

APPLICATION FOR INTERNAL REVIEW OF INFRINGEMENT NOTICE



1 Infringement Details

☐ Road Safety / Parking ☐ Animal ☐ Local Law ☐ Environment Protection ☐ Other

Infringement Notice Number

Vehicle Registration (if applicable)

2 Applicant Details

First Name

Last Name

Email Address:

Residential Address

Postal Address

Mobile Phone

Home Phone

Council will notify you of the outcome in writing. All correspondence will be by email unless otherwise requested.

3 Grounds for Application for Internal Review.

Under the Infringements Act 2006, your grounds for review must be one of the following:

THE INFRINGEMENT NOTICE WAS ISSUED CONTRARY TO LAW

- ☐ The decision by the officer to issue the infringement was contrary to law. For example, the parking sign said restrictions only applied from Monday to Friday, and your infringement was issued on a Sunday.
(Explain reasons why you believe it is unlawful in the section over the page)

THERE HAS BEEN A MISTAKE OF IDENTITY

- ☐ The decision by the officer to issue the infringement involves a mistake of identity. For example, the infringement notice has the wrong vehicle registration (such as ABC123, rather than ABC124).
(Explain why you believe there was a mistake of identity in the section over the page)

THERE WERE EXCEPTIONAL CIRCUMSTANCES WHICH CAUSED THE OFFENCE TO OCCUR

- ☐ The conduct for which the infringement notice was served should be excused having regard to any 'exceptional circumstances' relating to the infringement offence.

*An exceptional circumstance is something that is unforeseeable or unpreventable, or other circumstances, which do not fall within the definition of special circumstances, such as a car breakdown or a medical emergency. This does not include appointments with a doctor going overtime, meetings running late, not seeing a sign, not knowing the law, financial hardship, or this being the first time you've broken the law.
(Explain the reasons of 'the exceptional circumstances' in the section over the page)*

THERE ARE SPECIAL CIRCUMSTANCES THAT APPLY TO ME PERSONALLY

- ☐ These circumstances are very specific. You can only select this option if you can show that one or more of the following applies to you, and it resulted in you being unable to understand or control the behaviour that led to your fine. Categories of special circumstance include: intellectual disability; mental illness or disorder; serious addiction to drugs or alcohol; homelessness; or family violence.
(Explain the special circumstances in the section over the page)

I WAS UNAWARE THAT I HAD BEEN ISSUED AN INFRINGEMENT NOTICE

- ☐ You can request a review if you didn't know about the infringement and only found out about it within the last 14 days. If successful, you will have to pay the infringement, but will be given an extra 28 days to pay.

4 Please provide a brief explanation to support why the infringement notice should be withdrawn. You can attach a separate letter or statement if you would prefer.

[illegible]

5 Please attach evidence you have to support your claim

Evidence to support your claim may include a letter from the hospital or your doctor if there was a medical emergency, or evidence of vehicle breakdown such as receipt for towing or repair from a professional repair service, or a letter from your psychiatrist or psychologist to support a special circumstances application.

6 Declaration

I declare that the contents of this application are true and correct to the best of my knowledge and I understand that my application will be assessed based on the information I have provided. I understand, under the Infringements Act, that I can only make one application for an internal review per infringement offence.

I understand that an application for an Internal Review of an infringement notice may only be made once per infringement notice, and that Section 22(2)(e) of the Infringements Act 2006 prohibits Council from taking further Internal Review action or giving further consideration after the decision has been made.

Signature	Date / /
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Submitting your application

Email	Email signed, scanned copy to info@mountalexander.vic.gov.au .
Mail	Post the completed and signed application to PO Box 185, Castlemaine, Victoria 3450.
In person	Mount Alexander Shire Council Civic Centre (Monday to Friday, 8:30 am – 5:00 pm) Corner Lyttleton Street and Lloyd Street, Castlemaine

The information gathered in the form is used by Council to process your application for internal review. Council's privacy policy can be found on Council's at www.mountalexander.vic.gov.au.