

Refer to the attached Notes for guidance



DARTFORD
BOROUGH COUNCIL

REQUEST FOR ACCESS TO INFORMATION UNDER THE FREEDOM OF INFORMATION ACT 2000

Note 2

Please read the Guidance accompanying this Application Form BEFORE you complete this Form. You may also visit Dartford Borough Council's internet website www.dartford.gov.uk which has been designed as a dedicated guide to, and source of, information about the Council. If you do not have access to the internet please contact the Freedom of Information Officer for advice and assistance.

Please complete this Form as clearly and as fully as possible

Notes 1 and 6

To:
The Freedom of Information Officer
The Freedom of Information Unit
Dartford Borough Council
Room E3
Civic Centre
Home Gardens
Dartford
Kent
DA1 1DR
Tel: 44 (0) 1322 343634
DX: 142726 Dartford 7
Email: foi@dartford.gov.uk
Web-site: www.dartford.gov.uk

Notes 2:3:4 and 11

In accordance with Section 8 of the Freedom of Information Act 2000, I wish to request access to the following information, which I believe to be held by Dartford Borough Council. I understand that I may be required to pay a fee for the information and that where a fee applies, the information will not be released by the Council until the fee has been paid. I have checked the Council's Publication Scheme and can find no reference to the information I request access to.

If you have no access to the internet please contact the Freedom of Information Officer who will provide you with advice and assistance about the Publication Scheme.

Detail sufficiently precisely the information requested

Notes 2 and 6

My request applies to documents from _____ to _____.

Note 5	I understand that I will not normally be given access to the information which affects the legal rights of third parties unless the third party agrees to its release.
Note 10	I understand that the Council may not hold the information I am requesting and that the Council may need to consider whether it is appropriate for my application (in whole or in part) to be transferred to another public body. Where this is the case, I consent to my application being transferred.
Notes 1: 3:4:5:8 and 14	I understand that some or all of the information I am requesting may be exempt from disclosure under the Freedom of Information Act 2000 and that where this is the case, I will be provided with an explanation as to why the information (in whole or in part) cannot be released.
Note 12	<p>My preferred form of access to the information is: (tick whichever is appropriate)</p> <p>1. View/inspect original information <input type="checkbox"/></p> <p>2. Receive copies by post <input type="checkbox"/></p> <p>3. Receive electronic copies <input type="checkbox"/></p> <p>4. Receive a digest or summary of the information by post or email <input type="checkbox"/></p> <p>5. Other (please specify) <input type="checkbox"/></p> <p><i>NB: The Council will give you a reason if it is unable to provide the information in your preferred form of access</i></p>
Note 17	I understand that copyright may apply to information which is disclosed by the Council and that if I make multiple copies of the information and/or issue copies of the information to the public that I may require a licence from the copyright holder and in those circumstances that I confirm that I will be responsible for obtaining the appropriate permissions etc.
Note 6	<p>Personal Details of Applicant</p> <p><i>Please use BLOCK letters</i></p> <p>Surname:</p> <p>First Name:</p> <p>Address:</p> <p>Tel (Home):</p> <p>Tel (Business):</p> <p>Mobile No:</p> <p>Email:</p> <p>Dated:</p>
	Please let the Freedom of Information Officer know why the website http://www.dartford.gov.uk/ was not able to satisfy your needs.

Office Use Only

Date FOI request received and Monitoring Form updated:

Date request forwarded to relevant Council Department:

Date request transferred to another public body (where applicable):

Date Applicant informed of the transfer (where applicable):

Date exemptions (where applicable) considered by relevant Department (in consultation with the Freedom of Information Officer):

Date Duty to Confirm/Deny exercised (qualified exemptions only):

Date Fees Notice issued (where applicable):

Date by which fee to be paid (where applicable):

Date fee paid (where applicable):

Date Applicant given the decision to release the information:

Date Applicant given the decision and reasons for not releasing the information and advised of the right to ask for an internal review of the decision under the Corporate Complaints Procedure.

Date Monitoring Form updated:

Monitoring of requests received by the Council is a necessary element of an established programme for recording and analysing the types of information requested and the Council's overall performance in handling requests. Wherever possible, the Council will keep information used for requests monitoring in an anonymised form so that it cannot be linked to any particular individual. All or part of the statistical information provided may be disclosed or supplied to relevant committees of the Council and to external organisations or bodies such as the Audit Commission/Information Commissioner for statistical information purposes. The data collected for monitoring purposes is aggregated and kept apart from general personal records.

