

## Requests for Information Policy

Wickhambrook Parish Council has an obligation to make information available to the public under the Freedom of Information Act. The procedure for dealing with applications is as follows;

**To make a request under the Freedom of Information Act please contact the Parish Council in writing to the Clerk by letter or email ([parishclerk@wickhambrook.org.uk](mailto:parishclerk@wickhambrook.org.uk)).**

Please ensure to include;

1. Your full name
2. Your address and postcode
3. Your email address and/or telephone number (in case of query)
4. Details of the information you are requesting. Please be as specific as possible to help reduce the time needed to deal with your request – this could affect any costs that you may incur.

Send your request to

Mrs Hilary Workman

Parish Clerk

3 Farriers Close, Great Barton, Bury St Edmunds IP31 2FP

Or email [parishclerk@wickhambrook.org.uk](mailto:parishclerk@wickhambrook.org.uk)

### **Wickhambrook Parish Council will respond by;**

Entering details of your request into its Freedom of Information log book and sending you an acknowledgement.

You will be informed of the date of commencement of the statutory 20 working day period.

You will be advised of the cost that you will need to pay for your request - the payment will be required before the information is provided (a schedule of costs is provided within the Publication Scheme).

The Parish Council will provide the information you have requested within 20 working days or explain why it is unable to do so.

A request may be refused where;

- The request is vexatious or repeated
- The cost of complying with the request exceeds the 'appropriate limit'
- The information requested falls under one of the exemptions listed in Part II of the Freedom of Information Act.