





Shropshire Fire and Rescue Service (SFRS) has issued this leaflet to help you when requesting information.

It is our aim to help you as much as possible. To enable us do this we ask you to provide the following information:

- A clear and understandable request with enough detail to locate the information;
- Your name and address (this can be your postal or email address) so we can respond to your request; and
- An indication about the format in which you want the information.

Under the **Freedom of Information Act 2000** (FOI) the Brigade makes clear the information it will make public. To do this the Brigade produces a Publication Scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

All information in our publication scheme is available in hard copy and can be provided at 10p per A4 sheet. The same information will gradually be available from the website to download free of charge.

If SFRS estimates that the cost of complying with the request for information would exceed the limit set by the Government (£450) then the Service is not obliged to comply with the request. It must however advise in writing whether it holds information of the description specified in the request.

If the cost of providing the information exceeds the limit a fees notice will be issued. You will have three months from the date of the notice to pay the fee before the request lapses.

Some information which we hold may not be made public, for example information about national security or court records. Likewise some documents may include exempt information, so you will only receive the information, which is not exempt.

Individuals can also apply for a copy of the personal data we hold about them under the **Data Protection Act 1998** - that is information relating to an applicant that has arisen through their employment with the Authority or information obtained about an individual through the Authority's statutory functions. There is a fee of £10 for this service.

The **Environmental Information Regulations** effective from 1 January 2005 also gives members of the public the right to access environmental information held by public authorities. This covers information on the state of the environment with certain specified exceptions. Any applications will be dealt with in the same manner as requests made under the Freedom of Information Act, verbal requests, however, are also acceptable.

For a full explanation of the rules governing requests of information under any of the above please refer to the website ([www.shropshirefire.gov.uk](http://www.shropshirefire.gov.uk)) or contact **Louise Goodhead, Programme Support Officer on 01743 260235**.

To apply for information under any of the above please complete this form and send it to the address on the back of the form. Alternatively, requests can be made on line through our website.

## REQUESTS FOR INFORMATION

Please write clearly and provide us with the following information. If you need more space, use extra sheets and attach to this form.

Name:

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Address: .....

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Tel. No. (day time):

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This is a request under the:

- Freedom of Information Act
- Data Protection Act
- Environmental Information Regulations

Please state how you wish to receive this information

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Details of your request:

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*(Please continue overleaf)*