

# Botus Fleming Parish Council

www.botusfleming.org.uk

## Information Access Form

Request to view or receive a copy of information

<b>FOR THE APPLICANT</b>
Name:
Address:
Post Code:
Telephone:
Email:
<b>THE REQUEST</b>
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?
<b>TRACKING THE COUNCIL'S RESPONSE</b>
Date application received:
Date application due: (20 working days)
Date of fulfilment:
Application has been: Accepted/Denied
Prepared by:
Date:

---

Adopted: 24 January 2018

Review: 2021