

### What happens after my notice of dispute is filed?

A certified extract of the violation ticket will be produced by ICBC and forwarded to the Violation Ticket Centre. A hearing date will then be scheduled. Once a date has been scheduled, you will receive a notice of hearing in the mail, advising you of the date, time and location of your hearing.

If you change your mailing address, you must advise both the Violation Ticket Centre (or court registry) and ICBC of your new address. If you do not, you may not receive the notice of hearing and may be deemed to have pled guilty to the charge.

### What if I am unavailable for the hearing date?

You may apply to a justice for an adjournment. As soon as you learn that you are unable to attend the scheduled hearing you **must** complete, sign and file an application to adjourn a hearing form (PTR818). The form must identify the legitimate reason you are unable to attend your hearing.

The application to adjourn a hearing may be mailed to the Violation Ticket Centre or filed at any court registry. After a justice considers the application, you will be notified of the results by mail.

*Note: If your application is filed close to the hearing date, you should contact the court registry directly regarding the status.*

### What happens if I don't attend the hearing?

The violation ticket will be treated as not disputed and a conviction for the charge will be added to your driving record. The full ticketed amount will become immediately due and payable.

### What if I change my mind and want to pay the ticket?

Prior to your scheduled hearing, you may pay the fine on any violation ticket, in person or by mail. See "Paying a Ticket." The \$25 reduction will not apply.

### Will the enforcement officer attend?

The enforcement officer who served the violation ticket to you may appear and prosecute the case by videoconference, telephone or in person. If you are charged with committing an offence under certain sections of the *Motor Vehicle Act*, the enforcement officer may present evidence by way of a written certificate and will not attend the hearing.

You may make application to the court, at your hearing, to have the enforcement officer attend in person for cross-examination to determine a relevant issue. If granted, the matter would be adjourned to another date for the officer to appear.

## Violation Ticket (Registered Owner)

A violation ticket (registered owner) and any violation ticket issued as a result of red light infractions captured by a red light camera, follow the same basic dispute process.

However, there are some differences in the process and different forms that must be used. For further information about the red light camera program, please contact intersection safety camera at: 1 800 772-8120.

## Contact Information

### Violation Ticket Centre

The Violation Ticket Centre is your key resource for questions and information about disputing a provincial violation ticket. You may also contact your local court registry. For further information regarding the information in this pamphlet, please contact:

Violation Ticket Centre  
PO Box 2164  
STN Main  
Vancouver BC V6B 3V3



Toll-free within Canada: 1 877 661-8026

Text Telephone (TYY):

- In Vancouver, call: 604 775-0303
- Elsewhere in B.C., call: 1 800 661-8773



### ICBC

General inquiries (customer contact):

- In Victoria: 250 978-8300
- Toll-free within B.C.: 1 800 950-1498

Ticket inquiries (intersection safety camera):

- Lower Mainland: 604 775-1077
- Toll-free within B.C.: 1 800 772-8120

### Websites

Visit the Court Services Branch website to download any forms mentioned in this pamphlet or to find other information about the court system in B.C.:

[www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-forms/provincial-vt-forms](http://www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-forms/provincial-vt-forms)

The ICBC website provides information on provincial violation tickets and penalties at:

[www.icbc.com/driver-licensing/tickets/Pages/default.aspx](http://www.icbc.com/driver-licensing/tickets/Pages/default.aspx)

*The information contained in this brochure is intended as a guide only, to help you understand some of the laws regarding violation tickets. It is not intended as a substitute for the acts and/or regulations. In the event of a conflict or discrepancy between the information in this brochure and the applicable acts and/or regulations, the acts and/or regulations prevail.*

*This information is not intended to be legal advice. If you have any legal questions, please speak with a lawyer.*

# Violation Tickets

## How to *Pay* or *Dispute* a Provincial Violation Ticket



BRITISH  
COLUMBIA

Ministry of  
Attorney  
General

Court Services Branch

## What are provincial violation tickets?

A violation ticket is an ordinary traffic ticket, typically issued for offences such as failing to stop and driving without insurance. Most violation tickets are issued by enforcement officers for offences against the *Motor Vehicle Act* and Motor Vehicle Regulation offences.

Violation tickets can also be issued under any provincial statute included in the *Offence Act*, such as the *Commercial Transport Act*, *Fisheries Act*, *Forest Act*, *Liquor Control and Licensing Act*, *Litter Act*, *Park Act* and *Wildlife Act*.

Tickets issued by a municipality for bylaw infractions and parking tickets issued by private firms are not violation tickets and not covered by the information in this pamphlet.

### What do I do if I was issued a violation ticket?

You have 30 days, from the date of service shown on the front of the violation ticket, to either pay the fine indicated or dispute the charge.

