**Your name**

**Your address**

Penalty Review Section

Civic Compliance Victoria

GPO Box 2041

Melbourne VIC 3001

25 July 2014

Dear Sir/Madam

**Your full name (DOB: DD/MM/YYYY)**

**Infringement No: Your infringement number**

**Request for internal review**

I submit this application for internal review of the decision to serve the above infringement notice under s22(1)(b) of the Infringements Act 2006 having regard to special circumstances relating to the infringement offence.

*Explain what happened when you received the fine and what you were going through on the day when you received the fine.*

I ask you to withdraw the fine because of special circumstances relating to this fine.

*Explain your special circumstances:*

* *Age: How old you are*
* *Intellectual disability: if you have an ID, ABI or cognitive impairment*
* *Mental health: explain what you have been diagnosed with*
* *Drug and alcohol use: explain what drugs or alcohol you are addicted to*
* *Homelessness: explain how long you have been homeless and where you were staying (eg. sleeping rough, couch-surfing, refuge, crisis, transitional)*

I have enclosed a support letter from my **GP / psychologist / AOD counsellor / housing worker** explaining my circumstances in more detail.

**This is the first fine I have received / This is my first application for internal review and**I respectfully request that my fine be reviewed and an official warning issued in its place.

Please notify me if you intend to refuse this application and refer the matter to court so that I can withdraw this application.

Yours sincerely

**Your name**