



**FREEDOM OF INFORMATION ACT 2000
ENVIRONMENTAL INFORMATION REGULATIONS 2004
APPLICATION FOR INFORMATION**

Please complete this form in as much detail as possible. What you tell us here will be used only to help us find the information you have asked for. This will involve liaising with relevant parts of the Council.

1. Details of the Applicant

Title	First Name(s)	Last Name
Address		
Postcode	Daytime telephone number*	
Email address*		

*we may contact you via these means if we need to clarify your request

2. Is the information already available?

Before completing this form:

Have you checked whether the information is already available from the Council's website?

Yes

No

Have you checked whether the information is already available from the Council's Publication Scheme?

Yes

No

3. The information you require

Please describe the information you require, including as much detail to help us identify and locate the information. For example, relevant dates, names of documents, relevant Council services, departments or names of staff whom you think may hold this information. Please attach additional pages as required.

Where we do not have enough detail to be able to respond to your request, we will contact you for further clarification.

4. If you have already had contact within someone in the Council regarding this request, please indicate the name and location of the person you have spoken to as this will help us to respond to your request.

Contact Name(s)	Service	Department	Date(s)

5. Preference for receiving the information

You can state a preference for receiving the information. We will try as far as practicable to meet your preference (*please tick*)

- hardcopy form
- electronic copy by email
- opportunity to inspect the information at Council premises
- other method (please outline)

Your signature	Date

Please send this form to Information Officer, Mansfield District Council, C/o Ashfield District Council, Urban Road, Kirkby-In-Ashfield, Nottingham NG17 8DA or by email to freedomofinformation@mansfield.gov.uk