## INTERNAL REVIEW OF AN INFRINGEMENT

**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 <a href="Parking">Parking</a>, The Road Rules and 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Infringement Notices WILL NOT be withdrawn because of financial hardship.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 1300 023 411.

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 Council, PO Box 197 Werribee, Vic 3030 or emailed to mail@wyndham.vic.gov.au

1. APPLICANT'S DET	TAILS	
Name:		
Address:		
Suburb:		Post Code:
Telephone:		Mobile:
Work:		Fax:
Email:		
If applicable:		
Business Trading Name	e:	
Business Address:		
Suburb:		Post Code:
ABN:		Telephone:
2. INFRINGEMENT	DETAILS	
Infringement number(	s):	
Vehicle Registration N	umber (if applicable):	
	SENTATIVE'S DETAILS rson (or agent) is representing you	
I consent to		acting as my agent.
Applicant's Signature:		
<b>4. REPLY DETAILS</b> Only complete if the address	s Council is to reply to is different to the applicant's addres	s above
Name:		
Address:		
Suburb:		Post Code:

<b>5. GROUNDS FOR APPLICATION FOR INTERNAL REVIEW</b> You must choose <b>ONE</b> 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	
<b>Special Circumstances</b> – 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 as pages to this form).	ttach additional
Please attach <b>COPIES</b> of any additional information to support your application. Please provide supporting documentation as possible to show why the infringement notice should be reviewed requesting a review, please do not pay the infringement until you are advised of the outcome application.	d. <b>If you are</b>
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 fin	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 various will be stored in a customer database and used in accordance with Council's Privacy Policy. For further information on how your personal info	

If you require any assistance in submitting your application for Internal Review, please contact Wyndham City Council on 1300 023 411. 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 1300 023 411.

visit Council's website for its Privacy Policy at: <a href="https://www.wyndham.vic.gov.au/about-council/your-council/administration/privacy-policy">https://www.wyndham.vic.gov.au/about-council/your-council/administration/privacy-policy</a>.

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