Internal Review Application

Locked Bag 5
YOUNG, NSW 2594
P: 1300 445 586
E: mail@hilltops.nsw.gov.au
W: www.hilltops.nsw.gov.au

***Government Information (Public Access) Act 2009* ("GIPA")**

1. 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.

2. Applicant Details

Title: Surname: Given:

Postal Address:

Postcode:

Telephone (H): (W):

Mobile: Fax No:

Email:

☐ I agree to receive correspondence at the above email address

3. Original Decision Details

Date of original Notice of Decision of Access Application:

Council Reference No. Details on Notice of Decision:

Brief description of information requested in Access Application:

Would you like the entire decision reviewed? ☐ Yes ☐ No

If No, please specify what aspects of the decision you would like reviewed below:

4. Form of Access

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

☐ COPY OF DOCUMENTS ☐ INSPECT DOCUMENTS ☐ OTHER (please specify)

Document Set ID: 841986
Version: 3, Version Date: 11/06/2020

5. Internal Review Application Fee Payment

$40 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 payment only)
Note: *We will call you once the application has been received to arrange payment)*

6. Applicant Declaration

☐ The information I have provided is complete and correct.

☐ 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.

Lodgement details

You may lodge this form by post, in person, email or fax

Mail: Locked Bag 5, Young NSW 2594

In Person: 189 Boorowa Street, Young NSW 2594
6-8 Market Street, Boorowa NSW 2586
3 East Street, Harden NSW 2587

Email: mail@hilltops.nsw.gov.au

Fax: (02) 6384 2576

For further information regarding your application please telephone 1300 445 586

Applications will be processed within 15 working days

Office use only:

Processing Officer:	Date Received:	File Numbers:
Fee paid **$40**	Receipt No.	
Outcome of Request/ Action Taken:		

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