

FORM: INTERNAL REVIEW APPLICATION

Government Information (Public Access) Act 2009

Port Macquarie-Hastings Council
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pmhc.nsw.gov.au

Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - Personal information collected in this application is considered personal or health information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA). Information provided will only be used for the purpose for which it is collected. The intended recipients of the personal information are Council officers and may extend to any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of this information is voluntary, however if you do not wish to provide all details requested, Council may be unable or limited in dealing with your request. You may make application to access, amend or suppress your personal information which Council will consider in accordance with the PPIPA.

SECTION 1 APPLICANT DETAILS		
Company Name		
Name	Surname	Other Names
Postal Address		
Contact Number		E-mail
I agree to receive correspondence at the above email address. <input type="checkbox"/> Yes <input type="checkbox"/> No (choose one)		

SECTION 2 DETAILS OF DECISION			
Date of Decision:		Our reference number:	
Reason for Internal Review:			
<input type="checkbox"/> Application not a valid access application <input type="checkbox"/> Agency-initiated transfer <input type="checkbox"/> Refusal to deal with an access application (including deemed refusal) <input type="checkbox"/> Provide or refuse to provide access <input type="checkbox"/> Government information not held by the agency <input type="checkbox"/> Information applied for already available to the applicant <input type="checkbox"/> Refuse to confirm or deny agency holds information <input type="checkbox"/> Defer the provision of access <input type="checkbox"/> Access provided in a particular way (or not provided as requested by the applicant) <input type="checkbox"/> Processing charge imposed or advance deposit required <input type="checkbox"/> Refusal to reduce a processing charge <input type="checkbox"/> Refusal to deal further with access application due to failure to pay advance deposit within time <input type="checkbox"/> Information included in Disclosure Log despite objection (or not entitled to object)			
Additional details:			

SECTION 4 FORM OF ACCESS Electronic copy via email Paper copy via mail Inspect the documents Access in another way (please specify)**SECTION 6 FEES AND DISCOUNTED PROCESSING**

A standard application fee of \$40 is payable.

SECTION 7 APPLICANT DECLARATION

Signature:

Date:

LODGEMENT DETAILS**You can lodge the completed application by:****Post** The Public Officer, Port Macquarie-Hastings Council, PO Box 84, Port Macquarie NSW 2444**In Person** Customer Service Offices - Burrawan St Port Macquarie, Laurie St Laurieton , High St Wauchope**Email** council@pmhc.nsw.gov.au**What now?** Once your application is received, a Council Officer will acknowledge your application within 5 working days, with a determination provided within 15 working days in most instances.**FURTHER INFORMATION**General information about the *G/PA Act* is available by calling the Office of the Information and Privacy Commissioner on freecall 1800 472 679 or at its website: www.ipc.nsw.gov.au.**OFFICE USE ONLY**

Date Received:

Fee Paid:

Receipt Number: