

Information Access Form

Request to view or receive a copy of information

FOR THE APPLICANT
Name:
Address:
Post Code:
Telephone:
Email:

THE REQUEST
Description of the request (please include dates, area of enquiry and any other useful information)
In what format (letter, email)
Do you want the information sent to you or inspect the information in our records?

TRACKING THE COUNCIL'S RESPONSE
Date application received:
Date application due: (20 working days)
Date of fulfilment:
Application has been: Accepted/Denied
Prepared by:
Date:

Adopted:
Review: 2021