



Freedom of Information Act 2000 and/ or Environmental Information Regulations 2004

Request for Information

You can use this form to make a request for information held by Durham County Council under the Freedom of Information Act 2000 and / or the Environmental Information Regulations Act 2004.

Please complete the form below, providing as much detail as possible to enable us to identify and find the information you are interested in.

About you:

Title / Forename: **Surname:**.....

Address:

Town:

City:

Postcode:..... **Telephone (daytime):**.....

Email:.....

Your request:

Please provide a detailed description of the information you are interested in to enable us to deal with your request quickly and easily. For example, you could include title(s) of documents, relevant date(s) of publication or the Council department you think might hold the information (continue on the other side of this form if necessary):

Preferred Format:

Please let us know how you would

prefer to receive the information

View / inspect original information

Receive copies by post

Receive electronic copies by email

Other

Our Address:

Please send your completed form to

Information Management Team

Durham County Council

County Hall, Durham DH1 5UF

We will reply to your request promptly and in any case no later than 20 working days following receipt of this form. Please note that we may have to contact you if we cannot locate the information that you have requested from the information you have given us. Your personal details will only be held for the purposes of dealing with your request for information, and we will let you know if we need to pass your request onto another authority. Please note that we might charge a fee for providing you the information.