



Featherstone Town Council

Regenerating, Supporting & Caring for our Community

Old Town Hall, Wakefield Road, Featherstone, West Yorkshire, WF7 5WW

Tel: 01977 722654.

Email: towncouncil@featherstone-tc.gov.uk www.featherstone-tc.gov.uk

How to make an Information Request

(See also: <https://www.gov.uk/make-a-freedom-of-information-request>)

Freedom of Information Act 2000

Many of the Town Council's documents are published on the website: www.featherstone-tc.gov.uk. Should you wish to inspect any of the Council's documentation (exceptions are contained under the Data Protection Act) then you are requested to make an appointment in writing (either by letter or email) with the Town Clerk or Deputy Town Clerk only, no other staff members can action your request. The Town Council will respond within 20 working days, this does not include the date the request is received nor weekend dates.

The appointment date and time will be made on a Tuesday, Wednesday or Thursday from 10am to 1.00pm.

Charges are made for photocopies of documentation (please see our model publication scheme for detail) at 10p per copy as per the Freedom of Information Publication Scheme.

Please complete the details as below.

Name of person requesting the information

Contact address.....

Email address

Telephone number.....

Please give a detailed description of the information you want – do you want all information held on a subject, or just a summary?

Information requested:

Reason for the request:

Do you request paper or electronic copies of information?:.....

Appointment time given is from.....to.....

With Town Clerk or Deputy Town Clerk.....

(For office use only, the total staff cost of this request is.....)



More details on costs:

- The following details have been downloaded from the <https://www.gov.uk/make-a-freedom-of-information-request>.
- Most requests are free but you might be asked to pay a small amount for photocopies or postage. You'll be told by the Town Council if you have to pay anything.
- Check the copyright status of information you receive if you plan to reproduce it.
- Some sensitive information isn't available to members of the public. If this applies, the Council will tell you why we can't give you the information you requested.
- The Town Council may ask you to be more specific so they can provide just the information you need.
- The Town Council can also refuse your Freedom of Information (FOI) request if it will cost more than £450.

Reviews and complaints

- If the Town Council can't provide you with the information you requested, you should first ask them to review their decision. You can then complain to the Information Commissioner's Office if you're still not satisfied.

When you'll get a response

- You should get the information within 20 working days. The Town Council will tell you when to expect the information if they need more time.
- the Freedom of Information Act allow public authorities to charge for answering requests in certain cases.
- The Act provides for public authorities to either charge for or decline requests for information that would cost a public authority either more than £450 for to deal with the request.
- This is referred to as the appropriate limit. Public authorities are required to estimate whether a request is likely to breach the 'appropriate limit'.

What activities can I consider when assessing whether the appropriate limit will be exceeded?

The activities are limited to those that an authority can reasonably expects to incur in:

- determining whether it holds the information requested
- locating the information or documents containing the information
- retrieving such information or documents
- extracting the information from the document or other information source containing both it and other material not relevant to the request.

How do I calculate costs of the activities?

- £25 is the standard hourly rate that all authorities must use to calculate the staff costs of answering requests.
- non-staff costs or disbursements will also be charged for i.e. photocopying, printing, or posting.

What if the request exceeds the 'appropriate limit'?

- If complying with a request is estimated to exceed the appropriate limit, the Town Council will try to offer the requester some advice and assistance to identify whether the scope of the request can be narrowed in order that the information can be supplied free of charge.
- If the Town Council propose to charge a fee it will supply the requester with a fee notice in writing that will specify the specific amount which you propose to charge in order to deal with the request. If the requester does not supply the requested fee by the end of three months from the date the requester was given notice, the public authority is not obliged to comply with the request.