

Request a review of your infringement

About this form

The quickest and easiest way to request a review is to apply online. Visit our website and search for 'infringement review'.

You can complete this form if you are:

- the person named on the infringement notice
- authorised to act for a company named on the infringement notice
- assisting the person named on the infringement notice, with their consent.

You can apply for an internal (Council) review of your infringement notice if:

- you think the infringement notice was issued incorrectly
- there was an issue outside of your control that stopped you from being able to obey the law.

We will only withdraw your infringement if it meets one of our grounds for internal review:

1. **Contrary to law:** you believe that the infringement notice was not issued according to the law.
2. **Exceptional circumstances:** there was an issue outside of your control like a break down or medical emergency that stopped you from being able to obey the law.
3. **Mistaken identity:** you believe the infringement notice was issued to the wrong person.
4. **Special circumstances:** you were experiencing homelessness, family violence, addiction or other mental health

challenges at the time of the infringement.

5. **Person unaware:** you didn't know you had been issued an infringement notice.

Alternatively, you can elect to have the matter heard and determined by a court.

If you received a parking infringement and you were not the driver at the time of the offence, you need to complete a nomination form. This is available on our website, or at our Civic Centre at 45 Princes Hwy, Werribee.

What you need

- Your infringement number.
- Your contact details.
- Your grounds for review and an explanation of why you are requesting a review.
- Evidence to support your request.

How to return this for

In person: Civic Centre, 45 Princes Highway, Werribee

By post: PO Box 197, Werribee, Victoria, Australia, 3030

More information

If you need help completing this form, call us on 1300 023 411.

We are open Monday to Friday from 8am to 5pm.

Your details

Given name:	<input type="text"/>	
Last name:	<input type="text"/>	
Date of birth:	<input type="text"/> (dd/mm/yyyy)	
Phone number:	<input type="text"/>	
Address:	Street and number:	<input type="text"/>
	Suburb:	<input type="text"/>
	Postcode:	<input type="text"/>
Email address:	<input type="text"/>	
Corporation name (if applicable)	<input type="text"/>	
ABN (if applicable)	<input type="text"/>	
ACN (if applicable)	<input type="text"/>	

Infringement details

Infringement number:

Date of offence:

dd/mm/yyyy

What is your relationship to the person or company named on the infringement?

- I am the person named on the infringement notice
- I am authorised to act on behalf of a company named on the infringement notice
- I am assisting the person named on the infringement notice to complete this form, with their consent

Authorised agent

If you are not the person named on the infringement, what is your name?

Option A: Internal review

Complete this section if you are asking us to review the infringement.

If you are electing to have the matter dealt with by a Court, you can leave this section blank.

Why are you seeking a review?

- Contrary to law
- Exceptional circumstances
- Mistaken identity
- Special circumstances
- Person unaware

Explain why the infringement should be reviewed

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Acknowledgement:

- The grounds for my review and all information I have provided are true and correct to the best of my knowledge.

- I understand that I may only submit one application for internal review per offence and the decision made is final.

Signature:

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Date:

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Option B: Request a court hearing

Complete this section if you want to have the matter dealt with by a Court. If you are asking us to review the infringement, you can leave this section blank.

Your full name:		
Date of offence:	dd/mm/yyyy	
Your address: (or corporation address) This is where the Court summons will be sent.	Street and number:	
	Suburb:	
	Postcode:	
Mobile:		
Email:		
Acknowledgement:	<input type="checkbox"/> I decline to have this matter dealt with under these enforcement provisions and want to have the matter heard and determined by a Court. I understand I may receive a summons for this offence.	
Signature:		
Date:		

Privacy collection statement

We will collect and use your personal information (or personal information of those acting on your behalf) when we process your request. We will store the information in our database and use it to identify you when you are communicating with us. We will also use your information and may share it with our contractors when we deliver services and information.

We may use your data to gather feedback through a survey, to assess your satisfaction with our service delivery. Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014 (Vic). For more information about how your personal information is handled please visit our Privacy Policy on our website at www.wyndham.vic.gov.au