



# South Kesteven District Council Information Request Form

The Freedom of Information Act 2000 ('the Act') gives a general right of access to information that South Kesteven District Council holds or produces. To help us give you the best service possible and to ensure that we have all the necessary information to process a request efficiently for information under the Act, we require you to complete this request form.

Please note that there may be a fee payable depending upon the type and amount of information you are requesting. Any costs will be made known to you before the information is released.

## 1. Full details of the person making the request:

Surname: ..... Forename(s): ..... Mr/Mrs/Ms/Dr

Address: .....

.....

..... Postcode: .....

Telephone No: ..... Email: .....

## 2. Full details of the information you are seeking. Please describe the information you want as clearly as possible:

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(Continue on separate sheet of paper if necessary)

## 3. In what format would you like the information? \*Full details/summary of the information/personal inspection

## 4. How would you like to receive it? \*Hard copy/fax/email/collect in person/other (.....)

Signature: ..... Date: .....

\* Delete as necessary

Please see over for general guidance notes and other information.

# General Guidance Notes For Your Information

1. We have to respond to your request within 20 working days. If the request will take longer than this, we will write to you with an estimate of how much longer it will take us.
2. If we are unable to satisfy your request i.e. because we don't have the information or what you have asked for is covered by an exemption under the Freedom of Information Act, we will let you know and give you reasons.
3. If the request is for information held by another public body, we will advise you where possible on how you should proceed with your request.

We reserve the right to refuse requests that we consider unreasonable. The criteria we will use in deciding reasonableness include but are not limited to:

- Amount of employee time involved
- Quantity of information involved
- Is the request vexatious? (insufficient grounds)
- Repeated request
- Similar to previous requests and may form part of an organised campaign
- We will not satisfy a request requiring us to undertake research

Our Freedom of Information Policy is available on our website at [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk) where you may also download a Freedom of Information Request Form.

Please return this form to: Legal Services  
South Kesteven District Council  
Council Offices  
St. Peter's Hill , Grantham  
Lincolnshire , NG31 6PZ  
Tel: 01476 406080  
Fax: 01476 406000

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**For Office use only:** Date request received ..... Reply deadline .....

Do we hold the information? YES/NO Where? .....

Is it publicly available? YES/NO Where? .....

Is information exempt? YES/NO Reason .....

Date info requested from source:.....Date info received from source:.....

Date info provided to requester: .....Fee payable £ .....