

Description of relevant grounds for internal review appeal

1) Exceptional Circumstances

Please provide details of the exceptional circumstances surrounding your case and provide reasons why your circumstances or situation are such that the infringement should be Withdrawn or an Official Warning issued.

2) Contrary to Law

Please provide the reasons why you consider the decision to issue you with an infringement unlawful.

3) Special Circumstances

Special Circumstances are:

- a. A mental or intellectual disability, disorder, disease or illness
- b. A serious addiction to drugs, alcohol or a volatile substance
- c. Homelessness

You must provide evidence from one of the following parties that you suffer from one or more of these conditions and attach to this application:

- a. A case worker, case manager or social worker
- b. A general practitioner, psychiatrist or psychologist
- c. An accredited drug treatment agency

You must also prove that the condition prevented you from realising that the conduct was an offence or from controlling that conduct.

4) Mistaken Identity

Please provide the reason/s why you believe there has been a case mistake of identity and identify the name and address of the person involved and the relationship of that person to you.

5) 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 28 days of the date of request, the enforcement agency may determine the application without the further information.

Consent for internal review

(To be completed if another person is acting on your behalf)

I (person named on the infringement) _____,

of (address of person named on the infringement) _____,

give my consent to (name of person making the application on my behalf) _____,

to apply for an Internal Review on my behalf in relation to infringement number _____

Signed (person named on the infringement) _____ Date _____

Signed (other person with consent) _____ Date _____