

FREEDOM OF INFORMATION REQUEST FORM

FOR OFFICE USE ONLY	
DATE RECEIVED:	FEE:
DATE COMPLETED:	DATE FEE RECEIVED:

PLEASE USE BLOCK CAPITALS

YOUR DETAILS

Title	
Surname	
Forenames	
Address including Postcode Please include organisation name if applicable.	
Daytime Telephone Number	
Email Address (if you wish to receive an electronic copy of the response)	
Occupation (Optional)	

PREFERRED FORMAT

Please indicate which format you would like to receive the Freedom of Information response by placing an 'X' in the appropriate box.

Electronic
(email address required)

Hardcopy
(postal address required)

The Data Protection Act 1998 The information you have provided will be used for dealing with your request and for statistical and monitoring purposes only.

Please provide the full details of your Freedom of Information Request overleaf, being as specific as possible. We may need to contact you for further clarification in order to provide the correct information. There may be fees charged for copying documents and administrative time. If we are not the correct authority to provide the details required, we shall contact you as soon as possible.

YOUR REQUEST (continue on a separate sheet if necessary)

A large empty rectangular box intended for writing the request.

Post to:- Data Protection Officer, Babergh District Council, Corks Lane, Hadleigh, Ipswich, Suffolk, IP7 6SJ.