

Information Request Form

Completion of this form is not required in order to submit an information request, but it may be used as an alternative to a letter addressed to the relevant council shown overleaf. However, if you have access to email, it is preferable to email your request to the relevant council as this will save time and money for both parties.

Details of requester

Title	
First name	
Last name	
Address	
Postcode	
Telephone	
E-mail address	
If this application is being made on behalf of an organisation please provide details below	
Name of Organisation	

Details of request

(under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004)

Please provide a detailed description of the information being sought to enable your request to be processed in a quick and efficient manner. Include, where appropriate, names of previous contacts, dates, file references, site location, a description, and a preferred format for delivery if applicable. Ambiguous requests will be returned for additional information to enable the Council to identify and locate the information requester. Please continue on a separate sheet if necessary.

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Fees and charges

The Council may charge a fee for providing the information you have requested. If you would like to know more about fees please see the Fees Charging Policy, which explains the charging policy that is used by all of the local authorities in Dorset <https://www.dorsetforyou.com/330757>. If it is necessary to make a charge we will notify you of the amount payable following the receipt of your information request.

Advice and assistance

If you need advice or assistance in making an information request, please see following link to the ICO guidance: <https://ico.org.uk/for-the-public/official-information/>. Or contact the Freedom of Information Officer from the relevant council shown overleaf.

Authority	Telephone	E-mail
Christchurch Borough Council , Civic Offices, Bridge Street, Christchurch, BH23 1AZ	01202 495000	foi@christchurch.gov.uk
Dorset County Council , County Hall, CollitonPark, Dorchester, DT1 1XJ	01305 251000	foi@dorsetcc.gov.uk
Dorset Waste Partnership , Grove House, Millers Close, Dorchester, Dorset, DT1 1SS	01305 224691	foi@dorsetwastepartnership.gov.uk
East Dorset District Council , Council Offices, Furzehill, Wimborne, BH21 4HN	01202 886201	foi@eastdorset.gov.uk
North Dorset District Council , Nordon, Salisbury Road, Blandford Forum, DT11 7LL	01258 454111	foi@north-dorset.gov.uk
Purbeck District Council , Westport House, Worget Road, Wareham, BH20 4PP	01929 556561	foi@purbeck-dc.gov.uk
West Dorset District Council , South Walks House, South Walks Road, Dorchester, DT1 1UZ	01305 251010	foi@westdorset-dc.gov.uk
Weymouth and Portland Borough Council , Council Offices, North Quay, Weymouth, DT4 8TA	01305 838000	foi@weymouth.gov.uk

Key services provided by each local authority in Dorset	Benefits	Council Tax / Business Rates	Education	Public Health	Environmental Health	Highways	Housing	Sports Facilities	Libraries	Licensing	Planning	Waste & Recycling	Social Services	Tourism	Trading Standards
Borough of Poole	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bournemouth Borough Council	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Christchurch District Council	✓	✓			✓		✓	✓		✓	✓			✓	
Dorset County Council			✓	✓		✓			✓		✓		✓	✓	✓
Dorset Waste Partnership												✓			
East Dorset District Council	✓	✓			✓		✓	✓		✓	✓			✓	
North Dorset District Council	✓	✓			✓		✓	✓		✓	✓			✓	
Purbeck District Council	✓	✓			✓		✓	✓		✓	✓			✓	
West Dorset District Council	✓	✓			✓		✓	✓		✓	✓			✓	
Weymouth & Portland Borough Council	✓	✓			✓		✓	✓		✓	✓			✓	

For requests concerning **Bournemouth and Poole Borough Councils**, please refer to their websites: Bournemouth: <http://www.bournemouth.gov.uk/> or Poole: <http://www.poole.gov.uk/>

Data Protection Fair Processing Notice

The personal information that you provide will only be used to process and administer your request for information. It may be shared internally within the Council and externally with other agencies for this purpose. Personal information will be held in accordance with the requirements of the Data Protection Act 1998.

Please note that if you wish to request personal information about yourself, you need to make a Subject Access Request under Section 7 of the Data Protection Act 1998. A different form is available for this type of request at [enter link] or by contacting the relevant council above.