|  |  |
| --- | --- |
| coa-colour | **Administration Use ONLY** |
| **Date received** |  |
| **Received by** |  |
| **20 working day deadline date** |  |
| **Reference no.** |  |
| **APPLICATION FOR INFORMATION****FREEDOM OF INFORMATION ACT (FOI) 2000****ENVIRONMENTAL INFORMATION REGULATIONS (EIR) 2004** |
| **Please complete the form in BLACK ink and as fully as possible** |
| **SECTION 1**  | **APPLICANT DETAILS** |
|  |
| **Forename(s)** |   | **Surname** |  | **Company/****organisation** |  |
|  |
| **Current address for postal responses** |  |
|  |  |
|  |  |
| **Email address** |  |
|  |
|  |
| **SECTION 2** | **WHAT INFORMATION ARE YOU LOOKING FOR?** |
|  |
| Please state what information, including dates, you require from the list of services below, within Barnsley Metropolitan Borough Council.  |
| Please tick which service you consider holds the information requested. |
|  | Adult Health, Social Care and Wellbeing |
|  | Council Tax, Council Tax Support and Housing Benefits |
|  | Council & Democracy |
|  | Education, Children & Social Care |
|  | Environment & Planning |
|  | Housing, Repairs & Maintenance |
|  | Information Computer Technology (ICT), Website, IT Hardware & Support |
|  | Procurement & Contracts |
|  | Public Health |
|  | Sickness Statistics, Employee Numbers, Salaries and Wages |
| **Applicant’s Signature** |  | **Date** |  |

Guidance notes

1. Please download the application form, complete in **BLACK** ink and forward it to the postal address given below or after

 completion, scan the application form and email to **informationrequests@barnsley.gov.uk**

2. Your full name is required for acknowledgement and for the processing of the application.

3. Please state what information you require from BMBC, including any dates, as being specific as possible will enable us

 to locate and process your request faster.

4. Please let us know how you would like to receive the information, e.g. email or letter

5. Your request will be processed within 20 working days after the date of receipt, or sooner if the information is readily

 available.

6. On acknowledgement of your application, which should be within 5 working days, you will be informed of any charges

 that may apply, giving you the chance to reconsider your application if required.

For guidance only:-

FOI/EIR - Disbursement costs that may apply e.g. photocopying and postage charges.

Completed application forms should be sent to:-

Customer Feedback and Improvement Team

Barnsley Metropolitan Borough Council

Corporate Mail Room

P.O. Box 634

Gateway Plaza

Barnsley

S70 9GG

or email to informationrequests@barnsley.gov.uk

Should you require any further assistance with completing the application form, please contact 01226 787898.