

Use this form to apply for an internal review of a decision made by Essential Energy under the Government Information (Public Access) Act 2009 ('GIPA Act').

You must lodge this form, either via email gipa@essentialenergy.com.au or written request to The Right to Information Officer Essential Energy PO Box 5730 Port Macquarie NSW 2444, with us **within 20 working days** of notice of the decision being given to you. The internal review process will take at least 15 working days. Essential Energy will advise if a longer review period is required, or if the review period has not yet commenced due to other parties being entitled to further reviews.

If you require assistance to complete this form, please contact Essential Energy on 13 23 91 and ask for the Right to Information Officer.

General information about accessing government information under the GIPA Act is available on the IPC's website: www.ipc.nsw.gov.au.

1 YOUR DETAILS

Surname:		Title:	
Other Names:			
Postal Address:		Postcode:	
Day-Time Telephone:			
Email:			

☐ I agree to receive correspondence to the above address.

2 DECISION DETAILS

Decision to be reviewed:			
Date of decision:			
EE reference number:			
Applicant's signature:		Date:	

The internal review application fee is \$40.00. Payment is to be made via electronic funds transfer to BSB 012-100 Account 838298584. Please use "**GIPA** - followed by your surname" as the payment reference. Applications cannot be processed until the application fee is received.

NOTE: if unable to pay via electronic transfer, please contact us to discuss alternative payment options.