Application for internal review



(Planning Compliance Infringements only)

- 1. Please complete all sections below to have your infringement reviewed. Please complete the white sections, print clearly in ink using BLOCK letters, cross where applicable and then sign below.
- 2. Only one 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.

Applicant details

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

X Person named on the infringement notice	(You must con	con with consent nplete the 'Consent for verse side of this page			Authorised company representative
Your personal details					
Surname / Company Name					
First name / Company ACN					
Address of person / Company					
		Sta	te	Post	code
Email					
Infringement details					
Infringement notice number					
Grounds for application					
Grounds for application Descriptions are located on the reverse side of the	is page				
	iis page X Contrary See description		Special Ci See descript	rcumstances ion 3	X Mistaken Identity See description 4
Descriptions are located on the reverse side of th	Contrary See descrip		See descript		
Descriptions are located on the reverse side of th Exceptional Circumstances See description 1 Person Unaware of Fine	X Contrary See descrip X Penalty R Fee Waiv	Reminder Notice/ rer Request See de	See descript	ion 3	
Descriptions are located on the reverse side of the Exceptional Circumstances See description 1 Person Unaware of Fine See description 5	X Contrary See descrip X Penalty R Fee Waiv	Reminder Notice/ rer Request See de	See descript	ion 3	See description 4
Descriptions are located on the reverse side of the X Exceptional Circumstances See description 1 X Person Unaware of Fine See description 5 I have attached an explanation of my contraction details	Contrary See descrip Penalty R Fee Waiv	Reminder Notice/ rer Request See de ground(s) in supp	See descript	ion 3	See description 4
Descriptions are located on the reverse side of the Exceptional Circumstances See description 1 Person Unaware of Fine See description 5 I have attached an explanation of my contract of the details I understand that this is the only Internal	Contrary See descrip Penalty R Fee Waiv	Action 2	See descript	ion 3	See description 4
Descriptions are located on the reverse side of the X Exceptional Circumstances See description 1 X Person Unaware of Fine See description 5 I have attached an explanation of my control Declaration details I understand that this is the only Internal Infringement that I am able to submit puriof the Infringements Act 2006.	Contrary See descrip Penalty R Fee Waiv ircumstances and Review for this rsuant to s.22(2)	Reminder Notice/ rer Request See de ground(s) in supp	See descript	ion 3	See description 4
Descriptions are located on the reverse side of the X Exceptional Circumstances See description 1 X Person Unaware of Fine See description 5 I have attached an explanation of my control Declaration details I understand that this is the only Internal Infringement that I am able to submit put of the Infringements Act 2006. I declare that the information that I have stated and the information of the Infringement should be act the information of the Infringement that I amount and the information of the Infringement should be act 2006.	Contrary See descrip Penalty R Fee Waiv ircumstances and Review for this rsuant to s.22(2) supplied in this	Action 2	See descript	ion 3	See description 4
Descriptions are located on the reverse side of the X Exceptional Circumstances See description 1 X Person Unaware of Fine See description 5 I have attached an explanation of my control Declaration details I understand that this is the only Internal Infringement that I am able to submit puriof the Infringements Act 2006.	Contrary See descrip Penalty R Fee Waiv ircumstances and Review for this rsuant to s.22(2) supplied in this	Action 2	See descript	ion 3	See description 4
Descriptions are located on the reverse side of the X Exceptional Circumstances See description 1 X Person Unaware of Fine See description 5 I have attached an explanation of my control Declaration details I understand that this is the only Internal Infringement that I am able to submit put of the Infringements Act 2006. I declare that the information that I have a form, and any attachments to this form, attachments to this form.	Contrary See descrip Penalty R Fee Waiv ircumstances and Review for this rsuant to s.22(2) supplied in this are true and sleading	Action 2	See descript	ion 3	See description 4

Application for internal review



Description of relevant grounds for internal review appeal

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
- 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, 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) whether, in the opinion of the practitioner/case worker, it is more likely than not that your condition/ circumstances resulted in your inability to understand or control the conduct constituting the offence.

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 ground(s) 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

Signature of other person with consent

Date

Date

Y Y Y Y





Explanation of my circumstances and grounds in support of my application for internal review

Please submit this application for internal review form via:

- Email helpplanningcompliance@portphillip.vic.gov.au
- Mail City of Port Phillip Planning Compliance Infringement Appeal Private Bag No.3 PO ST KILDA VIC 3182

Further information or to check the status of your application:

Phone: 03 9209 6777

Privacy

The personal information requested on this application form is being collected by Port Phillip City Council to assist in the assessment of your internal review application. The personal information will be used solely by Council for that primary purpose or directly related purposes. Council may disclose this information to VicRoads and Victoria Police. If this information is not collected, Council will be unable to assess your internal review application. The applicant understands that the personal information provided is for the assessment of the parking permit application and that he or she may apply to Council for access to and / or amendment of the information. Requests for access and / or amendment should be made to Council's Governance department.