

TOWYN & KINMEL BAY TOWN COUNCIL

**REQUEST FOR INFORMATION UNDER
THE FREEDOM OF INFORMATION ACT 2000**

DETAILS OF APPLICANT

Surname..... First Name.....

Address.....

.....

Post Code..... Telephone Number.....

E Mail Address.....

(We may need to contact you to clarify some aspects of your request)

If you are making the request on behalf of a company or organisation, please state below:

Name of Organisation

.....

Position held

DETAILS OF REQUEST

I am applying for access to information concerning.....

.....

.....

.....

(Please continue on separate sheet if required)

To assist the Council in finding this information please provide details of any reference number that you may be aware which would assist with your request.

.....

TOWYN & KINMEL BAY TOWN COUNCIL

FORM OF ACCESS

The Council will normally supply copies of the information requested. If you require access to the information in another form e.g. electronically or personal inspection, please specify below:

.....
.....

FEES

I acknowledge there may be a charge in respect of this request, which will be notified to me.

Applicants Signature

Date

Return Form to:

Communtiy Resource Centre
The Square, Off Foryd Road
Kinmel Bay
LL18 5BT

Or Email

clerk@tkbtc.co.uk