

Appeal a parking fine

ABN: 65 952 882 314

Glen Eira City Council Customer Service Centre

📍 Corner Glen Eira and Hawthorn Roads, Caulfield

✉ PO Box 2421, Caulfield Junction, VIC 3161

☎ (03) 9524 3333

📧 parking@gleneira.vic.gov.au



Complete and submit this form to apply for an internal review of a parking infringement.
You can also lodge an appeal online at www.gleneira.vic.gov.au/parking-fines

Applicant details

Who is making the application?

Registered vehicle owner

Other person with consent

Authorised company representative

Please complete the consent for internal review on page three.

Your details

First name: _____ Surname: _____

Company name: _____ ACN: _____

Address: _____

City: _____ State: _____ Postcode: _____

Email: _____ Phone: _____

How should we contact you?

Email

Post

Infringement details

Infringement Number: _____

Vehicle Registration Number: _____

Supporting documentation

For appeals based on medical or mechanical circumstances, Council will request verifiable support documentation. Please ensure this is attached to your appeal lodgement to allow your application to be considered more promptly.

Examples of supporting documentation include:

Mechanical grounds: Roadside assistance/automotive repairer documentation confirming a mechanical fault or breakdown relevant to the infringement date and time.

Medical grounds: A certificate, letter or other documentation from a registered medical practitioner or health service provider confirming medical circumstances relevant to the infringement.

Council may contact documentation providers to verify validity.

Declaration

Have you read and confirmed the grounds for review on the next page?

Yes

No

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: / /

Description of relevant grounds for internal review appeal

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 unlawful (e.g. the Infringement was not valid).	☐
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, or • family violence within the meaning of the <i>Family Violence Protection Act 2008</i>. You must provide evidence (e.g. letter, report, statement) from one of the following parties 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 (e.g. letter, statement or a report) from practitioner or case work 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: a) whether you were suffering from the relevant condition or circumstances at the time the offence was committed, and b) whether, in the opinion of the practitioner/case worker, it is more likely than not that your condition/ circumstances resulted in your inability to understand or control the conduct constituting the offence. The practitioner or agency report must show that because of your condition/situation you could not understand or control constituting the offence.	☐
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 A 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.	☐
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.	☐

Important note

If you do not provide sufficient information, the enforcement agency may request further information. If you do not provide this further information within 28 days of the date of request, the enforcement agency may determine the application without further information.

Consent for internal review

Complete if another person is acting on your behalf

I (person named in the infringement) _____

of (your address): _____

give my consent to (person making the application) _____

to apply for internal review on my behalf of Infringement Number _____

Signature of person named on infringement: _____

Date: / /

Signature of other person with consent: _____

Date: / /

Grounds for application

Explanation the circumstances in support of your application for internal review.

(Please attach additional pages as required)