

# Chorley Council

## FREEDOM OF INFORMATION ACT 2000

### APPEALS PROCEDURE



# Freedom of Information Act 2000

## Appeals Procedure

Under the terms of the Freedom of Information Act, Environmental Regulations or Data Protection Act you are able to request information from Chorley Borough Council.

This leaflet explains how to appeal if you are unhappy with the outcome of your request for information or the way in which Chorley Borough Council handled your request.

If you wish to make an appeal you should write, clearly stating your reasons for dissatisfaction to:

The Freedom of Information Officer  
Chorley Borough Council  
Town Hall  
Chorley  
PR7 1DP

Tel: 01257 515723

Fax: 01257 515150

Email: [freedomofinxxxxxxxxx@xxxxxxxx.xxx.xx](mailto:freedomofinxxxxxxxxx@xxxxxxxx.xxx.xx)

We will send you an acknowledgement on receipt of your appeal.

Your appeal will then be considered by an internal review, comprising different officials to the ones who made the original decision about your request.

In most cases you will be told the outcome of your review within 3 weeks of receipt of your appeal. If your appeal is more complex and may take longer to consider, you will be contacted and told when you should expect to hear the outcome. In any case this should be no longer than 6 weeks.

If your appeal is wholly, or partially, upheld you will be advised about any action that needs to be taken by us. If the decision is to release information previously withheld, we will let you know when you can expect to receive this.

If your appeal has either not been upheld or you remain dissatisfied with our decision, you can appeal to the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 01625 524700  
Fax: 01625 524510  
Email: [xxxx@xxx.xxx.xx](mailto:xxxx@xxx.xxx.xx)



**This information can be made available to you in larger print  
or on audio tape, or translated into your own language.  
Please telephone 01257 51 to access this service.**

આ માહિતીનો અણવાડે આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા  
માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 51

ان معلومات کا ترجمہ آپ کی اپنی زبان میں بھی کیا جا سکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون  
کیجئے:

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