



LOCKING PARISH COUNCIL



The Village Hall, Grenville Avenue, Locking, BS24 8AR
Telephone 01934 820786 E-Mail:- ipcclerk@talktalkbusiness.net

Freedom of Information Policy

Any written (including email) request for information held by the Council shall be treated as a request made under the Freedom of Information Act 2000 providing that it includes the name and address (including email) of the applicant.

The information shall be supplied within 20 working days of receipt of the request by the Clerk, unless the information is covered by one of the exemptions. In that case, the Clerk will write within the 20 working days to inform the applicant that the information is subject to an exemption, confirming which exemption the Council is being relied upon.

In the case of the request being wide-ranging, the Clerk may write to the applicant seeking further details of the information required. In certain cases charges may be levied for the information.

Full details of exemptions, methods of dealing with requests and charges which may be levied can be obtained from the Information Commissioner, whose contact details are below:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Website: www.ico.gov.uk
Telephone Helpline: 0303 123 1113