

Internal Review Request form

Applicant's details

Infringement No:

Vehicle Registration Number:

Name:

Address:

Suburb:

Postcode:

Phone number/mobile:

Email address:

We will consider your application if your reason for review is one of the following. Please tick the box:

- The infringement notice was issued 'contrary to law' (you believe you did not commit an offence).
- 'Exceptional circumstances' (verifiable and unforeseen circumstances outside of your control) could excuse the conduct for which the infringement notice was issued. For example:
- A medical emergency (an injury/illness posing an immediate risk to a person's life or long-term health)
 - A vehicle breakdown
- The infringement notice was issued to the incorrect person or vehicle. For example, you were not in the location or the incorrect registration was recorded.
- You have '[special circumstances](#)'. In relation to infringements, 'special circumstances' are considered to be:
- a mental or intellectual disability, disorder, disease or illness; or
 - a serious addiction to drugs, or alcohol or a volatile substance; or
 - homelessness
 - family violence

The following grounds are *not* considered valid reasons for the withdrawal of a parking infringement notice:

- Re-feeding a parking meter
- Being new to, or unfamiliar with the City of Dandenong or a particular Road Rule
- Appointments or meetings running overtime
- A parking ticket displayed incorrectly (e.g. face-down or blown off the dashboard)
- Not noticing or misreading a parking sign
- Being unaware of which vehicles can use Loading Zones or Permit Zones
- Incorrectly displaying a dual-registration or transferable parking permit
- Running out of petrol, or experiencing vehicle issues that did not require repair/towing

Please complete the reverse of this form and return to Council with any relevant documentation.

CSO initials:

DNG SPR NP PKM

