

## Contact details:

You also have the right to ask for certain information held by the Council under the Environmental Information Regulations.

Planning applications will continue to be dealt with by the Council's Development Services Department.

## FOI Act Contacts

The Responsible Officer appointed by the Council is:

Peter Carney  
Chief Executive  
Amber Valley Borough Council  
Town Hall, Market Place  
Ripley, Derbyshire. DE5 3XE  
Tel: 01773 841600 Fax: 01773 841606  
Email: [peter.carney@ambervalley.gov.uk](mailto:peter.carney@ambervalley.gov.uk)

The Officer with day to day responsibility is:

John Grady  
Assistant Chief Executive  
Amber Valley Borough Council  
Town Hall, Market Place  
Ripley, Derbyshire. DE5 3XE  
Tel: 01773 841630 Fax: 01773 841616  
Email: [john.grady@ambervalley.gov.uk](mailto:john.grady@ambervalley.gov.uk)

The Information Commissioner can be contacted at the following address:

Information Commissioner  
Wycliff House  
Water Lane  
Wilmslow, Cheshire. SK9 5AF  
DX: 20819 Wilmslow  
Tel: 01625 545 745 Fax: 01625 524 510  
Email: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

The address of our Headquarters is:

**Amber Valley Borough Council**  
Town Hall, Market Place, RIPLEY,  
Derbyshire DE5 3XE  
Tel: 01773 570222  
Fax: 01773 841343

E-mail: [enquiry@ambervalley.gov.uk](mailto:enquiry@ambervalley.gov.uk)  
Website: [www.ambervalley.gov.uk](http://www.ambervalley.gov.uk)

Switchboard and Reception Opening Hours  
9.00am - 4.30pm Monday, Tuesday,  
Thursday and Friday.  
10.00am - 4.30pm Wednesday



A Minicom telephone system for hearing impaired people is now in operation at the Council.  
Please dial 01773 841490

### EMERGENCY NUMBER

**Out of office hours only - 01773 841414**  
ONLY TO BE USED IN A REAL EMERGENCY -  
THREAT TO LIFE OR PROPERTY

Direct Dial Helplines between 9.00am - 4.30pm Monday,  
Tuesday, Thursday and Friday.  
10.00am - 4.30pm Wednesday

Council Tax Recovery	01773 841445
Business Rates	01773 841444
Benefits/Council Tax	01773 841470
Refuse Collection	01773 841326

**NEEDLES HOTLINE NUMBER IS OPEN 24 HOURS - 0800 0925131**

### OUR TOWN CENTRE OFFICES

Payments and enquiries are at:  
Alfreton House, High Street, Alfreton  
King Street, Belper  
Market Place, Heanor

Opening hours: Monday, Tuesday, Thursday,  
Friday 9.00am - 4.30pm  
Wednesday 9.00am - 1.30pm  
Market Place, Ripley  
Opening hours: Monday - Friday  
9.00am - 4.30pm



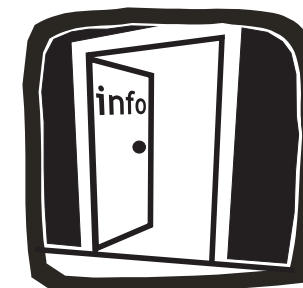
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DESIGNED & PUBLISHED BY AMBER VALLEY BOROUGH COUNCIL

# HELPING YOU

## *to obtain information*

*"An Introduction to  
the Freedom of  
Information Act 2000"*



*number 3*



AMBER VALLEY  
BOROUGH COUNCIL

*Caring & Working for Amber Valley*

## THE FREEDOM OF INFORMATION ACT 2000

This leaflet provides an introduction to the Freedom of Information Act 2000 (the FOI Act). The new legislation, which comes into force in 2005, intends to promote openness and accountability within public authorities and gives people new rights to obtain information held by them.

We are currently working to a timetable issued by the government and we are preparing detailed procedures to assist staff with the handling of requests which fall within the FOI Act. Once staff are trained we will issue a revised leaflet to assist you when making a request for information.

### Your Rights under the FOI ACT

The FOI Act takes effect on 1 January 2005 and gives you the right to access all types of information held by public authorities including Amber Valley Borough Council.

From 1 January 2005, if you make a written request for information to us, you have the right to:

- be told whether the information exists; and
- receive the information unless it is subject to one or more of the exemptions contained within the FOI Act.

Once a request has been received, we will have to respond within 20 working days. The information may not be disclosed if it falls within one or more of the exemptions contained within

the FOI Act. There are two categories of exemptions:

- **Qualified Exemptions** - If an authority decides that one or more of these exemptions applies in a particular case, it must still release the information unless it concludes that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosure.
- **Absolute Exemptions** An authority has no obligation to consider public interest if one of these exemptions applies and has the right to refuse the request.

If an exemption applies and we have to consider the balance of public interest before deciding whether or not to release the information, you will be informed within the 20 day period and given an estimate of how long it will take to reach a decision.

Whilst most information will be provided free of charge, a fee will apply in some cases. If a fee is payable, you will be notified within 20 days and the time for compliance to provide the information will be extended to three months to give you time to pay. The request for information will lapse if the fee has not been paid within this period.

### The Publication Scheme

Amber Valley Borough Council has an approved Publication Scheme as required by the FOI Act. The purpose of this scheme is to let you know what information will be automatically or routinely published by the Council, where it can be located and whether it

is subject to any exemptions. The Publication Scheme contains seven classes of information:

- The Council and its constitution
- Council finances
- Council policies
- Council decisions
- Council performance
- Council services
- Council news

The Publication Scheme will be available on the Council's website and will provide useful links to the information that people normally ask for.

This scheme and the new legislation does not limit in any way other rights that people have to information nor does it limit in any way the very large amount of information that we otherwise publish outside the scheme.

### Other legislation

A great deal of the information we hold is personal and private to individuals. The FOI Act does not deal with this. The relevant legislation is the Data Protection Act. The FOI Act will not be making public, private and confidential information about people's private Council Tax, Benefit etc arrangements with the Council. You will have access to that information under the Data Protection Act.