

Freedom of Information Act / Environmental Information Regulations Information Application Form

Please complete the Form below and send completed form to:

Standards and Monitoring Support Officer
Charnwood Borough Council
Southfield Road
Loughborough. LE11 2TU
e-mail: foi@charnwood.gov.uk

Applicant Details

Title			
Forename(s)			
Surname			
Address			
Postcode			
Telephone (day)		Telephone (evening / weekend)	
Mobile			
e-mail			

If this application is being made on behalf of an organisation, please provide name of organisation

Details of Request

Please provide as much detail as possible to describe the information that you are applying for. This will assist us to process your request as quickly and efficiently as possible. Where appropriate please provide names, dates, references and descriptions to enable us to locate the information. We may need to contact you for further clarification if your request is ambiguous.

Format of Information

If you have a preference please indicate what format you would like the information supplied in.

Details of Information required (continue on a separate sheet if necessary)

Signature		Date	
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