



UNCLASSIFIED

Martin Yardley
Executive Director - Place
Business Support
Floor 12, Civic Centre 4
Much Park Street
Coventry
CV1 2PY

Please contact Maureen Hammond
Direct line 024760821201
maureen.hammond@coventry.gov.uk

Our reference 20122731
12 May 2014

Dear

Thank you for your request for information about policies and procedures, parking, shared spaces, pavements and pedestrian crossings, bin collections, equality monitoring and consulting and providing alternative formats.

Following careful consideration, the Council regrets to inform you that it has decided not to disclose this information.

Information you have requested has been withheld from disclosure. The exemption engaged is Section 12 of the Freedom of Information Act 2000 ("The Act").

Section 12 of the Act exempts Public Authorities from providing information where the estimated cost of compliance with the request exceeds the appropriate limit. Any estimate must be made in accordance with the limits set in fees regulations made under Section 12 (5) of the Act.

These Fees Regulations (SI 2004/3244 Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations) allow for a refusal where the cost of compliance, for local authorities such as the Council, would exceed £450.

As a guide, staff time to identify and extract this information is charged at a rate of £25 per hour, and it has been determined that it would take a number of officers longer than 18 hours to identify and extract the information requested. Details of our estimated costs are shown in the table below.

Since a substantial amount of work will be involved in processing your request as it is currently phrased, I am afraid a fee is payable before we can provide you with the information. The fee in this case is £500 - please see the schedule below explaining how this was calculated. If the actual cost turns out to be less than the estimate, the balance will be returned to you.

DISBURSEMENTS	CHARGE MADE
COST OF COMPLYING WITH THE REQUEST	To be charged at a rate of £25 per hour of officer time estimated to be spent identifying, retrieving and extracting requested information
PHOTOCOPYING	Not applicable
POSTAGE AND OTHER FORMS OF TRANSMISSION	Not applicable
VAT (IF APPLICABLE)	As appropriate
TOTAL	£500.00

Payment can also be made using the online payment facility on the [Council web site](#).

To do this, go to 'Pay Online' and select - **Freedom of Information request**. Please **insert your request reference number (20122731)** in the 'Account' box.

While the legislation allows the Council 20 working days to respond to your request from the date of its receipt, this time limit is suspended until we receive payment.

As soon as we receive your payment we will begin work on your request (please be aware that payments take at least three working days from receipt to clear). Alternatively, if you do not want to pay online, please make cheques payable to **Coventry City Council** and send to the address given below.

If we do not receive your payment by 9 August 2014, we will consider your request closed and no further action will be taken by the Council.

If you have any other issues relating to this request please do not hesitate to contact me on 02476 831201.

If you can narrow down or perhaps re-focus your request, the Council will re-consider it.

To help you do this you may wish to:

- Look at the latest Freedom of Information responses issued by the Council on [our disclosure log](#) or browse through the [Council's Publication Scheme](#) and see if this would help you to identify more precise questions;
- Have a look at [Facts about Coventry](#)
- Look at the reusable [Open Data](#) already published by the Council

If you are unhappy with the outcome or handling of your request you should write to us within 40 working days of the date of this letter:

Information Governance
Council House, Room 21a

12 May 2014

Lower Ground Floor
Earl Street, Coventry.
CV1 5RR
infogov@coventry.gov.uk

If having done that you are still dissatisfied, the Information Commissioner can be contacted at:

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

Yours sincerely

Maureen Hammond
Business Support Officer