

REQUEST FOR INFORMATION

Use this form to request information from Effingham Parish Council.

1. Under the terms of the

- Data Protection Act 1998*, or
- Freedom of Information Act 2000, or
- Environmental Information Regulations 2004,
(tick only one from the list)

I request that the Council provides me with the following information:

.....

.....

.....

*** PLEASE NOTE: REQUESTS FOR INFORMATION UNDER THE DATA PROTECTON ACT**

If you are making this application under the terms of the **Data Protection Act**, do not fill in the form here. You need instead to fill in the Subject Access Form, which is a separate pdf.

2. I confirm that I have checked, and I believe that:

- this information is NOT already publicly accessible
- this information IS available from Effingham Parish Council, as listed on its Model Publication Scheme.

3. I acknowledge that for some types of information a fee is payable, and that if so, the fee will be requested and will be payable before the information is provided.

4. I request the information in this format:

.....

5. My name is

6. My address is

.....

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Send the form to the Clerk, Effingham Parish Council at:

clerk2010@effinghamparishcouncil.gov.uk

The Parish Room, 3 Home Barn Court, The Street, Effingham, Surrey KT24 5LG

Thank you for contacting Effingham Parish Council.

We will acknowledge your request promptly.