

## Request for Access to Records under the Freedom of Information Act 2014

The following records come within the scope of the Act:

- all records relating to personal information held by An Bord Pleanála irrespective of when created.
- all other records created from the 21<sup>st</sup> April, 1998.
- any other records necessary to the understanding of a current record.

**The Act does not apply to records already publicly available. For example, an appeal determined by An Bord Pleanála, is available for purchase/inspection under An Bord Pleanála's public access system - please ask at reception.**

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### Details of Applicant

*Please use BLOCK letters*

**Name:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone Number(s)**

**Home:** \_\_\_\_\_

**Business:** \_\_\_\_\_

#### Personal Information

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

#### Office Use Only

Identity Verified  \_\_\_\_\_

Consent Confirmed  \_\_\_\_\_

## Details of Request

In accordance with section 12 of the Freedom of Information Act, I request access to records which are:

*(please tick as appropriate)*    Personal     Non-personal

*(In the space provided please describe the record as fully as you can. If you are requesting personal information, state precisely in whose name those records are held. You will not normally be given access to personal information of another person unless you have obtained the written consent of that person). An Bord Pleanála will verify this consent.*

I request the following records:

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**Please see attached table of fees, and attach appropriate fee with your request**

### Form of Access

My preferred form of access is:

*(please tick as appropriate)*

- to receive copies of the records by post
- to view the records at An Bord Pleanála's offices
- other – please specify \_\_\_\_\_

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**PLEASE SIGN HERE** \_\_\_\_\_ **DATE** \_\_\_\_\_



# An Bord Pleanála

Guide to fees relating to Freedom of Information Requests/Applications  
Effective from Tuesday 14<sup>th</sup> October 2014

<b>Type of Request/Application</b>	<b>Standard Fee*</b>	<b>Reduced Fee* &amp; ** &amp; ***</b>
<u>Request for a Record under Section 12</u>  Initial Request Internal Appeal Appeal to Information Commissioner	No Charge €30 €50	No Charge €10 €15
<u>Request under section 12 for personal information</u>	No Charge	No Charge
<u>Application under section 9 for amendment of a record containing incorrect, incomplete or misleading personal information</u>	No Charge	No Charge
<u>Application under section 10 for the reasons for a decision affecting the individual</u>	No Charge	No Charge

\* Fee will not apply where a person appeals a decision to charge a fee or deposit, or a fee or deposit of a particular amount under section 27 of the FOI Act

\*\*Reduced fee will apply in respect of third parties who appeal a decision of a public body to release their information on public interest grounds

\*\*\*Reduced fee will apply to medical card holders and their dependants on production of their medical card