

## INFRINGEMENT REVIEW FORM

Apply to have your infringement reviewed under  
*Infringements Act 2006*

What can I use this form for?

If you believe your infringement should be withdrawn because it relates to one of the following:

- Exceptional Circumstances (must meet exceptional criteria)
- Special Circumstances
- Contrary to Law
- Mistaken Identity

Under Infringements Act 2006, you are only entitled to one review of an infringement. Make sure you carefully read the review categories and attach all documentation prior to submitting a review.

### Exceptional Circumstances

If you believe the circumstances relating to you committing the offence were exceptional and warrant the withdrawal of the infringement.

These can be:

- Medical emergency requiring immediate medical attention, or bereavement
- An emergency that presented a current and immediate threat to an individual's safety
- A mechanical issue that stopped the vehicle from being moved and prevented the vehicle from stopping elsewhere

The following is a guide as to what are **not** considered exceptional circumstances:

- I can't afford the fine (you can apply for a payment plan or extension of time separately)
- Parking: I was only parked in the permit zone for a short time.
- Parking: I am unfamiliar with the area / I haven't visited the area in a long time / the signs have changed since I was last here
- Parking: I thought the permit zone only applied to bays in front of road markings
- Parking: I was running late / I was in a rush
- Parking: My appointment went over time
- Parking: I only stopped there for a short time to drop off / pick up my children
- Parking: I didn't see the sign / the weather obscured my vision of the sign
- Parking : Nobody else in the area received an infringement
- Parking: I thought I could park there because everyone else was
- Parking: The officer that issued the infringement didn't tell me I couldn't park there
- Parking: I have parked here many times without receiving an infringement before
- Parking: I have a good driving record and have not received an infringement before

- Parking: There was no other parking at the train station / I didn't want to miss the train
- Parking: Mechanical issues with my car that didn't require immediate towing / repair
- Parking: I didn't know my disabled permit had expired / I was using an old / expired permit
- Parking: I didn't know I wasn't allowed to park on a nature strip / across a footpath or driveway
- Parking: I wasn't blocking anybody / causing an issue
- Notice to comply: I live far away from the property / I didn't know it was my responsibility
- Dog at Large: My dog was scared by fireworks
- Dog at Large: Someone left the gate / door open
- Dog at Large: My dog dug under / broke through the fence
- Unregistered Animal: I didn't know / I thought I already renewed / registered my dog / cat
- Unregistered Animal: I thought having a microchipped dog / cat meant it was registered with Council
- Business Registration: I didn't know it was due / the business was on break / someone else was in charge

### **Special Circumstances**

Special Circumstances mean you were suffering from one or more of the following which resulted in you being unable to control your actions which resulted in the offence:

- A mental or intellectual disability, disorder, disease or illness;
- A serious addiction to drugs, alcohol or a volatile substance;
- Homelessness
- You or an immediate family member was experiencing family violence

If you apply under Special Circumstances, you must supply documentation that shows your illness, addiction or homelessness directly contributed to your offence and you were suffering from one of these at the time of the offence.

Documentation can be from:

- Your GP, psychiatrist, psychologist or qualified treating practitioner
- An accredited drug treatment agency
- A case worker, case manager, social worker or homeless support worker
- If you were / are experiencing family violence, you should supply any relevant advice to support your claim.

### **Contrary to Law**

If you believe the infringement was issued unlawfully. This means the infringement was not issued under any correct legislation or offence code for the relevant offence. It does not mean you disagree with it being issued.

### **Mistaken Identity**

If the infringement was issued to you in error as you were not the person who committed the offence. Please supply any evidence that you were not the responsible person, or identify the correct offender.

Person Unaware – Extension of Time

You may be eligible for an extension of time if you were not immediately aware of the infringement due to a change of address. You must notify Council within 14 days of becoming aware of the infringement to request an extension of time to pay.

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**Applicant details:**

Name:	
Infringement Notice Number/s:	
Address:	
Suburb:	Postcode:
Phone:	Email:

  

<b>Grounds for Review</b>	Exceptional Circumstances <i>By ticking this box I confirm I have read and agreed that my application meets the criteria</i>	Contrary to Law
	Special Circumstances AND I have attached relevant documentation	Mistaken Identity
		Person unaware <i>(extension of time only)</i>

**Details**

Supply all necessary information relating to why Council should withdraw the infringement. Attach additional pages if required.

## Signature

**I hereby declare that the information provided on this form and the attachments is true and correct and I understand that it is an offence to provide false or misleading information (penalties apply).**

Name:

Signature:

Date:

## Third Party Consent

Complete this section if you wish to have a third party act on your behalf.

I,  
*Full Name (person named on infringement)*  
Of  
*Address*

Give my consent to  
*Full Name (third party acting on your behalf)*

Signed:

Date:

*(Person named on infringement)*

Signed:

Date:

*(Third party acting on your behalf)*

## Lodgement

**Email:** info@alpineshire.vic.gov.au

**Post:** Alpine Shire Council, PO Box 139, Bright VIC 3741

**In Person:** Alpine Shire Council Office, 2 Churchill Ave, Bright VIC

## Office Use

Date received:

Reviewed by:

Response sent:

Approved by:

Grounds for withdrawal:

Result:

## Privacy notification

Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014 and used for the specified purpose. You can access your personal information by contacting Council's Privacy Officer on 03 5755 0555.