

Infringement Offences

APPLICATION FOR INTERNAL REVIEW INFRINGEMENTS ACT 2006



City of
KINGSTON

- i** 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 <small>(You must complete the 'Consent for Internal review' on page 2</small>	Authorised company representative
Mr Ms Mrs Miss Other	First Name	Surname
Mailing address	Suburb	Postcode
Phone number	Email	

SECTION 2 - INFRINGEMENT NOTICE DETAILS

Infringement Notice Number/s	Vehicle Registration Number (if applicable)
Infringement type: Animal Local Law Litter Health Parking Other	

SECTION 3 – GROUNDS FOR APPLICATION - PLEASE TICK THE RELEVANT BOX (SEE DESCRIPTIONS ON PAGE 2)

- | | | |
|--|--|--|
| Exceptional Circumstances
<small>(see description 1)</small> | Contrary to Law
<small>(see description 2)</small> | Special Circumstances
<small>(see description 3)</small> |
| Mistaken Identity
<small>(see description 4)</small> | Person Unaware of Fine <small>(see description 5)</small> | Penalty Reminder Notice/Fee Waiver Request <small>(see description 6)</small> |

Explain the reason for your application *(attach additional documents to support your application e.g. medical reports, photographs etc)*

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 of Applicant

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. 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.

Applications please note:

- If you do not provide sufficient information to enable you may be requested to provide further information. If you do not provide this further information within 28 days of the date of request your application may be determined in its absence.
- You will be notified in writing of the outcome of this review
- It is an offence to provide false or misleading information in any written statement required under the Infringements Act 2006.

CONSENT FOR INTERNAL REVIEW TO BE COMPLETED IF ANOTHER PERSON IS ACTING ON YOUR BEHALF

I, _____ of _____

give my consent to _____ of _____

to apply for an Internal Review on my behalf in relation to _____

Signed (person named on the infringement)

Signed (other person with consent)

Date

Date

HOW TO SUBMIT



EMAIL

Scan completed form and send to
info@kingston.vic.gov.au



MAIL

Kingston City Council
PO Box 1000
Mentone VIC 3194



IN PERSON

A Kingston's Customer Service Centres:
Cheltenham 1230 Nepean Hwy
Chelsea 1 Chelsea Rd