|  |
| --- |
| Regulatory Decision Review  Request Form |

Use this form to request a review of a decision made by the Conservation Regulator.

## Part 1: Your contact details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name\* | |  | Family name\* | | |
|  | |  |  | | |
| Street address | | | | | |
|  | | | | | |
| City/Suburb/Town | | | |  | Postcode |
|  | | | |  |  |
| Phone/mobile\* | |  | Email\* | | |
|  | |  |  | | |
| Preferred contact method\* | Phone  Email | | | | |

## Part 2: Review details

### Type of review

Tick the most appropriate option below\*

|  |  |
| --- | --- |
|  | Review of an application for a licence, permit or authorisation |
|  | Review of a change to a licence, permit or authorisation |
|  | Other type of review |

**Note:** if you want an Infringement Notice reviewed, please follow the instructions on the back of your notice.

### Details of review

|  |  |
| --- | --- |
| Conservation Regulator reference number (e.g. licence number) |  |

\*Required information

|  |
| --- |
| Details of your complaint\* |
|  |
| How has this decision impacted you?\* |
|  |
|  |
| How would you like your request resolved?\*  For example, you may ask that we consider your application again light of the information you’ve provided here. |
|  |

## Part 3 – Other information

Do you have other information or supporting documents you would like to provide?\*

|  |  |
| --- | --- |
| Yes | Please email other relevant documents or information to [cr.internalreview@deeca.vic.gov.au](mailto:cr.internalreview@deeca.vic.gov.au) using your first and family name in the Subject. |
| No | Go to Part 4 |

## Part 4: Privacy collection statement

The Department of Energy, Environment, and Climate Action (DEECA) is committed to protecting personal information provided by you or a third party in this form in accordance with the privacy principles in the *Privacy and Data Protection Act 2014* (Vic). It will only be used or disclosed to appropriate Ministerial, Statutory Authority, or departmental staff in regard to the purpose for which it was provided, unless required or authorised by law. It will only be used or disclosed to appropriate Ministerial, Statutory Authority, or departmental staff in regard to the purpose for which it was provided, unless required or authorized by law. Enquiries about access to information about you held by the Department should be directed to [foi.unit@deeca.vic.gov.au](mailto:foi.unit@deeca.vic.gov.au) or FOI Unit, Department of Energy, Environment and Climate Action, PO Box 500, East Melbourne, Victoria 8002**.**

## Part 5: Submission

|  |  |  |  |
| --- | --- | --- | --- |
|  | I confirm that the information provided in this form is true and correct.\* | | |
|  | |  |  |
| **Signature of person submitting request** | |  | **Date**\* |

Submit your complaint and any supporting information via:

email to: [cr.internalreview@deeca.vic.gov.au](mailto:cr.internalreview@deeca.vic.gov.au) or

mail it to: Conservation Regulator Internal Review Unit

Department of Energy, Environment and Climate Action

PO Box 500

East Melbourne, Victoria 8002