

HOW TO REQUEST RECORDS USING FREEDOM OF INFORMATION

Requests for records under the Freedom of Information Act, 2014 must be made in writing and delivered by hand, post or email

All requests should be addressed to:

Leonora Earls
Freedom of Information Officer
Corporate Community & Governance Department
Dún Laoghaire-Rathdown County Council
Marine Road
Dún Laoghaire
Co. Dublin

DDI: 01 2047053 Fax: 01 2806969

Email: foi@dlrcoco.ie

NOTE: You must state that you are requesting the information under the Freedom of Information Acts.

Requests should contain sufficient information to enable us to identify the records in question. They should also specify the format in which access to records is sought, for example photocopy of records, viewing of file, email etc.

If you choose to use our FOI Application Form, it is available here
[Freedom of Information Application Form \(pdf -28kb\)](#)

What happens next:

Your request will proceed through the following steps:

- we will acknowledge receipt of your request and notify you of an estimate of any search, retrieval or copying fees within 10 working days;

- we will make a decision within 20 working days. Note: if the request is particularly complex or there are large numbers of records involved, this can be extended. If you do not hear from us by the designated date, you are entitled to appeal to us for a review of the matter.

APPEALING THE DECISION Seek an Internal Review:

If you are dissatisfied with our decision you may appeal this by writing to the FOI Officer at the address below. The original decision will be reviewed by an officer of a higher grade within the Council.

To submit an appeal, please send your request in writing to the Freedom Information Officer (as above):

Appeal a decision to the Information Commissioner:

The Office of the Information Commissioner is an independent office with powers to review decisions made by public bodies.

If you are dissatisfied with our review decision you may appeal this decision to Mr Peter Tyndall, Information Commissioner, at the address below. You should do so not later than 6 months after receiving the review letter from the Council. The Information Commissioner will fully investigate and consider your appeal and issue a fresh decision.

The decisions of the Information Commissioner are binding. However, you can appeal a decision to the High Court on a point of law.

To submit an appeal to the Information Commissioner, send your request in writing to:
Mr Peter Tyndall Office of the Information Commissioner 18 Lower Leeson Street Dublin 2 Tel: (01) 6395689 Email: info@oic.ie Web: www.oic.gov.ie

Freedom of Information - Fees

Your application must be accompanied by the appropriate fee as outlined below.

Type of Request/Appeal	Original Request	Internal Review	Appeal to OIC
Request for records	No Fee	€30	€50
Request for non-personal records by medical card holder or dependant of medical card holder *	No Fee	€10	€15
Amendment to records (Section 9 of FOI Act)	No Fee	No Fee	No Fee
Statement of reasons (Section 10 of FOI Act)	No Fee	No Fee	No Fee
Appeal of decision to charge a fee	No Fee	No Fee	No Fee
Third parties appealing a decision of a public body to release their information on public interest grounds	-	-	€50

* You should supply with your request,

- The medical card registration number
- The name of the issuing Health Authority
- Your consent to the verification of these details with the relevant Health Authority.