



Comhairle Cathrach Chorcaí
Cork City Council

**REQUEST FOR ACCESS TO RECORDS UNDER
THE FREEDOM OF INFORMATION ACT 2014**

Please use BLOCK letters

DETAILS OF APPLICANT

Surname: _____

First Name: _____

Postal Address:

Contact Telephone Number: _____

Mobile No: _____

Personal Information

Before you are given access to personal information relating to yourself, you may be asked to provide proof of your identity.

Form of Access

My preferred form of access is:

(please tick as appropriate)

To receive copies of records by post _____

Other – please specify _____

DETAILS OF REQUEST

In accordance with Section (12) of the Freedom of Information Act 2014, I request access to the following records that I believe to be held by Cork City Council.

(Please tick as appropriate) Personal Non-personal

If making the request on behalf of another individual, written consent of the individual should accompany the application.

(In the space provided please describe the records as fully as you can. If you are requesting personal information, please state precisely in whose name the records are held).

I request the following records:

PLEASE SIGN HERE _____

DATE _____

If you wish to make a request to Cork City Council for access to records, you may send this form to:

**FREEDOM OF INFORMATION OFFICER,
CORK CITY COUNCIL,
CITY HALL,
CORK.**

Freedom Of Information (FOI) Act 2014

Explanatory Notes

What is Freedom Of Information?

The Freedom of Information Act came into effect for local authorities on 21st October 1998. This Act gives you the right to access records held by Cork City Council. If you are refused access to records the Council must give you an explanation. A decision on your request will normally be made within four weeks.

What can you ask for?

You can ask for the following records held by Cork City Council:

Any records relating to you personally, regardless of when they were created

All other records created after 21st October 1998.

Will there be a charge?

From 16th October 2014 no initial application fee applies.

In some circumstances you may also be charged a fee for the “search and retrieval” of records (€20.95 per hour) and the cost of photocopying documents (4c per page) for requests for personal information.

Can you appeal the decision?

Yes. If you are not satisfied with a decision you may ask Cork City Council for an internal review of a decision. This will be conducted by a more senior officer, and will normally be completed within three weeks. Applications for internal review relating to non-personal records cost €30 (there is a reduced fee of €10.00 for medical card holders).

Where can you get more information?

The Freedom of Information Act 2014 is available on the Government website (www.foi.gov.ie) or from the Government Publications Office, Molesworth Street, Dublin 2.

How do you apply?

Fill in the application form or write a letter stating what records you are seeking, specifying that the request is being made under the Freedom of Information Acts and send it to the address printed below.

Freedom of Information Officer,
Cork City Council
City Hall
Cork.
Tel: 021-4924037
Fax: 021-4314238
Email: foi@corkcity.ie

Applications for Internal Review of FOI decisions should be submitted to:

Director of Services,
Corporate & External Affairs,
Cork City Council,
City Hall,
Cork.

Appeals to the Information Commissioner should be made to:

Mr. Peter Tyndall,
Office of the Information Commissioner,
18 Lower Leeson Street
Dublin 2.
Lo-call: 1890 223030
Fax: 01-6395674
Email: info@oic.ie