

APPLICATION FOR A REQUEST OF REVIEW OF INFRINGEMENT

Please complete all sections below to have your infringement reviewed. For further information on the review process, please view: www.hepburn.vic.gov.au/Council/About-Council/Request-an-infringement-review

Note: Only one Internal Review request may be submitted per Infringement Notice.

Applicant Details

Who is applying (please choose relevant option):

- Person named on the infringement (includes owner of vehicle issued parking infringement)
- Other person with consent (please complete consent section of form below)
- Authorised Company Representative

Full Name: _____
Email Address: _____
Company Name and ACN (if applicable): _____
Postal address of person/Company (Review outcome will be sent to this address and/or email if provided): _____
Town/Suburb: _____
State: _____
Postcode: _____

Infringement Details (You must make a separate application for each infringement)

Infringement Number (typically shown at top right of infringement issued): _____

Infringement Type (Please select relevant response)

- Parking
- Domestic Animal
- Livestock
- CFA (Country Fire Authority)
- Environmental Protection Act (EPA)
- Local Laws

Grounds for Application

Please select the relevant type. You must select only one response for this application. (Please see descriptions below, or visit <https://www.justice.vic.gov.au/justice-system/finer-and-penalties/information-for-enforcement-agencies/internal-review-guidelines#6-grounds-for-internal-review> for more detailed information.)

- Exceptional Circumstances
- Contrary to Law
- Special Circumstances
- Mistaken Identity
- Person Unaware of Infringement
- Penalty Reminder Notice Fee Waiver Request

Explain the circumstances/grounds for your application here (if you need more space, please attach a separate sheet when submitting your request)

Description of relevant grounds for review (For further information, particularly in relation to Special Circumstances, visit the following link: <https://online.fines.vic.gov.au/Your-options/Request-a-review>):

1. Exceptional circumstances

Please provide details of the exceptional circumstances surrounding your case and provide reasons why your circumstances or situation are such that the infringement should be reviewed (for example, where you have committed the offence due to a medical emergency).

2. Contrary to Law

Please provide the reasons why you consider the decision to issue you with an infringement was contrary to law. (For example, this ground can be used if you believe the infringement notice is not valid, or that an infringement officer has acted unlawfully or beyond their authority.)

3. Special circumstances (you have serious personal issues, disorders, or difficulties, such as):

- a mental or intellectual disability, disorder, disease or illness
- a serious addiction to drugs, alcohol or a volatile substance
- homelessness
- family violence within the meaning of the Family Violence Protection Act 2008, **or**
- a long-term circumstance or condition making it impossible to deal with the infringement

You must provide evidence (eg a letter, report, or statement) from one of the following parties to support your application:

- a case worker, case manager, or social worker
- a general practitioner, psychiatrist, or psychologist
- an accredited drug treatment agency.

The above evidence from a practitioner or case worker should include the following information:

- The practitioner/case worker's qualification/s and relationship with you, including the period of engagement
- The nature, severity and duration of your condition or your circumstances
- whether, in the opinion of the practitioner/case worker, your condition/circumstances:
 - (a) contributed to a significantly reduced capacity to understand or control the conduct constituting the offence, or
 - (b) make it impracticable to deal with your infringement.

4. Mistaken Identity

Please provide the reason/s why you believe there has been a case of mistaken identity, and where possible identify the name and address of the person involved and the relationship of that person to you. You may wish to provide proof of identity to support your request.

5. Person unaware of Infringement/Fine

An application on the grounds of person unaware must:

- be made within 14 days of you becoming aware of the infringement notice. (You may provide 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 assess the application without the further information.

Consent for Internal Review

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

Please fill in the relevant sections of the following statement:

I, (person named on infringement), _____ of (address of person named on infringement) _____,
give my consent to (name of person making the application on your behalf) _____
to apply for an Internal Review on my behalf in relation to Infringement Number:

Signature of person named on the infringement:

Date signed: _____

Signature of other person with consent:

Date signed: _____