**FREEDOM OF INFORMATION – COUNCIL POLICY**

1 – Public notice:

How to request information from the Parish Council:

You are allowed to request information from Council at any point. This is best done informally, simply by requesting what you require from the Clerk.

However, there may be times when you would like to ask for information more formally, which you are allowed to do under the Freedom of Information Act. Requests made under the Act must be submitted in writing, including a name and contact address. Email requests are perfectly acceptable, as long as it is possible to reply to your email address.

Before you submit a request, please check the information you are looking for is not already available elsewhere, e.g. on the Council website.

Contact details are as follows:  
Parish Clerk

Snettisham Parish Council

73 Lynn Rd

Snettisham, PE31 7QA

snettishparish@btconnect.com

Council has an obligation to answer your request within 20 working days. Requests will be acknowledged on receipt.

There are some exemptions to the disclosure of information under the Act, which may mean we cannot supply you with everything you have requested. Council will not usually charge for this service, but if the request is likely to take considerable staff time, it may do so as allowed under the Act.

2 – Additional policies:

* The Clerk should inform Councillors on receipt of any application
* The Clerk should inform Councillors when the request has been dealt with, copying the relevant information to them

*This policy was adopted as a working document at the Meeting on 3rd May 2017, to be reviewed in the light of its efficacy and usefulness. Ref: 2017.05.03.12.e.v*