



# Information Access Form

[For Freedom of Information and Environmental Information Requests]

To: Department / Officer .....  
Address.....

**Request to view or receive a copy of Information**

**APPLICANT**

Name	
Address	..... .....
Telephone Number	.....Post code.....
Fax Number	
Email Address	
Is this a Freedom of Information Act Request?	Yes / No (Please delete as appropriate)

**REQUEST**

Description of Request (Please include dates, areas of the Council and any other useful information)	..... ..... ..... ..... .....
In what Format?	.....
Method of Communication	Post / Email /Fax (One only - Please delete as appropriate)

Do you want Information to be sent to you  Inspect the Information in the Council

**Officer's Response to the Request: FOR OFFICE USE ONLY**

Date Application was received

Date Application Due (20 Working Days)

Date Application Fulfilled (Actual End Date)

Application has been

Accepted

Denied

If Denied the reason is:

Name of Officer

Date:

You can:

- Email your completed form to **freedomofinformation@southglos.gov.uk**
- Send your form to:

**South Gloucestershire Council**

**Chief Executive & Corporate Resources Department**

Customer Relations

PO BOX 1953

Bristol

BS37 0DB

- Deliver it by hand to a One Stop Shop at Kingswood, Yate or Patchway. Please see [www.southglos.gov.uk](http://www.southglos.gov.uk) for locations.

For Office Use (Internal):

**Please email to [freedomofinformation@southglos.gov.uk](mailto:freedomofinformation@southglos.gov.uk)**