

HOW TO REQUEST INFORMATION USING FREEDOM OF INFORMATION

Requests must be made in writing and delivered by hand, post, email or fax.

All requests should be addressed to:

Conor Peoples
Freedom of Information Officer
Corporate Services 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 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.

[See details of fees and charges here](#)

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.

[See here for details of any applicable fees or charges](#)

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