

Environmental Regulations Request Form

The Environmental Regulations gives you right of access to environmental data held by local authorities and bodies who carry out a public function e.g. utility companies. If you wish to seek information about a particular topic then please specify this clearly in your request. It is anticipated that your request will be responded to within 20 working days but if this cannot be met satisfactorily you will be informed of this in due course.

Details of Applicant

Surname:..... First name:.....

Address:.....
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.....
.....

Post Code:..... Tel. No:.....

If you are making a request on behalf of a company or organisation please state below:

.....
Address:.....
.....
Position held:.....

Details of Request

I am applying for access to information concerning.....
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Please state if your request is for personal use or business use: (Please tick the appropriate box)

Personal

Business use

Have you ever requested this information before?

If so what was the date you made the request?

Form of Access

If you require access to the information in another format e.g. Braille, large print etc please specify below:

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Fees

Local authorities can make charges within reason, for supplying information including staff costs in searching, retrieving collating and supplying information.

The charge for environmental information is as follows:

- **£25** per hour (if it takes less than an hour no charge) irrespective of seniority of officer responding,
- **£75** minimum for Contaminated Land queries (3 hrs work) due to the complexity of work involved, if more work is needed then charges will be made at £25 thereafter

I agree that there will be a charge for this information if it takes longer than 1 hour to supply the information requested.

Applicants' signature:

.....

Date:

Contact Details

Environmental Health & Licensing
Stevenage Borough Council
Daneshill House
Danestrete
Stevenage
Herts
SG1 1HN

Tel:01438 242142
Fax:01438 242142
Email: envhealth@stevenage.gov.uk

Office use only:

Date of request received.....Deadline for reply.....

Do we hold this information? Yes/No?

If 'No' who does.....

Is the information publicly available? Yes/No

Where?.....

Is the information exempt? Yes/No?

(Exemption applied).....

Is there a fee? Yes/No

How much.....

Has the requester been notified Yes/No.....

Date information provided to requester.....

Outcome.....

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Submit request form