

## **Freedom of Information Act 2000 (Section 51)**

### **Information Notice**

**Date:**

**Public Authority:**

**Address:**

### **Section 51**

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Under section 51 of the Freedom of Information Act 2000 (the "Act"), which is set out below, the Information Commissioner (the "Commissioner") has the power to serve a notice on a public authority requiring it to furnish him with any information he requires to enforce the requirements of the Act.

51. – (1) If the Commissioner –

(a) has received an application under section 50, ...

he may serve the authority with a notice (in this Act referred to as "an information notice") requiring it, within such time as is specified in the notice, to furnish the Commissioner, in such form as may be so specified, with such information relating to the application, to compliance with Part I or to conformity with the code of practice as is so specified.

### **Application under section 50**

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1. The Commissioner has received an application under section 50 for a decision whether a request for information made by [insert name] (the complainant) of [insert address] to [insert PA] on [insert date], has been dealt with in accordance with the requirements of Part I of the Act.

### **Nature of Complaint**

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- 2.

### **Information Required**

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3. In view of the matters described above the Commissioner hereby gives notice that in the exercise of his powers under section 51 of the Act he requires that [insert name of PA] shall, within 30 days of the date of this Notice, furnish the Commissioner with a copy of the information specified below, namely:

### **Failure to Comply**

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4. Failure to comply with the steps described above may result in the Commissioner making written certification of this fact to the High Court (or the Court of Session in Scotland) pursuant to section 54 of the Act, and may be dealt with as a contempt of court.

## **Right of Appeal**

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5. There is a right of appeal against this Information Notice to the First-Tier Tribunal (Information Rights). Information about the appeals process can be obtained from:

First-tier Tribunal (Information Rights)  
GRC & GRP Tribunals,  
PO Box 9300,  
Arnhem House,  
31, Waterloo Way,  
LEICESTER,  
LE1 8DJ

Tel: 0845 600 0877

Fax: 0116 249 4253

Email: [informationtribunal@tribunals.gsi.gov.uk](mailto:informationtribunal@tribunals.gsi.gov.uk).

Website: [www.informationtribunal.gov.uk](http://www.informationtribunal.gov.uk)

6. Any Notice of Appeal should be served on the Tribunal within 28 (calendar) days of the date on which this Information Notice is sent. If Notice of Appeal is served late the Tribunal will not accept it unless it is of the opinion that it is just and right to do so by reason of special circumstances.

**Dated the xx day of xx 2010**

**Signed .....**

**xxxx**

**Group Manager – Complaints Resolution  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF**