

# Application for Internal Review

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.
3. Cross where applicable and sign below

Who is applying (the person who is filling out this application)		
<input type="checkbox"/> I am the person who is accused of the offence or named on the infringement notice. If the application is for a parking infringement, I was the driver of the vehicle.	<input type="checkbox"/> I am filling in this application for another person who is accused of the offence. (you must complete the 3 <sup>rd</sup> party consent form at the end of this document).	<input type="checkbox"/> I am an authorised company representative for the company named in the notice.
<b>Personal details of the person who received the infringement</b> (person or company named in the notice or driver of the vehicle, notification of the outcome will be sent to the person named here).		
<b>Full Name</b> <input style="width: 100%;" type="text"/>		
<b>Corporate name and ACN (if applicable).</b> <input style="width: 100%;" type="text"/>		
<b>Phone number</b> <input style="width: 100%;" type="text"/>	<b>Email</b> <input style="width: 100%;" type="text"/>	
<b>Address of the person / corporation named in the notice.</b> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>		
	State	Postcode
<b>Postal Address (if different to above)</b> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>		
	State	Postcode
All correspondence regarding your internal review will be sent by the City of Greater Bendigo to your postal address		
Infringement Type (confirm type of infringement received).		
<input type="checkbox"/> <b>Parking</b> <small>Fines issued for parking offences</small>	<input type="checkbox"/> <b>Food Act</b> <small>Fines Issued to food Businesses.</small>	<input type="checkbox"/> <b>Animal Services</b> <small>Fines issued to animal owners</small>
<input type="checkbox"/> <b>Local Laws</b> <small>Fines issued as a result of contravening Bendigo's Local Laws</small>	<input type="checkbox"/> <b>Fire Prevention</b> <small>Fines issued under the Country Fire Authority Act 1958 or the Fire Rescue Victoria Act 1958</small>	
<b>Infringement Notice Number</b> <input style="width: 100%;" type="text"/>		
Grounds for application		
Descriptions are located on the next page		
<input type="checkbox"/> <b>Exceptional Circumstances</b> <small>See description 1</small>	<input type="checkbox"/> <b>Contrary to Law</b> <small>See description 2</small>	<input type="checkbox"/> <b>Special Circumstances</b> <small>See description 3</small>
<input type="checkbox"/> <b>Mistaken Identity</b> <small>See description 4</small>	<input type="checkbox"/> <b>Person Unaware of Fine</b> <small>See description 5</small>	
<input type="checkbox"/> <b>I have attached documentary evidence to support the explanation outlined in my application</b>		
Declaration details		
I understand that this is the only application for internal review of this infringement I can submit pursuant to s.22 (2) of the Infringements Act 2006.		
I declare that the information I have supplied in this form and any attachments to this form is 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.		
<b>Signature of applicant</b> <input style="width: 100%; height: 20px;" type="text"/>		
<b>Date</b> <input style="width: 20%; height: 20px;" type="text"/> / <input style="width: 20%; height: 20px;" type="text"/> / <input style="width: 20%; height: 20px;" type="text"/>		

Description of grounds for application for internal review	
1	<p><b>Exceptional Circumstances</b></p> <p>You have committed the offence due to unforeseen or unpreventable circumstances, e.g. an unforeseeable medical emergency, you entered the wrong information into the meter, forgot to display your ticket, were unable to renew your animal registration due to illness or a third party let your dog out of your yard</p>
2	<p><b>Contrary to Law</b></p> <p>You believe the decision to issue you with an infringement was unlawful or you did not commit an offence.</p>
3	<p><b>3. Special Circumstances</b></p> <p>You were unable to understand that your behaviour constituted an offence or were unable to control your behaviour due to:</p> <ul style="list-style-type: none"> <li>• Mental or intellectual disability, disorder, disease or illness or</li> <li>• A serious addiction to drugs, alcohol or volatile substance or</li> <li>• Homelessness or</li> <li>• Family violence within the meaning of the Family Violence Protection Act 2008</li> </ul> <p>For a special circumstances application to be considered you must provide evidence such as a letter, report or statement from one of the following parties to support your application:</p> <ul style="list-style-type: none"> <li>• A case worker, case manager or social worker</li> <li>• A general practitioner, psychiatrist or psychologist, or</li> <li>• An accredited drug treatment agency</li> </ul> <p>Evidence from one of the above should include the following information:</p> <ul style="list-style-type: none"> <li>• The practitioner/case worker's qualification and relationship with you, including the period of engagement.</li> <li>• The nature, severity and duration of your condition or circumstances including: <ul style="list-style-type: none"> <li>a. Whether you were suffering from the relevant condition or circumstances at the time the offence was committed and;</li> <li>b. Whether, in the opinion of the practitioner/case worker, there is a connection between your condition/circumstances and your inability to understand or control the conduct constituting the offence.</li> </ul> </li> </ul> <p>For more information, visit <a href="http://www.fines.vic.gov.au">www.fines.vic.gov.au</a></p>
4	<p><b>Mistaken Identity</b></p> <p>You believe someone else committed an offence and the infringement was mistakenly issued to you instead of them. This may include instances where you believe the infringement was issued to a vehicle with the wrong registration or due to an animal which does not belong to you. Please provide an explanation of why you are applying on the grounds of mistake of identity and include supporting evidence such as a copy of your:</p> <ul style="list-style-type: none"> <li>• Driver's licence, Birth certificate, Passport</li> </ul> <p>You should also provide evidence indicating you could not have committed the offence as you could not have been in the relevant location at the time in question.</p> <p>This ground is not available where a parking infringement has been issued and you were not the driver. In this instance the owner is responsible for the infringement unless the driver of the vehicle is nominated by providing the driver's full name, residential and postal address in a signed statutory declaration or by using the City of Greater Bendigo's Known User Statement.</p> <p>For more information visit <a href="http://www.fines.vic.gov.au">www.fines.vic.gov.au</a></p>
5	<p><b>Person Unaware of Fine</b></p> <p>This option is available where you were unaware the infringement had been issued to you and you have received a reminder notice including additional costs. A person unaware of fine application only relates to the removal of the additional late fees.</p> <p>In order to be considered, an application made under the grounds of 'person unaware' must:</p> <ul style="list-style-type: none"> <li>• Be made within 14 days of you becoming aware of the infringement notice</li> <li>• State the reasons you believe the infringement should be reviewed (what you believe contributed to you not knowing about the infringement notice, i.e. you were overseas or had moved house)</li> <li>• Provide your current address for service</li> <li>• Supply evidence to support your application, such as airline tickets, receipts for accommodation, tenancy agreement or a statutory declaration.</li> </ul> <p>For more information visit <a href="http://www.fines.vic.gov.au">www.fines.vic.gov.au</a></p>



**3<sup>rd</sup> Party Consent Form**

**Consent for another person to apply for internal review on your behalf**

To be completed if another person is acting on your behalf.

I.....  
*(person named in the infringement / driver of the vehicle)*

Of.....  
*(address of person named in the infringement / driver of the vehicle)*

Give my consent to.....  
*(Name of person making the application on your behalf)*

Of.....  
*(address of person making the application on your behalf)*

To apply for an internal review of infringement number ..... on my behalf

Signature of person named in  
infringement/driver of the vehicle  
(giving consent)

Signature of other person who is being  
given consent to apply for you



Date  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_