



**FREEDOM OF INFORMATION ACT  
INFORMATION REQUEST APPLICATION**

Application No
Office use only

Under the terms of the Freedom of Information Act 2000, any person is entitled to ask the authority for access to information which it holds, subject to certain conditions and exemptions. This form is aimed at helping you gain this information as quickly as possible, however, there is no obligation to complete it and we will act upon any written request for information. Please note that in some circumstances there may be a fee for this service.

**1. PERSONAL DETAILS**

Name .....

Present Address .....

..... Post Code.....

Tel. No ..... Fax No.....

e-mail address .....

**2.** West Oxfordshire District Council holds information for the purposes shown below. If you would like to access to the information relating to any of these, please tick the box(es) next to the subject(s) you wish to access and detail the specific area of this topic you are interested in.

Council Tax Collection.....

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Benefits Administration.....

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Housing .....

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Planning .....

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Environmental Health.....

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Cultural Services .....

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Other (please specify) .....

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**3.** You can ask for the information in one of the following formats, although if this is impracticable we may offer it to you in another way. Please tick below to choose your preferred format:

A copy in permanent form eg a photocopy of computer printout

An inspection of the information at our offices

A digest of the information

Signature ..... Mr./Mrs./Ms./Title .....

Date .....