

Royal Borough of Kensington and Chelsea

Freedom of Information Act 2000

YOUR RIGHT TO INFORMATION

The Freedom of Information Act 2000 gives you a general right of access to information held by the Council. A form is attached to help you lodge your request. Please note: if you are seeking information about yourself that the Council holds, you have rights to this information under the Data Protection Act 1998 and need to lodge this request separately by using the Subject Access Request form:

<http://www.rbkc.gov.uk/councilanddemocracy/freedomofinformation/requestpersonalinformation.aspx>

Your rights

You have the right to be told:

- if the Council holds the information you have requested (the duty to confirm or deny)
- to be provided with that information

The duty to release information only applies to information held by the Council at the date of the request.

Fees

The government has signalled that the Council may levy a charge if the work required to retrieve the requested information costs more than £450. The Council reserves the right to charge for disbursements eg. photocopying. If we intend to charge a fee, we will send you a fees notice and you then have 3 months in which to pay. Once we receive the fee, we will then respond to your request. If the cost of meeting your request exceeds the appropriate limit in the regulations, we are not required to meet your request.

Time limits

We will endeavour to respond to your request promptly, and at least within 20 working days of receiving your information request. We are entitled to ask reasonable questions to help us identify and locate the information you have requested. The time limit begins once we are satisfied that we have enough information to be able to meet your request.

Exemptions

We are entitled to withhold information where an exemption applies. Where we refuse all or part of your information request, we will explain which exemption we have used and why.

Vexatious or repeated requests

We are not obliged to respond to vexatious or repeated information requests.

Complaints

Should you be unhappy with how your information request has been handled, you are entitled to make a complaint to the Chief Solicitor and Monitoring Officer. A form is available to help you lodge your complaint. If you are still unhappy, you can write to the Information Commissioner who enforces the Freedom of Information Act.

If you have any queries about the Freedom of Information Act and your rights, please contact:

The Freedom of Information Officer
Royal Borough of Kensington and Chelsea
1st Floor
The Town Hall
Hornton Street
LONDON W8 7NX

Tel: 020 7938 8226

Email: foi@rbkc.gov.uk

Royal Borough of Kensington and Chelsea

FREEDOM OF INFORMATION ACT 2000 APPLICATION FOR INFORMATION

Please complete this form in as much detail as possible. What you tell us here will be used only to help us find the information you have asked for. This will involve liaising with relevant parts of the Council.

1. Details of the Applicant

Title	First Name(s)	Last Name
Address		
Postcode	Daytime telephone number*	
Email address*		

*we may contact you via these means if we need to clarify your request

2. Is the information already available?

Before completing this form:

- Have you checked whether the information is already available from the Council's website?
- Have you checked whether the information is already available from the Council's Publication Scheme?

3. The information you require

Please describe the information you require, including as much detail to help us identify and locate the information. For example, relevant dates, names of documents, relevant Council services, departments or names of staff whom you think may hold this information. Please attach additional pages as required.

Where we do not have enough detail to be able to respond to your request, we will contact you for further clarification.

4. If you have already had contact within someone in the Council regarding this request, please indicate the name and location of the person you have spoken to as this will help us to respond to your request.

Contact Name(s)	Service or Department	Date(s)

5. Preference for receiving the information

You can state a preference for receiving the information. We will try as far as practicable to meet your preference *(please tick)*

- hardcopy form
- electronic copy by email
- opportunity to inspect the information at Council premises
- other method (please outline)

Your signature	Date

Please send this form to: **The Freedom of Information Officer, Royal Borough of Kensington and Chelsea, 1st Floor, The Town Hall, Hornton Street, LONDON W8 7NX**, or by email to foi@rbkc.gov.uk