

Make a Freedom of Information request

Download, print and complete all sections of this form. Once submitted you will receive a confirmation from us.

You can either email or post it to us (contact details below).

Your details

*	Surname	<input type="text"/>
*	First Name	<input type="text"/>
*	Business name	<input type="text"/>
*	Contact address	<input type="text"/> <input type="text"/> <input type="text"/>
*	Postcode	<input type="text"/>
*	Email	<input type="text"/>
*	Daytime contact phone number	<input type="text"/>

Information you need to supply for your FOI request

State the subject matter, the business area within the PSR that may have dealt with this (if known) and provide relevant dates (where applicable). These details will help us deal with your request more quickly. We strongly suggest you provide a timeframe or date range.

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Before you apply please note

1. **Not all requests for information need to be treated as formal requests under the Freedom of Information Act 2000.** For example, if you request information that can be provided without any questions – such as brochures, leaflets, press releases and the text of public speeches – it will be treated as routine correspondence and forwarded to the relevant business area of the PSR to provide.
2. **Is your request for recorded information?** Or have you asked questions such as ‘please explain your policy on x’ or ‘explain your decision to do y’?. These are not requests for recorded information so will be treated as routine correspondence and forwarded to the relevant part of the PSR to answer directly.
3. **Have you specified a timeframe or date range in your request?** If not and your request is too broad then we may not be able to answer it within the time allowed. FOIA requires us to comply with a request unless it would be too expensive to do so, as estimated in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 made by the Ministry of Justice (link on our website). This limits our costs to £450 - or 18 hours at £25 per person hour.

When estimating the cost of complying with a request the regulations account for the time spent determining whether we hold the information requested and locating, retrieving and extracting the information from the relevant documents. For example, it may be possible to answer ‘How many times have you done x in the past 6 months/year?’ as opposed to ‘Have you ever done x?’. Generally, the shorter the timeframe the more likely it is we will be able to consider your FOI request. If you have not specified a timeframe or date range please do so.

Send your completed FOI request form to

- psrfoi@psr.org.uk
- or
- Information Access Team, 25 The North Colonnade, Canary Wharf, London E14 5HS
- FCA FOIA helpline: 020 7066 8080