

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:
Freedom of Information Officer
Corporate Affairs Department
Dún Laoghaire-Rathdown County Council
Marine Road
Dún Laoghaire
Co. Dublin

DDI: 01 205 4700

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.

Please note that if you wish to obtain records of a personal nature then personal identification in the form of a passport, driving licence, social services card or staff identification card must be provided with your application

[If you choose to use our FOI Application Form, it is available here.](#)

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 Ger Deering, 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 Ger Deering Office of the Information Commissioner 6 Earlsfort Terrace, Dublin 2, D02 W773
Tel: (01) 6395689 Email: info@oic.ie Web: www.oic.gov.ie

Freedom of Information - Fees

Requests for personal information under FOI are free. Requests for non-personal information may incur fees as listed below if there is a lot of search and retrieval work involved, including photocopying.

- There is no fee where the cost of search, retrieval and copying is less than €101 (less than five hours work).
- There is a €20.00 per hour search and retrieval fee and €0.04 per sheet for a photocopy where this exceeds the €101 free allowance.
- Where the cost of search, retrieval and copying is greater than €700, we can refuse to process the request. You will be given the opportunity to refine your request.
- Internal review for non-personal requests incurs a fee of €30 (€10 for medical card holders).
- An appeal to the Information Commissioner for non-personal requests costs €50 (€15 for medical card holders).