Adelaide Plains Council

Principal Office
2a Wasleys Road
PO Box 18
Mallala SA 5502

P 08 8527 0200
E info@apc.sa.gov.au

Application form

Internal Review of Decision

Pursuant to section 270 of the *Local Government Act 1999*

An application for a review of decision provides Council with an opportunity to revisit a decision which has aggrieved an interested party, depending on the particular circumstances, it may also include a person who is not the direct subject of the decision.

Council will determine whether a person has sufficient interest to apply for a review of decision on a case-by-case basis.

Please ensure you have read Council's ***Internal Review of Decision Procedure***.

To fill out this form you will need:

- ☑ Your contact details
- ☑ Information regarding the decision to be reviewed
- ☑ Accompanying fee of **$20.00**[1]

How to submit this form:



info@apc.sa.gov.au



PO Box 18
Mallala SA 5502



Mallala Principal Office
2a Wasleys Road, Mallala

Two Wells Service Centre
69 Old Port Wakefield Road, Two Wells

If you are submitting this form by email, please call us to pay over the phone.

[1] Pursuant to section 270 of the *Local Government Act 1999*, as set in the *Local Government (Application for Review Fee) Notice 2021*.

This form will take approximately 10 minutes to complete.

Application form
Internal Review of Decision

Adelaide Plains Council

1. Applicant details

Date of application:			
Title:		**First name:**	
Last name:			

Contact information

Phone:		
Email:		
Preferred contact method:		

2. Decision to be reviewed

Please provide all relevant details, such as the date of the decision, the name of the staff member, committee or department, and any previous contact with Council about this matter.

Date of decision:	

Description of decision: *(include resolution number if applicable)*

Reasons for review request: *(include why you believe the decision is wrong)*

Resolution sought:

Any other relevant information:

3. Declaration

In submitting this application, I understand that:

- This application must be received by Council within 6 months of the making of the decision.
- Council will not accept this application if not accompanied by the prescribed $20.00 fee.
- Council has the ability to refuse to consider this application, such refusal (where applicable) will be provided to me in writing.
- Council is unable to accept or investigate anonymous requests for review of decision.

Signature: **Date:**