



# Application for Internal Review (Infringements Only)

1. To have your Infringement reviewed, please complete all white sections below, print clearly in ink using BLOCK letters, cross where applicable and then sign and date the end of the form.
2. Only one Application for Internal Review may be submitted per Infringement Notice, unless applying when an internal review has been granted on the ground of Person Unaware of Fine.
3. Internal review applications can be posted to Borough of Queenscliffe Council, PO Box 93 Queenscliff, Victoria, 3225, emailed to [info@queenscliff.vic.gov.au](mailto:info@queenscliff.vic.gov.au) or delivered to 50 Learmonth St. Queenscliff.

## Applicant details

Who is applying (confirm who is making the application):

<input checked="" type="checkbox"/>	Person named on the infringement notice	<input checked="" type="checkbox"/>	Other person with consent (You must also complete the 'Consent for internal review' on reverse side of this page)	<input checked="" type="checkbox"/>	Authorised company representative
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### Your personal details

Surname / Company Name

First name / Company ACN

Address of person / Company

State Postcode

Email

## Infringement details

Your obligation number

Infringement notice number

## Grounds for application

Descriptions are located on the reverse side of this page.

<input checked="" type="checkbox"/>	Exceptional Circumstances See Description 1	<input checked="" type="checkbox"/>	Contrary to Law See Description 2	<input checked="" type="checkbox"/>	Special Circumstances See Description 3	<input checked="" type="checkbox"/>	Mistaken Identity See Description 4
<input checked="" type="checkbox"/>	Person Unaware of Fine See Description 5	<input checked="" type="checkbox"/>	Penalty Reminder Notice Fee Waiver Request See Description 6				

I have attached an explanation of my circumstances and ground(s) in support of my application

## Declaration details

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 declare that the information that I have supplied in this form, and any attachments to this form, are true and correct to the best of my knowledge.

I understand that by making a false or misleading statement in support of this claim, I may be prosecuted.

Signature of Applicant

Date

DD / MM / YYYY



## Description of relevant grounds for internal review appeal

### 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 Notice was unlawful (e.g. the Infringement was not valid).

### 3 Special Circumstances

Special circumstances include:

- 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.

You must provide evidence (e.g. letter, statement or report) from one of the following parties to support your 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 report) from an accepted party as named above should include the following information:

- His / her qualification and details of his / her relationship with you, including 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) Whether, in the opinion of the accepted party as named above, it is more likely than not that your condition / circumstances resulted in your inability to understand or control the conduct constituting the offence.

The evidence must demonstrate that, because of your condition / situation, you could not understand or control the conduct 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 provide evidence of 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:

If you do not provide sufficient information, the enforcement agency may request further information. If you do not provide this further information within 28 days of the date of request, the enforcement agency 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 the Infringement).....

give my consent to (name of person making the application on your behalf) .....

to apply for an Internal Review on my behalf to Infringement Number .....

Signature of person named on the infringement



Date

D	D	/	M	M	/	Y	Y	Y	Y
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Signature of other person with consent



Date

D	D	/	M	M	/	Y	Y	Y	Y
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