

# **HATLEY PARISH COUNCIL**

## **FREEDOM OF INFORMATION REQUEST FORM**

This form can be downloaded and completed. You may wish to post the completed form to the address at the bottom of this form, or you can scan or photograph the document and return by email, also to be found at the bottom of this form. You do not have to use this form to make your request but it will help us deal with your request as promptly as possible if you do. If you prefer, you can make your request in writing e.g. letter, email, or other form which we can use for reference.

Applicant Name:

Address:

Email Address:

Please ensure that at least one of the above (address or email) is provided for contact purposes.

Phone number (optional):

Description of the information that you seek:

In what format would you prefer to receive the information? Please indicate below.

We will try to meet your wishes as best we can.

☐

Paper copy

☐

Electronic copy

☐

Summary

☐

Pre-arranged personal inspection

Any other details that may help us to identify and locate the information:

Any special requirements:

Send this form by post or email to Kim Wilde (Parish Clerk and Responsible Financial Officer)

Email: [parishclerk@hatley.info](mailto:parishclerk@hatley.info)

Address: 36 Fairfield, Gamlingay, Cambridgeshire, SG19 3LG