



**HYPHE AND DIBDEN PARISH COUNCIL**

**REQUEST FOR ACCESS TO INFORMATION APPLICATION FORM**

To: Clerk to the Council  
Hythe and Dibden Parish Council  
The Grove  
25 St John's Street  
Hythe SO45 6BZ  
Email: [stephanie.bennett@hytheanddibden.gov.uk](mailto:stephanie.bennett@hytheanddibden.gov.uk)

Date: .....

**If you wish to make a request for information please complete the details below. Please see the Notes on the back of this form**

In accordance with the Freedom of Information Act 2000 I would like to request access to information which I believe is held by Hythe and Dibden Parish Council. The information I require is:

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If you have already been liaising with an Officer or Member of the Council over this matter please provide details to assist the Council in responding to your request.

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Please state your preferred method for receiving the information (tick whichever is appropriate):

To view original records  
To receive copies by post  
To receive by email

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Other (please specify) \_\_\_\_\_

Name:(block capitals)

Address:

Telephone No: (optional)

Email Address: (optional)

Please see Notes overleaf



## NOTES

Under the Freedom of Information Act 2000 any person can exercise their right to request information that they believe to be held by the Council.

A request for information must be made in writing, including Email or fax and you must supply a name and address for the Council to reply to your requests. The request should also clearly describe the information sought.

You do not have to explain why you would like this information but may choose to volunteer your reasons.

Please note that there may be a legitimate reason to withhold the information requested and that in some cases providing the information may be subject to a fee as set out in the regulations.

Further information can be found in the Council's Access to Information Policy available on the website [www.hytheanddibden.gov.uk](http://www.hytheanddibden.gov.uk), at the Council Office or on request by phoning 023 8084 1411.

Please return application form to The Clerk to the Council, Hythe and Dibden Parish Council, The Grove, 25 St John's Street, Hythe, SO45 6BZ or Email: [Stephanie.bennett@hytheanddibden.gov.uk](mailto:Stephanie.bennett@hytheanddibden.gov.uk)

HDPC use: Date application for information form received

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