

Freedom of Information Request Form

Creswell Parish Council

Please use this form to request information under the Freedom of Information Act 2000 or Environmental Information Regulations 2004.

1. Applicant Details

Full Name:

Address:

Postcode:

Email Address:

Telephone Number (optional):

2. Details of Information Requested

Please describe the information you are requesting as clearly as possible. Include dates, reference numbers, or specific documents where known.

3. Preferred Format for Response

Please indicate how you would like to receive the information:

- ☐ Email
 - ☐ Printed copies
 - ☐ Inspection of records
 - ☐ Other (please specify): _____
-

4. Environmental Information

Is your request related to environmental information? (e.g. land, planning, waste, environmental impact)

- ☐ Yes
 - ☐ No
 - ☐ Not sure
-

5. Additional Information (Optional)

Please provide any additional details that may help us locate the information:

6. Declaration

I understand that: - My request will be handled in accordance with the Freedom of Information Act 2000 -
The Council may contact me to clarify my request - Fees may apply for certain requests

Signature: _____

Date: _____

Submission

Please send your completed form to:

Clerk to Creswell Parish Council

[Insert Address]

[Insert Email Address]

For Office Use Only

Date Received:

FOI Reference Number:

Acknowledged (date):

Response Due Date:

Date Responded:

Outcome:

- ☐ Information provided
 - ☐ Refused (exemption applied)
 - ☐ Clarification required
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You do not have to use this form to make a request, but it helps us process your request more efficiently.