**Application for Internal Review**

1. Please complete all sections below to have your infringement reviewed. Please complete each section printing clearly in BLOCK letters.
2. Only one internal review may be submitted per Infringement Notice, unless applying when an internal review has been granted on the grounds of Person Unaware of fine.

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| **Applicant Details**  **Who is applying (confirm who is making the application)** | | | | | | | |
| Person named on the Infringement Notice | | Other person with consent | | | Authorised company representative | | |
| **Your Personal Details** | | | | | | | |
| Full Name: | | | | | | | |
| Corporate Name and ACN (if applicable): | | | | | | | |
| Address of Person / Corporate (Outcome will be sent here): | | | | | | | |
|  | | | | State: | | | Postcode: |
| Email: | | | | | | | |
| **Infringement Details** | | | | | | | |
| Infringement Notice Number: | | | | | | | |
| **Infringement Type** | | | | | | | |
| Food Act 1984 | | Public Health and Wellbeing Act 2008 | | | | Tobacco Act 1987 | |
| **Grounds for Application** | | | | | | | |
| Person Unaware of Fine | | | Contrary to Law | | Mistaken Identity | | |
| Exceptional Circumstances | | | Special Circumstances | | | | |
| I have attached an explanation of my circumstances and ground (s) in support of my application | | | | | | | |
| **Declaration** | | | | | | | |
| 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 Infringements Act 2006  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  I understand that by making a false or misleading statement in support of this claim, I may be prosecuted. | | | | | | | |
| **Signature of Applicant** |  | | | | | | |
| **Date** |  | | | | | | |

Applicants please note: If you do not provide sufficient information, the enforcement agency may request further information. If you do not provide this further information within 21 days of the date of request, the enforcement agency may determine the application without further information.

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| **Description of relevant grounds for internal review** | |
| **1** | 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). |
| **2** | Contrary to Law Please provide the reasons why you consider the decision to issue you with an Infringement was contrary to law. For example, this ground can be used if you believe that the infringement notice is not valid, or that an infringement officer has acted unlawfully or beyond their authority in taking that action or decision. |
| **3** | Special Circumstances Special circumstances includes:   * a mental or intellectual disability, disorder, disease or illness * a serious addiction to drugs, alcohol or volatile substance * homelessness * family violence within the meaning of the Family Violence Protection Act 2008, or * a severe disabling long-term circumstance or condition making it impracticable to deal with the fine in any way.   You must provide evidence (for example a letter, report, or statement) from one of the following to support your application:   * a case worker, case manager or social worker * a general practitioner, psychiatrist or psychologist, or * an accredited drug treatment agency.   Evidence from practitioner or case worker should include the following information:   * the practitioner/case worker’s qualification and relationship with you, including the period of engagement * the nature, severity and duration of your condition or your circumstances * whether, in the opinion of the practitioner/case worker, your condition/circumstances:  1. contributed to a significantly reduced capacity to understand or control the conduct constituting the offence, or 2. make it impracticable to deal with your fine.   For more information, visit <https://online.fines.vic.gov.au/Support/Special-circumstances> |
| **4** | Mistaken Identity  Please provide an explanation of why you rely on the ground of mistake of identity (including evidence e.g. copy of your driver’s licence, in support). |
| **5** | Person Unaware of Fine An application made on the ground of ‘person unaware’ must:   * 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 for service. |

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| **Consent for Internal Review**  To be completed if another person is acting on your behalf: | | | |
| I (person named in the infringement)………………………………………………………………………………………………………………., of (address  of person named on the infringement)…………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………………………, give my consent to (name of person making the application on your behalf) ……………………………………………………………………………………………………………………………………………………, to  apply for an internal review on my behalf to Infringement Number………………………………………………………………………………………. | | | |
| **Signature of person named on the infringement** | | **Signature of other person with consent** | |
|  | |  | |
| Date: |  | Date: |  |