

Minstead Parish Council

REQUEST FOR ACCESS TO INFORMATION APPLICATION FORM

To: Information Compliance Officer
Minstead Parish Council
45 Romsey Road
Lyndhurst
SO43 7AR
Email: clerk@minstead.org.uk

Date:

If you wish to make a request for information please complete the details below. *Please see the Notes on the back of this form.*

In accordance with the Freedom of Information Act 2000 I would like to request access to information that I believe is held by Minstead Parish Council. The information I require is:

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Reason for Request (Optional)

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If you have already been liaising with a Councillor over this matter please provide details to assist the Council in responding to your request

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Please state your preferred method for receiving the information (tick as appropriate):

To view original records	
To receive copies by post	
To receive by email	
Other (please specify)	

Name: (block capitals)

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Address:

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Telephone No: (optional)

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Email Address: (optional)

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Print this form and mail it to the above address, or Click [here](#) to submit

Please see Notes overleaf

Minstead PC use: Date application for information form received

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NOTES

Under the Freedom of Information Act 2000 any person can exercise their right to request information that they believe to be held by the Council.

A request for information must be made in writing, including Email, and you must supply a name and address for the Council to reply to your requests. The request should also clearly describe the information sought.

You do not have to explain why you would like this information but may choose to volunteer your reasons.

Please note that 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 regulations.

Further information can be found in the Council's Publication Scheme (Available documents and charges) or on request to the Council's Information compliance Officer (Clerk), contact details above and also available on the [website](#)