FREEDOM OF INFORMATION ACT 2000

APPEALS PROCEDURE
Freedom of Information Act 2000
Appeals Procedure

Under the terms of the Freedom of Information Act, Environmental Regulations or Data Protection Act you are able to request information from Chorley Borough Council.

This leaflet explains how to appeal if you are unhappy with the outcome of your request for information or the way in which Chorley Borough Council handled your request.

If you wish to make an appeal you should write, clearly stating your reasons for dissatisfaction to:

Information Manager
Chorley Borough Council
Civic Offices
Union Street
Chorley
PR7 1AL

Tel: 01257 515151
Fax: 01257 515150
Email: foi@chorley.gov.uk

We will send you an acknowledgement on receipt of your appeal.

You appeal will then be considered by an internal review, comprising different officials to the ones who made the original decision about your request.
In most cases you will be told the outcome of your review within 3 weeks of receipt of your appeal. If your appeal is more complex and may take longer to consider, you will be contacted and told when you should expect to hear the outcome. In any case this should be no longer than 6 weeks.

If your appeal is wholly, or partially, upheld you will be advised about any action that needs to be taken by us. If the decision is to release information previously withheld, we will let you know when you can expect to receive this.

If your appeal is not upheld or you remain dissatisfied with our decision, you can complain to the Information Commissioner by completing their complaints form which can be found at:


The completed form may be submitted by e-mail to casework@ico.org.uk or by post to Customer Contact, Information Commissioner’s Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515823 to access this service.