



Heybridge Parish Council

REQUESTING RE-USE OF PUBLIC SECTOR INFORMATION

Remember: re-use means using information for a purpose different from the purpose for which it was initially produced, held or disseminated.

1. About Re-use

1.1 Public sector bodies are expected to make most of their information re-useable. However, some requests for information deemed unsuitable for re-use may be declined (for example because it has not been published and would not be accessible under access legislation such as the Freedom of Information Act.)

1.2 If public sector information is not provided under The Open Government Licence (OGL), you need to request re-use from the public sector body that produces or holds the information.

1.3 Information may be supplied to you in the form originally produced or held (e.g. in paper or film rather than machine-readable digital format.) Public sector bodies are not required to reformat the information to suit a request.

1.4 The standard reply timeframe for re-use requests is 20 working days. For high-volume or complex requests, the public sector body may take longer, although they must tell you within 20 working days if this is the case.

1.5 You may be required to have a licence agreement with the public sector body, but the licence must be standard and the terms and conditions as non-restrictive as possible. Some public sector bodies are allowed to charge more than marginal cost for re-use.

1.6 The Re-use of Public Sector Information Regulations 2015 require re-use requests to include certain information. Other information is necessary to determine which form of licence is appropriate for the intended re-use.

2. Content of your Request

2.1 Be specific about what information you want:-

- is it from a particular location or body
- what period of time
- level of detail (e.g. summary or all information)
- preferred format of information

2.2 Be specific on how you intend to re-use the information.

2.3 If your request is for information which has not yet been published, you should send your request directly to the relevant body as a simultaneous Freedom of Information Act and re-use request.

2.4 Looking for statistics? Many government departments have their own statistics teams. The Office for National Statistics (ONS) publishes a huge amount of data available for free re-use under the Open Government Licence.

Request to re-use information

Title: Miss/Mrs/Ms/Mr	
Name	
Organisation (if applicable)	
Address	
Postcode	
Telephone	
Email	
Indicate what information you wish to re-use (provide as much detail as possible)	
Please indicate how you wish to re-use the information (for example, on an intranet site, to copy for in-house training papers, for commercial publication)	
If you are planning to publish the information, please provide details such as publication title, website address, name of publisher	

Send completed forms to clerk@heybridgeparishcouncil.gov.uk

Or post to:

Clerk to the Council, Heybridge Parish Council, Plantation Hall, Colchester Road,
Heybridge, MALDON, Essex CM9 4AL