

## FREEDOM OF INFORMATION – REQUEST FORM

This form can be completed online and sent by email or alternatively it can be printed and sent to the address 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:

Fax number:

*(at least one of the above (address, email, or fax) must be provided for contact purposes)*

Phone number (optional) :

Date:

Description of the information you seek:

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

In what format would you prefer to receive the information (insert a ✓)? *(we will try to meet your wishes as best we can)*

Paper copy

Electronic copy

Summary

Pre-arranged personal inspection

Any special requirements:

Send this form by post or email to Mrs Sarah Etherington-Meech (Parish Clerk and Responsible Financial Officer)

**Address:**        **12 Lucks Lane, Buckden, St Neots, Cambridgeshire PE19 5TF**

**Email:**         clerk@drydraytonpc.org.uk