after the Court decides an application to which this Part applies, a registrar must give the Director General notice of the decision including the details of any order made.

Part 9 — Miscellaneous

[Heading inserted in Gazette 8 Jul 2005 p. 3160.]

56. Title and address

In court and in relation to court proceedings, a magistrate is entitled —

- (a) to be addressed as “Your Honour”; and
- (b) to be referred to as “His Honour” or “Her Honour”.

[Rule 56 inserted in Gazette 8 Jul 2005 p. 3160.]

Schedule 1 — Suburbs and registries

[r. 44]

| Suburb (A-L) | Registry | Suburb (M-Z) | Registry |
|---------------------|-----------------|---------------------|-----------------|
| Alexander Heights | Joondalup | Maddington | Armadale |
| Alfred Cove | Fremantle | Madeley | Joondalup |
| Alkimos | Joondalup | Madora | Mandurah |
| Anketell | Rockingham | Mahogany Creek | Midland |
| Applecross | Perth | Maida Vale | Midland |
| Araluen | Armadale | Malaga | Midland |
| Ardross | Perth | Malmalling | Midland |
| Armadale | Armadale | Mandogalup | Rockingham |
| Ascot | Perth | Mandurah | Mandurah |
| Ashby | Joondalup | Manning | Perth |
| Ashfield | Midland | Marangaroo | Joondalup |
| Attadale | Fremantle | Mariginiup | Joondalup |
| Atwell | Fremantle | Marmion | Joondalup |
| Bailup | Midland | Marsurup | Mandurah |
| Balcatta | Perth | Martin | Armadale |
| Baldivis | Rockingham | Maylands | Perth |
| Balga | Perth | Meadow Springs | Mandurah |
| Ballajura | Midland | Medina | Rockingham |
| Banjup | Rockingham | Melville | Fremantle |
| Banksia | Mandurah | Menora | Perth |
| Banksia Grove | Joondalup | Merriwa | Joondalup |
| Barragup | Mandurah | Middle Swan | Midland |
| Baskerville | Midland | Midland | Midland |
| Bassendean | Midland | Midvale | Midland |
| Bateman | Fremantle | Millendon | Midland |
| Bayswater | Perth | Mindarie | Joondalup |
| Beaconsfield | Fremantle | Mirrabooka | Perth |
| Beckenham | Perth | Morley | Perth |
| Bedford | Perth | Mosman Park | Perth |
| Bedforddale | Armadale | Mount Helena | Midland |
| Beechboro | Midland | Mt Claremont | Perth |
| Beechina | Midland | Mt Hawthorn | Perth |
| Beeliar | Fremantle | Mt Lawley | Perth |
| Beldon | Joondalup | Mt Nasura | Armadale |
| Belhus | Midland | Mt Pleasant | Perth |
| Bellevue | Midland | Mullaloo | Joondalup |

| Suburb (A-L) | Registry | Suburb (M-Z) | Registry |
|---------------------|-----------------|---------------------|-----------------|
| Belmont | Perth | Mundaring | Midland |
| Bentley | Perth | Mundijong | Armadale |
| Bertram | Rockingham | Munster | Fremantle |
| Bibra Lake | Fremantle | Murdoch | Fremantle |
| Bickley | Midland | Myaree | Fremantle |
| Bicton | Fremantle | Myora | Mandurah |
| Booragoon | Fremantle | Nanbeelup | Mandurah |
| Bouvard | Mandurah | Naval Base | Rockingham |
| Boya | Midland | Nedlands | Perth |
| Brentwood | Fremantle | Neerabup | Joondalup |
| Brigadoon | Midland | Newburn | Midland |
| Brookdale | Armadale | Nirimba | Mandurah |
| Bull Creek | Fremantle | Nollamara | Perth |
| Bullsbrook | Midland | Noranda | Perth |
| Burns | Joondalup | North Beach | Perth |
| Burrendah | Fremantle | North Dandalup | Mandurah |
| Burswood | Perth | North Fremantle | Fremantle |
| Butler | Joondalup | North Lake | Fremantle |
| Byford | Armadale | North Perth | Perth |
| Calista | Rockingham | North Shore | Joondalup |
| Canning Mills | Armadale | North Yunderup | Mandurah |
| Canning Vale | Armadale | Northbridge | Perth |
| Cannington | Perth | Nowergup | Joondalup |
| Carabooda | Joondalup | O'Connor | Fremantle |
| Cardup | Armadale | Oakford | Armadale |
| Carilla | Midland | Oakley | Mandurah |
| Carine | Perth | Ocean Reef | Joondalup |
| Carlisle | Perth | Oldbury | Armadale |
| Carmel | Midland | Orange Grove | Armadale |
| Carramar | Joondalup | Orelia | Rockingham |
| Casuarina | Rockingham | Osborne Park | Perth |
| Caversham | Midland | Padbury | Joondalup |
| Challenger | Rockingham | Palmyra | Fremantle |
| Chidlow | Midland | Parkerville | Midland |
| Chittering | Midland | Parkwood | Fremantle |
| Churchlands | Perth | Parmelia | Rockingham |
| City Beach | Perth | Paulls Valley | Midland |
| Claremont | Perth | Pearsall | Joondalup |
| Clarkson | Joondalup | Peel Estate | Rockingham |

