

# **NORTH WILTSHIRE DISTRICT COUNCIL** **FREEDOM OF INFORMATION**

## **Information Request Form**

Please complete the form below providing as much detail as possible to enable the Council to identify the information requested.

### **Details of applicant**

Name:

Address

Daytime 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. It may be necessary for the Council to seek further details from you if the information you are requesting cannot adequately be identified from the description given.

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### **Format**

I wish to receive a paper copy of the information requested

I wish the information requested to be sent by e-mail

I wish to inspect the information requested at a mutually convenient time

I wish the information to be provided in another format (please specify). (Note: this may incur additional costs).

### **Fees and Charges**

When your application is received, you will be advised if any fees or charges are payable for the provision of the information requested.

If you have any queries regarding this form or your rights to request information held by the Council, please contact Paul Taylor, Freedom of Information Officer on 01249 706598.

Please return this form to FOI Co-ordinator, Corporate Services, North Wiltshire District Council, Monkton Park, Chippenham, Wiltshire SN15 1ER