

FREEDOM OF INFORMATION – INFORMATION REQUEST FORM

To: The Clerk
Stilton Parish Council
Church Street
Stilton
PE7 3RF

Date:

Please complete the form below providing as much detail as possible to enable the Parish Council to identify and locate the information requested. An * indicates a required field. Use the tab key to move through the fields. ***Please read the notes on this form.***

DETAILS OF APPLICANT

Name (Block Capitals) *
Address*

Postcode*

Daytime telephone

Evening telephone

Mobile telephone

E-mail address

If this application is being made on behalf of an organisation, please provide details below:

Name of organisation

DETAILS OF REQUEST

Please provide a **detailed description** of the information being sought to enable your request to be processed in a quick and efficient manner. Include, where appropriate, names, dates, file references, site location and description. Ambiguous requests will be returned for additional information to enable the Parish Council to identify and locate the information requested*

If you have already been liaising with an Officer of the Parish Council over this matter, please provide details -

Please state your preferred method for receiving the information (mark whichever is appropriate)

- To view original records by appointment
To receive copies by post
To receive by email

.../.../...

SPC Use only: Date application for information received

NOTES

Please note that, whilst any person can exercise their right to request information that they believe to be held by the Parish Council, there may be a legitimate reason to withhold the information requested and that, in some cases, providing the information may be subject to a Fee as set out in the Publication Scheme.

FEES AND CHARGES

The Parish Council *may* seek payment before supplying the requested information if a charge is required by statute, policy or local agreements, or if the Parish Council will incur unreasonable costs. You will be advised if a charge is payable following the receipt of your application.

ADVICE AND ASSISTANCE

For advice and assistance on submitting an information request application, please contact the Parish Council Office on 01733 639106

Applications may be submitted electronically to clerk@stiltonparishcouncil.org or by writing to The Clerk, Stilton Parish Council, Church Street, Stilton PE7 3RF

Further copies of this form are available at www.stiltonparishcouncil.org