

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

Why should we cancel the Infringement?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Date:

Return completed form to the City of Greater Dandenong

- **Dandenong:** 225 Lonsdale Street, Dandenong
- **Springvale:** 397-405 Springvale Road, Springvale
- **Parkmore:** Shop A7, Parkmore Shopping Centre, Cheltenham Road, Keysborough
- **Noble Park:** Paddy O'Donoghue Centre, 18-32 Buckley Street, Noble Park (no cash payments)

Fax: (03) 8571 5196

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