

**REQUEST FOR ACCESS TO RECORDS  
UNDER THE FREEDOM OF INFORMATION ACT 2014**

Name of Requestor: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

Email address: \_\_\_\_\_

My preferred form of access is to receive records: (Please tick as appropriate)

- by post
- by email
- collect from Customer Services

Details of Request:

- Personal
- Non-personal

In accordance with **Section 7 of the Freedom of Information Act 2014**, I request access to the following records:

*(Please state clearly below the type of records you are seeking access to, giving as much detail as you can to enable us to identify the relevant records)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What period of time do these records relate to: \_\_\_\_\_

**Note 1:** If your request includes details of another individual (18 years or over), you will need to include written consent of that person.

**Note 2:** If you are seeking access to your own personal records, you must provide proof of identity

**Please sign here:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return to:** FOI Officer  
Limerick City and County Council  
Merchants Quay  
Limerick  
V94 EH90

**Email:** [foi@limerick.ie](mailto:foi@limerick.ie)

**Footnote:** *The Freedom of Information Act 2014 provides for a right for access to records held by FOI bodies. Requests for information, as opposed to records are therefore not valid requests. Furthermore the Act does not require FOI bodies to create records if none exist and does not oblige FOI bodies to answer general queries.*

**Limerick City & County Council Departments**

<b>Department</b>	<b>Section</b>	<b>Please tick what section(s) you believe may hold records relating to your request</b>	<b>Dates (approx.) records relate to</b>
Housing	Housing Application		
	Housing Rents		
	Tenant Purchase		
	HAP		
	RAS		
	Housing Maintenance		
	Other (please specify)		
Planning	Planning Application		
	Planning Enforcement		
	Other (please specify)		
Environment	Waste Management		
	Environmental Control		
	Burial Grounds		
	Other (please specify)		
Support Services	Corporate Services		
	Customer Services		
	Human Resources		
	Finance Services		
	Marketing & Communications		
	Other (please specify)		
National & Regional Shared Services	Fire & Emergency Services		
	Water Services		
	HAP Shared Service Centre		
	Southern Region Waste Management Office		
Economic Development	Strategic & Forward Planning		
	Trade & Investment		

Department	Section	Please tick what section(s) you believe may hold records relating to your request	Dates (approx.) records relate to
	Limerick Enterprise Office		
	Digital Services		
	Other (please specify)		
Community Development	Urban & Rural Community Development		
	Libraries Galleries & Museum		
	Tourism		
	Property & Community Facilities		
	Other (please specify)		
Travel & Transportation	Roads, Traffic, Cleansing		
	Travel & Transportation Strategy		
	Mid-West Road Design		
	Active Travel		
	Other (please specify)		