

About this form

- This form should be used if you wish to apply for internal review of a decision made under **Formal** access under the GIPA Act.
- **You must lodge this form within 20 working days after notice of the decision was given to you.**
- The Application fee is \$40.00 and payable upon lodgement.
- If you need help completing this form, please contact a Council Right to Information Officer.

Part 1: Applicant Details

Title	Given Name/s	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company name (if applicable)		
<input type="text"/>		
Postal Address	Town/City/Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Telephone	Email Address	
<input type="text"/>	<input type="text"/>	

Part 2: Original Decision Details

Date of original Notice of Decision of Access Application:	<input type="text"/>
Council Reference Details on Notice of Decision:	<input type="text" value="D"/>
Brief description of information requested in Access Application:	
<hr/> <hr/> <hr/>	
Would you like the entire decision reviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, please specify what aspect of the decision you would like reviewed below	
<hr/> <hr/> <hr/>	

Part 3: Grounds for Internal Review

Please outline the reason why you are seeking an internal review
<hr/> <hr/> <hr/> <hr/>

Part 4: Form of Access

Where information can be released following internal review, how to you wish to access this information?

COPY OF DOCUMENTS
 INSPECT DOCUMENTS
 OTHER (please specify)

Part 5: Internal Review Application Fee Payment

\$40.00 application fee to be paid (Section 85 GIPA Act):

- In person (cash / cheque / money order / credit card)
- By mail (cheque / money order only) Note: do NOT send cash by post
- By telephone (credit card only - processing surcharge may apply) Note: we will call you once the application has been received to arrange payment)

Part 6: Applicant Declaration

1 The information I have provided is complete and correct.

2 I have read the Privacy & Personal Information Protection Notice below.

Signature Date

Privacy & Personal Information Protection Notice

The personal information requested on this form is collected for the purpose of recording and processing this application and providing the information requested. Access is limited to use by Council employees and other authorised persons. Supply of the personal information is voluntary, but if you cannot, or do not wish to, provide the information sought, Council may not be able to process your application. You may make application for access or amendment to information held by Council. This document will be stored on Council’s electronic Records Management Database and archives.

**Please lodge this form by post, in person or email at the addresses below.
Applications will be processed within 15 working days**

**OFFICE USE ONLY
CASHIERS**

RECEIPT TYPE: 85 01.00201.0072.2500 Ref: GIPA Formal Internal Review GST free	Date:	Application fee:	Receipt No:	Cashier:
	<input type="text"/>	<input type="text" value="\$40.00"/>	<input type="text"/>	<input type="text"/>