

[Home](#) > [Your Council](#) > [Transparency and open data](#) > [Freedom of information](#) > [Making a Freedom of information request](#)

# Making a Freedom of information request

Last Modified September 21, 2018



All requests must be in writing (letter, email, form or fax) and 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 email your request to: [FOI@blackpool.gov.uk](mailto:FOI@blackpool.gov.uk)

or post it to: FOI Requests, Blackpool Council, Municipal Buildings, Corporation Street, Blackpool, FY1 1NF

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

We will respond as quickly as we can. We are required to respond to your request within **20 working days** after we receive your request unless we need some clarification from you or we have to extend this timescale as your request is complex.

## Charges

In general, there is no charge for the information. But, if the cost of the time required to identify and locate the information, retrieve it and extract it to send it to you is more than £450, we can refuse your request or charge you for it.

We will normally refuse your request and we will write to you to ask you to refine your request.

We can charge you for disbursements such as photocopying and postage but we will not normally charge for these unless they exceed £25.

[FOI Charging Policy \[PDF 214KB\]](#)

## Use of the information

The information supplied to you may only be used for **your personal use**. FOI does not give you the right to re-use or make further use of the information.

Some information may be copyrighted and FOI 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.

## Blackpool Council

Municipal Buildings  
Corporation Street  
Blackpool  
FY1 1NF

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