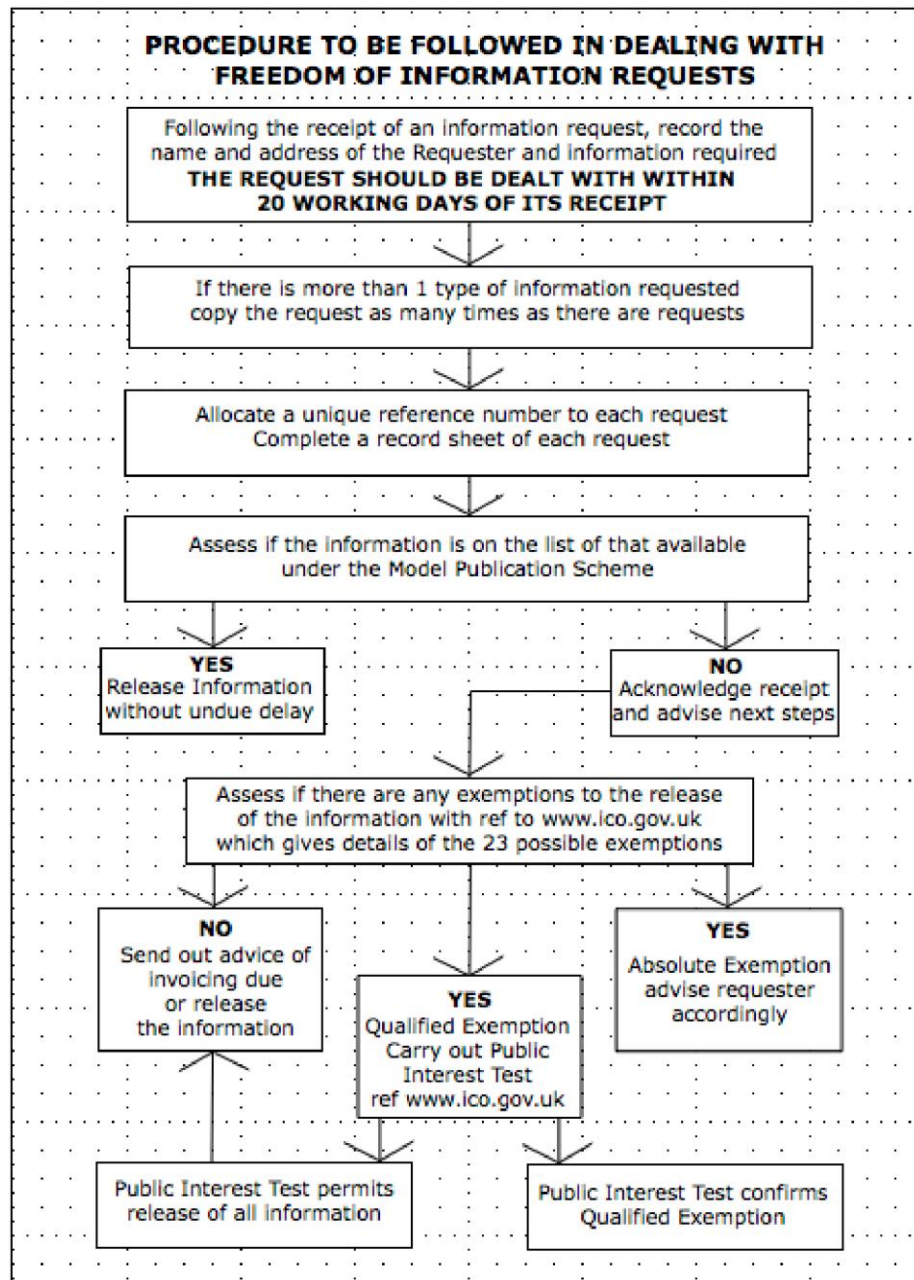


The following outline procedure illustrated on the model diagram shall be followed by the Clerk in response to any Freedom Of Information request properly made to the Parish Council



After due consideration of the request the following action/s will be carried out:

1. The Information required will made available within the recognised time scales
2. The requester will be asked for an extension of time within which to meet the request
3. The requester will be informed that the information is currently in draft form only

4. The requester will be informed that the information is no longer readily available
5. The requester will be informed that the resources required to meet the request are too onerous
6. The requester will be informed that disclosure is prevented by law, or exempt under the FOI Act
7. The requester will be informed that the disclosure is otherwise protected in the public interest.
8. The requested will be advised that the cost limit will be exceeded, and a FEES NOTICE issued

Most general information is routinely made available via the Bethersden Parish website at [www.bethersden.org.uk](http://www.bethersden.org.uk) following the link to Parish Council.

Any additional information listed on the following schedule of classes may be requested from the Clerk to the Bethersden Parish Council whose details are published on the Parish website.

**ADVISE APPLICANT OF FEE PAYABLE (FEES NOTICE)**

Dear

**FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST**

I am considering your request for information which was received on [date]. I can confirm that the Council holds information that falls within the description specified in your request. I have estimated that it will cost more than the appropriate limit to consider your request. The appropriate limit is specified in regulations and for the Council this is set at £450.

This represents the estimated cost of one person spending 18 hours in determining whether the Council hold the information, and locating, retrieving and extracting the information. Consequently the Council is not obliged under the Freedom of Information Act 2000 to respond to your request. However we are still happy to do so if you pay the fee as set out in this notice. The charge has been calculated in accordance with Section 13 of the Freedom of Information Act 2000 and the Freedom of Information Fees Regulations.

I will be unable to continue processing your request until the fee is paid. Your cheque or postal order in pounds sterling should be made payable to .....**Council**. If you wish me to continue dealing with your request you should pay the fee requested within 3 calendar months by [date]. If I do not receive the payment fee by this date I shall take it that you do not wish to pursue this request and will consider the request closed.

If you narrow the scope of your request the Council may be able to provide the information free of charge because it would cost less than the appropriate limit to do so. For instance if you [provide appropriate advice and assistance]. Any reformulated request I receive will be treated as a fresh FOI request.

If you have any queries or concerns about the fees notice, then please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of the decision, you should write to the .....**Parish/Town** Council at the above address.

If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Council. The Information Commissioner can be contacted at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF  
Telephone: 08456 306060 or 01625 545745 [www.ico.gov.uk](http://www.ico.gov.uk)

Yours sincerely