

Freedom of Information Request Form

Send this form direct to the Parish Clerk by either post or email, together with the application fee. Please see charges table below.

FREEDOM OF INFORMATION REQUEST

Date: _____

Surname: _____

First Name(s): _____

Address: _____

Postcode: _____

Phone contact no. (Home): _____

(Business): _____

I would like access to the following document(s):

Indicate whether you would like to inspect the documents and/or obtain a copy of the documents:

I want a copy of the document(s)

I want to inspect the document(s)

Charges

Personnel	Who's who on the council and contact details	Notice Boards and website	Free
Finance	Financial information relating to projected and actual income & expenditure and financial audit Precept Annual Return Auditor's Annual Report	By request to the Parish Clerk By request to the Parish Clerk Notice boards and website Notice boards and website	£1.00 + copying charges and postage
Actions	Chairman's & Committee's Annual Reports	Minutes on notice boards and website By request to the Parish Clerk	Free on website or £1.00 +copying charges and postage
Decision making	Decision making processes and records of decisions Responses to planning applications	Minutes available on notice boards and website Published in the minutes and Uttlesford District Council website	Free on website or £1.00 +copying charges and postage
Policies & Procedures	All policies and procedures Emergency Plan	Available on website or by request to the Parish Clerk if hard copy required Hard Copy Only	Free on website or £1.00 +copying charges and postage
Lists & Registers	Assets List Register of Members Interests	By request to the Parish Clerk Website	By request to the Parish Clerk £1.00 +copying charges and postage