

# Application for Internal Review of an Infringement Notice

## Applicant details

Applicant/organisation name:

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Address/Town/Postcode:

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Phone/Mobile:

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Email:

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## Infringement details

Infringement notice number: \_\_\_\_\_

Date of infringement: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_      Infringement due date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

## Grounds for review

The ability to apply for an internal review is described in Section 22 of the *Infringements Act 2006*.

Please read and then tick the box for the reason for your application. An application may only be made once per Infringement Notice. If your request is made on other grounds it will not be considered.

**Contrary to Law**     Issued under wrong law.

**Mistaken identity**     Not the person who committed the offence. NB: A vehicle owner is deemed to be the offender unless they provide a statutory declaration naming the person who was in charge of the vehicle.

**Special circumstances**     Persons with a mental or intellectual disability, disorder, disease or illness; a serious addiction to drugs, alcohol or a volatile substance; or are homeless and could not control or understand their offending conduct because of their situation; or proven financial hardship. Note: documented proof to substantiate claim is required.

**Exceptional Circumstances**     Any other circumstances the applicant believe justifies an internal review.  
(evidence needs to be provided)

**Explanation**

(Provide reasons and attach supporting evidence - attach additional sheet if necessary):

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**Privacy Statement**

Personal information collected on this form shall be used by Council's *Development Unit* to perform an internal review of the infringements stated on this form. Council may disclose your information to other internal departments in order to perform the internal review and will not disclose to any external party without your consent, unless required to do so by law. If you do not provide us with all required information Council reserves the right to return the form for you to complete. You have the right to access your personal information and make any necessary corrections. If you have any queries or wish to gain access to amend your information please contact the Privacy Officer using the details below. Council will comply with its Privacy Policy and Information Privacy Principles in schedule 1 of the Privacy and Data Protection Act 2014 and the Health Records Act 2001 in relation to the use, storage and disclosure of information. If you have any queries regarding this Privacy Statement please contact the Privacy Officer in writing to [enquiries@gplains.vic.gov.au](mailto:enquiries@gplains.vic.gov.au) or PO Box 111, Bannockburn 3331 Or 03 5220 7111.

**Signatory**

**Applicant name:**

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**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_