Application for Internal Review of an Infringement



Please complete all sections below to have your infringement reviewed. ONLY ONE Internal Review may be submitted per Infringement Notice, unless related to the same set of circumstances.

Section 1 Applicant Details (the pe	erson making the applica	ation) Please (✓) tio	ck the relevant box		
You are:	(must also	complete the 'Consent for eview Section' on page 2)	 Authorised Company Representative 		
Surname / Company Name					
First Name / Company ACN Vehicle Registration (if applicable)					
Address of Person / Company			Date of Birth		
		State	Postcode		
Email		Phone			
Section 2 Infringement Details					
□ Animal □ H	lealth/Food/Tobacco	□ Fire	Litter		
Local Laws P	arking	Planning	Building	T	
Infringement Number/s					
Section 3 Grounds for Application	n (see descriptions on pa	.ge 2) Please (✓) tio	ck the relevant box	.i	
Exceptional Circumstances (see description 1)	Contrary to Law (see description 2)	C	 Special Circumstances (see description 3) 		
Mistaken Identity (see description 4)	Person Unaware (see description 5)	e of Fine	Penalty Reminder Notice/Fee Waiver Request (see description 6)	2	
The reason I claim that the above g (please write down the full facts in support of					
(please while down the full facts in support o		ny supporting evidence a	nu a separate sheet ir you neeu more spa	ice)	
Section 4 Declaration Details					
I understand that this is the only Internal Re 2006. I declare that the information I have so knowledge. I understand that by making a fa	upplied in this form, and any at	tachments to this form, ar	re true and correct to the best of my		
Signature		Date			
Privacy Statement: This application form has been created within the guidelines of the Infringements Act 2006. The personal information requested on this form is being collected by Council for the purpose of considering a request for an internal review of an infringement. The personal information will be used solely by Council for that primary purpose unless required by law. If you choose not to provide this information we will be unable to process your request for an internal review. This applicant understands that the personal information provided is for the reason outlined above.					

Exceptional Circumstances 1.

Please provide details of the exceptional circumstances (where you have committed the offence due to unforeseen or unpreventable circumstances, e.g. medical emergencies).

2. **Contrary to Law**

Please provide the reasons why you consider the decision to issue you with an Infringement was unlawful (e.g. the Infringement was not valid).

Special Circumstances 3.

Special circumstances includes:

- a mental or intellectual disability, disorder, disease or illness
- a serious addiction to drugs, alcohol or volatile substance .
- . homelessness, or
- family violence within the meaning of the Family Violence Protection Act 2008, or
- circumstances that are long term in nature and make it impracticable for the person to pay the infringement penalty or otherwise deal with the infringement notice and do not solely relate to the persons financial circumstances.

You must provide evidence (e.g. letter, report, statement) from one of the following parties to support you application.

- a case worker, case manager or social worker
- a general practitioner, psychiatrist or psychologist, or
- an accredited drug treatment agency.

Evidence (e.g. letter, statement or a report) from practitioner or case work should include the following information:

- the practitioner/case worker's qualification and relationship with you, including the period of engagement
- the nature, severity and duration of your condition or your circumstances:
 - a) whether you were suffering from the relevant condition or circumstances at the time the offence was committed, and
 - report must show that because of your condition/circumstances, you had a significantly reduced capacity to b) understand or control the offending behavior.

The practitioner or agency report must show that because of your condition/situation you could not understand or control constituting the offence.

Mistaken Identity 4.

Please provide an explanation of why you rely on the ground of mistake of identity (including evidence e.g. copy of your driver's licence in support)

5. Person Unaware of Fine

An application made on the ground of 'person unaware' must:

- be made within 14 days of you becoming aware of the infringement notice (You may evidence the date that you became aware of the infringement notice by executing a statutory declaration)
- state the grounds on which the decision should be reviewed, and
- provide your current address for service.

Penalty Reminder Notice Fee Waiver Request 6.

Please provide the reason(s) why you believe the Penalty Reminder Notice Fee should be waived. Note: The original penalty amount is still applicable under this request.

Consent for Internal Review to be completed if another person is acting on your behalf

I, (person named on the infringement)		, of
		, give my consent to
(name of person making the application or	to apply	
or an internal review on my behalf in relati	on to Infringement Number/s	·
Signed:		
Mail: Post the completed and signed application together with copy of any evidence to Cardinia Shire Council	Email: Email a scanned copy of the completed, signed application together with any supporting evidence to	In Person: Drop the completed, signed application together with any supporting evidence to Cardinia Shire Council

PO BOX 7, PAKENHAM VIC 3810

mail@cardinia.vic.gov.au

20 Siding Avenue, OFFICER VIC 3809 9.00am to 4.30pm Monday to Friday