

**Freedom of Information Act – Publication Scheme**

**Making a request for information**

The Freedom of Information Act 2000 (FOIA), including Environmental Information Regulations, 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 under the FOIA or prevented by law, for example because it would unfairly reveal personal details about somebody else.

**When can I request Information?**

You can ask for any information you choose, at any time, 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.

**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 subject to costs incurred such as printing and postage fees.
* Refuse to give you the information and explain why;
* Say that it needs more time.

March 2012

Amended January 2017 to include Environmental Information Regulations

Reviewed and Amended August 2019 to be approved September 2019

Reviewed 2022

Reviewed March 2023

Adopted 15th May 2023

**HEYBRIDGE PARISH COUNCIL**

**FREEDOM OF INFORMATION REQUEST FORM**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SINGATURE and DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Use: Received Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Notification Sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 COMPLETED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_