

WREXHAM COUNTY BOROUGH COUNCIL
FREEDOM OF INFORMATION ACT 2000 - REQUEST FOR
INFORMATION



Personal Details:

*Full name:

*Address:

*Postcode:

Telephone Number:

Fax Number:

E-mail:

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

*Please note that under the Act it is necessary for you to provide your full name and address for correspondence.

Details of request

Please provide as much detail as possible in order to help identify the information you require. If possible, please provide details about documents (e.g. full description & dates).

If it is not clear what information you are requesting from the details you have provided, the Council reserves the right to contact you for further clarification. Advice and assistance will be provided where necessary to enable you to adequately describe the information you are requesting.

Format of Information

Please indicate your preferred option for access to information:

Copy of information by post

View/inspect original information

Digest/summary of information by post

Other (please specify)

Please note that there may be a charge for copies.

Transfer of request

If the Council does not hold the information you have requested, but has confirmed that another authority holds this, the Council may transfer your request to that other authority. Please indicate if you have any objections to your application being transferred.

I consent for my application to be transferred to another authority

Applicant will be informed if their request has been transferred.

Declaration

I declare that the information given above by me is true and correct to the best of my knowledge.

Signed _____ Date _____

When completed, this form should be sent to:

Archivist/Records Manager (Freedom of Information)

Leisure, Libraries and Culture Department

Wrexham Museum

Regent Street

Wrexham LL11 1RB

E-mail: foi@wrexham.gov.uk

N.B. Please refer to the leaflet 'Guidance notes for applicants' for further details on how the Council processes requests for information under the Freedom of Information Act, available at any Council Offices and on the Council Website, www.wrexham.go.uk.