

**East Ayrshire Council**

**FREEDOM OF INFORMATION (SCOTLAND) AT 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 not later than the 20th 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.

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.