

Application for Internal Review (Infringement Only)

1. Please complete all sections below to have your infringement reviewed.
2. Only one Internal Review may be submitted per Infringement Notice, unless applying when an internal review has been granted on the ground of Person Unaware of Fine.

Applicant's Details (the person making the application) – Please tick the relevant box

You are:

Person named on the infringement (OR) Authorised Company Representative (OR)

Other person with consent (Must also complete the "Consent for Internal Review section" on page 2)

Name of Applicant: _____

OR Business Name (if applicable): _____

Company ABN _____

Address of Applicant: _____

Email: _____

Infringement Details (Please complete a separate form for each infringement you wish to have reviewed)

Infringement No.: _____

Grounds for Application (Please tick the relevant box) (see descriptions on page 2)

Exceptional Circumstances (see description 1 on page 2)

Mistaken Identity (see description 4 on page 2)

Contrary to Law (see description 2 on page 2)

Person Unaware of fine (see description 5 on page 2)

Special Circumstances (see description 3 on page 2)

Penalty Reminder Notice – Fee Waiver Request
(see description 6 on page 2)

Explain circumstances/grounds for your application here (please attach a separate sheet if you require more space):

Declaration details

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 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 appeal

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 to Law

Please provide the reasons why you consider the decision to issue you with an infringement unlawful.

3. Special Circumstances

Special Circumstances are

- a mental or intellectual disability, disorder, disease or illness;
- a serious addiction to drugs, alcohol or a volatile substance; or
- homelessness, or
- family violence within the meaning of the Family Violence Protection Act 2008.

You must provide evidence (e.g. letter, report, statement) 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 practitioner or case work 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 your condition / circumstances resulted in your inability to understand or control the conduct constituting the offence

The practitioner or agency report must show that because of your condition/situation you could not understand or control constituting the offence.

4. 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).

5. Person Unaware of 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 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. 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.

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 28 days of the date of request, the enforcement agency may determine the application without the 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 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 for Infringement Number _____

Signature of person named on the infringement

Date _____

Signature of other person with consent

Date _____