



# Application for Internal Review of Infringement

## Section 1: APPLICANT DETAILS

Name:						
Postal address:						
	Town:				Postcode:	
Corporation name and ACN/ABN (if applicable):						
Telephone No.	(H)			(W)		
Email address:						
You are (please tick one box only):	<input type="checkbox"/> Infringement was issued on the vehicle <i>I was the driver of the vehicle on the date and time of the offence and nominate myself as the driver.</i>			<input type="checkbox"/> Other person with consent <i>(Must complete the 'Consent for Internal Review' section on page 2)</i>		
	<input type="checkbox"/> Person named on the infringement			<input type="checkbox"/> Authorised company representative		

## Section 2: INFRINGEMENT DETAILS

Infringement number/s:		Vehicle registration # (if applicable):	
Infringement type:	<input type="checkbox"/> Parking <input type="checkbox"/> Local Laws <input type="checkbox"/> Animal <input type="checkbox"/> Planning <input type="checkbox"/> Health <input type="checkbox"/> Building <input type="checkbox"/> Fire <input type="checkbox"/> EPA <input type="checkbox"/> Other:		

## Section 3: GROUNDS FOR REVIEW (Please see descriptions on page 3 before selecting)

Please tick one box only:	<input type="checkbox"/> Exceptional Circumstances	<input type="checkbox"/> Contrary to law	<input type="checkbox"/> Person unaware
	<input type="checkbox"/> Special Circumstances	<input type="checkbox"/> Mistaken Identity	
Explain the grounds for your application here:  <i>Please attach any supporting evidence or additional pages to this application</i>			

**Section 4: DECLARATION** This form must be signed.

I declare that I am the applicant and all information given is true and correct. I understand that this is the only internal review that I am able to submit pursuant to s.22(2)(e) of the <i>Infringements Act 2006</i> .	Applicant signature:	Date:
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**CONSENT FOR INTERNAL REVIEW (to be completed if another person acting on your behalf)**

Name:			
Postal address:			
	Town:	Postcode:	
I give consent to the person listed below to apply for an internal review on my behalf for the above infringement	Applicant signature:	Date:	
Consent given to:			

**PLEASE FORWARD THIS APPLICATION TO**

<b>E-mail:</b> bawbaw@bawbawshire.vic.gov.au	<b>Mail:</b> Baw Baw Shire Council PO Box 304 Warragul VIC 3820
<b>Phone:</b> (03) 5624 2411	
<b>In Person:</b> Customer Service Centre:    1 Civic Place, Warragul    OR    33 Young Street, Drouin	

**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, Council may determine the application without the further information.

Once Council receives an application, the infringement will be placed on hold until an outcome has been reached. You will receive the outcome of the review in writing.

## DESCRIPTION OF RELEVANT GROUNDS FOR INTERNAL 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 withdrawn, or an Official Warning issued.

### 2. Contrary to Law

Please provide the reasons why you consider the decision to issue you with an infringement unlawful.

### 3. Special Circumstances

Special circumstances are:

- a. A mental or intellectual disability, disorder, disease or illness
- b. A serious addiction to drugs, alcohol or a volatile substance
- c. Homelessness
- d. A victim of family violence

You must provide evidence from one of the following parties that you suffer from one or more of these conditions and attach to this application:

- a. A case worker, case manager or social worker
- b. A general practitioner, psychiatrist or psychologist
- c. An accredited drug treatment agency

You must also prove that the condition prevented you from realising that the conduct was an offence or from controlling that conduct.

### 4. Mistaken Identity

Please provide the reason/s why you believe there has been a case mistake of identity and identify the name and address of the person involved and the relationship of that person to you.

### 5. Person Unaware

A 'Person Unaware' application can be granted where it is satisfied that more than 14 days before the applicant made an application for internal review, the applicant was not aware that the infringement notice had been served.

*Note: In the event a Person Unaware application is granted, the Applicant has 21 days to elect to:*

- a. pay the infringement penalty and prescribed costs, or*
- b. apply for a payment plan, or*
- c. apply to the Director, Fines Victoria for a payment arrangement, or*
- d. nominate another person for the infringement offence (in the case of traffic or parking offences), or*
- e. apply for review of the decision under another ground (contrary to law, mistake of identity or special circumstances), or*
- f. elect to have the matter heard in the Court (Magistrates' or Children's Court), or*
- g. apply to the Director, Fines Victoria for a WDP.*