# **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.

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Section 1 Applicant Details (	the person making	the application)	Please (✓) tic	k the releva	int box	
You are:   The person infringemen	named on the t	Other person (must also complet Internal Review Se	e the 'Consent for	•	rised Company esentative	
Surname / Company Name						
First Name / Company ACN				Vehicle Regis	tration (if applicable)	
Address of Person / Company				Date of Birth		
, , ,						
					<u> </u>	
			State		Postcode	
Email			Phone			
Section 2 Infringement Detai	s					
□ Animal	☐ Health/Food/Te	obacco □ Fire	е		Litter	
☐ Local Laws	☐ Parking	□ Pla	nning		Building	
Infringement Number/s						
Section 3 Grounds for Application (see descriptions on page 2) Please (✓) tick the relevant box						
☐ Exceptional Circumstanc (see description 1)		rary to Law lescription 2)		Special (	Circumstances iption 3)	
☐ Mistaken Identity (see description 4)	<b>;</b>	☐ Person Unaware of Fine (see description 5)		<ul> <li>□ Penalty Reminder Notice/Fee</li> <li>Waiver Request</li> <li>(see description 6)</li> </ul>		
The reason I claim that the ab	ove ground applies	s to my applicatio	n is:	(See desci	iption o)	
(please write down the full facts in su				d a separate s	heet if you need more space)	
Section 4 Declaration Details						
I understand that this is the only Inter	nal Review for this Infri	ngement that I am abl	e to submit pursual	nt to s.22(2)(e	of the <i>Infringements Act</i>	
2006. I declare that the information I h	nave supplied in this for	rm, and any attachme	nts to this form, are	true and corr	ect to the best of my	
knowledge. I understand that by maki	rig a raise or misieadin	y statement in suppor		y be prosecute	su.	
Signature			Date			
Privacy Statement: This application form had being collected by Council for the purpose for that primary purpose unless required by	of considering a request fo	or an internal review of ar	n infringement. The pe	ersonal informati	on will be used solely by Council	

applicant understands that the personal information provided is for the reason outlined above.

## Descriptions of Relevant Grounds for Internal Review

#### **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).

## **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:
  - whether you were suffering from the relevant condition or circumstances at the time the offence was committed,
  - 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.

## 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)

### **Person Unaware of Fine** 5.

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**

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.

mpleted if another person is acting on your b	ehalf			
	, of			
	, give my consent to			
(name of person making the application on your behalf)				
on to Infringement Number/s				
	Date:			
	Date:			
Email:	In Person:			
	n your behalf)on to Infringement Number/s			

application together with copy of any evidence to Cardinia Shire Council PO BOX 7, PAKENHAM VIC 3810

signed application together with any supporting evidence to mail@cardinia.vic.gov.au

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