



Review of a Decision Application Form

Form GHA - 7

Application for Review

Guide, Hearing and Assistance Dogs Act 2009 Section 69

Instructions for completing application

(Please read the instructions carefully)

General Information

- All questions on the application must be completed – either printed or written legibly.
- The application should be posted to the Review Officer, Guide, Hearing and Assistance Dogs, GPO Box 806, Brisbane Qld 4001.
- Applications should be made within 28 days of receipt of the notice about the decision. However, the chief executive may extend the time for applying for the review. If you require an extension of time to make an application please contact the contact person noted in the decision notice **urgently**.

Applicant Details

The applicant must be an interested person within the meaning of section 68 (2) of the *Guide, Hearing and Assistance Dogs Act 2009* (the Act). The following table shows the relevant interested person for each reviewable decision under the Act.

Reviewable decision	Interested person
Impose conditions on an approval under section 17	Applicant for approval as an approved trainer or approved training institution
Refuse to grant an approval under section 17	Applicant for approval as an approved trainer or approved training institution
Immediately suspend an approval under section 26	Approved trainer or approved training institution
Cancel an approval under section 29	Approved trainer or approved training institution
Refuse to issue a handler's identity card under section 43	Applicant for handler's identity card
Immediately suspend a handler's identity card under section 47	Handler
Cancel a handler's identity card under section 48.	Handler

Details of corporation

- If the applicant is a corporation, please include:
 - registered name of the interested person including ABN;
 - contact details including contact person – preferred method and best time to make contact.
- The application must be signed by a person who has authority to sign on behalf of the corporation.

What are you seeking from this application?

The interested person must indicate clearly what is being sought from the review and provide enough information to enable a decision to be made. Section 69(4) of the Act requires the application to be supported by enough information to enable the chief executive to decide the application.

Reasons for the Review

The interested person must outline the facts that are to be considered in the review in numbered paragraphs.

Information to be attached

The interested person must attach copies of all documents related to the decision being reviewed (before and after the issue of the decision notice) which are to be relied on in the application and to enable the chief executive to make a decision.

Decision Review Process

The chief executive of the Department of Communities will:

- within 28 days after receiving the application, review the original decision and make a decision (the review decision) to either
 - confirm the original decision; or
 - amend the original decision; or
 - substitute another decision for the original decision.
- advise the interested person by notice in writing:
 - of the review decision; and
 - of the reasons for the review decision; and
 - that within 28 days after receiving the notice the interested person may appeal against the review decision to the Commercial and Consumer Tribunal; and
 - how the interested person may appeal.

Note: If the application is not decided within 28 days after receipt the chief executive is taken to have made a review decision confirming the original decision.



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Application for Review Details

Name of Interested Person	
Address	
Contact Details for interested Person <ul style="list-style-type: none">NameContact NumberE mail address (if applicable)	
If the interested person is a corporation – <ul style="list-style-type: none">ABNContact name	
Decision to be reviewed	
Reason/s for the review application* (please list reasons in dot points)	
Documentation for consideration at review*. (please ensure that you have: <ul style="list-style-type: none">provided enough information to support your application and to enable the chief executive to assess the application; andlisted all documentation attached)	
All information in this application is true to the best of my knowledge (If the interested person is a corporation, the signature should be by the person who has authority to sign on behalf of the corporation)	Signature of interested person Date
* If there is insufficient space for all the requested information please attach additional pages with the information, which must also be signed by the applicant.	

RETURN TO:

Attention 'Review Officer'
Guide Hearing and Assistance Dogs
Department of Communities
GPO Box 806
Brisbane QLD 4001.