

Information Request Form



Please complete this form as fully as possible so that we can respond to your request for information. However, the only information that we require is the applicant's name, a correspondence address (either post or e-mail) and a description of the information which is being sought. Your details will be kept on a secure database, with access restricted to individuals dealing with information requests and complaints, and Council communications. Your personal details may be shared with other departments within the Council, particularly where they may need to contact you to clarify your request. Your request details will be kept for up to three years, in order to take account of any appeal procedures. Where possible we shall anonymise your request details when used for statistical purposes. Details of your request will be published in our disclosure log, which will appear on our website. Personal details will not appear in the disclosure log.

Application Details	
Name	
Address	
Post code	
Telephone No.	
E-mail address	

Please state what information you require, in as much detail as possible, and what form you would like any information given to you (e.g. electronically, paper, large print etc.).

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Signature	
Date	

Please return to: The Information and Records Officer
 Allerdale Borough Council
 Allerdale House
 Workington
 CA14 3YJ

Telephone: 01900 702 701
 Fax: 01900 702 908
 e-mail: foi@allerdale.gov.uk