



**WESTGATE-ON SEA TOWN COUNCIL
REQUEST FOR INFORMATION POLICY**

**ADOPTED 01.02.2022
REVIEW DUE 02.2023**

The public has a general right of access to information in recorded form held by public authorities subject to exemptions and administrative/cost burdens. This includes an individual request or a request made by a body of persons such as a company, local authority, lobby group or club, charity, sports group etc. Recorded information could include paper records, emails, information stored on computer, audio or video cassettes, microfiche, maps, plans, photographs, handwritten notes, CCTV footage.

The Town Council has an approved Publication Scheme and information supplied under this Scheme is not subject to requests made under the Freedom of Information Act 2000. The requester has two rights under the Act:

- i. s1(1)(a) the right to be informed whether or not the information requested is held by the Town Council (this is subject to information which has an absolute exemption or where the public interest in maintaining the exclusion of the duty to confirm or deny outweighs the public interest in disclosing that the Town Council holds the information.
- ii. s.1(1)(b) the right to have the information communicated to them

The general presumption is in favour of disclosure of information, unless an exemption listed in Part II of the Act is applicable, the cost of providing the information is over the prescribed limit or it is deemed vexatious. Any requests for information from members of the public can be made via email, letter or telephone 01843 836182 – townclerk@westgateonsea.gov.uk or the address is 78 St Mildreds Road, Westgate on Sea CT8 8RF. In the majority of cases any information will be provided free of charge; there may be a small administration charge if the information is archived and requires more than one hour of officer time to locate the necessary file. The fee of £10.00 per search will be charged for in the event that more than one hour of officer time is required.

Requests for Freedom of Information should be made in writing, by letter or e-mail. Council staff will advise and assist if necessary. Your request must include:

- Your contact details for the reply
- An exact description of the information you would like
- The format in which you would like to receive the information

Once received, an acknowledgement will be sent to you within seven working days and reply to your Freedom of Information Act request or an explanation as to why some or all of the information you would like cannot be disclosed, (in keeping with legislation), will be sent within twenty working days, the statutory timescale required, unless we inform you otherwise.

1. Request information by email – townclerk@westgateonsea.gov.uk.

2. Requests for information by post should be directed to:

The Freedom of Information Officer
Westgate on Sea Town Council
78 St Mildreds Road
Westgate on Sea
CT8 8RF