Magistrates Court (General) Rules 2005**Schedule 1** Suburbs and registries**cl. 1**

| Suburb (A-L) | Registry | Suburb (M-Z) | Registry |
|---------------------|-----------------|---------------------|-----------------|
| Cloverdale | Perth | Peppermint Grove | Fremantle |
| Como | Perth | Peron | Rockingham |
| Connolly | Joondalup | Perth Airport | Perth |
| Coogee | Fremantle | Perth City | Perth |
| Coolbellup | Fremantle | Pickering Brook | Midland |
| Coolbinia | Perth | Piesse Brook | Midland |
| Cooloongup | Rockingham | Pinjar | Joondalup |
| Coondalup | Mandurah | Pinjarra | Mandurah |
| Cottesloe | Perth | Point Gray | Mandurah |
| Craigie | Joondalup | Port Kennedy | Rockingham |
| Crawley | Perth | Postans | Rockingham |
| Cullacabardee | Midland | Pyrton | Midland |
| Currambine | Joondalup | Queens Park | Perth |
| Daglish | Perth | Quinns Rock | Joondalup |
| Dalkeith | Perth | Ravenswood | Mandurah |
| Darch | Joondalup | Red Hill | Midland |
| Darling Downs | Armadale | Redcliffe | Perth |
| Darlington | Midland | Reservoir | Midland |
| Davis Park | Fremantle | Ridgewood | Joondalup |
| Dawesville | Mandurah | Ridley Park | Mandurah |
| Dianella | Perth | Riverton | Perth |
| Doubleview | Perth | Rivervale | Perth |
| Dudley Park | Mandurah | Rockingham | Rockingham |
| Duncraig | Joondalup | Roleystone | Armadale |
| East Cannington | Perth | Rossmoyne | Perth |
| East Fremantle | Fremantle | Safety Bay | Rockingham |
| East Perth | Perth | Sale | Mandurah |
| East Rockingham | Rockingham | Salter Point | Perth |
| East Victoria Park | Perth | Samson | Fremantle |
| Eden Hill | Midland | San Remo | Mandurah |
| Edgewater | Joondalup | Sawyers Valley | Midland |
| Eglinton | Joondalup | Scarborough | Perth |
| Ellenbrook | Midland | Seaforth | Armadale |
| Ellis | Fremantle | Secret Harbour | Rockingham |
| Embleton | Perth | Serpentine | Armadale |
| Erskine | Mandurah | Shelley | Perth |
| Fairbridge | Mandurah | Shenton Park | Perth |
| Ferndale | Perth | Shoalwater | Rockingham |
| Floreat | Perth | Silver Sands | Mandurah |

