

FOI

# Freedom of Information - request for information

**Data Protection Act 1998:** Your personal details will only be used to process this request for information. It may be necessary to share your contact details with another department but we will not transfer your request to anyone else unless you provide consent for us to do so.

Title

First Name (required)\*

Last Name (required)\*

## Please enter your address in the boxes below

House Number

House / Building Name

Road

Locality(Suburb, parish etc if applicable)

Town

County

Post Code

Preferred contact telephone number(Include full STD code with no spaces, example 02380123456)

Email address\*

## Your Request

I wish to be informed whether the Borough Council:

- (a) holds certain information as described below
- (b) if that is the case, to have access to that information

Full description of information required\*

## Format of Information

**The Borough Council will normally supply the information in your preferred format. However, this may not be possible where this is not reasonably achievable or would involve excessive cost.**

Please indicate below how you wish to receive the information requested (required):\*

- No preference
- Email
- Paper copy
- Inspection of a record containing the information
- Summary of the information by email
- Summary of the information by paper copy
- Other

Do you have a special need or disability that may require information to be provided in a particular format?\*

- Yes
- No

## Transferring your request

**Where some or all of the information requested is held by another public authority, we can assist you by transferring your request to that authority. Please note that the other authority may make a further charge before dealing with your request.**

Please indicate whether we have your consent to do this:\*

- Yes
- No

## Contractors and Third Parties

**In dealing with your request, it may be necessary for us to contact contractors and third parties to seek their consent to the disclosure of information to you. To do this, we need your consent to disclose your name and address, and the description of information requested, to such contractors and third parties.**

Please indicate whether we have your consent to do this:\*

- Yes
- No

## Fees

**If there is a fee to pay in order to process your request we will send you a Fees Notice. The Borough Council will not be obliged to disclose information until the fee (if any) has been paid.**

## Press submit to send your request

Once submitted, your request will be sent to:

*The Freedom of Information Officer,  
Havant Borough Council  
Civic Centre Road  
Havant, Hampshire  
PO9 2AX*

You will be sent a copy of your request to the email address you provided in Section 1. You may also print a copy of your request by clicking on the Printable Version button below.

Please note that the printable version will be displayed in PDF Format. An Adobe Acrobat Reader plug-in may be

required.