

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

Full Name

Address

Telephone Number

Postcode

Email Address

Is this a Freedom of
Information Act Request?

Yes

No (Please select 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 select as appropriate)

Do you want

Information to be sent to you the Council

Inspect the Information

Information Access Form

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 for locations.

Please email to freedomofinformation@southglos.gov.uk