

Freedom of information application

Request to view or receive a copy of information

1.0 For the applicant

Name:

Address:

Post Code:

Telephone:

Email:

2.0 The request

Description of the request (please include dates, area of enquiry and any other useful information)

In what format is the information you want? (if you know)
Emails? Reports? Policies?

Do you want the information sent to you or do you want to inspect the information in our records?

3.0 Tracking the council's response

Date application received:

Date application due: (20 working days)

Date of fulfilment:

Application has been: Accepted/Denied

Prepared by:

Date: