



Application for Internal Review

(Infringement Notices Only)

Applicant details			
Who is applying (confirm who is making the application)			
<input type="checkbox"/> Person named on infringement notice	<input type="checkbox"/> Other person with consent (you must complete the 'Consent for Internal Review' on reverse side of this page)	<input type="checkbox"/> Authorised company representative	
Your personal details			
Full Name			
Corporate name and ACN (if applicable)			
Address of person / Corporation (outcome will be sent here)			
		State	Postcode
Telephone			
(H)	(W)	(M)	
Email			
Infringement details			
Infringement notice number/s		Vehicle registration (if applicable)	
Infringement type (confirm type of infringement received)			
<input type="checkbox"/> Animal	<input type="checkbox"/> Building	<input type="checkbox"/> EPA	<input type="checkbox"/> Fire
<input type="checkbox"/> Local Laws	<input type="checkbox"/> Parking	<input type="checkbox"/> Planning	<input type="checkbox"/> Other:
Grounds for application			
Descriptions are located on the reverse of this page. You must select one ground for this application			
<input type="checkbox"/> Exceptional Circumstances See description 1	<input type="checkbox"/> Contrary to Law See description 2	<input type="checkbox"/> Special Circumstances See description 3	
<input type="checkbox"/> Mistaken Identity See description 4	<input type="checkbox"/> Person Unaware See description 5	<input type="checkbox"/> Penalty Reminder Notice Fee Waiver Request See description 6	
Declaration details			
<p><i>I understand that this is the only internal review for this infringement that I am able to submit pursuant to s.22(2) of the Infringements Act 2006.</i></p> <p><i>I declare that the information that I have supplied in this form, is true and correct to the best of my knowledge.</i></p> <p><i>I understand that by making a false or misleading statement in support of this claim, I may be prosecuted.</i></p>		Signature of applicant Date	

Description of relevant grounds for internal review appeal

1. Exceptional Circumstances

This is intended to apply to one-off circumstances and will be reviewed on a case-by-case basis. Please provide details of the circumstances that were unforeseeable.

2. Contrary to Law

Please provide the reasons why you consider the decision to issue you with an Infringement was unlawful. For example, this ground can be used if you believe that the infringement notice is not valid.

Special Circumstances

If you have any of the circumstances outlined below, you may be eligible to apply for a review of your fines under special circumstances. These circumstances are very specific. You can only apply if you can show that one of the following applies.

- You committed the offence in part because you:
 - had a mental or intellectual disability, disorder, disease or illness, a serious addiction to drugs, alcohol or a volatile substance
 - were homeless
 - were affected by family violence
 - you cannot deal with your fines because of severe disabling long-term circumstances, even if those circumstances did not exist at the time of the offence AND
- the condition or circumstances contributed to you having a significantly reduced capacity
 - to control your conduct (for all of the above sub-grounds) or
 - to understand your conduct (for the mental illness or intellectual disability, or substance addiction sub-grounds)
 - You must provide evidence from a practitioner or agency who is familiar with your circumstances Depending on your circumstances, this may be your: doctor or medical specialist, psychiatrist or psychologist, social worker or case worker, accredited drug treatment agency or drug counsellor, recognised health, support or welfare agency (for example, the Salvation Army).

4. Mistaken Identity

A person claims that they were not the person who committed the offence

Person Unaware, must be

5. 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.

Applicants please note:

Upon receipt of an internal review the infringement will be placed on hold until an outcome has been reached. You will receive the outcome of the review in writing. If you do not provide sufficient information, Council may request further information. If you do not provide this further information within 21 days of the date of request, Council may determine the application without further information.

Consent for internal review

To be completed if another person is acting on your behalf.

I _____ (person named in the infringement)

of _____ (address of person named on infringement)

give my consent to

to apply for an Internal Review on my behalf for the applied infringement number/s.

Signature of person named on infringement

Signature of other person with consent

Date

Date

Please attach explanation and ground(s) in support of application