

FREEDOM OF INFORMATION REQUEST

You use this form to make a request for recorded information held by London Borough of Lambeth Council under the Freedom of Information Act 2000. You can view the council's [Freedom of Information Policy](#) on the Lambeth website.

Please note that requests for information relating to named individuals (including yourself) is regulated by the Data Protection Act 1998; for this you will need to fill in a [Subject Access Request form](#) (see the note at end of page 2).

If the information you require has already been published, it is likely to be available via the council's [Publications Scheme](#). Please contact the department or named individual listed in the Scheme if you want a listed document.

To help us find the records you want please complete as many of the details on this form as you can; you must give us the information which is marked by an asterisk.

You do not need to give us a reason for wanting the information you have requested.

For LB Lambeth office use only	
Date of receipt:	Applicant's Ref:
To the officer sending the form: give a return address at the end of page 2.	

1. About you:

Title (Mr, Ms, Dr, etc.)	
First name or initials*	
Last name*	
Your address* (Correspondence and the information will be sent to this address unless you opt below for e-mail.)	
Postcode*	
Daytime telephone number	
Fax number	
Email address	
Please tick the box on the right if you are prepared to receive correspondence and the information by email	

2. About the information you want:

Give a description of the information you require* (For example, give the event, issue, building, committee, decision, incident, etc. that you want information on)
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If you want a specific type of document, write it here (for example: minutes of council meetings, report)?		
If the information you want was produced on a particular date or between known dates, please give them. If you don't know the exact dates, approximate ones will do.		
Please tick one or more boxes on the right to indicate which Council department you think might hold the information. If you don't know, you can leave this blank.	Adults' & Community Services	
	Children & Young People's Service	
	Finance & Resources	
	Housing, Regeneration & Environment	
	Office of the Chief Executive	
Have you requested information from us before? If so, when?		
Briefly, what information have you requested before?		

3. Now please read the following declaration and indicate that you agree with it by signing in the space provided below.

I confirm that I am the person whose details are given in section 1.

Signature	Date
Name (in block capitals)	

Thank you for completing a Freedom of Information Request form. The details you have provided will be passed on to the relevant department or departments that hold the information.

Your request will be processed within 20 working days unless we ask for a fee or require more details from you. If this is the case, you will be contacted via the details you have given on this form. You will be notified of any delay to your request. If you have a complaint regarding this process, please follow the council's complaints procedure (see our website or phone 020 7926 9694). If you are still dissatisfied you can contact the Information Commissioner at www.informationcommissioner.gov.uk

4. Please return this form to

Corporate Complaints Team (Fol Request), Finance and Resources, London Borough of Lambeth Town Hall Brixton Hill London SW2 1RW

Note The Subject Access Request form can be printed from our website or can be obtained from The Subject Access Request Officer, Corporate Complaints, Lambeth Town Hall, Brixton Hill, London SW2 1RW or by phoning the Officer on 020 7926 9694.