



FREEDOM OF INFORMATION ACT 2000 INFORMATION REQUEST FORM

Our commitment to openness

Southampton City Council's Publication Scheme aims to provide as much information about us as possible and is available via our website (www.southampton.gov.uk)

We have also made a commitment to openness to provide, as far as possible, information not currently covered by our Publication Scheme. This form can be used to request information, which is not currently available through the Scheme.

Exemptions

Some information may fall under one of the exemptions under the Act and, therefore, may not be released.

Charges

In most cases, information will be supplied free of charge. However, a charge may be applicable to some information, particularly paper copies sent out by post. You will be advised of costs before any information is sent to you.

When will I get a reply?

Your completed form will be processed and the information will be sent directly to you at the postal or email (if appropriate) address you have supplied on this form.

We aim to despatch the information as soon as possible and in any case within 20 working days of receiving your completed form. If we have not responded to your request within this time, please contact us via:

Post: Information Compliance Officer
Southampton City Council
Corporate Legal Team
Civic Centre
Southampton SO14 7LT

Email: foi.requests@southampton.gov.uk

Tel: 023 8083 2676

Fax: 023 8083 2308



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Your details

Title Mr / Mrs / Miss / Ms (please circle) Other _____ Surname _____

First Name(s) _____

Home address _____

_____ Post Code _____

Daytime telephone no: _____ Fax No: _____

Email _____

Your Request:

Please give as many details about the information you require as possible. For example, please include **title(s)** of documents, **date(s)** of publication, **author(s)** etc (attach a separate sheet if necessary):

Please send your application to the Information Compliance Office at the address above.

Data Protection Act 1998: Southampton City Council will process the information you have given on this form for the purposes of administration. We will keep your details secure and will not disclose them to other organisations or third parties without your permission unless we are legally required to do so.

For more information about how we use your personal information, see our notification entry Z4809838 www.informationcommissioner.gov.uk