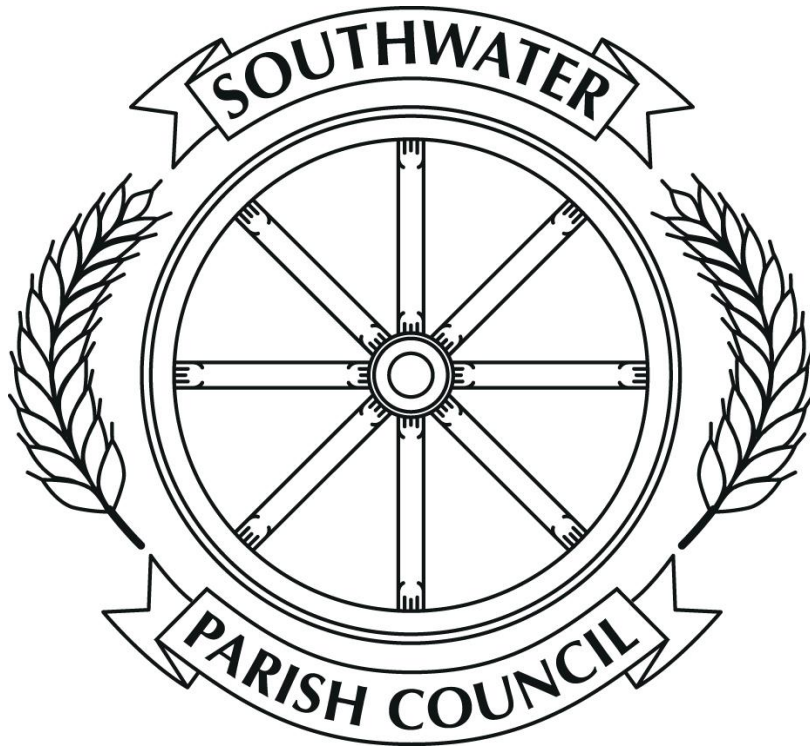


# SOUTHWATER PARISH COUNCIL

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## Freedom of Information Policy

**Prepared by:** Assistant Officer  
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## **Freedom of Information Policy**

### **1. Introduction**

The Freedom of Information Act 2000 grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities.

1.2 The council will comply with the requirement of the act, and in particular will:

- Make as much information as possible available via the publication scheme
- Respond to requests for information as quickly as possible, and in any event within the statutory timescales
- Where we believe it will not be possible to respond fully within the statutory timescale, we will:
  - Advise you why, and give an estimated date by which the information will be provided and
  - Provide as much of the information as possible within the earlier timescale
- Apply exemptions appropriately and consistently
- Ensure that any fees charged are calculated appropriately and consistently

### **2. How to make a request**

2.1 A large amount of information is freely available on the council's website, which can be found at [Home \(southwater-pc.gov.uk\)](https://www.southwater-pc.gov.uk)

2.2 If you are unable to find the information you are looking for, you can request the information directly from the council.

2.3 The preferred method for requesting information from the council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to:

**Southwater Parish Council Clerk, Beeson House, 26 Lintot Square, Fairbank Road, Southwater, West Sussex, RH13 9LA** or via email [enquiry@southwater-pc.gov.uk](mailto:enquiry@southwater-pc.gov.uk)

2.4 The request should provide a full description of the information you require, and your preferred method for receiving the information.

### **3. Charges**

3.1 Charges made by the council in relation to the publication scheme will be justified, transparent and kept to a minimum.

3.2 Information which is published and accessed on the council's website is provided free of charge.

3.3 Charges will be made for actual disbursements incurred as detailed below:

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 10p per A4 sheet (black & white only)	Actual cost incurred
Photocopying @ 20p per A4 sheet (colour)	Actual cost incurred
Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

3.4 Please find a document from the Information Commissioner's Office outlining the requests where the cost of compliance exceeds the appropriate limit [Freedom of Information Act](#)