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# Making a request

Last Modified January 31, 2020



You can make your request for environmental information verbally but it would be helpful to the council if you could make your request in writing (letter, email, form or fax) and you must include:

- Your name (not a pseudonym)
- A correspondence address
- A clear description of the information you are requesting including any specific date ranges

You can also specify your preferred format to receive the information, although we may not always be able to meet this.

You can email your request to: [FOI@blackpool.gov.uk](mailto:FOI@blackpool.gov.uk)

or post it to: FOI Requests, Blackpool Council, Municipal Buildings, Corporate Street, Blackpool, FY1 1NA

Your details will be shared with those involved in answering your request or dealing with any later complaint, but we will not make these details public. We will keep your request for 12 months to allow for any appeal or complaint.

## Timescales

The council will respond as quickly as it can and we are required to respond to your request within 20 working days from the day after we receive your request unless we need some clarification from you. If your request is complex or very large we may have to extend this timescale.

We will inform you if this is necessary.

## Charges

In general, there is no charge for environmental information. But, Regulation 8 of EIR does allow us to charge a reasonable amount for making environmental information available to you if this is appropriate.

If we are making a charge, we will tell you and we will not be able to process your request until we have received the payment.

## Use of the information

The information supplied to you may only be used for your personal use.

Some information may be copyrighted and EIR does not transfer the copyright to you. You must talk to us if you wish to reuse the information for any use other than your own personal use.

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### Blackpool Council

Municipal Buildings  
Corporation Street  
Blackpool  
FY1 1NF

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