

Contact Harlow

Civic Centre
The Water Gardens
Harlow, Essex CM20 1WG
Tel: 01279 446655
Fax: 01279 446767:
Email: contact@harlow.gov.uk

Request for information under the Environmental Information Regulations 2004

Harlow Council operates an open and transparent culture and many of our documents and records are readily available, and are accessible in our Publication Scheme on our website. If you require information that is not listed, please complete this form and return it to the address at the top of this form.

For Office Use Only

Hcrm enquiry no:

Date received:

Details of Applicant: (Please use BLOCK letters)

Name of Applicant:

Address:

Postcode:

Telephone N^o:

Email Address:

Information Requested:

Please provide a **detailed description** of the information you require to enable your request to be processed in a quick and efficient manner. Include, where appropriate, names, dates, references, authors and a full description. Please note that it may be necessary for the Council to seek further information from yourself, to assist us to process your request.

Description of information requested:

My request applies to documents from:

to:

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

View /Inspect original record

Receive photocopies by post

Receive electronic copies*

Receive on compact disc*

Other (please specify)

*Restricted to documents which are in electronic format

Fees, Exceptions and Extensions of time

The legislation allows for reasonable charges to be made for information in most circumstances. Where a charge is payable we will write to inform you, however, the time taken to respond will be suspended until payment is received.

To protect the interests of the state and third parties, there are exceptions that can be applied. The Council will always give due regard to the public interest when applying exceptions and will write to you to inform you on any decisions made.

Where a request is considered complex and / or voluminous and it is impractical to meet the request within 20 working days, the legislation allows the Council to extend the time period to 40 working days. Should this arise, we will write to inform you.

If a third party is referenced within the information requested, we may need to obtain their consent prior to disclosure, or remove it from the information supplied.

Harlow Council will respond to your request as soon as possible or within 20 working days from receipt of this form, subject to the prompt payment of any fees. There may be occasions where we need to obtain further information from yourselves to assist in locating the information, which may delay our response.

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.
