

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

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 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, either **Online at:** 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

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

CLASSIFICATION: PUBLIC