



# Internal Review Application

Government Information  
(Public Access) Act 2009

Expiry Date: 30 June 2025.

This form is to be used to seek an internal review of a decision made under a Formal Access Application made under the provisions of the Government Information (Public Access) Act 2009.

You must lodge this form with us **within 20 working days** after a Notice of Decision was given to you. Should you require assistance to complete this form, please contact Woollahra Council's Access to Information Officers on (02) 9391 7000.

Further information in relation access to information is available on Council's website at:  
[www.woollahra.nsw.gov.au/council/access\\_to\\_council\\_information](http://www.woollahra.nsw.gov.au/council/access_to_council_information).

## Type of application request

I am submitting an **internal review of formal application** for access to Council information  (\$40.00 application fee)

## Applicant details *(Note: All correspondence will be directed to the applicant)*

Title:

Full name:

Company name:   
(if applicable)

Address:

Phone:  Email address:

*If you submit your form by email or post, preliminary assessment of your application may take up to ten business days once all required information has been provided. You will be contacted by a Council officer for payment (if required).*

## Details of the Decision to be reviewed

Date of Decision:

Our Decision Reference / CRM Number:

Details of the Decision to be reviewed (which part) and please attach another page if more space is required:

## Declaration and signature

I,

declare that:

- I agree to pay all required fees in accordance with Council's adopted fees and charges.
- I declare that all the information given on this application form is true and correct.
- I understand that I must seek the Copyright Owner's consent in order to use any part of a copyright document for any other purpose.

**Applicant's signature**

**Date**

## Privacy

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

## Lodgement details

**Mail to:** Woollahra Municipal Council  
PO Box 61 Double Bay 1360

**In person:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Telephone:** (02) 9391 7000

**Website:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

### OFFICE USE ONLY

### Government Information (Public Access) Act Application Fee (17)

**CSO name:**

**Fee: \$**

**Date:**