

# Freedom of Information Request Form

Freedom of Information Act 2000



Under the Freedom of Information Act, a person applying for information has the right to be told whether the Council holds that information and if that is the case, to have it communicated to him (providing it is not exempt information). If you are asking for information held about yourself please use a Subject Access Request Form under the General Data Protection Regulations 2016 which is available on the Council's website. If you are asking for information about someone else you need to prove that you are acting on his or her behalf.

Your Name:

Your Address:

Your Telephone Number:

Your Email Address:

Date:


You can access Information from a number of services. If you are only interested in a specific service, selecting it will enable us to process your request more quickly. Please indicate which service you would like to access:

- |                            |                          |                                   |                          |
|----------------------------|--------------------------|-----------------------------------|--------------------------|
| Council tax/Business rates | <input type="checkbox"/> | Planning                          | <input type="checkbox"/> |
| Housing/Homelessness       | <input type="checkbox"/> | Amenities/Leisure Services        | <input type="checkbox"/> |
| Environmental              | <input type="checkbox"/> | All Council services              | <input type="checkbox"/> |
| Human Resources            | <input type="checkbox"/> | Other (please give details below) | <input type="checkbox"/> |
| Benefits                   | <input type="checkbox"/> |                                   |                          |

Please state clearly in the box overleaf what information you require. Please try to be as precise as possible because we want to make sure that we give you the information you require. You do not have to give a reason for your request, but if you do that may also help us to identify the information you need. Please be as specific about any dates, addresses, statutory provisions etc as you can be. This helps us to help you. It also reduces costs and so we can spend more on essential services and keep your Council Tax down.

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I understand the Council may need more information from me to find the information that I have requested. I should receive a reply to my query within twenty working days: this period will begin once I provide all the information needed to find my information, but if I am required to pay a fee that period will be suspended until I have paid it. I have examined the Council's Publication scheme and Disclosure Log and confirm that the information I seek is not available under these. I understand that my application may be refused if it is vexatious or repeated.

Please send me any information I am entitled to under the Freedom of Information Act 2000 or a notice explaining why I cannot have any information I am not entitled to.

If you have stated your email address, Would you like to receive the information Electronically?	YES / NO (delete as appropriate)
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Signature:	Date:
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Please return to: Freedom of Information Manager, Rother District Council, Town Hall, Bexhill-on-Sea, East Sussex TN39 3JX. Tel. 01424 787000.

(Requests under the Freedom of Information Act 2000 cannot be made by telephone.)

This form is available on our website and can be completed online at [www.rother.gov.uk](http://www.rother.gov.uk)