# **Freedom of information – request form**

This form can be completed online and sent by email or alternatively it can be printed and sent to the address detailed at the bottom of this form. You do not have to use this form to make your request, but it will help us deal with your request as promptly as possible if you do. If you prefer, you can make your request in writing e.g., letter, email, fax or another form we can use for reference.

Applicant name:

Address:

Email address:

*(at least one of the above (address or email) must be provided for contact purposes)*

Phone number (optional) : Date:

Description of the information you seek:

Any other details that may help us to identify and locate the information:

In what format would you prefer to receive the information (insert a )? *(we will try to meet your wishes as best we can but have the right to reply in a format suitable to the Parish Council Office)*

Paper copy Electronic copy

Summary Pre-arranged personal inspection

Any special requirements:

Send this form by post or email to:

**Address : Clerk, Middleton Cheney Parish Council, Main Road, Middleton Cheney, OX17 2LR**

**Email:**. [clerk@middletoncheney.org.uk](mailto:clerk@middletoncheney.org.uk)

**Document History**

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| --- | --- | --- | --- | --- | --- |
| **Version** | **Author** | **Date** | **Changes** | **Status** | **Minute ref** |
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