

Application to Review a Fine

Infringements Act 2006 Section 22



There are some hard words in this form. The hard words are in [blue](#). You can read what the words mean on page 2.

Please complete all sections below to have your infringement reviewed.

- 1) Only *one* Internal Review may be submitted per Infringement Notice, unless applying when an internal review has been granted on the grounds of Person Unaware of Fine.
- 2) All applications must be in writing, including your name and address.
- 3) Once your application is received, your infringement will be placed on hold whilst a review is undertaken.

Section 1 – APPLICANT’S DETAILS (the person making the application)

- ☐ Person named on the Infringement Notice
- ☐ Other person with consent (you must complete the 'Consent for Internal Review' on page 3)
- ☐ Authorised company representative

Applicant:							
Home address:			Post Code				
Postal address: (If different)			Post Code				
Phone number: Home:		Work:		Mobile:			
Email address:							

Section 2 – INFRINGEMENT NOTICE DETAILS

What type of infringement do you have? – tick the box

- ☐ Parking ☐ Animal ☐ Local Law ☐ Fire Prevention ☐ Litter ☐ Health ☐ Other

Infringement Number/s:

Date of offence:

Vehicle Registration (parking fine only):

Vehicle Make and Colour (parking fine only):

Section 3 – GROUNDS FOR APPLICATION – please tick the relevant box (see descriptions on page 3)

- | | |
|--|---|
| <input type="checkbox"/> Exceptional Circumstances (see description 1) | <input type="checkbox"/> Contrary to Law (see description 2) |
| <input type="checkbox"/> Special Circumstances (see description 3) | <input type="checkbox"/> Mistaken Identity (see description 4) |
| <input type="checkbox"/> Person unaware of fine (see description 5) | <input type="checkbox"/> Penalty Reminder Notice/fee waiver request (see description 6) |

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au Jul 25

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Write down the reasons why you want the fine to be reviewed:

Additional documents to support your application e.g. a [statutory declaration](#), a photo, medical reports or a receipt.

Please send the evidence with this form. List of attached evidence:	
1. _____	2. _____
3. _____	4. _____

Declaration: I understand that this is the only Internal Review for this Infringement that I am able to submit pursuant to s22(2) of the Infringements Act 2006. I declare that the information that I have supplied in this form, and any attachments to this form, are true and correct to the best of my knowledge. I understand that by making a false or misleading statement in support of this claim, I may be prosecuted.

Signature: _____	Date: ____/____/____
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Hard Words:

Review: Look or looked at again.

Reviewed: Has been looked at again.

Statutory Declaration: A Statutory Declaration is sometimes called a 'stat dec'. A Statutory Declaration is a legal document and means you are telling the truth.

DESCRIPTION OF RELEVANT GROUNDS FOR REVIEW - (from page 1, section 3)

Contact Council



03 5153 9500



feedback@egipps.vic.gov.au



eastgippsland.vic.gov.au



PO Box 1618, Bairnsdale 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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1) Exceptional Circumstances

Please provide details of the exceptional circumstances (where you have committed the offence due to unforeseen or preventable circumstances, (e.g. medical emergencies). Not knowing the law or forgetfulness are not exceptional circumstances).

2) Contrary to Law

Please provide the reasons why you consider the decision to issue you with the infringement notice is 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 a 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 etc.) 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 your practitioner or case worker 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 you could not understand or control your actions that constituted the offence.

Note: A Centrelink Medical Certificate on its own may not be adequate as it does not provide the above requirements.

4) Mistaken Identity

Please provide the reason why you believe there has been a case of mistaken identity (including evidence e.g. copy of your driver's licence, in support).

5) Person Unaware of the 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 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.

CONSENT FOR INTERNAL REVIEW – to be complete if another person is acting on your behalf

I,, 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 (person named on the infringement):

Date: / /

Signature (other person with consent):

Date: / /

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