## How do I pay my violation ticket?

You can pay your violation ticket, by phone, by mail or in person.

### Pay early to save

For most tickets, you can pay your ticket within 30 days to have it reduced by \$25.

### By phone

ICBC collects traffic fines on behalf of the provincial government. If you have tickets, they must be paid before renewing your driver's licence or car insurance.

ICBC accepts Visa, MasterCard, and American Express.

Have your driver's licence and credit card number ready:

B.C., Canada and the U.S. 1 888 343- 2240

Vancouver 604 661-2240

### By mail

Send the following:

- a cheque or money order payable to the Insurance Corporation of British Columbia, and
- a photocopy of the front of the ticket, or a note with the following details:
  - the ticket number and date
  - your full name, address, driver's licence number and date of birth, and
  - the Act and Section number of the offence. (This information is written on the ticket.)

### For traffic tickets, mail to:

Ticket Payment Processing  
Bag 3505  
Victoria, B.C., V8W 3N9

### For red light tickets, mail to:

Ticket Payment Processing  
Bag Service 6300 STN Terminal  
Vancouver BC V6B 6G6

*For security, don't send cash in the mail.*

### In person

Bring your ticket and payment to one of these locations:

- ICBC driver licensing office,
- ICBC claim centre,
- most ICBC Autoplan brokers.
- government agent's office;
- provincial court registry; or
- banks and other financial institutions (red light camera tickets only).

*Note: ICBC accepts all major credit cards (Visa, MasterCard, and American Express), debit, cash or money orders.*

### Is there any deduction if I pay within 30 days?

Yes, if you do not dispute your violation ticket and submit your payment within 30 days of the date you were served, you may get a deduction.

For each *Motor Vehicle Act* or Motor Vehicle Regulation offence with a ticketed amount greater than \$58, you can deduct \$25.

This deduction does not apply if:

- you are making a payment after 30 days from the date of service, or
- you are charged with committing an offence against a provincial statute other than the *Motor Vehicle Act* or Motor Vehicle Regulation.

### What happens if I don't pay or dispute my violation ticket within 30 days?

You will be deemed to have pled guilty to the offence. The ticketed amount will become immediately due and payable. The full amount includes the fine amount plus a 15 per cent victim surcharge.

### What does paying my violation ticket mean?

By paying the violation ticket in full or in part within 30 days of receiving it, you are considered by the courts to have pled guilty to the charge described on the front of your violation ticket.

### Can I dispute the fine amount or request more time to pay the fine?

You may be able to dispute the fine amount or request more time to pay in writing and not appear in court. You must file a notice of dispute within 30 days of receipt of the ticket in addition to a violation ticket statement and written reasons (PTR022) form, available at a court registry or online. Completing this form means you are pleading guilty to the charges and disputing only the amount of the fine or requesting more time to pay. After the justice considers the application, you will be notified of the results by mail.

*Note: The violation ticket statement and written reasons form must not contain a defence of the charges. The notice of dispute must clearly indicate that you are pleading guilty to the charges. If either of these conditions is not met, the justice will not consider your request.*

### Will my request to reduce the fine and/or have more time to pay be automatically granted?

No. The justice will review your submission, consider your request and then advise you by mail as to whether the request will be allowed.

*Note: Certain motor vehicle offences have a minimum fine and cannot be reduced.*

### What if I have already submitted my notice of dispute?

You can still complete and file a violation ticket statement and written reasons form by mail or in person at the provincial court registry noted on the front of the violation ticket.

If a hearing date has been set, you will have to ensure the Violation Ticket Centre or court registry receives it before the scheduled date.

### How do I dispute a violation ticket?

Write to ICBC and include a copy of your ticket and mail it to:

Ticket Dispute Processing  
Bag 3510  
Victoria BC V8W 3P7



Send a copy of the front of your violation ticket, with a letter specifying what you are disputing (charge(s) or fine).

If you cannot enclose a copy of the violation ticket, you must include in your letter the following:

- the violation ticket number (located on the top right corner on the front of the ticket);
- your full name, address, driver's licence number and date of birth; and
- the violation date, plus the name of the act and section number of the charge(s), as listed on the front of the violation ticket.

If you do not include the information noted directly above, your notice may not be filed and you may be deemed to have pled guilty to the charge. The offence will be added to your driving record as a conviction and the full ticketed amount becomes immediately due and payable.

Do not include evidence, such as videos or pictures, with your notice of dispute. Evidence may be brought with you to your hearing.

### Can I file a notice of dispute in person?

Yes, either you or someone on your behalf may file a dispute against the charge(s) or the amount of the fine indicated on the violation ticket, at any ICBC office or provincial court registry.

If filing a dispute at a court registry, you must bring your copy of the violation ticket with you and complete a notice of dispute form.