| Suburb (A-L) | Registry | Suburb (M-Z) | Registry |
|---------------------|-----------------|---------------------|-----------------|
| Forrestdale | Armadale | Sinagra | Joondalup |
| Forrestfield | Midland | Singleton | Mandurah |
| Fremantle | Fremantle | Sorrento | Joondalup |
| Furnissdale | Mandurah | South Beach | Fremantle |
| Gidgegannup | Midland | South Coogee | Fremantle |
| Girrawheen | Joondalup | South Fremantle | Fremantle |
| Glen Forrest | Midland | South Guildford | Midland |
| Glendalough | Perth | South Lake | Fremantle |
| Gleneagle | Armadale | South Perth | Perth |
| Glengarry | Joondalup | South Yunderup | Mandurah |
| Gnangara | Joondalup | Southern River | Armadale |
| Golden Bay | Mandurah | Southwell | Fremantle |
| Golden Bay | Rockingham | Spearwood | Fremantle |
| Gooseberry Hill | Midland | St Andrews | Joondalup |
| Gorr | Midland | St James | Perth |
| Gosnells | Armadale | Stakehill | Mandurah |
| Graylands | Perth | Stirling | Perth |
| Greenfields | Mandurah | Stoneville | Midland |
| Greenmount | Midland | Stratton | Midland |
| Greenwood | Joondalup | Subiaco | Perth |
| Guildford | Midland | Success | Fremantle |
| Gwelup | Perth | Swan View | Midland |
| Hacketts Gully | Midland | Swanbourne | Perth |
| Halls Head | Mandurah | Tamala Park | Joondalup |
| Hamersley | Perth | Tapping | Joondalup |
| Hamilton Hill | Fremantle | The Lakes | Midland |
| Hazelmere | Midland | The Spectacles | Rockingham |
| Heathridge | Joondalup | The Vines | Midland |
| Helena Valley | Midland | Thompson Lake | Fremantle |
| Henderson | Fremantle | Thornlie | Armadale |
| Henley Brook | Midland | Trigg | Perth |
| Herdsman | Perth | Tuart Hill | Perth |
| Herne Hill | Midland | Two Rocks | Joondalup |
| High Wycombe | Midland | Upper Swan | Midland |
| Highgate | Perth | Victoria Park | Perth |
| Hillarys | Joondalup | Viveash | Midland |
| Hillman | Rockingham | Waikiki | Rockingham |
| Hilton | Fremantle | Walliston | Midland |
| Hocking | Joondalup | Wanamup | Mandurah |

Magistrates Court (General) Rules 2005**Schedule 1** Suburbs and registries**cl. 1**

| Suburb (A-L) | Registry | Suburb (M-Z) | Registry |
|---------------------|-----------------|---------------------|-----------------|
| Hope Valley | Rockingham | Wandi | Rockingham |
| Hopeland | Rockingham | Wangara | Joondalup |
| Hovea | Midland | Wanneroo | Joondalup |
| Huntingdale | Armadale | Warnbro | Rockingham |
| Illawarra | Armadale | Warwick | Joondalup |
| Iluka | Joondalup | Waterford | Perth |
| Inglewood | Perth | Waterman | Perth |
| Innaloo | Perth | Wattle Grove | Midland |
| Jandabup | Joondalup | Wattleup | Fremantle |
| Jandakot | Fremantle | Wellard | Rockingham |
| Jane Brook | Midland | Welshpool | Perth |
| Jarrahdale | Armadale | Wembley | Perth |
| Jindalee | Joondalup | Wembley Downs | Perth |
| Jolimont | Perth | West Leederville | Perth |
| Joondalup | Joondalup | West Perth | Perth |
| Joondanna | Perth | West Pinjarra | Mandurah |
| Kalamunda | Midland | West Swan | Midland |
| Kallaroo | Joondalup | Westfield | Armadale |
| Karawara | Perth | Westminster | Perth |
| Kardinya | Fremantle | Wexcombe | Midland |
| Karnup | Rockingham | Whitby | Armadale |
| Karragullen | Armadale | White Gum Valley | Fremantle |
| Karrakatta | Perth | Whiteman | Midland |
| Karrakup | Armadale | Whitfords | Joondalup |
| Karrinyup | Perth | Whittaker | Mandurah |
| Kelmscott | Armadale | Willagee | Fremantle |
| Kensington | Perth | Willetton | Perth |
| Kenwick | Perth | Wilson | Perth |
| Kewdale | Perth | Winthrop | Fremantle |
| Keysbrook | Armadale | Woodbridge | Midland |
| Kiara | Midland | Woodlands | Perth |
| Kings Park | Perth | Woodman Point | Fremantle |
| Kingsley | Joondalup | Woodvale | Joondalup |
| Kinross | Joondalup | Wooroloo | Midland |
| Koondoola | Joondalup | Wungong | Armadale |
| Koongamia | Midland | Yanchep | Joondalup |
| Kwinana | Rockingham | Yangebup | Fremantle |
| Kwinana Beach | Rockingham | Yokine | Perth |
| Lakelands | Mandurah | | |

