

APPLICATION FOR INTERNAL REVIEW (Infringements Only)

1. Please complete all sections below to have your infringement reviewed
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.

INFRINGEMENT DETAILS

Type (please tick) Animal Asset Protection Building Food Litter
 Local Law Parking Planning Public Health Tobacco

Infringement No.: _____ Date of Offence: _____ Vehicle Registration No: (if applicable) _____

PERSONAL DETAILS

Title: _____ First name/s: _____ Surname: _____

Company/Business name (if applicable): _____

Address (mandatory): _____

Suburb (mandatory): _____ Postcode: _____

Contact details Email: _____

Telephone Work: _____ Home: _____ Mobile: _____

FOUNDATIONS FOR APPLICATION

Descriptions are located on the reverse side of this page.

- Exceptional Circumstances** (See Description 1) **Contrary to Law** See description 2 **Special Circumstances** See description 3 **Mistaken Identity** See description 4
- Person Unaware of Fine** See description 5 **Penalty Reminder Notice/Fee Waiver Request** See description 6

OBJECTION DETAILS

Additional information provided in support of my application.

DECLARATION DETAILS

I declare that to the best of my knowledge and belief, all the above information is true and correct.

Signed: _____ Date: _____

CONSENT FOR INTERNAL REVIEW To be completed if another person is acting on your behalf.

I (person named on infringement), _____ Of, (address) _____

Give my consent to (provide full name) _____

To apply for an Internal Review on my behalf

Signature of person named on infringement

Signed: _____

Date: _____

Signature of other person with consent

Signed: _____

Date: _____

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 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, report, 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, 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 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.

Return the completed form to:

- Maroondah City Council – PO Box 156, Ringwood, 3134
- Email – maroondah@maroondah.vic.gov.au
- Hand deliver to one of our Service Centres

"Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 9298 4211 or email - privacy@maroondah.vic.gov.au"

All Correspondence: PO Box 156, Ringwood, 3134 DX 38068 Ringwood **Telephone:** 1300 88 22 33 or (03) 9298 4598 **Fax:** (03) 9298 4345
Email: maroondah@maroondah.vic.gov.au **Web:** www.maroondah.vic.gov.au

Service Centres: **City Centre** Braeside Avenue, Ringwood **Realm** 179 Maroondah Highway, Ringwood **Croydon Centre** Civic Square, Croydon