

**Request for Access to Records under the
Freedom of Information Acts (FOI), 1997 and 2003**

The following records come within the scope of the Acts:

- all records relating to personal information held by the Board irrespective of when created.
- all other records created from the date on which the Freedom of Information Acts come into effect, **(that is 21st April, 1998)**,
- any other records necessary to the understanding of a current record.

The Act does not apply to records already publicly available. For example, an appeal determined by the Board, is available for purchase/inspection under the Board's Public Access system - please ask at reception.

Details of Applicant

Please use BLOCK letters

Surname: _____ **First Name** _____

Postal Address: _____

Telephone Number(s)

Home: _____

Business: _____

Personal Information

Before you are given access to personal information relating to yourself, you may be asked to provide proof of your identity.

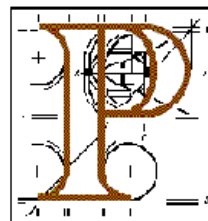
Office Use Only

Identity Verified _____

Consent Confirmed _____

Fee _____

Receipt No _____



An Bord Pleanála

Guide to fees relating to Freedom of Information Requests/Applications
Effective from Monday 7th July 2003

Type of Request/Application	Standard Fee*	Reduced Fee* & ** & ***
<u>Request for a record under Section 7</u>		
Initial Request	€15	€10
Internal Appeal	€75	€25
Appeal to Information Commissioner	€150	€50
<u>Request under section 7 for personal information</u>	No Charge	No Charge
<u>Application under section 17 for amendment of a record containing incorrect, incomplete or misleading personal information</u>	No Charge	No Charge
<u>Application under section 18 for the reasons for a decision affecting the individual</u>	No Charge	No Charge

* Fee will not apply where a person appeals a decision to charge a fee or deposit, or a fee or deposit of a particular amount under section 47 of the FOI Act

**Reduced fee will apply in respect of third parties who appeal a decision of a public body to release their information on public interest grounds

***Reduced fee will apply to medical card holders and their dependants on production of their medical card