INTERNAL REVIEW OF AN INFRINGEMENT

Address:

BEFORE completing this form, please ensure that you have read the **'Frequently Asked Questions'** relating to an Internal Review of an Infringement. If you are applying for a review of a parking infringement, please ensure that you have also read Council's information brochure **Parking, the Road Rules & You**. Both documents can be read on Wyndham City's website or are available at the Civic Centre, 45 Princes Highway, Werribee.

Infringement Notices WILL NOT be withdrawn because of financial hardship. If you are experiencing financial hardship you can apply for a Payment Plan or an Extension of Time. Contact Wyndham City on (03) 9742 0777.

You must complete and sign all relevant sections of this form. If you need someone to act on your behalf please make sure you complete section 3.

Please Note: Customer Service staff have no authority relating to infringement reviews and cannot withdraw Infringement Notices. All applications must be made in writing and will be responded to in writing by the Internal Review Officer.

The completed application form can be submitted in person at the Civic Centre 45 Princes Highway Werribee or mailed to Wyndham City PO Box 197 Werribee Vic 3030 or emailed to mail@wyndham.vic.gov.au

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1. APPLICANT'S D	ETAILS
Name:	
Address:	
Suburb:	Post Code:
Telephone:	
Work:	Fax:
Email:	
If applicable:	
Business Trading Na	me:
Business Address:	
Suburb:	Post Code:
ABN:	Telephone:
2. INFRINGEMENT Infringement numbe	r(s):
Vehicle Registration	Number (if applicable):
	RESENTATIVE'S DETAILS person (or agent) is representing you
I consent to	acting as my agent.
Applicant's Signature	2:
4. REPLY DETAILS Only complete if the addre	ess Council is to reply to is different to the applicant's address above
Name [.]	

Suburb: Post Code:	
5. GROUNDS FOR APPLICATION FOR INTERNAL REVIEW You must choose ONE of the following grounds.	
Tick ONE box only	
Contrary to Law – I believe the infringement notice was not issued according to the law	
Mistaken Identity - I believe the infringement notice has been issued to the wrong person	
Exceptional Circumstances - I believe I have a valid reason to excuse the infringement	
Special Circumstances – I believe I meet one of the Special Circumstances criteria listed on the Council website and in the Frequently Asked Questions relating to an Internal Review of an Infringement	
Person Unaware – I was not aware that I had an Infringement Notice issued to me	
6. REASON FOR GROUNDS Describe why the infringement should be reviewed (if you need more space than what is provided below please at pages to this form).	tach additional
Please attach COPIES of any additional information to support your application .Provide as mu documentation as possible to show why the infringement notice should be reviewed.	ch supporting
DECLARATION	
I hereby submit my application for an Internal Review of Infringement and believe the grounds for my review and I have provided are true and correct to the best of my knowledge.	l all information
I understand that I may submit ONLY ONE application for internal review per offence and the decision made is fir	nal.
Name:	
Signature: Date:	
PRIVACY COLLECTION STATEMENT:	
Your personal information is being collected by Council to conduct an internal review of your infringement notice(s), in association with vario will be stored in a customer database and used in accordance with Council's Privacy Policy. For further information on how your personal information visit Council's website for its Privacy Policy at: https://www.wyndham.vic.gov.au/about-council/your-council/administration/privacy-policy .	

If you require any assistance in submitting your application for Internal Review, please contact Wyndham City Council on (03) 9742 0777. If you would like anything in this document to be translated, please call the Translating and Interpreting Service on 131 450 and ask to be connected to Wyndham City on (03) 9742 0777.

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Privacy Collection Statement: Your personal information is being collected for Infringement handling purposes in accordance with Council functions under various Acts. Your information will be used by Council and its Contracted Service providers or as permitted by Law. To gain access to your information please contact Council's Privacy Officer on 03 9742 0777.