

Descriptions of Relevant Grounds for Internal Review

1. Exceptional Circumstances

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).

3. Special Circumstances

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
 - b) report must show that because of your condition/circumstances, you had a significantly reduced capacity to 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.

4. Mistaken Identity

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.

6. Penalty Reminder Notice Fee Waiver Request

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 on your behalf) _____ to apply or an internal review on my behalf in relation to Infringement Number/s _____.

Signed:

(By person named on infringement) _____

Date: _____

Signed:

(Other person with consent) _____

Date: _____

Mail:

Post the completed and signed application together with copy of any evidence to Cardinia Shire Council
PO BOX 7, PAKENHAM VIC 3810

Email:

Email a scanned copy of the completed, signed application together with any supporting evidence to
mail@cardinia.vic.gov.au

In Person:

Drop the completed, signed application together with any supporting evidence to Cardinia Shire Council
20 Siding Avenue, OFFICER VIC 3809
9.00am to 4.30pm Monday to Friday