

Contact Harlow

Harlow Council
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The Water Gardens
Harlow, Essex CM20 1WG
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For Official Use Only

HCRM Enquiry N°:	Date Received:

REQUEST FOR ACCESS TO INFORMATION UNDER THE FREEDOM OF INFORMATION ACT 2000

Personal Details of Applicant: (Please use BLOCK letters)

Surname:	<input type="text"/>
First Name:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode:	<input type="text"/>
Home Telephone N°:	<input type="text"/>
Work Telephone N°:	<input type="text"/>
Mobile Telephone N°:	<input type="text"/>
E-Mail:	<input type="text"/>

See Note 6 of the Guidance Notes

Information Requested:

My preferred form of access to the information is: (tick which ever is appropriate)

View / inspect original information	<input type="checkbox"/>
Receive copies by post	<input type="checkbox"/>
Receive electronic copies*	<input type="checkbox"/>
Receive a digest or summary of the information by post or e-mail	<input type="checkbox"/>
Other (please specify)	<input type="text"/>

NB: * Restricted to documents which are in electronic format
See Note 13 of the Guidance Notes

Information Requested (continued):

In accordance with Section 8 of the Freedom of Information Act 2000 ("the Act"), I wish to request access to the following information which I believe to be held by Harlow Council. I understand that I may be required to pay a fee for the information and that where a fee applies, the information will not be released by the Council until the fee has been paid.

My request applies to documents from: To:

See Notes 2,6 and 11 of the Guidance Notes

Declaration

I understand that I will not normally be given access to the personal information of another person unless I have obtained the written consent of that person.

See Note 5 of the Guidance Notes

I understand that the Council may not hold the information I am requesting and they the Council may need to consider whether it is appropriate for my application to be transferred to another public body. Where this is the case, I consent to my application being transferred and accept that this transfer discharges the Council's duty under the Act.

See Note 10 of the Guidance Notes

Signed:

Date:

Using your personal information

The personal information collected on this form is used by Harlow Council for the purposes of processing this request for information. The information is also used to compile statistics for use by Harlow Council; this does not include information that will identify you as an individual. Records relating to this request for information will be retained for three years from the date of the last action.