

Freedom of Information Request Policy¹

St Dennis Parish Council is committed to complying with the provisions of the Freedom of Information Act 2000 and to publishing or making available information held by it in accordance with that act.

Anyone can make a request. There is no age limit, and you do not have to be a local resident.

Before submitting a Freedom of Information request you may find the information you need by searching our Publication Scheme which is available on our website –

<https://stdennisparishcouncil.gov.uk/policies>

If you make an Environmental Information Request, it will be handled under the Environmental Information Regulations 2004 (EIR). These provide a separate but parallel right of access to environmental information, although the Council will aim to deal with such requests in a similar practical way where appropriate.

If you want to make a request for some information under the Freedom of Information Act 2000, please note the following -

- All Freedom of Information requests must be made in writing. This may include email or letter, and may also include a post on the Council's social media pages, provided the request clearly includes your full name, a valid contact address and a clear description of the information requested. Without this information, the Council will not be able to process your request. Requests cannot be made by telephone or by speaking to someone face to face. You must provide us with the following information -
 - your name
 - a contact address (this can be an email address)
 - a detailed description of the information you require. Please be specific and only request the information you need rather than full documents.the form in which you would like to receive the information - for example by email, in hard copy, or by viewing the information by appointment at the Council office.

The Council will provide reasonable advice and assistance to help requesters frame or refine a request where necessary.

Once we receive a valid Freedom of Information request, we will acknowledge it within 5 working days where practical. We will respond within 20 working days of receipt to straightforward written requests. However, if necessary, this timescale will be extended to consider the Public Interest Test or if an exemption applies. If the deadline is not expected to be met, you will be advised of the reasons for the delay and the anticipated reply date.

Most requests are free, however, you may be asked to pay for photocopying, postage or other disbursements where permitted by the relevant regulations. We will contact you within five working days if charges or additional information is required, you will then have the option to withdraw your request.

¹ Adopted by Full Council on the meeting held on 04th August 2026 under minute number 160/26. Due for review in 2027 or before if a change in legislation.

Any fees will be in accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

We will apply the “appropriate limit” in the regulations. Where the cost of complying with the request exceeds this, we may refuse the request and will issue a refusal notice inviting you to refine your request.

We may not be able to release certain information due to data protection, confidentiality or other applicable exemptions. Where a request is refused in whole or in part, the Council will issue a written refusal notice explaining the reasons and citing the relevant exemption or exemptions. Our aim is to be as open as possible with the information we provide, but should you feel that this has not been the case, you have a full and formal appeal process at your disposal. In the first instance, your appeal will go through the formal complaints process of the Council, which will be initiated by you contacting the Clerk.

Requests for an internal review must be submitted within 40 working days of the response date. The Council will arrange for an internal review to be carried out by a person who was not involved in the original decision, where practicable, and will aim to complete the review within 20 working days.

If you remain dissatisfied after the internal review, you have the right to complain to the Information Commissioner's Office.

Any personal data provided in connection with a Freedom of Information request will be processed in accordance with the Council's Privacy Notice, which is available on our website or on request from the Parish Council Office.

If you require this policy or any information requested under the Freedom of Information Act 2000 in an alternative format, such as large print, audio, or Braille, please let us know. We will make reasonable efforts to accommodate your needs.

Contact Details:

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

<https://ico.org.uk/>