

FREEDOM OF INFORMATION REQUEST

Making a Freedom of Information (FOI) request from Little Waldingfield Parish Council

To make a request under the FOI Act please contact the Clerk in writing by letter or e-mail providing the following details:

- Your title, initials and last name
- Your address for correspondence including the postcode
- Your e-mail address if applicable
- A contact telephone number
- Details of the information you are requesting

Send your application to the council address / email address as follows:

Little Waldingfield Parish Council
Cragston
Sudbury Road
Newton
Sudbury
Suffolk CO10 0QH.

Email clerk@littlewaldingfieldpc@hotmail.co.uk

Council's response

The request will be registered upon receipt and the Clerk will send you an acknowledgment setting out the date of the commencement of the statutory period of 20 working days. You will be advised of the amount that you will be likely to pay for the information and payment will be required before the information is provided.

The Council must provide the information within your request within 20 working days or explain to you why it is unable to do so. If the information requested is only available by viewing in person the Clerk will make arrangements with you to view the information.

What to do if you are unhappy with the FOI response

If you are unhappy with information provided you may request an internal review of this matter from the Council. If, after an internal review, you are still unhappy with the decision, you have a right of appeal to the Information Commissioner at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone 01625 545745.

This policy was adopted by Little Waldingfield Parish Council at its meeting on 27th October 2015.