| Suburb (A-L) | Registry | Suburb (M-Z) | Registry |
|---------------------|-----------------|---------------------|-----------------|
| Landsdale | Joondalup | | |
| Langford | Fremantle | | |
| Lathlain | Perth | | |
| Leda | Rockingham | | |
| Leederville | Perth | | |
| Leeming | Fremantle | | |
| Leighton | Fremantle | | |
| Lesmurdie | Midland | | |
| Lexia | Midland | | |
| Lockridge | Midland | | |
| Lynwood | Fremantle | | |

cl. 1

Schedule 2 — Forms

[r. 3]

1. Request to inspect or obtain copy of court record (r. 37)

| | | | |
|--|--|--|--|
| <i>Magistrates Court Act 2004 s. 33</i> | | Request to inspect or obtain copy of court record | |
| Magistrates Court at No: | | | |
| Applicant | Full name | | |
| | Address | | |
| | Telephone | Fax | |
| | Email address | | |
| Case details | Case No. | Civil/Criminal | |
| | Parties | | |
| Records wanted | | | |
| Application by a party [Delete if not applicable] | I am a party to the above case and I would like — to inspect; to obtain a copy of, the above records. | | |
| Application by non-party [Tick one box] | I am not a party to the above case. I would like to inspect or obtain the above records because — the case is a criminal case and I am a person referred to in the <i>Magistrates Court Act 2004 s. 33(7)</i> ; [set out grounds for the request]. | | |
| Signature of applicant | | Date | |

2. Application for leave in respect of court record (r. 39)

| | | | |
|---|--|--|----------------|
| <i>Magistrates Court Act 2004 s. 33(4)</i> Magistrates Court at No: | | Application for leave in respect of court record | |
| Applicant | Full name | | |
| | Address | | |
| | Telephone | | Fax |
| | Email address | | |
| Case details | Case No. | | Civil/Criminal |
| | Parties | | |
| Records wanted | | | |
| Application ¹ | I am a party to the above case and, under the <i>Magistrates Court Act 2004 s. 33(4)</i> , I apply for leave — | | |
| Signature of applicant | | Date | |

Notes to Form 2 —

1. Set out in detail what the applicant wants leave to do.

cl. 3.

3. Application to cancel licence suspension order made in respect of infringement notice (r. 48)

| | | | |
|--|---|--|--|
| <i>Fines, Penalties and Infringement Notices Enforcement Act 1994 s. 101</i> | | Application to cancel licence suspension order made in respect of infringement notice | |
| Magistrates Court at No: | | | |
| Applicant | Full name | | |
| | Address | | |
| | Date of birth | | |
| Licence suspension details | Prosecuting authority | | |
| | Infringement notice No. | | |
| | Registry case No. | | |
| | Licence suspended [Tick one box] | Driver's licence No. | |
| | | Vehicle licence No. | |
| | | All vehicle licences | |
| Application [Tick one box] [*delete one] | <p>I, the applicant, have been disqualified from holding or obtaining the above licence(s) by a licence suspension order made under the <i>Fines, Penalties and Infringement Notices Enforcement Act 1994 Part 3</i>.</p> <p>Under section 101 of that Act I apply for an order cancelling the licence suspension order on the grounds that I received none of the following —</p> <p>(a) the infringement notice that gave rise to the licence suspension order;</p> <p>(b) the final demand issued under section 14 of the Act in respect of the infringement notice;</p> <p>(c) the order to pay or elect issued under section 17 of the Act in respect of the infringement notice;</p> <p>(d) the notice of intention to suspend licences issued under section 18 of the Act in respect of the infringement notice;</p> <p>(e) the notice confirming licence suspension issued under section 19(6) of the Act in respect of the infringement notice.</p> | | |
| Certificate | I certify that I have not previously made an unsuccessful application under section 101 of the Act in relation to this licence suspension order or in relation to any other licence suspension order made in respect of this infringement notice. | | |
| Signature of applicant | | Date | |
| Hearing details | This application will be heard — on [<i>date</i>] at [<i>time</i>] or as soon after as possible, at [<i>place</i>] | | |

