

FREEDOM OF INFORMATION ACT 2000

REQUEST FOR INFORMATION FORM

In accordance with Section 8 of the Freedom of Information Act 2000, I wish to request access to information, which I believe is held by Runnymede Borough Council.

Before completing this form – Please check the Council's Publication Scheme as the information you require may be already published by the Council. The Publication Scheme is available on the Web at www.runnymede.gov.uk.

1. Details of Applicant:

Surname	
First name	
Correspondence Address	
Postcode	
Contact Telephone Number including dialling code	
Mobile Number	
Email Address	

2. Information required by you that you believe is held by Runnymede Borough Council

Please detail as much information as you can to enable us to identify and locate the information you require.	
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3. **If the information required is from/to a particular period please specify the dates of the information required:**

From:		To:	
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4. **Please specify your preferred form of access to the information by selecting one of the following options:**

Receive a copy by post	
Receive a copy by email	
View / inspect original information	
Receive a digest or summary of the information by post	
Receive a digest or summary of the information by email	
Other / Special needs – please specify	

It may not always be possible for the Council to provide the information in the way that you have requested, if this is the case then the Council will advise you of this.

5. **The Data Protection Act 1998**

Any personal data that you provide to Runnymede Borough Council will be held in line with the requirements set out within the Data Protection Act 1998.

6. **Please sign and date your request**

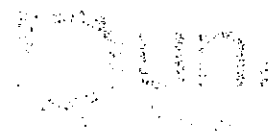
I understand I may be required to pay a fee for the information and that where a fee applies, the information will not be released by the Council until the fee has been paid.

I understand that the Council may not hold the information I am requesting and that the Council may need to consider whether it is appropriate for my request to be transferred to another public body. Where this is the case I CONSENT to my request being transferred.

Signature	
Date	

Please return this form to:

Runnymede Borough Council
Freedom of Information Officer
Runnymede Civic Centre
Station Road
Addlestone
Surrey
KT15 2AH
Telephone: 01932 838383
Fax: 01932 838384
Email: foi@runnymede.gov.uk



**For Runnymede Borough Council use only
Office use only:**

1. Date Request Received	
2. Date Request Acknowledged	
3. Date Request Registered	
4. Date request sent to relevant Officer for response	
5. Date Duty to confirm / deny exercised (exempted information only)	
6. Date request transferred to another public body (where applicable)	
7. Date Fees notice issued (where applicable)	
8. Date by which fee to be paid (where applicable)	
9. Date fee paid (where applicable)	
10. Date information supplied to the applicant	
11. Date Applicant Refused	
12. Reason for Refusal	
13. Any other Comments	

