

Work sheet for dealing with potentially frivolous or vexatious requests

 **Important note**

This summary work sheet will help you to decide whether there is a proper basis for refusing a request for official information under section 18(f) of the OIA / 17(f) of the LGOIMA, because the request is frivolous or vexatious. Detailed guidance on this refusal ground, and tips for dealing with difficult requesters, can be found in our guide: [Frivolous vexatious or trivial](#).

1. Are any other provisions relevant?	<ul style="list-style-type: none">• Before deciding to refuse a request as frivolous or vexatious consider whether any other provisions are relevant, including:<ul style="list-style-type: none">- Substantial collation or research (section 18(f) OIA / 17(f) LGOIMA)- Information not held (section 18(g) OIA / 17(g) LGOIMA)- Protection for staff (sections 9(2)(a) and 9(2)(g)(ii) OIA / 7(2)(a) and 7(2)(f)(ii) LGOIMA)
2. Is the request frivolous or vexatious?	<ul style="list-style-type: none">• Consider the nature of the request in light of the surrounding circumstances, including:<ul style="list-style-type: none">- The burden of the request- The purpose or value of the request- The intention behind the request- The effect of the request on staff- The language or tone of the request- The history and context of the request- Whether the same information has been supplied previously and there is no good reason for it to be supplied again• Based on this and any other relevant considerations, would it be plain and obvious to a reasonable person that the request amounts to an abuse of the right to access official information?

3. Making the decision

- Ask someone else who isn't familiar with the background to consider whether the request meets the high threshold for being frivolous or vexatious.
- Ensure an appropriately senior person makes the decision.
- Document the evidence and reasoning for the decision.
- Use our [Template letter 16: Refusal—Frivolous or vexatious request](#) as a starting point. Add details of the agency's evidence and reasoning to demonstrate that it has taken a carefully considered approach to refusing the request.