

Internal review application

Use this form 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 below for decisions that can be reviewed.

You must lodge this form **within 20 working days** and pay the \$40 internal review application fee (see below) 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 Governance Officer on (02) 9995 6099 or 9995 6497, or email gipa.privacy@epa.nsw.gov.au.

General information about accessing information under the [GIPA Act](http://www.epa.nsw.gov.au/whoweare/information.htm) is available at www.epa.nsw.gov.au/whoweare/information.htm.

Your details

Title

Given name(s)

Surname

Organisation/person
being represented

Postal address*

Postcode

Email*

I agree to receive correspondence at this email address.

* *You must provide a postal address, email address or both.*

Phone number

Decision details

Give details of the decision to be reviewed: this can be limited to a particular aspect of a decision. See the next page for additional information about reviewable decisions. Attach reasons why you are seeking a review, and include any evidence supporting your application.

Date of decision

EPA reference number

Applicant's signature (please upload)

Date of signature

Application fee

The \$40 application fee can be paid by credit card, cheque or money order. The cheque or money order should be made out to the NSW Environment Protection Authority. Credit card payments can be made over the phone by calling the Environment Line on 131 555 (if in NSW) or (02) 9995 5555.

No fee is payable for a deemed refusal.

Postal address

Governance Officer
Governance, Risk and Planning
Environment Protection Authority
Locked Bag 5022
Parramatta NSW 2124

Enquiries

Ph: (02) 9995 6497 or 9995 6099

<mailto:gipa.privacy@epa.nsw.gov.au>

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 decision that an application is not a valid access application
- a decision to transfer an access application to another agency, as an agency-initiated transfer
- 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)
- a decision to provide access or to refuse to provide access to information
- a decision that government information is not held by the EPA
- a decision that information applied for is already available to you
- a decision to refuse to confirm or deny that information is held by the EPA
- a decision to defer the provision of access to information
- a decision to provide access to information in a particular way (or a decision not to provide access in the way requested by you)
- a decision to impose a processing charge or to require an advance deposit
- a decision to refuse a reduction in a processing charge
- 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
- 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 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).

Privacy notice: The information provided on this application form is being obtained for the purpose of processing your GIPA application. Providing your personal information is required by law (section 41 of the GIPA Act) and to confirm your identity if seeking access to your personal information. 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. You can access and/or amend your personal information at any time. Contact a Governance Officer (details on page 2).

NSW Environment Protection Authority

Email: info@epa.nsw.gov.au

Website: www.epa.nsw.gov.au

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