

**Community and Enterprise Resources**  
Executive Director **Colin McDowall**  
**Planning and Building Standards Services**

Ruth Hayhurst  
[request-188828-ae55711f@whatdotheyknow.com](mailto:request-188828-ae55711f@whatdotheyknow.com)

**Our ref:** KB/EIR/12Dec2013  
**Your ref:**  
**If calling ask for:** Karen Brown  
**Phone:** 01698 455945  
**Date:** 27 December 2013

Dear Ms Hayhurst

**Environmental Information (Scotland) Regulations 2004 (the EI(S)Rs)**

**Request for environmental information**

I refer to the Council's email to you dated 12 December 2013.

We are still dealing with your request. However, the Council has assessed your request and its view is that the amount of information requested is large and complex. Consequently, it has extended the maximum time limit for it to respond to you. We will give you a full response as soon as possible, but no later than 4 February 2014.

**Request for review**

We have an internal panel (the Review Panel) to deal with complaints from people who are not happy about the way that we have handled their request. Staff not involved in the original decision will handle any review.

If you want to complain, you can ask the Review Panel to look at the way that we have dealt with your request. It will consider whether we have complied with the requirements of the EI(S)Rs. Please note that if you wish to complain, you must do so by 21 February 2014. You must explain why you are not happy when requesting a review.

Please note that the Review Panel cannot look at any decisions taken by the Council or actions of the Council or any of its employees or a service provided by it that are not connected to the handling of your request for information.

You should send your request for a review to:

Mr. W. Dunn  
Information Compliance Manager  
Finance and Corporate Resources  
Floor 13  
Council Offices  
Almada Street

Montrose House, 154 Montrose Crescent, Hamilton ML3 6LB Phone: 08457 406080 Fax: 01698 455948  
Text Phone: 01698 454039 Email: [enterprise.hq@southlanarkshire.gsx.gov.uk](mailto:enterprise.hq@southlanarkshire.gsx.gov.uk)



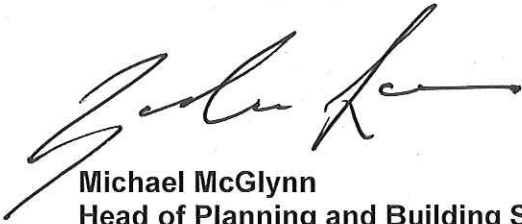
Hamilton  
ML3 0AA

Alternatively, you can request a review at [foi.reviews@southlanarkshire.gov.uk](mailto:foi.reviews@southlanarkshire.gov.uk).

**Appeal to the Scottish Information Commissioner**

If you are not happy with the outcome of the review, you can appeal to the Scottish Information Commissioner. The Commissioner will decide whether the Council has dealt with your request properly. Please see the Commissioner's website at [www.itspublicknowledge.info](http://www.itspublicknowledge.info) for further details.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Michael McGlynn', with a long horizontal flourish extending to the right.

**Michael McGlynn**  
**Head of Planning and Building Standards**