

Infringement Internal Review Application

What you need to do for your application



Complete the form

Make sure all sections are complete and you have supplied all supporting documents.

Collection of Information

Colac Otway Shire is committed to protecting your privacy. The personal information requested on this form is being collected by Colac Otway Shire for the purpose of an infringement internal review or and other related purpose. This information may also be provided to Fines Victoria for the purpose of review. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, then an infringement internal review cannot take place. If you wish to alter any of the personal information you have supplied to Colac Otway Shire, please contact Council via telephone on 5232 9400 or email inq@colacotway.vic.gov.au. Council's Privacy Policy is available from our website: colacotway.vic.gov.au/Council-the-shire/Council-policies and all Council Customer Service Centres.

Your Details

Who is applying for this Infringement Internal Review?

- Person named or in receipt of the infringement notice Other person with consent Authorised company representative

If you have ticked the "Other person with consent" option you must also complete the Consent for Internal Review section of this form.

First name

Last name

Residential or postal address

Best phone number to contact you on

Email

Infringement Details

Please contact the Colac Otway Shire Local Laws Unit on 5232 9400 should you require any assistance with completing this form.

Infringement Type - please tick

- Parking Animal Local Law Other

Infringement Number

Issuing Officer's Number

Vehicle Registration Number (if applicable)

Grounds for Review

Please choose which grounds for appeal you are applying for:

- Exceptional Circumstances Contrary to Law Special Circumstances Mistaken Identity
 Person Unaware of Fine Penalty Reminder Notice Fee Waiver Request

Infringement Internal Review Application

Supporting Information

Reason for review. Attach separate or additional documents if necessary.

Consent for Internal Review

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

I (person named or in receipt of the infringement)

of (address of person named or in receipt of 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.

Your Signature

Date

D	D	M	M	Y	Y
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Signature of other person with consent

Date

D	D	M	M	Y	Y
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Acknowledgement and Signature

I, the undersigned wish to apply for an internal review of the infringement as detailed above.

Name

Signature

Date

D	D	M	M	Y	Y
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Return your completed forms by post: PO Box 283, Colac, 3250, email: inq@colacotway.vic.gov.au or call into one of our service centres.

Colac Shire Offices, 2-6 Rae St, Colac | GORVIC 100 Great Ocean Rd, Apollo Bay

Infringement Internal Review - Grounds for Appeal

Exceptional Circumstances

Please provide details of the exceptional circumstances (where an offence has been committed due to unforeseen or unpreventable circumstances, e.g. medical emergencies). For more information, visit www.fines.vic.gov.au

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 the infringement notice is not valid, or that an authorised officer has acted unlawfully or beyond their authority in taking that action or decision.

Special Circumstances

Special circumstances include:

- 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 long term circumstance or condition making it impractical to deal with the infringement.

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 a 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 constituting the offence, or
 - b) make it impracticable to deal with your infringement.

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

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

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

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. Failure to provide further information within 35 days of the date of request, the enforcement agency may determine the application without further information.