STILTON PARISH COUNCIL

Stilton Pavilion, High Street, Stilton PE7 3RA
Telephone: 01733 639106 - Email: clerk@stiltonparishcouncil.gov.uk

Freedom on Information Request Form

To: Parish Clerk / Responsible Financial Officer Date:

Please complete the form below providing as much details as possible to enable the Parish council to identify and locate the information requested. An * indicates a required field.
Please read the notes on this form.

DETAILS OF APPLICANT:

Name*

Address*

Postcode*

Mobile number

Other phone number

Email 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 identity 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 (tick 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 of a charge is requested by statue, policy or location 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 on 01733 639106.

Applications may be submitted to clerk@stiltonparishcouncil.gov.uk or by writing to The Clerk, Stilton Pavilion, High Street, Stilton PE7 3RA

Further copies of the is form are available at www.stiltonparishcouncil.gov.uk