

# TAMESIDE METROPOLITAN BOROUGH COUNCIL INFORMATION REQUEST FORM

This form should be used to request information under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

If you need help completing this form, please read the notes on this leaflet or contact the Council's Customer Service Centre on 0161 342 8355

**Your full name\***

**Address\***

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**Daytime telephone number**

**Email Address**

**Description of the information you require\***

Please describe as fully as you can the information you are seeking. If your description is not clear, we may need to ask for clarification.

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**\*Please note that we cannot provide you with any information unless you provide your name, address and a full description of the information you require**

## Format of information

Where your request covers information that is already published by the Council, we will let you know where you can find it in its usual published format.

If your request is for unpublished information, please indicate how you would like to receive it:

- Paper copy by post
- Attend in person to view the information
- By email

Some other form. Please specify

**PLEASE RETURN COMPLETED FORM TO BOROUGH SOLICITOR, TAMESIDE  
METROPOLITAN BOROUGH COUNCIL, WELLINGTON ROAD, ASHTON-UNDER-LYNE,  
TAMESIDE, OL6 6DL**