

# Access to Information REQUEST FORM



The information the council routinely makes available to the public is listed in our Publication Scheme. Please check the Publication Scheme at [www.stevenage.gov.uk/publicationscheme](http://www.stevenage.gov.uk/publicationscheme), or contact the council offices for a hard copy to see if the information you require is already available, alternatively please complete the form below.

Requests for personal data should be submitted in writing to the Data Protection Officer at the address given below.

**Send completed form to:**

Customer Service Centre  
Freedom of Information  
Daneshill House  
Danestrete  
Stevenage  
Herts SG1 1HN

**Details of Applicant** (\*Mandatory Fields)

**Title** ..... **\*Forename/s** ..... **\*Surname** .....

**\*Address for Correspondence** (this can include email)

.....  
.....  
..... **Postcode:** .....

**Telephone** (day) ..... **Mobile:** .....

*In order for us to assist you we may need to contact you to clarify your request.*

**Email:** .....

**Details of Request**

Please provide as much detail as possible about the information you require. Be as clear and precise as you can as this will assist us in processing your request quickly and efficiently.

**Details of information required** (use separate sheet if necessary)

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

---

**INTERNAL USE ONLY**

Date Received ..... Reference No .....