

Internal Review Application

Government Information (Public Access) Act 2009



Please complete this form to apply for an internal review of a formal decision made under the Government Information (Public Access) Act 2009 (NSW).

You must lodge this form with us **within 20 working days** after notice of the decision was given to you.

If you need help to complete this form, please contact Council's Legal and Information Officer on (02) 4974 2435 or visit our website at www.newcastle.nsw.gov.au and search for Council / Access to information.

1. Your details

Surname.....Title.....

First Name.....

Business / Group Name.....

(if the application is lodged on behalf of a business or a group)

Postal address.....Postcode.....

Telephone.....Email.....

I would like to receive correspondence to my email address.

2. Decision details

Decision to be reviewed.....

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Date of decision.....

Matter reference

3. Application Fee

Payment of the **\$40 application fee** by (tick relevant box):

Payment in person (cash / cheque / money order / credit card)

Payment by mail (cheque / money order only)

Payment by telephone on (02) 4974 2000 (credit card only - processing surcharge may apply).

Please quote job number T30 10 - 2020 - 1001 - 43537

Note: do NOT send cash by post

NO fee applies for an internal review if the decision is a 'deemed refusal' because Council did not process your application in time or the internal review is conducted because the Information Commissioner has recommended Council reconsider its decision.

Applicant's signature:.....Date.....

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Protecting your privacy

Council is committed to protecting your privacy and takes reasonable steps to comply with all relevant legislation. The information is collected by Council for the purpose of processing your application. Your personal information will be stored in accordance with relevant legislation and will only be accessed by authorised Council Staff. If you do not provide information, Council may not be able to process your application. Your information can be checked for accuracy by contacting Council's Legal and Information Officer on 4974 2435.

Lodging your Internal Review Application

In person:

The City of Newcastle

City Administration Centre
282 King Street
Newcastle NSW 2300

By mail:

The City of Newcastle

PO Box 489
Newcastle NSW 2300

General information about the GIPA Act is available by calling the Office of the Information and Privacy Commission NSW on freecall 1800 IPC NSW (1800 472 679) or at its website: www.ipc.nsw.gov.au