

Access to Information Request Form

The information the Council routinely makes available to the public is listed in our Publication Scheme.

Please check the Publication Scheme at http://www.stalbans.gov.uk/local-democracy/policies/foi_pubscheme.pdf or contact the Council offices for a hard copy, to see if the information you are requesting is already available.

If you are unable to find the information you are looking for please complete the form below providing as much detail as possible, to enable us to identify and locate the information requested. (Asterisks indicate required fields)

Send Completed form to:

Head of Internal Audit
St Albans City & District Council
Civic Centre
St Peters Street
St Albans
Hertfordshire
AL1 3JE
Email foi@stalbans.gov.uk

Please note, requests for personal data should be submitted in writing to the Data Protection Officer at the address given above.

Details of Applicant

Title

Forename(s)*

Surname*

Address for correspondence*
(this can include email)

Postcode

Telephone (Day)

Mobile

In order for the Authority to assist you we may contact you to clarify your request

e-mail

Details of Request

Please provide as much detail as possible of the information you require. This will assist us in processing your request quickly and efficiently. Where appropriate, please include names, dates, file references, site locations and descriptions to enable us identify and locate the required information.

Details of information required: (Please use a separate sheet if necessary)

For Internal use only

Date Received by Authority

Request ID