

REQUEST FOR INFORMATION FORM

FREEDOM OF INFORMATION ACT 2000

MODEL PUBLICATION SCHEME – REQUEST FOR INFORMATION

You can use this form to make a request for information held by Barnard Castle Town Council under the Freedom of Information Act 2000. Please complete all sections providing as much detail as possible to enable us to identify and provide the information you require.

About You:

Title/Forename:

Surname:

Address for correspondence:

Telephone (Daytime):

Fax:

Email:

About your Request:

Please provide a detailed description of the information you are interested in to enable us to deal with your request quickly and easily. For example, you could include title(s) of documents, relevant date(s) of publication or the section within the Council which you think might hold the information (please continue on a separate sheet if necessary).

Format:

The information you have requested will be supplied in the format as indicated within the Model Publication Guide.

Our Address:

Send this completed form to:

Freedom of Information/Data Protection Co-ordinator
Barnard Castle Town Council
44B Galgate
Barnard Castle
DL12 8HN

We will reply to your request promptly and in any case no later than 20 working days following receipt of this form. Please note that we may have to contact you if we cannot locate the information that you have requested from the information you have given us. Your personal details will only be held for the purposes of dealing with your request for information, and we will let you know if we need to pass your request onto another authority.

Please note, it is our intention to make all supply of documents free of charge. If a charge becomes applicable, for whatever reason, we will inform you of this change in advance.

Model Publication Scheme
Request for Information Form
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