

FREEDOM OF INFORMATION APPLICATION FORM

DETAILS OF APPLICANT

Surname First Name

Address

.....

Post Code Telephone number

E mail address
(We may need to contact you to clarify some aspects of your request)

If you are making the request on behalf of a company or organisation, please state below:

Name of organisation

Position held

DETAILS OF REQUEST

I am applying for access to information concerning:

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To assist the Council in finding this information please provide details of any reference number(s) or identifiers(s) that you know may be relevant:

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Please state if your request is for personal information:

Personal

Non Personal

Please tick as appropriate

FORM OF ACCESS

The Council would normally supply the Applicant with hard copies of the information requested. If you require access to the information in another form eg. electronically, inspection please specify below:

.....
.....

FEES

I understand there may be a charge in respect of this request

Applicant's signature

Date

Return form to:

The Freedom of Information Officer
Customer Services
South Hams District Council
Follaton House
Plymouth Road
Totnes
Devon, TQ9 5NE

The Council will normally respond to your request for information within 20 working days of receipt of the request