

## RINGSTEAD PARISH COUNCIL

### FREEDOM OF INFORMATION ACT 2000 SUPPLEMENTARY POLICY 2

This policy statement is a supplement to the Freedom of Information Act Publication Scheme that was adopted by Ringstead Parish Council in January 2009 and the new Model Publication Scheme that is effective from the 25<sup>th</sup> October 2015.

This statement addresses the issue of how applications for information will be processed and the charges that may be incurred.

#### 1. Access to Information

All properly constituted requests for information will be dealt with. This means that the request must be in permanent form, i.e. writing or by email, and must provide the name and address of the applicant. The request must contain sufficient detail to be able to identify the information required.

The Council is within its rights to refuse to respond to vexatious or repeated requests.

#### 2. Fees

In cases where the requested information can be obtained without charge, for example on the Council's website, the applicant will be advised accordingly.

Where another authority holds the information, the application will be advised accordingly without charge.

The basis of charges is the actual cost incurred by the Parish Council.

Where the documents are posted to applicants, Royal Mail second class postage will be used and the applicant charged accordingly.

#### 3. Processing an Application

After determination of

- If the Council has the information requested
- If the information can be released

the following steps will be followed:

##### 3.1 Calculation of the cost of providing the information:

The fee for the release of the information will be calculated as follows:

- i) Request to inspect documents – no fee;
- ii) Request for paper copies of information will be calculated at photocopying costs;
- iii) Requests for electronic copies:

- a. Copies of PDF files by email – no charge;
- b. Copies of electronic files on CD-ROM will be calculated at the cost of the disk.

Note: If the information is not already held in electronic format, it may not be reasonably practical to provide the information in an electronic format and the Council reserves the right to refuse to supply the information in this format.

- iv) Requests for information in audio format will be calculated at a cost of the audiotapes plus a calculation will be made of the time required to record the information required. Where a large amount of information is required in this format, the Council reserves the right to use a specialist service and the fees will be determined accordingly.

The applicant will be advised of the cost before the information is prepared.

In addition, charges will be made for the cost of posting the information to the applicant where applicable.

### 3.2 Advsing the application:

The applicant will be advised in writing of the fee to supply the information requested.

### 3.3 Releasing the information:

Following receipt of the fee, the information will be released within the prescribed overall timescale of 20 working days. However, in the case of audio format, it may be necessary to agree an individual timescale with the applicant.