

Service Areas contact list. Please address your letter to Freedom of Information Representative.

Chief Executive / Cultural Change

Freedom of Information Representative,
Civic Offices, Euclid Street
Swindon SN1 2JH

Education

Freedom of Information Representative,
Sanford House, Sanford Street
Swindon SN1 1QH

Environmental and Property

Freedom of Information Representative,
Ground Floor, Premier House,
Station Road, Swindon SN1 1TZ

Finance

Freedom of Information Representative,
3rd Floor, Wat Tyler House West,
Civic Campus, Swindon SN1 2JH

Housing

Freedom of Information Representative,
2nd floor, Wat Tyler House West,
Civic Campus, Swindon SN1 2JH

Personnel

Freedom of Information Representative,
5th Floor, Wat Tyler House West,
Civic Campus, Swindon SN1 2JH

Social Services

Freedom of Information Representative,
Contact: Customers Relations
Clarence House,
Euclid Street, Swindon SN1 2JH

Swindon Services

Freedom of Information Representative,
Waterside, Cheney Manor
Trading Estate, Darby Close,
Swindon SN2 2DW

If you are unsure to whom you need to direct your enquiry. Please send it to:

Freedom of Information Officer,
Law & Corporate Governance,
Swindon Borough Council,
Civic Offices
Euclid Street
Swindon SN1 2JH

If you require this information in large print or another format please contact customer services on 01793 463725

LCG0014/2375/04

From the 1st January 2005 everyone including people living abroad, non-UK citizens, journalists, political parties, lobby groups and commercial organisations, will have the right to ask public authorities in writing for any information they hold. Each Public Authority must comply with requests for the information that it holds unless an exemption from disclosure applies. Public Authorities will normally have a maximum of twenty working days to respond to the request, however there are circumstances when this time limit can be extended

The Council's Publication Scheme which has been available to the public since 2003, (and has now been updated), describes what information is available under the scheme, what format it's in, where it can be found and whether a charge will be made for the information.

Should the information you require not be listed in the Councils Publication Scheme, you will receive the information within 20 working days. (Please fill out the enclosed enquiry form). Should there be a charge, we will advise you of this, prior to sending out the information.

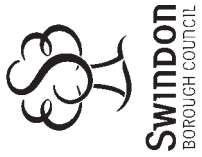
To assist you in seeking information Swindon Borough Council has produced an enquiry form, which you will find on the inside of this leaflet.

On the reverse of this leaflet you will find a list of Service Areas with contact details.

FREEDOM of INFORMATION

Enquiry Form





Freedom of Information Enquiry Form



If you are unsure which Service Area should deal with this enquiry send to:
Freedom of Information Officer,
Law & Corporate Governance, 1st Floor, Civic Offices, Euclid Street SN1 2JH
or email customerservices@swindon.gov.uk

Enquirer's name _____

Address _____

Postcode _____


Day time telephone no _____

Date of enquiry _____

Information required:

Please use block capitals

If you do not receive a letter to confirm your request within 10 working days from a Council Officer. Please contact the Freedom of Information Officer at the above address.

 The information you provide will be used to process your request and will be passed on to the Service Area who will deal with your enquiry. To ensure the Council meets its statutory responsibilities under the Data Protection Act 1998, we will record the information that you provide onto a database.