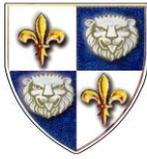




FREEDOM OF INFORMATION REQUEST FORM



Please complete this form when requesting information from Shaftesbury Town Council, providing as much detail as possible about the information you are requesting. This will enable the Council to identify and locate the relevant information to enable your request to be processed in an efficient manner.

Please return the completed form to: Shaftesbury Town Council, The Town Hall, High Street, Shaftesbury, Dorset SP7 8JE

Applicant Details:

Title:	Forename:	Surname:
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Name of Organisation:

Address:

Contact Telephone No:	Home:	Work:
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Email Address:

Details of Request:

Please provide a detailed description of the information you are requesting. Ambiguous requests will be returned for additional information to enable the Council to identify and locate the information requested. Please continue on a separate sheet if necessary.

Fees and Charges

The Council may charge a fee for providing the information you have requested. If you would like to know more about fees, please see the Fee Charging Policy which explains the charges that may be made. This policy is used by all local authorities in Dorset. If it is found necessary to make a charge, you will be notified of the amount payable following receipt of your request for information.

Advice and Assistance

- You can ask for any information you think a public authority may hold. The right only covers recorded information which includes information held on computers, in emails and in printed or handwritten documents as well as images, video and audio recordings.
- You should identify the information you want as clearly as possible.
- Your request can be in the form of a question, rather than a request for specific documents, but the authority does not have to answer the question if this would mean creating new information or giving an opinion or judgment that is not already recorded.
- Some information may not be given because it is exempt, for example because it would unfairly reveal personal details about somebody else.

For advice and guidance on submitting a request for information, visit the Information Commissioner's website at: [http://www.ico.org.uk/for the public/official information](http://www.ico.org.uk/for_the_public/official_information)

Data Protection



The personal information you provide will be used to process and administer your request for information. It may be shared internally within the Council and externally with other agencies for this purpose. Personal information will be held in accordance with the requirements of the Data Protection Act 1998.