

Internal Review Application

Use this form if you wish 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

Please select which decision(s) you would like internally reviewed

- 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

- Credit card (credit card payments can be made at Service NSW Centres – please attach proof of payment)
- Cash (can be made at Service NSW Centres – please attach proof of payment and do not send cash by post)
- Cheque (enclose a cheque made payable to Service NSW)
- Money order (enclose a money order made payable to Service NSW)

4. Lodgement and contact details

Please lodge this form through any of the following options:

- Complete this form and email a copy to: gipa@customerservice.nsw.gov.au
- Lodge in person at your nearest Service NSW Centre
- Post this form to the Service NSW GIPA team. Should you select this option, please call the Service NSW GIPA team's hotline on (02) 9219 3700 for information on how to post the form.

Date application received

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File reference

Privacy Statement: Information collected from you on this form is required by the Service NSW 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. Service NSW will correct or update your personal information at your request.