



YAXHAM PARISH COUNCIL

Request for Access to Information

**Reviewed and Readopted by Yaxham Parish Council at its meeting
on 11th August 2022**

Due for Review June 2024

YAXHAM PARISH COUNCIL
REQUEST FOR ACCESS TO INFORMATION UNDER THE FREEDOM OF INFORMATION ACT 2000

To: The Parish Clerk
 Yaxham Parish Council
 85 Norwich Road
 Dereham
 Norfolk
 NR20 3AL

Email: yaxhamparishclerk@gmail.com
 Website: www.yaxham.com/parish-council

In accordance with Section 8 of the Freedom of Information Act 2000, I wish to request access to the following information which I believe to be held by Yaxham Parish Council. I understand that I may be required to pay a fee for the information and that, where a fee applies, the information will not be released by the Council until the fee has been paid.

I have checked the Council's Publication Scheme and can find no reference to the information I request access to.

I understand that I will not normally be given access to personal information unless I have obtained the written consent of that person.

I understand that the Council may not hold the information I am requesting and that the Council may need to consider whether it is appropriate for my application to be transferred to another public body. Where this is the case, I consent to my application being transferred.

My preferred form of access to the information is: (tick whichever is appropriate)

1. View/inspect original information
2. Receive copies by post
3. Receive electronic copies *
4. Receive a digest or summary of the information by post or email *
5. Other (please specify)

NB. * Restricted to documents which are in electronic format.

My request applies to documents from _____ to _____

Personal Details of Applicant

Please use BLOCK letters

Surname:

First Name:

Address:

Tel (Home):

Tel (Business):

Mobile No:

Emails:

Signed:

Dated:

Office Use Only

Date FOI request received:

Date request transferred to another public body (where applicable):

Date Applicant informed of the transfer (where applicable):

Date Duty to Confirm/Deny exercised (exempt information only):

Date Fees Notice issued (where applicable):

Date by which fee to be paid (where applicable):

Date Applicant given reasons for decision not release the information and advised of the right to ask for an internal review of the decisions: