



Cowfold Parish Council

Freedom of Information Policy

Reviewed:	November 2025
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Review Period:	Two Years
Next Review Date:	November 2027

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Freedom of Information Policy

1. Introduction

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

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 www.cowfold-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 by email to ensure the request is clearly understood. Requests should be made to the Parish Council at clerk@cowfold-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 being photocopying @ 20p per A4 sheet (black & white only) plus postage cost of Royal Mail standard 2nd 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

4. Internal Reviews

4.1 If you are dissatisfied with the way your Freedom of Information request has been handled, you may request an internal review.

4.2 Internal review requests should be submitted in writing within 40 working days of receiving the Council's response. Please clearly state the reasons why you are dissatisfied.

4.3 Requests should be sent to: The Clerk, Cowfold Parish Council, 1 St Catherine's Cottage, Steyning Road, West Grinstead RH13 8LS

Or via email: clerk@cowfold-pc.gov.uk

4.4 The Council aims to respond to internal reviews within 20 working days. If it is not possible to meet this timescale, the applicant will be informed and given an estimated response date.

4.5 If you remain dissatisfied following the internal review, you may contact the Information Commissioner's Office to make a complaint.

Website: <https://ico.org.uk/>

Tel: 0303 123