

**Freedom of Information Act 2000**

**Request For Information  
Application Form**

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



Reference No:

(for our use only)

**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 them (providing it is not exempt information)**

**Your Details:**

Your full name:

Your address (for us to reply to you):

Telephone number in case of queries:

E-mail address: (optional)

**In order to deal with your request we need to know what information you want. Please give us as much information as you can to enable us to identify and locate in our records the information you are requesting.**

Please describe as clearly as possible the information that you are applying for a copy of. Please continue on a separate sheet of paper if necessary. Please do not write 'ALL'.

Your Signature:

Date:

# Freedom of Information Act 2000

## Request For Information

### Application Form

#### Guidance Notes

1. We will use the name and address you provide when we respond to your request. A telephone number or e-mail address is not essential but will help if we have any queries.
2. You do not have to give any reason for making your request.
3. You do have to provide enough information for us to identify and 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 may be payable for providing you with the information you have requested. The fee will depend on the amount of work needed 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 us 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 want 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 we have received your request, together with sufficient information to enable us to identify and locate the information you have requested, and any fee payable, we will provide you with the information within 20 working days.
8. Please note that personal information is not covered by the Freedom of Information Act. If you use this form to request details of information we hold about yourself, we will deal with it under the Data Protection Act. There is a separate form for requests for personal information, and we may ask you to use this form to help us find the information you want. 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, we will charge you a fee of £10. We will need proof of your name and address before we release your information to you. This is to ensure we do not release your information to the wrong person. We will also require proof of any previous names or addresses you may have used. The £10 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 Information Officer,  
Hastings Borough Council  
Muriel Matters House  
Breeds Place  
Hastings  
TN34 1QR