

Application for Internal Review

(Infringements Only)

1. Please complete all sections below to have your infringement reviewed. Please complete the white sections, print clearly in ink using BLOCK letters, cross where applicable and then sign below.
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. Internal reviews are not permitted for alleged drink-driving, driving under the influence of drugs, or excessive speed infringements that result in a loss of licence.

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

Corporate name and ACN (if applicable)

Address of person / Corporate (Outcome will be sent here)

	State					Postcode				
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Email

Infringement details

Your obligation number

Infringement notice number

Infringement Type (confirm type of infringement received):

Traffic Camera

Fines detected by an automatic detection device such as a speed or red light camera

CityLink

Fines issued as a result of failure to pay a Citylink toll within the prescribed timeframe

Eastlink

Fines issued as a result of failure to pay an Eastlink toll within the prescribed timeframe

Victoria Police Officer issued

Fines issued by Victoria Police

Other

Fines issued by other agencies such as VicRoads, Local Agencies

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

Person Unaware of Fine

See description 5

Penalty Reminder Notice Fee Waiver Request

See description 6

I have attached an explanation of my circumstances and ground(s) in support of my application

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

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Upon completion, send this application to Fines Victoria, GPO BOX 1916, Melbourne VIC 3001

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). For more information, visit www.fines.vic.gov.au

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:

- a mental or intellectual disability, disorder, disease or illness
- a serious addiction to drugs, alcohol or volatile substance
- homelessness
- family violence within the meaning of the *Family Violence Protection Act 2008*, or
- a severe disabling long-term circumstance or condition making it impracticable to deal with the fine in any way.

You must provide evidence (for example a letter, report, or statement) from one of the following 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 from 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
- whether, in the opinion of the practitioner/case worker, your condition/circumstances:
 - a) contributed to a significantly reduced capacity to understand or control the conduct constituting the offence, or
 - b) make it impracticable to deal with your fine.

For more information, visit www.fines.vic.gov.au

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). For more information, visit www.fines.vic.gov.au

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. For more information, visit www.fines.vic.gov.au

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 21 days of the date of request, the enforcement agency may determine the application without further information. Internal reviews are not permitted for an alleged drink-driving, driving under the influence of drugs, or excessive speed infringements that result in a loss of licence.

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

Date

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Signature of other person with consent

Date

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