

# CROOKHAM VILLAGE PARISH COUNCIL

## FREEDOM OF INFORMATION REQUEST FORM

**To:** Mrs Carol Ann Leversha  
Parish Clerk  
Daegmarsfield Farm  
Church Lane  
Dogmesfield  
Hook  
Hampshire  
RG27 8SZ

**Date:**

Please complete the form below providing as much detail as possible to enable the Parish Council to identify and locate the information requested. An \* indicates a required field. Use the tab key to move through the fields. ***Please read the notes on this form.***

### DETAILS OF APPLICANT

**Name (Block Capitals)\***

**Address\***

**Postcode\***

**Daytime telephone**

**Evening telephone**

**Mobile telephone**

**E-mail address**

*If this application is being made on behalf of an organisation please provide details below:*

**Name of organisation**

## DETAILS OF REQUEST

Please provide a **detailed description** of the information being sought to enable your request to be processed in a quick and efficient manner. Include, where appropriate, names, dates, file references, site location and description. Ambiguous requests will be returned for additional information to enable the Parish Council to identify and locate the information requested\*

If you have already been liaising with an Officer of the Parish Council over this matter, please provide details -

Please state your preferred method for receiving the information (mark whichever is appropriate)

- To view original records by appointment   
To receive copies by post   
To receive by email

.../.../...

**CVPC Use only:** Date application for information received .....

## NOTES

Please note that, whilst any person can exercise their right to request information that they believe to be held by the Parish Council, there may be a legitimate reason to withhold the information requested and that, in some cases, providing the information may be subject to a Fee as set out in the Publication Scheme.

## FEES AND CHARGES

The Parish Council *may* seek payment before supplying the requested information if a charge is required by statute, policy or local agreements, or if the Parish Council will incur unreasonable costs. You will be advised if a charge is payable following the receipt of your application.

Applications may be submitted electronically to [clerk@crookhamvillage.org.uk](mailto:clerk@crookhamvillage.org.uk) or by writing to The Clerk, Crookham Village Parish Council, Daegmarsfield Farm, Church Lane, Dogmersfield, Hook, Hampshire RG27 8SZ.