



## Government Information (Public Access) Act 2009

### Internal Review Application

This form should be used if you wish to apply for an internal review of an Environment Protection Authority (EPA) decision made under the *Government Information (Public Access) Act 2009* (GIPA Act). See over for decisions that can be reviewed.

You must lodge this form **within 20 working days** and pay the \$40 internal review application fee (see over) after notice of the decision was given to you or within 20 working days of a deemed refusal. A deemed refusal is when the EPA did not decide your application on time.

If you need help in filling out this form, please contact a Senior Governance Officer on (02) 9995 6497 or [gipa.privacy@epa.nsw.gov.au](mailto:gipa.privacy@epa.nsw.gov.au).

General information about accessing information under the GIPA Act is available at <http://www.epa.nsw.gov.au/whoweare/information.htm>.

#### 1 Your details

Surname: .....Title: Mr / Ms / Other (specify) .....

First name: .....

Organisation/person being represented: .....

Postal address (compulsory): .....

.....Postcode: .....

Day-time telephone: ..... Fax:.....

Email: .....

I agree to receive correspondence at the above email address.

#### 2 Decision details

Decision to be reviewed – can be limited to a particular aspect of a decision – see over the page for additional information about reviewable decisions (attach reasons why you are seeking a review. Include any evidence to support your application):

.....  
.....  
.....

Date of decision .....EPA reference no.....

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

**Privacy notice:** The information provided on this application form is being obtained for the purpose of processing your GIPA application. Providing this information is required by law. It will be stored securely. If you do not provide all or any of this information it could prevent or delay the processing of your application.

## **Application fee**

Post, email or personally lodge your application and pay the \$40 application fee (cheque or money order made out to the Environment Protection Authority – no cash if paying by post). No fee is payable for a deemed refusal.

Senior Governance Officer  
Corporate Services Branch  
Environment Protection Authority  
PO Box A290  
Sydney South NSW 1232

Ph: (02) 9995 6497  
[gipa.privacy@epa.nsw.gov.au](mailto:gipa.privacy@epa.nsw.gov.au)

The application fee may be paid in person by cash, credit card, EFTPOS, cheque or money order at Level 14, 59–61 Goulburn Street, Sydney, NSW 2000. Credit card payment over the telephone can be made by calling the Environment Line on 131 555 (if in NSW) or (02) 9995 5555.

## **Reviewable decisions**

### ***Access applicants***

You can ask for a review of any of the following decisions (or a combination) under section 80 of the GIPA Act:

- a) A decision that an application is not a valid access application
- b) A decision to transfer an access application to another agency, as an agency-initiated transfer
- c) A decision to refuse to deal with an access application (including a decision that is deemed to have been made because the EPA did not decide your application on time)
- d) A decision to provide access or to refuse to provide access to information
- e) A decision that government information is not held by the EPA
- f) A decision that information applied for is already available to you
- g) A decision to refuse to confirm or deny that information is held by the EPA
- h) A decision to defer the provision of access to information
- i) A decision to provide access to information in a particular way (or a decision not to provide access in the way requested by you)
- j) A decision to impose a processing charge or to require an advance deposit
- k) A decision to refuse a reduction in a processing charge
- l) A decision to refuse to deal further with your access application because you failed to pay an advance deposit within the time required for payment
- m) A decision to include information in the EPA's disclosure log despite your objections (or a decision that you were not entitled to object).

The EPA's disclosure log can be viewed at <http://www.epa.nsw.gov.au/whoweare/disclosurelog.htm>.

### ***Third parties***

If you are not the access applicant, but instead a third party who was consulted in respect of a GIPA application, you can ask for a review of a decision to provide access to information contrary to your objections (section 80(d) of the GIPA Act).

As a third party, you can also ask for a review of a decision to include information in the EPA's disclosure log despite your objections (section 80(m) of the GIPA Act).