

ENSTONE PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000
REQUEST FOR INFORMATION

PLEASE USE BLOCK CAPITALS

1. YOUR DETAILS

FULL NAME

ADDRESS

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TELEPHONE NUMBER

E-MAIL

2. DESCRIPTION OF INFORMATION REQUIRED

Please provide a description of the information you would like the Parish Council to provide you with. If your request relates to specific document(s), please provide any details of the document you may have (e.g. date of production, author etc.).

NB The Council has the right to ask for clarification of any request for information where it does not prove possible to identify the information needed from the original description provide.

3. FORMAT OF INFORMATION

Where your request covers information that is already published by the Council we will provide you with directions on how to locate the appropriate information in its usual published format. Otherwise, please specify the format in which you would like the information supplied. Where practical we will supply information in the format of your choice, although there may be costs associated with this.

4. OUR DETAILS

Please forward completed form to;

**Mrs B. Sinclair,
Clerk to Enstone Parish Council,
Briery Cottage,
9 Alexandra Square,
Chipping Norton,
Oxon.
OX7 5HL**

5. NOTES

(1) Although there is no limit to the scope of the information you may request, please note that the Council may have the right to refuse vexatious requests (under the terms of Section 14 of the Freedom of Information Act 2000), to obscure or suppress information that relates to other third parties (under the terms of Principles 1,6 and 7 of the Data Protection Act 1998) and to not disclose information that is covered by relevant exemptions allowed by the Freedom of Information Act 2000. If your request is refused you will be entitled to appeal to the Council and contact details will be provided, together with details on how to make an external appeal to the Office of the Information Commissioner.

(2) Remember to provide as much information as you can.

(3) If the information you have requested is freely available elsewhere, you will be told this and given guidance on where to find that information.

(4) We may not be able to always supply all the information requested, if this is the case you will be informed.

We will respond to your request within 20 working days of receipt.
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