



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

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| <i>Refer to the attached Notes for guidance</i> | <div style="text-align: right;"> <h1 style="margin: 0;">Sandwich<br/>Town Council</h1> </div> <h2 style="text-align: center; margin-top: 20px;">REQUEST FOR ACCESS TO INFORMATION UNDER THE<br/>FREEDOM OF INFORMATION ACT 2000</h2>  |
| <i>Notes 1 and 6</i>                            | <p>To: The Town Clerk<br/>Sandwich Town Council<br/>Guildhall<br/>Cattle Market<br/>Sandwich<br/>Kent CT13 9AH</p> <p>Telephone: 01304 617197<br/>Fax: 01304 620170<br/>Email: <a href="mailto:tracey@sandwichtowncouncil.gov.uk">tracey@sandwichtowncouncil.gov.uk</a><br/>Website: <a href="http://www.sandwichtowncouncil.gov.uk">www.sandwichtowncouncil.gov.uk</a></p>   |
| <i>Notes 2 and 11</i>                           | <p>In accordance with Section 8 of the Freedom of Information Act 2000, I wish to request access to the following information which I believe to be held by Sandwich Town 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.</p> <p>I have checked the Council's Publication Scheme and can find no reference to the information I request access to.</p> |
| <i>Note 5</i>                                   | <p>I understand that I will not normally be given access to personal information unless I have obtained the written consent of that person.</p>   |
| <i>Note 10</i>                                  | <p>I understand that the Council may not hold the information I am requesting and that 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.</p>   |
| <i>Note 12</i>                                  | <p>My preferred form of access to the information is:     (tick whichever is appropriate)</p> <ol style="list-style-type: none"> <li>1.     View/inspect original information</li> <li>2.     Receive copies by post</li> <li>3.     Receive electronic copies*</li> <li>4.     Receive a digest or summary of the information by post or email*</li> <li>5.     Other (please specify)</li> </ol> <p>NB.    *Restricted to documents which are in electronic format.</p>                           |

Notes 2 and 6 My request applies to documents from \_\_\_\_\_ to \_\_\_\_\_



Note 6 **Personal Details of Applicant**  
*Please use BLOCK letters*

Surname:

First Name:

Address:

Tel (Home):

Tel (Business):

Mobile No:

Email:

Signed:

Dated:

**Office Use Only**

Date FOI request received:

Date request transferred to another public body (where applicable):

Date Applicant informed of the transfer (where applicable):

Date Duty to Confirm/Deny exercised (exempt information only):

Date Fees Notice issued (where applicable):

Date by which fee to be paid (where applicable):

Date Applicant given reasons for decision not to release the information and advised of the right to ask for an internal review of the decision.