



bromsgrove council

Freedom of Information Act 2000

Request for Information

PLEASE USE BLOCK CAPITALS TO COMPLETE THIS FORM

The Freedom of Information Act 2000 enables individuals to make a request to see information held by public authorities. An information sheet 'Your Rights and the Process Explained' explains this in more detail.

If you would like to make a request to see information held by Bromsgrove District Council, please complete the details below and return the form to the address shown.

There is a different form for requests under the Data Protection Act 1998, which you should use if you would like to request information held about yourself.

Please note that in some cases we may need to ask for more clarification and/or a fee.

Your Details

Title:

Mr Mrs Miss Ms Other

Name:

Surname

Forenames: (optional).....

Address for correspondence including post code:

.....
.....
.....
.....

Contact details as appropriate:

Work telephone:

Home telephone:

Mobile telephone:

E-Mail address:

Information Requested:

Description of information required (please give as much detail as possible such as dates, departments involved etc)

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.....
.....
.....
.....

(Please continue on a separate sheet if necessary)

Transferring your request

If the information requested is not held by us, but we can identify where it is located we can transfer the request on your behalf, if you wish. (Tick the box to give consent)

If it is necessary, I would like you to transfer my Freedom of Information request

Receiving information

Please indicate how you would like to receive the information requested:

I would like the information sent to me by post

I would like to collect the information from the Council House

I would like to make arrangements to view the information at the Council House

I would like the information sent via E-Mail

Other (please specify).....
.....

If you are **required** to come and view the information in person we will notify you directly



This form will be used for the sole purpose of Freedom of Information requests.
The details you have supplied will be used for gathering information
in order to comply with your request.
If you ask us to do so, these details will be shared with relevant partners
in order to fulfil this request and will not be used for any other purpose.

Please return this form to:
Information Access Officer
Bromsgrove District Council
EGov & Customer Services
The Council House
Burcot Lane
Bromsgrove
B60 1AA

For Office Use Only

Date request received E-Shop Reference number for tracking:
Request transferred to Date Request closed
