

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**FREEDOM OF INFORMATION REQUEST FORM**

The Freedom Of Information Act 2000 gives a general right of access to information held by public authorities. This form has been designed to assist us in locating the information you require and the more details you can give us concerning the information that you are interested in receiving, the quicker we can trace it and provide you with that information. Please note that a great deal of information is already available on the Council's website **www.nwleics.gov.uk** but if the information you want is not already published by us, please use this form to request the information you want. **If the Council is entitled to charge you a fee for providing such information then any required fee must be paid before we send you the information. We will notify you of any required fee once the extent of your request has been determined.**

PLEASE COMPLETE IN BLOCK CAPITALS

Please give your full name

Full Name:

and an address for correspondence

Address:

Post Code:

Please describe, as fully and specifically as possible, the information that you require:

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Please continue overleaf, if necessary.

You do not have to give the following contact details but, if we need any further details to locate the information you require, a quick telephone call or email could be all that is required to speedily resolve the matter.

Day-time telephone number.....

Email address.....

**ANY FEE PAYABLE IN RESPECT OF THIS REQUESTED INFORMATION WILL BE NOTIFIED TO YOU AS SOON AS POSSIBLE. The law allows us 20 working days to comply with your request but we will do our best to supply the information sooner.**

Please return the completed form to :

**FREEDOM OF INFORMATION  
NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL  
COUNCIL OFFICES, COALVILLE, LEICS. LE67 3FJ**