**INSTRUCTIONS** (Please **PRINT** all information clearly)

1. Complete **ALL** sections
2. Return within **14** days of the date of the Infringement Notice attention to   
   **Market Operations Manager** via one of the following methods:

* Deliver to the Customer Service Centre, Tenancy 80 on Buyer’s Walk
* Email to [infringements@melbournemarket.com.au](mailto:infringements@melbournemarket.com.au)

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| --- | --- | --- | --- |
| **1.** | **APPLICANT & INFRINGEMENT NOTICE DETAILS** | | |
| Infringement Issued to: | | | Access Card No: |
| Business Nominee Name: | | | Mobile No: |
| Business Address: | | | |
| Email Address: | | | |
| Infringement Notice Date: | | Infringement Notice Number: | |
| **2.** | **GROUNDS ON WHICH INTERNAL REVIEW IS SOUGHT** | | |
|  | The Applicant was not responsible for the breach or breaches to which the notice relates | | |
|  | The Infringement Notice has been issued on the basis of a mistake as to the factual circumstances giving rise to the alleged breach or breaches. | | |

Further information regarding why Internal Review is sought (*if insufficient space use over leaf or attach additional pages*):

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| **3.** | **CONFIRMATION / ACKNOWLEDGEMENT** | |
| ***I confirm that the information in this form is true and correct*** | | |
| Market Business Nominee Name: | | |
| Market Business Nominee Signature: | | Date: |
|  | |  |
| **4.** | **PRIVACY STATEMENT:** | | |
| |  | | --- | | Privacy Statement: The MMA is committed to protecting the privacy of your personal information. We need to collect and handle your personal information in order to be able to process your application. All the information you give us will be handled in accordance with the Privacy and Data Protection Act 2014. You can gain access to the personal information we hold about you and request that it be corrected if necessary. For further information about privacy contact [*privacy@melbournemarket.com.au*](mailto:privacy@melbournemarket.com.au) | | | | |

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| **5.** | **RESULTS AND COMMENTS (*OFFICE USE ONLY*)** |
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Further information regarding why Internal Review is sought (*Continue from previous page*)

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