



Request for information under the Freedom of Information Act 2000

Please use this form to request information under the Freedom of Information Act 2000. We may need to contact you to clarify the information you are requesting. It is not necessary to provide your telephone details but it may be easier to contact you by telephone. Please provide as much contact information as possible.

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Miss <input type="checkbox"/>	Other - (please specify) <input type="checkbox"/>
Name					
Address (including postcode)					
Telephone (home)		Telephone (mobile)			
Telephone (work)		Email address			

Please tick the appropriate box if you would like the information to be delivered or collected. (It may be possible to collect the information from a Torbay Council office convenient to you, this will depend on the volume of information to be collected):

<input type="checkbox"/> Send it to the above address
<input type="checkbox"/> Send it to a different address (please state address if different from the one supplied above)
<input type="checkbox"/> I will collect it (please state your preferred Council Office)

Under the Freedom of Information Act 2000, you can request the information to be provided in a format of your choice. As long as it is reasonably practicable for the Council to do so, you will receive it in the format specified by you. Please let us know if you would like the information to be provided in a specified format by ticking the appropriate box and stating the format:

<input type="checkbox"/> I do not have a preferred format
<input type="checkbox"/> I would like to specify a format (please state format required eg. Electronic, photocopy, etc)

Please describe the information you require giving as much detail as possible (eg describe the information as fully as possible, where possible dates or officer names). This will help us to provide the information you require.

- **The information provided in this form will only be used for processing your request and will not be used for any other purposes. Please note your information may be disclosed to several Business Units within the Council in order to process your request.**
- **Torbay Council has 20 working days from receiving your request to provide you with the information requested.**
- **Please return the form to your nearest Connections Office or the Information Governance Team, IT Services, Town Hall, Castle Circus, Torquay, TQ1 3DS.**
- **If you have any queries or require assistance completing this form please visit your nearest Connections office or contact the Information Governance Team on 01803 207466/207467.**