Please complete the form below providing as much detail as possible to help the council to identify and locate the information requested. An asterisk (\*) indicates a required field, as without these the council will be unable to process your request. Please be aware that a fee may be applicable to the provision of certain information. Please see the assistance notes on page three for guidance.

|  |  |  |
| --- | --- | --- |
| **1 Details of applicant** | | |
| Title | |  |
| \*First name | |  |
| \*Surname | |  |
| \*Postal or e-mail address | |  |
| Telephone number | |  |
| **Data Protection Act 2018**  Carlisle City Council will treat your personal information in line with the Data Protection Act 2018. In particular, the information you provide on this form will be used to monitor and fulfil your request. It will not be shared with any third parties, will be kept securely and will not be used for any other purpose. The Council’s full privacy statement can be viewed at: <https://www.carlisle.gov.uk/Privacy-Statement/Information-Requests-PrivacyStatement> | | |
| If this application is being made on behalf of an organisation please provide details below. | | |
| Organisation  *(Where applicable)* |  | |

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| --- |
| 2 Details of request |
| \*Please use this section to describe the information you require. Include, where appropriate, names, dates, file references, locations, a timeframe and a description. The more specific you can be the easier it will be for us to find the information. Please continue on further sheets if necessary. |

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| 3 How would you like to receive the information? | |
| The legislation states that you can receive the requested information in your preferred format, please indicate what this is below, i.e. whether you would prefer to receive a copy of the information on paper or electronic copies. | |
| Photocopies by post |  |
| Electronic copies: email, disc (please specify) |  |
|  | |  |
|  | |  |
| 4 Where to send the form? | | |
| Please post this request to:  Corporate Information Officer  Legal Services  Carlisle City Council  Civic Centre  Rickergate  Carlisle  CA3 8QG | | Or e-mail to  [information@carlisle.gov.uk](mailto:information@carlisle.gov.uk) |

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| Please retain this page for your future reference and information |

* You should receive acknowledgement of your request within five working days of receipt.
* The Corporate Information Officer will co-ordinate the search for and retrieval of all information that may be relevant to the request. All information within the scope of your request will be considered to see if it can be released, exempted, or partly exempted from release.
* You will be advised if a fee is required to obtain the information, prior to the start of work on your behalf.
* You should be notified of the decision (that is, sent copies of the information requested or the reasons why it cannot be provided) within **20 working** days of the council receiving the request.

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| Assistance Notes |

This form is to assist you to make a request for information to Carlisle City Council under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

1. Further copies of this form are available from our website, <http://www.carlisle.gov.uk/council_and_democracy/freedom_of_information.aspx> or on request to 01228 817354 or [information@carlisle.gov.uk](mailto:information@carlisle.gov.uk).

2. Whilst the form is designed to assist you and the council, you do not have to use it to make a request for information. Under the Freedom of Information Act requests for information must be in writing. Requests under the Environmental Information Regulations can be made verbally, but it would help the council to be able to deal with the request if they were made or confirmed in writing.

3. You should state clearly on the form what information you require. You do not have to state under what legislation you are making your request and why you require the information.

4. The Council has a legal duty to give you advice and assistance in making your request if you need it.

5. Required information is marked with an asterisk (\*).

6. The council has an obligation to inform you of any costs associated with your request.

7. The council is obliged to provide you with the information you have requested within 20 working days of receiving your request. This time limit may extend for under certain circumstances, but you will be kept informed if this is the case.

8. In cases where Carlisle City Council is not clear what information is being requested, we will assist you to put the request in such a way that the information you seek can be identified.

9. The Data Protection Act 2018 governs access to personal information we hold about living people. There is a separate form for these requests, which can be found at <https://www.carlisle.gov.uk/Council/Council-and-Democracy/Data-Protection>

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| Contact information | |
| Corporate Information Officer  Legal Services  Carlisle City Council  Civic Centre  Rickergate  Carlisle  CA3 8QG | E-mail: [information@carlisle.gov.uk](mailto:information@carlisle.gov.uk)  Telephone 01228 817354 |

The Freedom of Information Act 2000 gives you a general right to information we hold. The Environmental Information Regulations 2004 give you a right to information held by the council about the environment. Further information on how we will deal with requests, fees, exemptions which may apply and our Publication Scheme is available on the council’s website, [www.carlisle.gov.uk](http://www.carlisle.gov.uk).

More information on the Freedom of Information Act, the Environmental Information Regulations and the Data Protection Act can be found on the Information Commissioner’s Office (ICO) website, [www.ico.gov.uk](http://www.ico.gov.uk).