

Reviews and Appeals

**East Ayrshire Council**

**FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**  
**ENVIRONMENTAL INFORMATION (SCOTLAND) REGULATIONS 2004**

**REVIEW PROCEDURE**

Any applicant who is dissatisfied with the way that East Ayrshire Council has dealt with a request for information is entitled to require the Council to review its decision.

**STAGE 1**

Any applicant, who is unhappy with a decision of the Council, should write to the Council requesting a review. A request for a review must be made no later than 40 working days following the expiry of the period for responding to a request for information. You should send your request to:

Freedom of Information  
East Ayrshire Council  
London Road  
Kilmarnock  
KA3 7BU

Tel: 01563 576000  
Fax: 01563 576245  
email: [freedomofinformation@east-ayrshire.gov.uk](mailto:freedomofinformation@east-ayrshire.gov.uk)

Your request must include your name and address, details of your initial request for information and why you are dissatisfied.

The Council will comply promptly with the request for a review and in any event by no later than the 20<sup>th</sup> working day after receipt of the request. At this stage the applicant will be advised of the right to appeal to the Scottish Information Commissioner.

**STAGE 2**

If an applicant is still unhappy following Stage 1, the applicant may appeal to the Scottish Information Commissioner for a decision. Such appeals should be made within 6 months following the outcome of Stage 1 above, either **Online at:** [www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal)  
**Or in writing to:**

The Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St. Andrews  
FIFE  
KY16 9DS

Tel: 01334 464610  
Fax: 01334 464511  
email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

An appeal on a point of law against a decision may be made to the Court of Session.