



Application for Internal Review

Important information before you complete your application

If you believe there is a good reason for you not to pay a fine, you can apply for an internal review, as long as the matter has not been lodged with the Magistrates Court. As per the Infringements Act (2006) you can only request one review of your infringement notice.

Please read the following information before your complete your application.

The following reasons are not considered valid grounds for withdrawal of a fine:

- forgetting to read the sign because you were concentrating on other things
- mistakenly paying a meter which did not correspond with the correct parking bay
- not being able to read a sign from the car
- being unaware of which vehicles can use Loading Zones or Permit Zones
- running out of petrol, or experiencing vehicle issues that did not require repair/towing
- being new to, or unfamiliar with the Rural City of Wangaratta, or a particular road rule
- pulling into a signed restricted area to answer a phone
- appointments or meetings running overtime
- not noticing or misreading a parking sign
- not noticing that a sign or restriction had been changed
- poor visibility due to weather
- permit slipping off the dash

Provide all relevant information to support your application

You need to provide all of the relevant information and any supporting documentation to us when you request a fine review. We require verifiable independent documentation to consider withdrawing a fine on the grounds of exceptional circumstances.

For example:

- If your parking fine was due to a vehicle breakdown, you will need to provide an invoice for mechanical/roadside assistance or towing.
- If you experienced a medical emergency, you will need to provide a letter from the hospital or treating medical practitioner confirming the emergency on the day.
- If your objection relates to a parking permit, include the permit number, expiry date, issuing council and if possible, a copy of the permit.

What will happen after you submit your application

1. Once your application is received, your infringement will be placed 'on hold.'
2. Your application will be reviewed within 90 days of the application being received. You do not need to take further action until you receive our response.
3. Council will write to you within 21 days of the review decision, advising you of the outcome of your review application.

If the infringement is upheld:

- If the infringement is upheld, we will advise you of a new payment date.
- If you don't pay an upheld infringement notice, request a payment plan or elect to go to court by the new due date, you will incur further costs in late fees.

Note: If you provide insufficient information, we may contact you for more details before reviewing your infringement notice. If we don't receive this information by the specified date, we will make a decision based on the information at hand.

Application for Internal Review (Infringements Only)

1. Please complete all sections below to have your infringement reviewed. Please 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

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

Surname / Company Name

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First name / Company ACN

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Address of person / Company

Locality

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State

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Postcode

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Email

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Phone:

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Relevant Penalty Infringement Notice details

Penalty Infringement Notice number

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Vehicle/ Animal Registration Number

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Grounds for application

Please refer to descriptions located last page

Exceptional Circumstances
Description 1

Contrary to Law
Description 2

Special Circumstances
Description 3

Mistaken Identity
Description 4

Person Unaware of Fine
Description 5

Penalty Reminder Notice - Late Fee Waiver Request
Description 6

I have attached all relevant documentation in support of my application for review

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.

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Signature of Applicant

Date

D	D	/	M	M	/	Y	Y	Y	Y
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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 unlawful (e.g. the Infringement was not valid).

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, 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 you 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 mistake of identity (including evidence e.g. copy of your driver's license, 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.

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

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

Date

D	D	/	M	M	/	Y	Y	Y	Y
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