



FREEDOM OF INFORMATION REQUEST

REQUEST NUMBER: **FOI Request 003843-16 (Suffolk)**
 FOI Request 003857-16 (Norfolk)

REQUEST DETAILS:

1. "Average time* between receipt of section 1 grant application and handing/posting grant certificate to applicant.
2. Average time* between receipt of section 2 grant application and handing/posting grant certificate to applicant.
3. Average time* between receipt of section 1 renewal application and handing/posting renewal certificate to applicant.
4. Average time* between receipt of section 2 renewal application and handing/posting renewal certificate to applicant.
5. Average time* between receipt of a variation application and handing/posting varied certificate to applicant.
6. Average time* taken to complete a suitability assessment following an incident involving a certificate holder.
7. Average time* between receipt of firearm transaction notification and entering transaction details into NLFMS.
8. How many service users with pending renewal applications have expired certificates and no temporary certificate in place?

*mean average presented in calendar days."

RESPONSE:

Suffolk and Norfolk Constabularies have considered your request for information and our response is below.

This response is correct as of 5 October 2016.

In relation to your request for information and in accordance with Section 17 of the Freedom of Information Act 2000 (FOIA), this response serves as a formal notification of refusal for your request. The Constabularies do not hold, for the purposes of FOIA, all of the information you require in a retrievable format.

Norfolk and Suffolk Constabularies in complying with their statutory duty under sections 1 and 11 of the Freedom of Information Act 2000 to release the enclosed information will not breach the Copyright, Designs and Patents Act 1988. However, the rights of the copyright owner of the enclosed information will continue to be protected by law. Applications for the copyright owner's written permission to reproduce any part of the attached information should be addressed to the Information Compliance Manager, Norfolk and Suffolk Constabularies, Falconers Chase, Wymondham, Norfolk, Norwich, NR18 0WW.



It is estimated that to attempt to retrieve all of the information you require would take a considerable amount of retrieval time, exceeding the appropriate limit for dealing with Freedom of Information requests in terms of costs and therefore, Section 12(1) of the Freedom of Information Act 2000 applies.

It is considered that to provide an answer to your request will take in excess of 36 hours to provide the information.

The Constabularies firearms licencing department does not specifically monitor suitability assessments as they are not defined. Many issues are ongoing at all times for which a certificate remains live and assessment is therefore in effect, open ended. In order to define suitable boundaries from which to conduct the research, we would need to review each certificate holder record & file (over 50,000 records), this would exceed 18 hours per force, even at 1 minute per record. We do however record what we term Grade A cases - (Certificate holders coming to adverse notice where there is a high level of concern requiring immediate attention). This detail is provided below.

Section 12(1) of the Freedom of Information Act 2000 states that a Public Authority is not obliged to: *"...comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit."* The Freedom of Information (Appropriate Limit and Fees) Regulations, defines the 'appropriate limit' for the Constabularies as £450 and specifies that this sum equates to 18 hours work per force at a standard rate of £25 per hour. This equates to 36 hours of work, or £900, for joint responses.

In accordance with Section 17(5) of the Freedom of Information Act 2000, this letter serves as a refusal notice for this part of your request.

By requesting *all* information your request is too broad to be complied with within the limit imposed on Freedom of Information requests.

Although excess cost removes the Force's obligations under the Freedom of Information Act, as a gesture of goodwill, I have supplied information, relevant to your request, retrieved or available before it was realised that the fees limit would be exceeded. I trust this is helpful, but it does not affect our legal right to rely on the fees regulations for the remainder of your request.

The table provided below confirms the average time for both Constabularies, by question and force.



Question	Average Time to process	
	Suffolk	Norfolk
Receipt of section 1 grant application and handing/posting grant certificate to applicant.	24	38
Receipt of section 2 grant application and handing/posting grant certificate to applicant.	23	38
Receipt of section 1 renewal application and handing/posting renewal certificate to applicant.	26	18
Receipt of section 2 renewal application and handing/posting renewal certificate to applicant.	8	10
Receipt of a variation application and handing/posting varied certificate to applicant.	9	13
Complete a suitability assessment following an incident involving a certificate holder. (Grade A cases only*)	53	52
Receipt of firearm transaction notification and entering transaction details into NLFMS.	Information not recorded	
Service users with pending renewal applications have expired certificates and no temporary certificate in place	0	0

*Grade A cases - Certificate holders coming to adverse notice where there is a high level of concern requiring immediate attention