

Freedom of Information Application - Guidance

Under the Freedom of Information Act members of the public may obtain access, to the greatest extent possible consistent with the public interest and the right to privacy, to existing public records in the possession of Tipperary County Council and created after 21 April, 1998.

FOI legislation therefore bestows a right for individuals to seek copies of records and documents containing information.

It is not a route through which information not already contained in existing written or electronic format records can be requested.

No new records will be created as a result of a Freedom of Information request (except where Section 17(4) is relevant).

Where a request seeks general information and not copies of existing records and where a request does not provide sufficient particulars to identify the records, it is not a valid FOI request.

We will however, where it does not cause any significant administrative burden, facilitate any request to the greatest extent possible by assisting you with modifying your request or re-directing you to the relevant department.

How to make a request under the Freedom of Information Act:

1. The request must be made in writing
2. Stating it is made under the Freedom of Information Act 2014
3. It should provide sufficient particulars to identify the records sought
4. It should specify where possible which department in Tipperary County Council holds the record/s sought