

**Government Information (Public Access) Act 2009**  
**INTERNAL REVIEW APPLICATION**

This form should be used if you wish to apply for 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 notice of the decision was given to you.

If you need help in filling out this form, please contact the Information and Privacy Commissioner (IPC) on 1800 472 679. General information about accessing government information under the GIPA Act is available on the IPC's website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au).

**1. Your details**

**Surname:**..... **Title:** .....

**Other names:**.....

**Postal address:**..... **Postcode:** .....

**Daytime telephone:**..... **Facsimile:**.....

**Email:**.....

I agree to receive correspondence to the above email address.

**2. Decision details**

Would you like the entire decision reviewed?

Yes – what is the decision to be reviewed (s80 of the GIPA Act)?

.....

No – what particular aspect of the decision would you like reviewed? (s82(3)) of the GIPA Act. *Please include the original Notice of Decision in your internal review application.*

.....

Reason for request for an internal review:.....

Date of decision:.....

File reference:.....

Applicant's signature: .....

Date:.....

**3. Internal Review Fee (please do not send cash by post)**

I attach payment of the **\$40.00 internal review fee** by way of:

- Cheque
- EFT Transfer (please provide proof of payment)
- Money Order
- Credit Card (please complete credit card details below)

**Account Name:** Legal Aid NSW

**Card Name:**

**BSB:** 032-005 **Account No:** 166970

**Card Number:**

**Reference:** Your Name/GIPA

**Expiry:**

**CVN:**

**Note:** There is no fee is payable for an internal review where the agency did not decide the access application within time and is deemed to have refused to deal with the application (s85(2) of the GIPA Act).

Please post this form (with payment) or lodge it at any Legal Aid NSW office.

**RIGHT TO INFORMATION OFFICER, LEGAL AID NSW**

**323 CASTLEREAGH STREET, SYDNEY NSW 2000**

**or PO BOX K 847, HAYMARKET NSW 1238**

**or BY EMAIL to [inhousecounselunit@legalaid.nsw.gov.au](mailto:inhousecounselunit@legalaid.nsw.gov.au)**

You may contact the Right to Information Officer in the In-house Counsel Unit by phone at 02-9134 9383

**Office use only**

Date application received: .....

File reference: .....