

Application for Infringement Review

Notes:

1. All sections below must be completed for your infringement to be internally reviewed.
2. Print clearly in black or blue ink and ensure the form is signed.
3. Only one application may be received per Infringement Notice.
4. This Personal Information is held in accordance with the Privacy and Data Protection Act 2014 Principles.
5. Attach any supporting information or documentation to this form.

Applicant details	
Are you the person (or authorised representative of the company) named on the Infringement Notice? <i>*If not you will need to complete the 'Consent to act' section at the end of this form</i>	Y / N
Surname or company name	
Given names or company ACN	
Residential or company address	
Postal address (if different to above)	
Home or office phone number	
Mobile phone number	
Email address	

Infringement details	
Infringement number	
Date of issue	

Grounds for application	
Please select the most appropriate grounds	<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)

Explanation of circumstances



Please attach an explanation of circumstances and grounds in support of application

Failure to provide sufficient information

If you do not provide sufficient information with this application, we may request further information. If you do not provide this further information within 28 days of the date of request we may determine the application without the further information.

Declaration

✓ I understand that this is the only application for review for this infringement that I am able to submit pursuant to s.22(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 it is an offence to make a false or misleading statement in support of this application for review

Signed 

Date

Consent to act

*Please complete this section if another person is acting on your behalf

I (person named on the infringement),

of (address of person named on the infringement),

give my consent to (name of person acting on your behalf),

to apply for a review on my behalf to infringement number

Signed  _____ Dated _____

(signature of person named on the infringement)

Signed  _____ Dated _____

(signature of person receiving consent)

Descriptions of relevant grounds for applications	
1	<p>Exceptional circumstances</p> <p>Please provide details of the exceptional circumstances where you have committed the offence due to unforeseen or unpreventable circumstances (e.g. medical emergency).</p> <p>*For an infringement to be withdrawn due to exceptional circumstances we require verifiable, independent documentation, in line with expectations set by the Victorian Auditor-General and is requested of all applicants.</p>
2	<p>Contrary to law</p> <p>Please provide the reasons why you consider the decision to issue you with an infringement was unlawful (e.g. the infringement was not valid).</p>
3	<p>Special circumstances</p> <p>Special circumstances include:</p> <ul style="list-style-type: none"> • 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 <i>Family Violence Protection Act 2008</i> <p>You must provide evidence (e.g., letter, report, statement) from one of the following parties to support your application:</p> <ul style="list-style-type: none"> • a case worker, case manager or social worker • a general practitioner, psychiatrist or psychologist, or • an accredited drug treatment agency. <p>Evidence (e.g., letter, statement or a report) from practitioner or case work should include the following information:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> 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. <p>The practitioner or agency report must show that because of your condition/situation you could not understand or control constituting the offence</p>
4	<p>Mistaken identity</p> <p>Please provide an explanation of why you rely on the ground of mistaken identity (including evidence e.g., copy of your driver's licence, in support)</p>
5	<p>Person unaware of fine</p> <p>An application made on the ground of 'person unaware' must:</p> <ul style="list-style-type: none"> • 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	<p>Penalty reminder notice fee waiver request</p> <p>Please provide the reason why you believe the penalty reminder notice fee should be waived.</p> <p>Note: The original penalty amount if still applicable under this request.</p>