**Appleby-in-Westmorland Town Council**

**Freedom of Information**

# REQUEST FOR INFORMATION FORM (Page 1 of 2)

Please complete the form below providing as much detail as possible to help the council to identify and locate the information requested. An asterisk (*) indicates a required field, as without these the council will be unable to process your request. Please be aware that a fee may be applicable to the provision of certain information.

| | |
|---|---|
| ***NAME** | |
| ***ADDRESS** | |
| **PHONE** | |
| **EMAIL** | |
| ***SIGNED** | ***DATE** |

## DATA PROTECTION

The Council will treat your personal information in line with the Data Protection Act 1998. In particular, the information you provide on this form will be used to monitor and fulfil your request. It will not be shared with any third parties, will be kept securely and will not be used for any other purpose.

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

## ORGANISATION

## HOW WOULD YOU LIKE TO RECEIVE THE INFORMATION?

The legislation states that you can receive the requested information in your preferred format, please indicate what this is below, i.e. whether you would prefer to receive a copy of the information on paper or electronic copies.

Photocopies by post:

Electronic copies: email, disc (please specify):

# REQUEST FOR INFORMATION FORM (Page 2 of 2)

## 1. DETAILS OF REQUEST

*Please use this section to describe the information you require. Include, where appropriate, names, dates, file references, locations, a timeframe and a description. The more specific you can be the easier it will be for us to find the information. Please continue on further sheets if necessary.

Your request will be recorded on the day it is received and you should receive acknowledgement of your request within five working days of receipt.

The Clerk will co-ordinate the search for and retrieval of all information that may be relevant to the request. All information within the scope of your request will be considered to see if it can be released, exempted, or partly exempted from release.

You will be advised if a fee is required to obtain the information, prior to the start of work on your behalf.

You should be notified of the decision (that is, sent copies of the information requested or the reasons why it cannot be provided) within **20 working** days of the Council receiving the request.

**Please return this form to:**
Appleby-in-Westmorland Town Council, Moot Hall, Boroughgate, Appleby in Westmorland, Cumbria, CA16 6YB;
Or via email: clerk@applebytown.gov.uk