

Freedom of Information Act 2000

**Request For Information
Application Form**

(Please read the Guidance Notes overleaf
and complete this form clearly)



Wealden
District Council

Reference No.....

Under the Freedom of Information Act, a person applying for information has the right to be told whether the Council holds that information and if that is the case, to have it communicated to him (providing it is not exempt information)

Your Details:

Your full name

Your address for replying to you:

telephone number in case of queries

Email address: (optional)

To help us deal with your request you must tell us the information being requested. You must give the Council enough information for it to identify and locate in its records the piece of information you are requesting.

The description of the information you are applying for a copy of. Please describe as clearly as possible the information that you are actually seeking, if necessary with a covering letter. Do not write 'ALL'.

Your Signature:

Date:

Freedom of Information Act 2000

**Request For Information
Application Form**

**(Please read the Guidance Notes overleaf
and complete this form clearly)**



Wealden
District Council

Reference No.....

Guidance Notes

1. Your name and an address are required so that we can provide you with the response to your request. A telephone number or e-mail address is not essential but will help if we have any queries.
2. You are not obliged to give any reason for making your request.
3. However you do have to provide enough information for us to locate the information you have requested in our records. Please give us as much assistance as possible in identifying the information you require.
4. A fee is payable for making an information request. It depends on the amount of work required to locate and produce the information you have asked for. We will write and tell you what the fee for your request will be when we know how much it involves.
5. The law allows the Council to refuse requests for information which appear to be deliberately repetitive, vexatious or part of an organised campaign.
6. If you are not sure where the information you seek is held, please talk to us. We may be able to help you find it and if it is just a straightforward query we may be able to provide you with an answer at no charge.
7. When you have provided the Council with your request, sufficient information to identify the information you have requested and the fee, the Council is allowed 20 days in which to provide you with the information.
8. Please note, personal information is not covered by the Freedom of Information Act. You may use this form to request details of information we hold about yourself, but we will deal with it under the Data Protection Act. You cannot make a request for information we hold about anyone else (not even members of your own family).
9. If you do make a request for personal information about yourself, the fee is £10 and we will require proof of your name and address before we release this information to you. This should be two different official documents (not photocopies) which show your name and address clearly, which we will return to you by first class post. This is to ensure we do not release your information to the wrong person. The fee is not refundable, even if it turns out that we do not hold the information about you that you requested.
10. Please return your completed application form to:
The Freedom of Information Officer,
Wealden District Council,
Vicarage Lane, Hailsham, East Sussex BN27 2AX