



APPLICATION FORM

INTERNAL REVIEW OF AN INFRINGEMENT

BEFORE completing this form, please ensure that you have read the ‘**Frequently Asked Questions**’ relating to an Internal Review of an Infringement. If you are applying for a review of a parking infringement, please ensure that you have also read Council’s information brochure [Parking, The Road Rules and You](#). Both documents can be read on Wyndham City’s website or are available at the Civic Centre, 45 Princes Highway, Werribee.

Infringement Notices WILL NOT be withdrawn because of financial hardship. If you are experiencing financial hardship you can apply for a Payment Plan or an Extension of Time. Contact Wyndham City on 1300 023 411.

You must complete and sign all relevant sections of this form. If you need someone to act on your behalf please make sure you complete section 3.

Please Note: Customer Service staff have no authority relating to infringement reviews and cannot withdraw Infringement Notices. All applications must be made in writing and will be responded to in writing by the Internal Review Officer.

The completed application form can be submitted in person at the Civic Centre, 45 Princes Highway, Werribee or mailed to Wyndham City Council, PO Box 197 Werribee, Vic 3030 or emailed to mail@wyndham.vic.gov.au

1. APPLICANT’S DETAILS

Name:

Address:

Suburb: Post Code:

Telephone: Mobile:

Work: Fax:

Email:

If applicable:

Business Trading Name:.....

Business Address:

Suburb: Post Code:

ABN: Telephone:.....

2. INFRINGEMENT DETAILS

Infringement number(s):

Vehicle Registration Number (if applicable):.....

3. AGENT OR REPRESENTATIVE’S DETAILS

Complete only if another person (or agent) is representing you

I consent to acting as my agent.

Applicant’s Signature:

4. REPLY DETAILS

Only complete if the address Council is to reply to is different to the applicant’s address above

Name:

Address:

Suburb: Post Code:

HOW TO COMPLETE THIS FORM	1. Complete the form relevant to your situation. Do not make payment if submitting this form	2. Send to: Wyndham City Council PO BOX 197 Werribee VIC 3030	3. You will receive a notification in the mail to let you know the outcome of your application
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 Infringement Number

 Vehicle Registration Number

NOMINATION STATEMENT

A Please list your name and address details and then go to B

Full Name

Corporation name and ACN (if applicable)

Address of person/Corporation

State Postcode

B I declare that I was not driving or in possession or control of the vehicle at the time of the offence because (select option):

<input type="checkbox"/> Someone else was the driver in possession or control of the vehicle at the time of the offence go to C	<input type="checkbox"/> I sold this vehicle to someone else or permanently disposed of the vehicle on this date: <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> go to C	<input type="checkbox"/> I believe the vehicle or number plates displayed on the vehicle were stolen. Note: You must attach Police Report go to E	<input type="checkbox"/> I do not know and cannot identify the person in possession of the vehicle at the time of the offence. Note: This statement cannot be selected where the offence involves a taxi-cab. go to D	<input type="checkbox"/> I was incorrectly nominated as the responsible person in relation to the vehicle and I reject the nomination. go to D
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C List the details of the person or corporation who was in possession or control of the vehicle at the time of the offence.

Surname / Corporation name

First name / Corporation ACN

Address of person / Corporation

State Postcode

Drive licence / Permit Number State / Country of issue Date of birth

go to E

Please Note: Nominating a person who resides outside of Australia cannot be accepted by Council. Should the person who was in control of the motor vehicle at the time of the offence reside outside of Australia, owner onus applies and therefore you are liable for the infringement.

D Tell us what reasonable and diligent enquiries you've made to try to identify the person in possession or control of the vehicle at the time of the offence, or why you are rejecting the nomination

Note: Failure to keep a record of who was in possession or control of the vehicle involved in the offence is not an adequate reason unless you can prove exceptional circumstances. If the offence involves a taxi-cab, you cannot nominate another person if you are recorded as the driver in the operator's records, and you cannot claim you are not aware of, or cannot identify the driver. If you need additional writing space, please attach a signed extra page.

go to E

E Confirm the details provided are correct and sign to complete nomination statement:

It is an offence under the Road Safety Act 1986 (which may carry a fine in excess of \$9,000 and potential licence loss for an individual, or a fine in excess of \$18,000 for a body corporate) to knowingly provide false or misleading information in a nomination statement. I understand that I may be served with a summons to give evidence in relation to this nomination.

Your signature

Date

REQUEST A COURT HEARING

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.

Full Name <input style="width: 100%;" type="text"/>	Your driver licence <input style="width: 100%;" type="text"/>
Corporation name and ACN (if applicable) <input style="width: 100%;" type="text"/>	Date of birth <input style="width: 100px;" type="text"/>
Address (Court summons will be sent here) <input style="width: 100%;" type="text"/>	State <input style="width: 100px;" type="text"/> Postcode <input style="width: 100px;" type="text"/>
Email <input style="width: 100%;" type="text"/>	
Mobile number <input style="width: 100px;" type="text"/>	Your signature <input style="width: 100%;" type="text"/>
	Date <input style="width: 100px;" type="text"/>

Privacy Statement

Your personal information is being collected by Council to conduct an 'Internal Review' of your infringement notice(s), under the *Infringements Act 2006*. The information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. Your information may need to be verified by VicRoads and disclosed as permitted by law for enforcement purposes. For further information on how your personal information is handled, view our Privacy Policy [here](#).