



Ceredigion County Council FOI/EIR Request Form

This form is designed to be used to send Ceredigion County Council a valid request under the Freedom of Information Act 2000 and Environmental Information Regulations 2004. Please complete all sections.

Section 1: Personal Details

Please ensure that all details provided are accurate to the best of your knowledge.

For a valid request you must provide your legal name and an address for correspondence. This can either be an e-mail address or postal address.

Full Name:

Address:

Postcode:

E-mail:

Preferred Method of Contact: E-mail: Post:

Are you making this request on behalf of an organisation? Yes: No:

If yes, please provide name:

Section 2: Request Details

Please ensure that your request is as detailed and precise as possible, making use of date ranges where necessary. To assist the Council in finding this information please provide details of any reference number that you may be aware of which would assist with your request. Ceredigion County Council will always contact you if clarification is required. However, the 20 working day timescale to respond is stopped until you provide clarification. In order to avoid this, please ensure your request is clear and readily understood.

If you require the information in a particular format, please also detail this here.

Please continue on a separate sheet if required.

Section 3: Confirmation

I confirm that all information provided is, to the best of my knowledge, true and accurate.

Signed:

Date:

Please send this completed form by e-mail to
FOI@Ceredigion.gov.uk

Or by post:

Complaints and Freedom of Information Team
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