4. Application to cancel licence suspension order made in respect of a fine (r. 49)

| | | | |
|---|--|---|---------------------|
| <i>Fines, Penalties and Infringement Notices Enforcement Act 1994 s. 101A</i> | | Application to cancel licence suspension order made in respect of a fine | |
| Magistrates Court at No: | | | |
| Applicant | Full name | | |
| | Address | | |
| | Date of birth | | |
| Licence suspension details | Sentencing Court | | |
| | Charge No. | | |
| | Registry case No. | | |
| | Licence suspended [Tick one box] | Driver's licence No. | Vehicle licence No. |
| | | All vehicle licences | |
| Application [Tick one box] [*delete one] | <p>I have been disqualified from holding or obtaining the above licence(s) by a licence suspension order made under the <i>Fines, Penalties and Infringement Notices Enforcement Act 1994 Part 4</i>. Under section 101A of that Act I apply for an order cancelling the licence suspension order on the grounds that —</p> <p>(a) I did not receive a summons or a notice to attend court in respect of the charge that gave rise to the fine that gave rise to the licence suspension order;</p> <p>(b) I was not present in court when that fine was imposed; and</p> <p>(c) I received neither of the following —</p> <p>(i) the notice of intention to suspend licences issued under section 42 of the Act in respect of that fine;</p> <p>(ii) the notice confirming licence suspension issued under section 43(6) of the Act.</p> | | |
| Certificate by applicant | I certify that I have not previously made an unsuccessful application under section 101A of the Act in relation to this licence suspension order or in relation to any other licence suspension order made in respect of this fine. | | |
| Signature of applicant | | Date | |
| Hearing details | This application will be heard — on [<i>date</i>] at [<i>time</i>] or as soon after as possible, at [<i>place</i>] | | |

cl. 5.

5. Application for extraordinary licence (r. 51(1))

| | | | |
|--|--|---|--|
| Road Traffic Act 1974 s. 76(1) | | Application for extraordinary licence | |
| Magistrates Court at No: | | | |
| Applicant | Full name | | |
| | Address | | |
| | Date of birth | | |
| | Occupation | | |
| | Employment [Tick one box] | Self employed Not employed Employed by the employer below | |
| | Employer's name and address | | |
| Details of disqualification from holding or obtaining a driver's licence | Date disqualified | | |
| | Period disqualified | | |
| | Reason ¹ | | |
| Application | Under the <i>Road Traffic Act 1974 s. 76(1)</i> I apply for an order directing the Director General to issue an extraordinary licence that allows me to drive — <ul style="list-style-type: none"> • vehicles of class: • in these localities: • on these days at these times: • for these purposes: | | |
| Grounds for this application ² | 1. | | |
| Certificate by applicant [Tick one box] | A licence suspension order made under the <i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i> is not in force against me. I have not been refused an extraordinary licence by a court within the 6 months before the date of this application. I made a special application for an extraordinary licence that was refused by the Court on 20 , but otherwise I have not been refused an extraordinary licence by a court within the 6 months before the date of this application. | | |
| Signature of applicant | | Date | |
| Hearing details | This application will be heard — on [date] at [time] or as soon after as possible, at [place] | | |

Notes to Form 5 —

1. If disqualified by a court after being convicted of an offence, state the court and the offence and, if the offence was against the *Road Traffic Act 1974* s. 63, 64, 67 or 67A, state whether the conviction was the applicant's first, second or subsequent for the offence.
If disqualified for some other reason, give details.
2. State the hardship and inconvenience that would result if this application were refused. Note the *Road Traffic Act 1974* s. 76(3). Use numbered paragraphs.

cl. 6.

