

FREEDOM OF INFORMATION REQUEST FORM

(Please complete using block capitals)

1. DETAILS OF THE PERSON REQUESTING INFORMATION

Title: Mr / Mrs / Ms / Ms / Dr / Other
Surname:
Forename(s):
Address:
Postcode:
Telephone No:
E-Mail Address (if available)

2. DETAILS OF INFORMATION REQUIRED

Department(s) or Business Area(s) (if known):
Subject Area (Please be as specific as possible)

Place/Office where information is held (if known):
How would you like to receive the requested information? (Please circle your preferred option). By e-mail / by post

We will respond to your request with the information requested, or a letter specifying the reasons we are unable to disclose the information to you, within 20 working days.

£ If there is a charge for the information that you have requested, we will write, informing you of the estimated cost and requesting the payment from you, before proceeding with the application. Any time between our letter giving you the information about the cost, and receipt of your payment, is not included in the 20 working days.

Signature (of applicant).....
Date

The completed form should be returned to:

Cambridgeshire Direct Contact Centre
IC/9B, Speke House
Compass Point Business Park
Stocks Bridge Way, St Ives
PE27 5JL

E-mail: Info@Cambridgeshire.gov.uk

Telephone No: 0845 045 5200

Fax: 01480 498066

The Data Protection Act 1998

The information you have provided will be used for dealing with your request and for statistical purposes only. We will not disclose the information you have given us to third parties or outside organizations without your written consent, unless we are under a legal duty to do so.