

## Freedom of Information Enquiry Form



Please send your Enquiry Form to: Freedom of Information Officer, Law & Democratic Services, 1<sup>st</sup> Floor, Civic Offices, Euclid Street, Swindon SN1 2JH

Enquirer's name	
Address	
	Destanda
	1 0310000
Day time telephone no	
	Date of enquiry
Information required:	
Please use block capitals	

The Council has a duty to respond "promptly" to your request or within 20 working days of receipt but 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.