

Description of relevant grounds for internal review

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:
 - a) contributed to a significantly reduced capacity to understand or control the conduct constituting the offence, or
 - b) make it impracticable to deal with your fine.

For more information, visit www.fines.vic.gov.au

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). For more information, visit www.fines.vic.gov.au

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. For more information, visit www.fines.vic.gov.au

6 Penalty Reminder Notice Fee Waiver Request
 Please provide the reason(s) why you believe the Penalty Reminder Notice Fee should be waived.
 Note: The original penalty amount is still applicable under this request.

7 University’s Additional Circumstances
 In addition to the grounds for review identified in the *Infringement Act 2006*, the University may consider a limited number of additional circumstances as grounds to apply for internal review. This may include, but is not limited to, cases where:

- you are a regular OPark user who forgot to start your OPark session
- forgot to renew 28-day vPermit
- you did not activate the correct registration on your OPark account/vPermit
- incorrect registration number entered in payment application (e.g. letter I instead of number 1)

Please provide a copy of your OPark history or a screenshot of your vPermit if applying under this grounds.

Applicants please note:

If you do not provide sufficient information, the University may request further information. If you do not provide this further information within 21 days of the date of request, the University may determine the application without further information.

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

Date

 / /

Signature of other person with consent

Date

 / /