

Review of Decision application



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

If we've made a decision you don't agree with you can use this form to ask for a formal Review of Decision.

You need to ask for a review within 3 months of the decision being made. After that time a review will happen only if there's a very good reason for the delay.

You can also have someone help you with your Review of Decision. We may ask you to complete an extra form for this, unless we already have one for them.

If you want to know more about how we process your Review of Decision application, including how long it may take, go to:

- workandincome.govt.nz/reviewdecision
- studylink.govt.nz/reviewdecision

If there's something you don't understand about a decision we've made or you think something needs clarifying you can call us. If something's wrong we can usually fix it over the phone.

You can call us on:

- **0800 559 009** (Working age)
- **0800 552 002** (Seniors)
- **0800 88 99 00** (Students)

Client number

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It's on your Community Services Card, or if you've applied for support from StudyLink or Work and Income before it's on a letter from us.

Tell us your details

1

What is your full name?

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	Other	<input type="text"/>
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First and middle names

Surname or family name

2

What date were you born?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

3

Where do you live?

Flat/House number Street name

<input type="text"/>	<input type="text"/>
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Suburb

Town/City

② HOW TO ANSWER Q3:

If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

4

Is your mailing address different from where you live?☐

No

☐

Yes

**Tell us your mailing address**

5

How else can we contact you?

Tick the best way for us to first contact you

Home phone	()	
Mobile phone	()	
Other phone	()	
Email		

6

Authorisation to talk with others**Have you given a person or an organisation permission to act on your behalf or talk with us for this Review of Decision?**☐

No

I will be doing this myself

Go to question 10☐

No

But I want another person or organisation to help me

Go to question 7☐

Yes

I already have someone to act for me. I have provided you with their details before.

Go to question 7

7

Who will be acting on your behalf?

First and middle names

Surname or family name

Organisation's name (if they represent an organisation, or an organisation represents you)

Person or organisation's contact details (please include postal details here)

Address	
Mailing address	
Phone number	()
Mobile number	()
Email	

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For this Review of Decision, what rights and responsibilities do you want to give the person acting on your behalf?☐

Access to my files to get personal information about me (under the Privacy Act).

☐

Give information about me to the Ministry of Social Development, such as income details, housing needs or changes in my circumstances.

☐

Speak or make enquiries on my behalf.

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Is there anything else you want your agent to do?☐

No

☐

Yes

**Please tell us below**

**HOW TO ANSWER Q5:**

Please only give us contact details you'd like us to use.

**HOW TO ANSWER Q6**

Other people or organisations can talk to us on your behalf, as long as we have your permission. Others could include a solicitor, agent, benefit advocate, support group, family member.

**HOW TO ANSWER Q7**

Please complete this question, even if you have already told us before, so we can check their details.

**ATTACHMENT FOR Q7:**

If this is the first time the person or organisation is acting on your behalf, you will need to provide written proof which has your signature, such as:

- an Appointment of Agent form
- a letter from your solicitor or advocate.

10

11

When did we let you know of our decision?

Day	Problem	Topic

11

- | |
|--|
| |
| |

12

Please tell us why you disagree with the decision.

[illegible]

Have you contacted us about this decision before?

☐ No

No

☐ Yes

Yes

Give us as much information as you can, including who you spoke with, who you emailed or wrote to, the date, time, and place (if applicable).

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If you are applying for a Review of Decision more than 3 months after receiving notification of our decision, please tell us the reasons for the delay.

- [illegible]

Applicant's declaration

The information I have given you is true and complete.

Applicant's name (print)

Applicant's signature

Day Month Year

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Office use only

HIYA-ROD Reference number

Date ROD entered in the HIYA-ROD
(the date the ROD was received)

Day Month Year

Day	Month	Year