



# BRASTED PARISH COUNCIL

P O Box 576, Sevenoaks TN13 9RT

Tel: 01732 455374

clerk@brastedpc.org.uk

## **Freedom of Information**

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](http://www.ico.gov.uk)

Telephone Helpline: 0303 123 1113

This policy was reviewed and adopted by Brasted Parish Council at a Council meeting on 9 May 2022.