



FOI Requests and Day to Day Business

It will be important to ensure that releasing information does not become difficult, time consuming or resource intensive. The Council currently provides information as part of its day to day business processes, for example job application forms and information on the way it works and will continue to do so outside the formal requirements of FOI. However, where requests fall into the following categories, the formal FOI process will have to be implemented:

- (a) Requests which are in writing or other recordable format, and which state the name and address of the applicant and an address for correspondence (an email address complies) and describes the information requested;
- (b) Requests which result in information being withheld under an exemption from the right of access (either FOI or EIR);
- (c) Requests which are not processed, because the Council estimates the cost of complying would exceed the appropriate limit;
- (d) Requests which are not processed because the Council considers the request to be vexatious or repeated;
- (e) Requests where a search is made for information sought and it is found that none is held;
- (f) Where advice or assistance is offered to the applicant;
- (g) Where the Council requires further information from the applicant in order to identify and locate the information requested.

If in doubt, seek the advice of the Freedom of Information Officer:

Tel: 01322 343634

Email: foi@dartford.gov.uk