



**Internal Review Application  
Government Information  
(Public Access) Act 2009 (GIPA)**

Please complete this form to apply for an informal release of information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. The Aboriginal Housing Office reserves the right to ask you to lodge a formal access application if the work involved exceeds our 2 hour limit of processing time.

If you need help in filling out this form, please contact the Right to Information Officer on (02) 8836 9444 or visit our website at [www.aho.nsw.gov.au](http://www.aho.nsw.gov.au).

Please mark relevant boxes with a . If you need more room to answer any questions, please include details on a separate page and attach it to this form.

**1. Your details**

**Surname:** ..... **Title:** Mr / Ms  
**Given names:** .....  
**Postal address:** ..... **Postcode:** .....  
**Day-time telephone:** ..... **Facsimile:** .....

**2. Decision details**

Decision to be reviewed .....  
.....  
.....  
.....  
Date of decision .....  
File reference .....

**3. Internal Review Application Fee**

<p>I attach payment of the <b>\$40 application fee</b> made payable to Housing NSW by cheque or money order only.</p> <p>An applicant lodging an Internal Review is entitled to a 50% reduction of the Internal Review Application fee if the applicant provides evidence that they:</p>	<input type="checkbox"/> Are a holder of a Pensioner Concession Card or Health Care Card
	<input type="checkbox"/> A full-time student
	<input type="checkbox"/> Are a non-profit organisation (including a person applying for or on behalf of a non-profit organisation)

**4. Authorising a person/agency to act on your behalf**

Complete this section **ONLY** if you are authorising someone to act on your behalf

**Name of person/agency acting on your behalf:** .....

**Address of person/agency acting on your behalf:**.....

.....

.....

**Contact telephone number of person/agency acting on your behalf:**.....

I authorise the persons/agencies named on this form to act on my behalf in matters concerning my Informal Request for Information application.

I know that I can change my mind and stop my consent at any time by writing or telling the Aboriginal Housing Office unless there is a current legal order in place.

**Full Name (please print)**

**Signature**

**Date**


**5. Signature**

**Full Name (please print)**

**Applicant's Signature**

**Date**


**6. Lodging your application**

Please lodge this request at your local Aboriginal Housing Office or you may send it to:	<b>The Manager Right to Information Unit Aboriginal Housing Office Post Office Box W5 Westfield  Parramatta NSW 2150</b>
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General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: [www.oic.nsw.gov.au](http://www.oic.nsw.gov.au)

**Office use only**

Date application received: ..... File reference:.....