



Dear

**Freedom of Information Act 2000 - Request for Information - Applicable cost limit exceeded – FOI Number 1123**

Thank you for your email of 15<sup>th</sup> March 2019 where you requested information as follows:-

Please supply me with the food hygiene reports conducted in 2018/19 within the borough. Where possible please include pdf copies of the reports.

From our preliminary assessment, it is clear that we will not be able to answer your request without further clarification.

1. Section 12(1) allows the Council to refuse to deal with a request where it estimates that it would exceed the limit of £450 to either comply with the request in its entirety, or confirm or deny whether the requested information is held. The estimate must be reasonable in the circumstances of the case.
2. The Council can charge a maximum of £25 per hour to undertake work to comply with a request. This provides an effective time limit of 18 hours.
3. In order to provide you with the information on the scale that you have requested it would require:- Interrogation of the IT system to identify all premises that have been inspected during the year 2018/19; retrieval of the IT record for each of those premises; interrogate the electronic document management system to recover stored inspection reports, and extract the pages that contain the requested information. Between 1<sup>st</sup> April 2018 and 15<sup>th</sup> March 2019, 374 inspections have been completed in the borough.
4. The Council has estimated a cost of £1025.00 to determine the appropriate material and locate, retrieve and extract the information. Therefore, as complying with your request would exceed 18 hours, or £450, section 12(1) provides that the Council may refuse your request.
5. You may wish to refine your request by narrowing its scope by being more specific about what information you particularly wish to obtain, including any dates or period of time relevant to the information required.
6. If you are dissatisfied with the handling of your request, you have the right to ask for an internal review, addressed to Marie Kelly-Stone Head of Legal Services [marie.kelly-stone@dartford.gov.uk](mailto:marie.kelly-stone@dartford.gov.uk)

Please remember to quote the reference number in the heading above in any future communications.

7. If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information



Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire,  
SK9 5AF.

Yours sincerely

Shona McQuade  
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