



**Freedom of Information Act / Environmental Information Regulations
Information Application Form**

Please complete the Form below and send completed form to:
Information Officer
Governance and Scrutiny Research
Charnwood Borough Council
Southfields
Southfield Road
Loughborough. LE11 2TU
Fax 01509 634711
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

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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.

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

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Signature		Date	
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