

Information Access Form

**[For Freedom of Information and Environmental Information Requests]**

To: Department / Officer ...............................................................................

Address……………………………………………………………………….

**Request to view or receive a copy of Information**

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| ……………………………………………………………………  ……………………………………………………………………  |
|  ……………………………………Post code..………………… ……………………………………………………………………   |

**APPLICANT** Name

Address

Telephone

Number

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|   |
|  Yes / No (Please delete as appropriate)  |
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| .................................................................................................... ....................................................................................................  ....................................................................................................  ....................................................................................................  ....................................................................................................  ....................................................................................................  |
|  ....................................................................................................  Post / Email /Fax (One only - Please delete as appropriate)  |

Fax Number

Email Address

Is this a Freedom of Information Act

Request?

**REQUEST**

Description of

Request (Please include dates, areas of the

Council and any other useful information)

In what Format?

Method of

Communication

 Do you want Information to be Inspect the Information in sent to you the Council

**Officer's Response to the Request: FOR OFFICE USE ONLY**

Date Application was received

Date Application Due (20 Working Days)

Date Application Fulfilled (Actual End Date)

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|  |
|  |

 Application has been Accepted

Denied

If

Denied

the

reason

is:

|  |  |
| --- | --- |
|  | Date:  |

Name of Officer

You can:

  Email your completed formto **freedomofinformation@southglos.gov.uk**

* Send your form to:

**South Gloucestershire Council**

**Chief Executive & Corporate Resources Department**

Customer Relations

PO BOX 1953

Bristol

BS37 0DB

* Deliver it by hand to a One Stop Shop at Kingswood, Yate or Patchway. Please see [www.southglos.gov.uk](http://www.southglos.gov.uk/) for locations.

For Office Use (Internal):

**Please email to freedomofinformation@southglos.gov.uk**