



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.

Applicant details

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

Person named on the
infringement notice

☐

Other person with consent
(You must also complete the 'Consent for
Internal Review' on reverse side of this page)

☐

Authorised
company
representative

☐

Your personal details

Full name

Email address

Corporate name

Phone number

Address of person/Corporate (Outcome of review will be sent to this address)

State

Postcode

Infringement details

Infringement number

Grounds for application

Descriptions are located on the reverse of this page. You must select one ground for this application.

Exceptional
Circumstances
(See description 1)

☐

Contrary to Law
(See description 2)

☐

Special Circumstances
(See description 3)

☐

Mistaken Identity
(See description 4)

☐

Explanation of my circumstances & ground(s) in support of my application:

Please attach any relevant supporting evidence (e.g. medical certificate, mechanics report, etc)

Please attach additional pages if required

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 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).

2 Contrary to 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 Special Circumstances

Special circumstances includes:

- o a mental or intellectual disability, disorder, disease or illness
- o a serious addiction to drugs, alcohol or volatile substance
- o homelessness, or
- o family violence within the meaning of the *Family Violence Protection Act 2008*.
- o circumstances experienced by the person that-
 - (I) Are long-term in nature; and
 - (II) Make it impracticable for the person to pay the infringement penalty and any applicable fees or otherwise deal with the infringement notice
 - (III) Do not solely or predominantly relate to the person's financial circumstances

You must provide evidence (e.g. letter, report, statement) from one of the following parties to support your application.

- o a case worker, case manager or social worker
- o a general practitioner, psychiatrist or psychologist, or
- o an accredited drug treatment agency.

Evidence (e.g. letter, statement or a report) from practitioner or case worker should include the following information:

- o the practitioner/case worker's qualification and relationship with you, including the period of engagement
- o 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/circumstances you could not understand or control your conduct constituting the offence.

4 Mistaken Identity

Please provide an explanation of why you rely on the ground of mistake of identity (including evidence e.g. copy of your driver's licence, in support).

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 35 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 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

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Date

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Signature of other person with consent

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Date

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