Freedom of Information Act 2000
Request for Information form

In accordance with section 8 of the Freedom of Information Act 2000, I wish to request access to information, which I believe is held by Birmingham City Council.

Before completing this form – Please check the Council's Publication Scheme as the information you require may be already published by the Council. The Publication scheme is available on the Web at www.birmingham.gov.uk

1. Details of Applicant:

Surname	
First name	
Correspondence Address Post Code	
Contact Telephone Number (including dialling code)	
Mobile Number	
E-mail Address	

2. Information required by you that you believe is held by Birmingham City Council.

Please detail as much information as you can to enable us to identify and locate the information you require.	

3. If the information required is from/to a particular period please specify the dates of the information required:

From:		To:	

4. Please specify your preferred form of access to the information by selecting one of the following options:

Receive a copy by post	
Receive a copy by e-mail (This is restricted to documents which are held in electronic format)	
View / inspect original information	
Receive a digest or summary of the information by post	
Receive a digest or summary of the information by email	
Other / Special needs - please specify	

It may not always be possible for the Council to provide the information in the way that you have requested, if this is the case then the Council will advise you of this.

5. The Data Protection Act 1998

Any personal data that you provide to Birmingham City Council will be held in line with the requirements set out within the Data Protection Act 1998. The information you provide on this form will be held on our database and in some circumstances within manual records for a period of 2 years from the date of your Freedom of Information request. If you would like to see a copy of any personal data that Birmingham City Council may hold about you, you can request this under Section 7(1) of the Data Protection Act 1998. A Subject Access Request Form is available from our web-site at www.birmingham.gov.uk or you may request a copy from us at the address detailed below.

6. Please sign and date your request:

I understand I may be required to pay a fee for the information and that where a fee applies, the information will not be released by the Council until the fee has been paid.

I understand that the Council may not hold the information I am requesting and that the Council may need to consider whether it is appropriate for my request to be transferred to another public body. Where this is the case I CONSENT to my request being transferred.

Signature	
Date	

Please return this form to:

Birmingham City Council
Corporate Information Governance Team
Performance and Information Division
PO Box 16366
Birmingham
B2 2YY

Telephone Number: 0121-303-4876 Fax: 0121 675 1427