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| Making an application to the Scottish Information Commissioner |
| **Application form** |

Use this form if you are unhappy with the way a Scottish public authority handled your request for information and you would like the Scottish Information Commissioner to investigate. You do not have to use this form but, if you do, it will help to make sure you provide all of the information the Commissioner needs to investigate your case quickly. If you don't use the form, your appeal must be in a format that can be kept for future use, for example, by email or post or in an audio or video recording. It may still be helpful to follow this form to ensure you include everything you need to.

## Some important points to note before you start

Can you answer **YES** to **all** of the following questions?

1. Did you ask the authority for information?
2. Did you ask the authority to review the way it handled your request, either because:
   1. you were unhappy with the response, or
   2. the authority did not respond?
3. Did you receive a response to your review request that you are not happy with?

OR Did you wait for 20 days but did not get a response to your review request?

If you answered **NO** to **any** of these questions it may be too soon to make an application to the Commissioner. Help is available on our website at [**www.ItsPublicKnowledge.info/YourRights**](http://www.ItsPublicKnowledge.info/YourRights). Alternatively, email us at [**enquiries@ItsPublicKnowledge.info**](mailto:enquiries@ItsPublicKnowledge.info), or call us on **01334 464610**.

## What you will need to help you complete the form

Copies of:

* Your information request to the authority
* The authority’s response to your information request (if you received one)
* Your request for a review to the authority
* The authority’s response to your review request (if you received one)

## About You

This section asks for information about you. It is important you read this guidance as without the information we will not be able to investigate your application.

Important points:

* You **must** give your full name and a contact address - email or postal. If you used a pseudonym when you made your information request (e.g. “Mickey Mouse”), we will not be able to investigate. For more information, see [www.ItsPublicKnowledge.info/FAQs](http://www.ItsPublicKnowledge.info/FAQs).
* If you made the request on behalf of someone else, it is important you give us their name.

**Title:**

**Forename:**

**Surname:**

**Postal address:**

**Email address:**

**Phone number:**

**Are you making this application on behalf of someone else?** (Yes or No)

If yes, what is their **full name**?

**What is your preferred method of contact?** (Email, phone or post)

**Do you have any particular requirements?**

For example, communication in an **alternative format**. If yes, please specify or [contact us](https://www.itspublicknowledge.info/Contact).

*Continued on the next page…*

## About your information request and your request for review

Make sure you have read the guidance at the start of this form.

**Name of authority you made your request to:**

**Date you made your request for information:**

**Did the authority respond?** (Yes or No)

**Date of the authority's response:** (if any)

**Date of your review request to the authority:**

**Why did you ask the authority for a review?**

(Give a brief summary - the available space will increase as you type)

**Did the authority carry out a review and respond to you?** (Yes or No)

**Date of the authority's response:**

*Continued on the next page…*

## About your application

You must say why you are unhappy with the way the authority responded to your request for review. For example, you might be unhappy because:

* the authority did not carry out a review
* you do not agree that an exemption applies
* you think it would be in the public interest for the information to be disclosed
* the authority said it does not hold the information (or doesn’t hold more information than it has already given you), but you disagree
* the authority said it would cost too much to respond to your request or has issued you with a fees notice
* the authority has refused to respond to your request because it believes it is vexatious or repeated.

There may be other reasons why you are unhappy, but remember that the Commissioner can only investigate issues about freedom of information law. Be clear, precise and concise. Generally, you do not need to explain why you needed the information. If we do not understand what you tell us, or we think we need more information to start our investigation, we will contact you.

We will send a copy of this form to the public authority. Let us know if there is anything in this form that you do not want us to tell the public authority (for example, your home address). We will take the information out of the form before sending it to the public authority, if we can.

**Why are you unhappy with the way the authority responded to your request for review?**

(Give a clear explanation - the available space will increase as you type.)

**Date application sent to Commissioner:**

*Continued on the next page…*

## Sending us your application

You must send us copies of the documents listed as 1-4 below. If you did not keep copies of your information and review requests, ask the authority to send them to you before you send us this form.

You do NOT need to send us any other documents at this point. We will contact you if we need more information. If you are unsure about what to do, [contact us](https://www.itspublicknowledge.info/contact) for advice.

Please check you have sent us everything and confirm below which documents are enclosed.

**1. Your request for information to the authority**

**2. The authority’s response to your request (if you received one)**

**3. Your request for review to the authority**

**4. The authority’s response to your request for review (if you received one)**

**Send your form and documents** **to the Scottish Information Commissioner by one of the following methods:**

**Email:** [enquiries@ItsPublicKnowledge.info](mailto:enquiries@ItsPublicKnowledge.info)

**Post:** Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS

Remember, help is available on our website at [**www.ItsPublicKnowledge.info/YourRights**](http://www.ItsPublicKnowledge.info/YourRights). Alternatively, email us at [**enquiries@ItsPublicKnowledge.info**](mailto:enquiries@ItsPublicKnowledge.info), or call us on **01334 464610**.

Read our privacy notice to find out how we use any personal information you give us in your application form: [www.ItsPublicKnowledge.info/Privacy](http://www.ItsPublicKnowledge.info/Privacy).