

# INTERNAL REVIEW Application

Government Information (Public Access) Act 2009



Please complete this form if you seek an internal review of a decision made under a Formal Access Application made under the *Government Information (Public Access) Act 2009* (NSW).

You must lodge this form with us **within 20 working days** after a Notice of Decision was given to you. If you need help to complete this form, please contact City of Newcastle's Legal and Information Officer on (02) 4974 2435, or visit our website at [www.newcastle.nsw.gov.au](http://www.newcastle.nsw.gov.au) and search for Council/Access to information.

## 1. Your details

**Business / Group Name**.....

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

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

**First Name**.....

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

**Telephone**.....

I would like to receive correspondence at my email address **Email**.....

## 2. Details of the Decision to be reviewed

Date of Decision:.....

Our Decision reference:.....

Details of the Decision to be reviewed (which part) *(attach another page if more space is required)*.

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## 3. Application Fee

**\$40 application fee** to be paid:

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

by mail (cheque / money order only) *Note: do NOT send cash by post*

by telephone (credit card only - processing surcharge may apply) *Note: we will call you to arrange payment*

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

## Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy and takes reasonable steps to comply with all relevant legislation. The information is collected by CN 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 CN Staff. If you do not provide information, CN may not be able to process your application. Your information can be checked for accuracy by contacting CN on (02) 4974 2000.

## Lodging your Formal Access Application

### In person

City of Newcastle  
Administration Centre  
12 Stewart Avenue  
Newcastle West NSW 2302

### By mail

City of Newcastle  
PO Box 489  
Newcastle NSW 2300

### By email

[mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au)