

Infringement Review Form

Apply to have your infringement reviewed under *Infringements Act 2006*

What can I use this form for?

If you believe your infringement should be withdrawn due to certain circumstances.

- ✓ Under *Infringements Act 2006*, you are only entitled to **one** review of an infringement
- ✓ Read the review categories
- ✓ Attach all documentation and evidence with your review.

Exceptional Circumstances

If you believe there were **exceptional** circumstances relating to your infringement.

What are exceptional circumstances?

- » Medical emergency or bereavement
- » Non-medical emergency
- » A mechanical issue that stopped the vehicle from being moved and prevented the vehicle from stopping elsewhere.

What are **not** exceptional circumstances?

- » "I can't afford the fine"
You can apply for a payment plan or extension of time separately
- » Parking: "I have a good driving record or I haven't been fined before"
Previous 'good driving records' are not considered exceptional circumstances
- » Parking: "I am unfamiliar with the area - I didn't see the sign - the signs have changed"
It is the responsibility of the driver to check for signage when parking their vehicle. This may mean walking a short distance to find the applicable sign
- » Parking: "I was running late - I was in a rush - my appointment went over time"
It is the responsibility of the driver to adhere to parking restrictions
- » Parking: "I only stopped in the No Stopping area for a short time"
You are not permitted to stop in a No Stopping area for any length of time, or for any reason
- » Parking: "The officer didn't tell me I couldn't park there"
It is the responsibility of the driver to park legally. Council Officers are not obliged to issue you a warning
- » Parking: "There was no other parking available"
It is the responsibility of the driver to choose legal parking
- » Parking: "I didn't know my disabled parking permit had expired – my permit fell off the dash"
It is your responsibility to check that your permit is valid and securely displayed

- » Dog/Cat at Large: “My animal was scared by fireworks or bad weather”
It is the responsibility of the owner to ensure their animal is contained during fireworks or weather events
- » Dog/Cat at Large: “Someone left the gate/door open - my animal dug/broke through the fence”
It is the responsibility of the owner to ensure their property is secure & their pet is contained at all times

Special Circumstances

If you were experiencing the following at the time of the infringement:

- » A mental or intellectual disability, disorder, disease or illness;
- » A serious addiction to drugs, alcohol or a volatile substance;
- » Homelessness
- » You or an immediate family member was experiencing family violence

If you apply under Special Circumstances, you must supply evidence that shows:

1. You were experiencing the illness, addiction, homelessness or family violence at the time of the offence; **and**
2. the special circumstances directly contributed to your offence.

Evidence can be from:

- » Your GP, psychiatrist, psychologist or qualified treating practitioner
- » An accredited drug treatment agency
- » A case worker, case manager, social worker or homeless support worker
- » Relevant advice relating to your family violence situation.

Contrary to Law

If you believe you did not commit an offence.

- ✓ You will need to supply a reason as to why you think it was contrary to law.

Mistaken Identity

If you were not the person who committed the offence.

- ✓ You will need to supply any evidence that you were not the responsible person
- ✓ You may need to identify the correct offender.

Work and Development Permit Scheme

In certain special circumstances, you may be eligible for a Work & Development Permit to assist you in paying off your fines.

- ✓ Contact the Department of Justice & Regulation on 1300 323 483 for further information.

What happens when I submit a review?

Council's Governance team will assess your request and provide a decision to you in writing.

- ✓ Your infringement will be placed on hold until your review is complete
- ✓ Council may request further information or evidence from you
- ✓ Council can only make one decision on each review request
- ✓ If you don't agree with Council's decision, you can apply to have the matter heard in court.

Applicant Details

Items marked with a * are mandatory

*First Name

*Surname

*Address

*Suburb

*Postcode

Phone

Email

***Infringement Number/s**

Checklist

I have completed all mandatory fields on the form (marked with *)

I have attached any relevant evidence

I have included the infringement number/s and my contact details

Details

*Supply your reasons why Council should withdraw the infringement. Attach additional pages if required.

Declaration

*I hereby declare that the information provided on this form and attachments is true and correct and I understand that it is an offence to provide false information (penalties apply).

*Signed

Date

Third Party Consent

Complete this section if you wish to have a third party act on your behalf.

I,

Full Name (person named on infringement)

Of

Address

Give my consent to

Full Name (third party acting on your behalf)

Apply for an infringement review on my behalf.

Signed

Date

(Person named on infringement)

Signed

Date

(Third party acting on your behalf)

Submit your form

Attention: Compliance Officer

Post: PO Box 1000, Narre Warren VIC 3805

Email: caseycc@casey.vic.gov.au

In person: Bunjil Place, Patrick Northeast Drive, Narre Warren

Privacy Statement

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014. All personal information collected by the City of Casey will only be used for the purposes outlined within our Privacy Policy. Council's Privacy Policy is available from our website www.casey.vic.gov.au/council/your-council/privacy and all Customer Service Centres. For further information about how Council manages and uses your personal information or how you can access or amend your personal information please contact Council's Privacy Officers via www.casey.vic.gov.au/council/contact/feedback-form or 9705 5200.

Contact City of Casey

03 9705 5200

NRS: 133 677 (for the deaf, hearing or speech impaired)

TIS: 131 450 (Translating and Interpreting Service)

caseycc@casey.vic.gov.au

casey.vic.gov.au

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PO Box 1000
Narre Warren VIC 3805

Customer Service Centres

Narre Warren

Bunjil Place,
Patrick Northeast Drive

Cranbourne

Cranbourne Park
Shopping Centre