Application for internal review

(Local Laws Infringements only)



ABN 21 762 977 945

- 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.

Appli	cant details										
Who is	s applying (confirm who is maki	ing the ap	oplication):								
X	Person named on the infringement notice										
Your	personal details										
Surnam	e / Company Name										
First nar	me / Company ACN										
۸ ddraa	o of norman / Company										
Address	s of person / Company										
			State	Postcode							
Email											
Infrin	gement details										
Infringe	ment notice number										
Grou	nds for application										
Descrip	tions are located on the reverse side o	of this page									
X	X Exceptional Circumstances See description 1 X See description 2 X See description 2 X See description 3 X See description 3 X See description 4										
×	Person Unaware of Fine		Penalty Reminder Notice/								
	See description 5		Fee Waiver Request See description 6								
I have	·	y circum	Fee Waiver Request See description 6 stances and ground(s) in support of my a	application X							
	·	y circum:		application X							
Declar I unde Infring of the	attached an explanation of moration details rstand that this is the only Interrement that I am able to submit Infringements Act 2006.	nal Reviev pursuant	stances and ground(s) in support of my a v for this Signature of Applicant to s.22(2)	application X							
I unde Infring of the I decla form, a	attached an explanation of mation details rstand that this is the only Interrement that I am able to submit	nal Review pursuant ve supplie	stances and ground(s) in support of my and suppo	application							

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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).

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.

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 o	complet	ed if an	other pe	erson is	acting	on your	behalf.												
l (perso	on name	d in the	infring	ement)															
of (address of person named on the infringement)										, give my									
consen	t to (nar	ne of pe	erson m	aking tl	he appl	ication	on your	behalf)											, to apply
for an I	nternal I	Review	on my b	ehalf to	Infring	jement	Numbe	r											
Signati	ure of pe	erson na	amed o	n the in	fringem	nent				Signatu	ure of ot	ther pe	son wit	h conse	ent				
Date										Date									
D	D	/	M	M	/	Y	Y	Y	Y	D	D	/	M	M	/	Y	Y	Y	Y

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	Explanation of my circumstances and grounds in support of my application for internal review
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Please submit this application for internal review form via:

Email helpdesk-locallaws@portphillip.vic.gov.au

Mail City of Port Phillip Local Laws 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.