

Internal Review Application

Use this form to apply for an internal review of a decision made under the *Government Information (Public Access) Act 2009* (GIPA Act). You must lodge this form within 20 working days after the notice of decision is provided to you.

| 1. Your details | | | |
|--|------------|---------------|----------|
| Title | First name | Family name | |
| Name of party on whose behalf you are acting (if applicable) | | | |
| Email address | | | |
| Primary number | | Mobile number | |
| Address (optional) | | | |
| Suburb | | State | Postcode |

| 2. Decision details |
|---|
| <p>Please select which decision(s) you would like internally reviewed:</p> <ul style="list-style-type: none"> Application is not a valid access application Transfer an access application to another agency, as an agency-initiated transfer Refuse to deal with an access application (including such a decision that is deemed to have been made) Provide access or to refuse to provide access to information in response to an access application Government information is not held by the agency Information applied for is already available to the applicant Refuse to confirm or deny that information is held by the agency Defer the provision of access to information in response to an access application Provide access to information in a particular way in response to an access application (or a decision not to provide access in the way requested by the applicant) Impose a processing charge or to require an advance deposit Refuse a reduction in a processing charge Refuse to deal further with an access application because an applicant has failed to pay an advance deposit within the time required for payment Include information in a disclosure log despite an objection by an authorised objector (or a decision that an authorised objector was not entitled to object). |

3. Application fee

Attach confirmation of payment of the \$40 application fee by:

Electronic Funds Transfer (EFT) – **recommended**:

Subject description: Your surname - GIPA application fee

Pay: Department of Customer Service

ABN: 81 913 830 179

Bank: Westpac

BSB: 032 001

Account number: 203164

Attach proof that EFT payment has been made (e.g. a screenshot). The application will not be valid until proof of payment is received.

Credit card (credit card payments can be made at Service NSW Centres – please attach proof of payment)

Cash (can be made at selected Service NSW Centres – please attach proof of payment and do not send cash by post). Go to service.nsw.gov.au and search ‘locations’ then enter your postcode, select the location and the ‘Plan ahead’ tab has payment information

Cheque (enclose a cheque made payable to the Department of Customer Service)

Money order (enclose a money order made payable to the Department of Customer Service)

4. Lodgement and contact details

To lodge this form:

- Complete this form and email a copy to: gipa@customerservice.nsw.gov.au (recommended)
- Lodge in person at your nearest Service NSW Centre
- Post this form to the Department of Customer Service (DCS) GIPA team at:

DCS GIPA Team

McKell Building

2–24 Rawson Place

SYDNEY NSW 2000

If you have any questions, please call the DCS GIPA team on **(02) 9219 3700**.

Date application received

/ /

File reference

Privacy Statement: Information collected from you on this form is required by the Department of Customer Service (DCS) to determine the scope of your request for internal review of a decision made under the GIPA Act. The information collected may be provided to third parties with your consent or as required or permitted by law. DCS will correct or update your personal information at your request.