



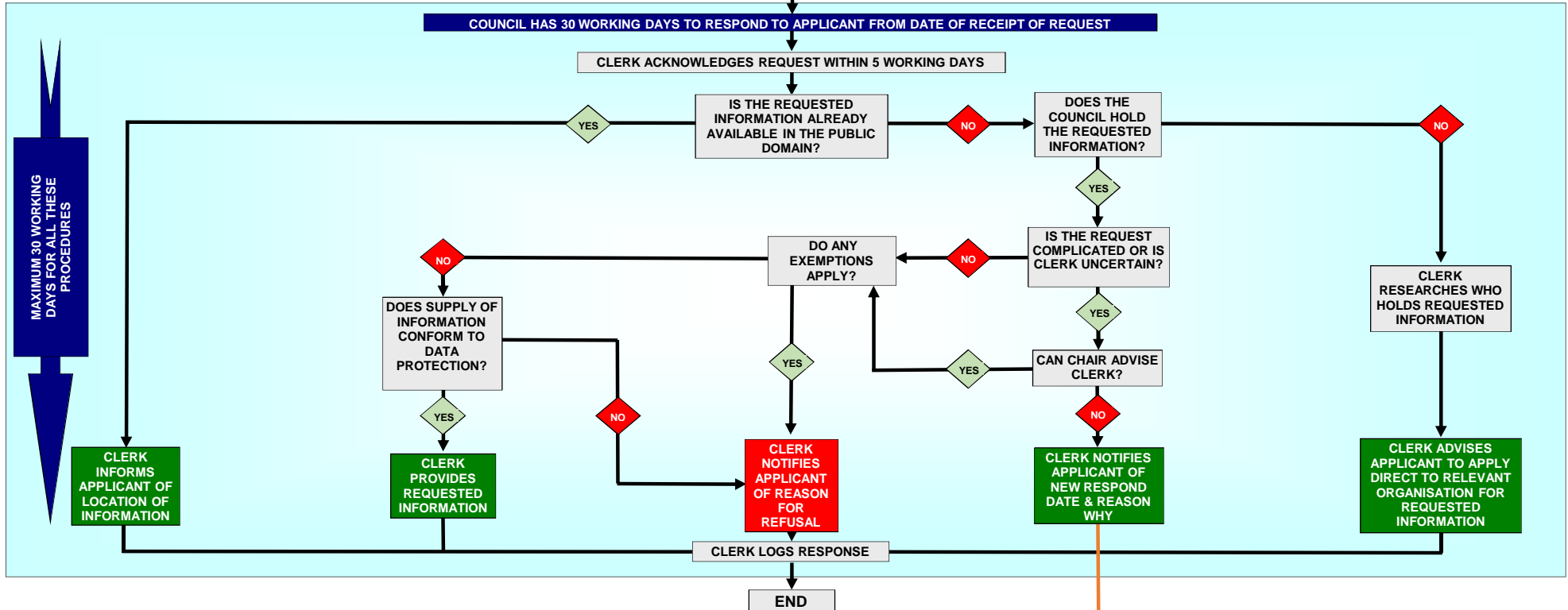
# FREEDOM OF INFORMATION PROCESS CHART

ALL REQUESTS SHOULD BE DIRECTED TO THE CLERK

CLERK RECEIVES WRITTEN REQUEST

COUNCIL HAS 30 WORKING DAYS TO RESPOND TO APPLICANT FROM DATE OF RECEIPT OF REQUEST

CLERK ACKNOWLEDGES REQUEST WITHIN 5 WORKING DAYS



**NOTE**  
If the applicant is not happy with any response given they should first complain to the Parish Council. If they are still unhappy they may complain to the Information Commissioner who will rule if the request

## ANNEX 1