6. Special application for extraordinary licence (r. 51(2))

| | | | |
|--|--|---|--|
| Road Traffic Act 1974 s. 76(1) & (12) | | Special application for extraordinary licence | |
| Magistrates Court at No: | | | |
| Applicant | Full name | | |
| | Address | | |
| | Date of birth | | |
| | Occupation | | |
| | Employment [Tick one box] | Self employed Not employed Employed by the employer below | |
| | Employer's name and address | | |
| Details of disqualification from holding or obtaining a driver's licence | Date disqualified | | |
| | Period disqualified | | |
| | Court disqualifying | | |
| | Reason [Tick one box] | I was disqualified under — Section 63(2)(a) Section 67(3)(a) Section 64(2)(a) Section 67A(3)(a) | |
| Application | Under the <i>Road Traffic Act 1974</i> s. 76(1) and (12) I apply for an order directing the Director General to issue an extraordinary licence that allows me to drive — <ul style="list-style-type: none"> • vehicles of class: • in these localities: • on these days at these times: • for these purposes: | | |
| Grounds for this application ¹ | 1. | | |
| Certificate by applicant [Tick one box] | A licence suspension order made under the <i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i> is not in force against me. I have not been refused an extraordinary licence by a court in respect of the period of disqualification stated above. | | |
| Signature of applicant | | Date | |
| Hearing details | This application will be heard — on [date] at [time] or as soon after as possible, at [place] | | |

Notes to Form 6 —

1. State the extreme hardship (defined in the *Road Traffic Act 1974* s. 76(3b)) that would result if this application were refused. Use numbered paragraphs.

7. Application by holder to vary extraordinary licence (r. 51(3))

| | | | |
|---|---|--|--|
| <i>Road Traffic Act 1974</i> s. 76(7)(a) | | Application by holder to vary extraordinary licence | |
| Magistrates Court at No: | | | |
| Applicant | Full name | | |
| | Address | | |
| Extraordinary licence details | Court that ordered it | | |
| | Date of court order | | |
| | Licence's limitations and conditions | | |
| Application [Tick one box] | I hold the above extraordinary licence. Under the <i>Road Traffic Act 1974</i> s. 76(7)(a) I apply for — An order that varies the above limitations and conditions by: An order that cancels the above limitations and conditions and substitutes these limitations and conditions: | | |
| Grounds for this application ¹ | 1. | | |
| Signature of applicant | | Date | |
| Hearing details | This application will be heard — on [date] at [time] or as soon after as possible, at [place] | | |

Notes to Form 7 —

1. Note the *Road Traffic Act 1974* s. 76(9)(a). Use numbered paragraphs.

cl. 8.

**8. Application by Director General to vary extraordinary licence
(r. 51(4))**

| | | | |
|--|--|--|--|
| <i>Road Traffic Act 1974 s. 76(7)(b)</i> | | Application by Director General to vary extraordinary licence | |
| Magistrates Court at No: | | | |
| Extraordinary licence details | Holder's name | | |
| | Holder's address | | |
| | Court that ordered it | | |
| | Date of court order | | |
| | Licence's limitations and conditions | | |
| Application [Tick one box] | Under the <i>Road Traffic Act 1974 s. 76(7)(b)</i> the Director General applies for — An order that varies the above limitations and conditions by: An order that cancels the above limitations and conditions and substitutes these limitations and conditions: An order that cancels the above extraordinary licence. | | |
| Grounds for this application ¹ | 1. | | |
| Signature of applicant | for Director General | Date | |
| Hearing details | This application will be heard — on [date] at [time] or as soon after as possible, at [place] | | |

Notes to Form 8 —

- Note the *Road Traffic Act 1974 s. 76(9)*. Use numbered paragraphs.

Notes

¹ This is a compilation of the *Magistrates Court (General) Rules 2005* and includes the amendments made by the other written laws referred to in the following table.

Compilation table

| Citation | Gazettal | Commencement |
|---|---------------------------|---|
| <i>Magistrates Court (General) Rules 2005</i> | 28 Apr 2005 p. 1605-49 | 1 May 2005 (see r. 2 and <i>Gazette</i> 31 Dec 2005 p. 7127) |
| <i>Magistrates Court (General) Amendment Rules 2005</i> | 8 Jul 2005 p. 3160 | 8 Jul 2005 |