



# Application for Internal Review Under the Government Information (Public Access) Act (GIPA)

This form should be used if you wish to apply for internal review of a decision made under the Government Information (Public Access) Act (GIPA Act).

An Internal Review can only be lodged in respect of Formal GIPA Applications where a \$30 fee, and any processing charges, has been paid. An Internal Review must be lodged within 20 working days after notice of the decision of your Formal application was provided to you.

Processing of an Internal Review attracts a fee of \$40.00. You will be invoiced separately for this amount upon receipt of your Review application.

### Applicant Details:

|   |               |
|---|---------------|
| Title: <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Miss <input type="radio"/> Other | Date:         |
| Family Name:  | Given Name/s: |
| Company/Organisation (if applicable):   |               |
| Postal Address:   |               |
| Suburb:   | Postcode:     |

|  |      |
|--|------|
| Please select and complete your preferred mode of contact: |      |
| Email Address:   |      |
| Phone Number:  | Fax: |

### Request Details:

|  |
|--|
| I request review of GIPA Application Number:                                 |
| Date of decision:  |
| What aspect of the decision do you wish reviewed?<br>.....<br>.....<br>..... |

Your Internal Review application will be processed within 15 working days unless you are otherwise notified.

### Privacy Notification

The personal information you provide on this form is necessary to enable Council staff to contact you in relation to your GIPA application. (Our preferred mode of contact is by email so that you can be contacted in writing). The personal information provided by you can be viewed by Council staff but not by members of the public. You can apply for access or amendment to your personal information held by Council.

If you have any queries in relation to requests for information, please contact the Access to Information Team by email: [gipa@hornsby.nsw.gov.au](mailto:gipa@hornsby.nsw.gov.au) or visit our website at [hornsby.nsw.gov.au](http://hornsby.nsw.gov.au).