FREEDOM OF INFORMATION ACT 2000

Request for Information

Please use this form to make a request for information held by Burniston Parish Council under the Freedom of Information Act 2000 (FOI Act). Provide as much detail as possible to enable us to identify and find the information in which you are interested.

Your Name:	
Address: (all correspondence relating to your request will be sent to this address unless stated otherwise)	
Daytime telephone number	
Evening telephone number	
Email address	

Request (please provide a detailed description of the information in which you are interested to enable us to deal with the request quickly and easily).

Preferred Format: Please let us know how you would prefer to receive the information by ticking the appropriate box. ☐ Receive electronic copies by e-mail ☐ Receive copies by post ☐ View/inspect original information	**Our Address**: Please send this completed form to Clerk to Burniston Parish Council Annan 41 Scalby Road Burniston SCARBOROUGH YO13 0HN

All requests that we receive under the FOI Act will be dealt with promptly, and no later than 20 working days after we receive the request. Please note that we may charge a fee for providing you with the information, to cover the costs of printing, photocopying and postage. We will let you know if a fee applies to your request. If the information you have requested falls under any of the 23 classes of exempt information, as defined in the FOI Act, we may not be able to supply you with the information. If this is the case, we will let you know and explain why we cannot give you the information. Your personal details will only be held for the purpose of dealing with your request for information, and will not be passed on to any other organisation without your express consent.