



Department
for Environment
Food & Rural Affairs

helpline@defra.gsi.gov.uk
www.defra.gov.uk

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[REDACTED]

Our ref: RFI 5710
Date: 03/10/2013

Dear [REDACTED],

REQUEST FOR INFORMATION: TB DRF FORMS

Thank you for your request for information about copies of TB DRF forms, and associated Defra and AHVLA generated reports which we received on 6th August 2013. We are sorry for the delay in getting back to you. As you know, we have considered your request under the Freedom of Information Act 2000 (FOIA).

We want to be as open as possible in answering requests. The FOIA itself also requires us to help people obtain the information they are looking for. Unfortunately, the amount of information you have requested is very substantial, and gathering it together would involve a significant cost and diversion of resources from the Department's other work.

Section 12(1) of the FOIA allows us to refuse a request for information if we estimate that the cost of complying with the request would exceed the appropriate limit, which currently stands at £600. On the basis of our estimates, we consider that the cost would exceed this limit and, as such, we are refusing your request.

Section 12(2) provides that we are not required to confirm whether Defra holds the information requested if by doing so we would exceed the appropriate cost limit of £600. This is the case for the information that you have requested, and so please note that this response should not be taken as confirmation that the information is held by Defra.

However, if you were to make a new request for a narrower category of information, it may be that we could comply with that request within the appropriate limit, **although I cannot guarantee that this will be the case.**

The best way we can help you is to ask you to consider narrowing down your request to focus more clearly on the precise information you are seeking. You could, for example:

- if you specified a time period in your request, consider reducing it (e.g. if you requested information on a particular topic from the last 10 years, would you be content with information from the last 5 years?);



- explain more fully and precisely the kind of information you are looking for;
- ask us to omit information that falls within the scope of your request but would add nothing to your understanding of the matter, e.g. housekeeping emails, such as meeting requests and acknowledgements; draft documents, where the finalized document also falls within the scope of the request; and personal information, such as names and email addresses of junior staff and third parties, etc.

Please note that if you modify your request, we will handle it as a new request and so the 20 working day deadline for responding to requests would then commence from the date that we receive the modified request.

I attach an annex giving contact details should you be unhappy with the service that you have received.

If you have any queries about this letter, please get in touch.

Yours Sincerely,

Defra TB Programme
Ccu.correspondence@defra.gsi.gov.uk

Annex

Complaints

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision under section 17(7) of the FOIA or under regulation 18 of the EIRs, as applicable, within 40 working days of the date of this letter. Please write to Mike Kaye, Head of Information Standards, Area 4D, Nobel House, 17 Smith Square, London, SW1P 3JR (email: requestforinfo@defra.gsi.gov.uk) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our [website](#).

If you are not content with the outcome of the internal review, section 50 of the FOIA and regulation 18 of the EIRs gives you the right to apply directly to the Information Commissioner for a decision. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted Defra's own complaints procedure. The Information Commissioner can be contacted at:

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