



Heybridge Parish Council

Freedom of Information Act – Making a request for information

The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities.

What can I request?

- You can ask for any information you think the Parish Council may hold. The right only covers recorded information.
- Your request can be in the form of a question, but the Parish Council does not have to answer your question if this would mean creating new information or giving an opinion or judgement that is not already recorded.
- You should clearly identify the information you want.
- Some information may not be given to you because it is exempt, for example because it would unfairly reveal personal details about somebody else.
- Heybridge Parish Council has adopted the document *Information Available Under The Model Publication Scheme*.

When can I request Information?

You can ask for any information you choose, at any time, but you may not always succeed in getting it. Before you make a request, it may help to consider the following questions:

- Is the information you want already available on the Heybridge Parish Council website?
- Is the information you want your own personal data?
- Is it information that would not be suitable for general publication?
- Is Heybridge Parish Council likely to have the information?

What are the legal requirements for a request?

For your request to be dealt with accordingly to the FOIA, you must:

- Contact Heybridge Parish Council directly;
- Make the request in writing (letter or email)
 - Clerk to Heybridge Parish Council, Plantation Hall, Colchester Road, Heybridge, Maldon, Essex CM9 4AL or
 - clerk@heybridgeparishcouncil.gov.uk;
- Give your real name; and
- Give an address to which Heybridge Parish Council can reply.

Clerk: Laurie Wiebe
Plantation Hall, Colchester Road, Heybridge, Maldon, Essex, CM9 4AL
Tel: 01621 852471

Email: clerk@heybridgeparishcouncil.gov.uk

Website: heybridgeparishcouncil.gov.uk

How should I word my request?

Your request should set out clearly the information you want.

- You have a right to the information, however it is recorded.
- Be as clear as possible.
- Try to pinpoint what you really want. Your request may be refused if it would be too expensive for the Parish Council to deal with.
- Use straightforward, polite language; avoid basing your request or question on assumptions or opinions, or mixing requests with complaints or comments.
- Say how you would prefer to receive the information (hard copy or electronic.)

What happens after I make my request?

Heybridge Parish Council must reply to you within 20 working days. It may:

- Give you the information you've asked for;
- Tell you it does not have the information;
- Tell you that another authority holds the information;
- Say that it has the information and offer to provide it on payment of a fee
- Refuse to give you the information and explain why;
- Say that it needs more time.

March 2012

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HEYBRIDGE PARISH COUNCIL
FREEDOM OF INFORMATION REQUEST FORM

Date: _____

Name: _____

Address: _____

Information request: _____

SINGATURE and DATE: _____

Office Use: Received Date: _____

Notification Sent: _____

Fee: _____

COMPLETED: _____

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