


Application for internal review (infringements only)

1. Please complete all sections below to have your infringement reviewed. Please print clearly in ink using BLOCK letters, cross where applicable and then sign.
2. Only one application may be submitted per infringement notice, unless an internal review has been granted on the ground of person unaware.
3. You can send your completed form to contact@epa.vic.gov.au or EPA Victoria, GPO Box 4395, Melbourne, VIC 3001.



Applicant details			
Confirm who is making the application			
X	Person named in the infringement notice	X	Other person with consent (You must also complete the 'Consent for internal review' on reverse side of this page)
X		X	Authorised company representative (You must also complete the 'Consent for internal review' on reverse side of this page)
Your personal details			
Surname/company name:			
First name / Company ACN:			
Address of person / Company:		State:	Postcode:
Email:			
Infringement details			
Infringement notice number:			
Grounds for application			
Please read the descriptions on the reverse side of this page and choose the correct ground/s.			
X	Exceptional circumstances See description 1	X	Contrary to law See description 2
X	Mistaken identity See description 4	X	Person unaware of fine (you may have been unable to deal with an infringement notice as you were not aware that one has been issued/served) See description 5
X		X	Special circumstances See description 3
Declaration details			
<p>I understand that this is the only internal review for this infringement that I am able to submit pursuant to s.22(2) of the <i>Infringements Act 2006</i> (unless an internal review on grounds of person unaware has been accepted).</p> <p>I declare that the information that I have supplied in this form, and any attachments to this form, are true and correct to the best of my knowledge.</p> <p>I understand by making a false or misleading statement in support of this claim, I may be prosecuted.</p>		<p>Signature of applicant:</p> <div style="text-align: center;">  </div>	
		Date	
D	D	/	M M / Y Y Y Y

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Description of relevant grounds for internal review	
1	<p>Exceptional circumstances Please provide details of the exceptional circumstances (where you have committed the offence due to unforeseen or unpreventable circumstances, e.g. medical emergencies).</p>
2	<p>Contrary to law Please provide the reasons why you consider the decision to issue you with an infringement was unlawful (e.g. the infringement was not valid).</p>
3	<p>Special circumstances Special circumstances include:</p> <ul style="list-style-type: none"> • a mental or intellectual disability, disorder, disease or illness • a serious addiction to drugs, alcohol or some other volatile substance • homelessness, or • family violence within the meaning of the <i>Family Violence Protection Act 2008</i>. <p>You must provide evidence to support your application. Evidence could include a letter, report or statement from:</p> <ul style="list-style-type: none"> • a case worker, case manager or social worker • a general practitioner, psychiatrist or psychologist • an accredited drug treatment agency, or • a police officer or school principal (for family violence). <p>Any letter, statement or report from a practitioner or case worker should include the following information:</p> <ul style="list-style-type: none"> • the practitioner/case worker's qualification and relationship with you, including the period of engagement • the nature, severity and duration of your condition or circumstances at the time the offence was committed, and • whether, in the opinion of the practitioner/case worker, your condition or circumstances resulted in your inability to understand or control the conduct constituting the offence.
4	<p>Mistaken identity Please provide an explanation of why you rely on the ground of mistaken identity (including evidence, e.g. a copy of your driver license, in support).</p>
5	<p>Person unaware of fine An internal review application using this ground can be lodged when you were unaware that an infringement notice had been issued.</p> <p>An application made on the ground of person unaware must:</p> <ul style="list-style-type: none"> • be made within 14 days of you becoming aware of the infringement notice (you may evidence the date that you became aware of the infringement notice by executing a statutory declaration) • state the grounds on which the decision should be reviewed, and • provide your current address. <p>Note: If an internal review application is granted on this ground, any penalty reminder notice fees will be waived but you will need to deal with the original infringement. You will be able to apply for an internal review on another ground.</p>

Applicants please note:

If you do not provide sufficient information, EPA may request further information. If you do not provide this information within the timeframe specified in the request, EPA may make a decision based on the original application.

Consent for internal review																					
<p>To be completed if another person is acting on your behalf or to authorise a person to act on behalf of a company.</p> <p>I (person/Director of company named in the infringement)</p> <p>of (address of person/company named in the infringement),</p> <p>give my consent to (name of person making the application on your/your company's behalf)</p> <p>.....</p> <p>to apply for an internal review on my behalf for infringement number</p>																					
<p>Signature of person/Director of company named in the infringement:</p> 	<p>Signature of other person with consent:</p> 																				
Date	Date																				
D	D	/	M	M	/	Y	Y	Y	Y		D	D	/	M	M	/	Y	Y	Y	Y	