



APPLICATION FOR INTERNAL REVIEW (Infringements Only)

Collection Notice

We will handle any personal information you have provided in this form in accordance with the Privacy and Data Protection Act 2014. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.

1. Please complete all sections below to have your infringements reviewed. Please complete the grey sections, print clearly, cross where applicable and then sign below.
2. Only one internal review may be submitted per Infringement Notice, unless applying when an internal review has been granted on the ground of a person unaware of fine.

Applicant Details;

Who is applying (confirm who is making the application):

<input type="checkbox"/>	Person named on the infringement notice	<input type="checkbox"/>	Authorised Company Representative
<input type="checkbox"/>	Other person with consent (You must also complete the 'Consent for internal review')		

Your personal details:

Full Name:

Corporate Name and ACN (if applicable):

Address of person / corporate (outcome will be sent here):

Mobile: _____ Email: _____

Infringement Details:

Please choose the business activity that your business conducts (please select all that apply)

Infringement Notice Number:		Date of Notice:	
Infringement Type (confirm type of infringement received):			
<input type="checkbox"/>	Road Safety Act 1986	<input type="checkbox"/>	Tobacco Act 1987
<input type="checkbox"/>	Hindmarsh Local Law	<input type="checkbox"/>	Domestic Animals Act 1994
<input type="checkbox"/>	Environment Protection Act 1970		
<input type="checkbox"/>	Country Fire Authority Act 1958		
<input type="checkbox"/>	Other (please specify):		

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Grounds for application: Descriptions are located at the bottom of this form. You must select one ground for this application.

<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"/>	I have attached an explanation of my circumstances and ground(s) in support of my application		

Applicant Declaration*:

By signing this form, I understand that this is the only Internal 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 in 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*:

Name Printed:

Date:

Description of relevant grounds for internal review

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 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 that the infringement notice is not valid, or that an infringement officer has acted unlawfully or beyond their authority in taking that action or decision.
3	<p>Special Circumstances: 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 • Family violence within the meaning of the Family Violence Protection Act 2008, or • A long-term circumstance or condition making it impracticable to deal with the fine. <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 worker should include the following</p>

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information:

- The practitioner/case workers qualification 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 fine.

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Mistaken Identity: 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).

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Person Unaware of Fine: An application made on the grounds 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 in which the decision should be reviewed, and
- Provide your current address for service.

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 21 days of the date of request, the enforcement agency may determine the application without further information.

Consent for Internal Review

To be completed if another person is acting on your behalf

I (person named in the infringement) _____,
 of (address of the 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 of person named on the infringement:

Signature of person with consent:

Date:

Date: