



**Format of information**

Where your request covers information that is already published by Croxley Green Parish Council, we will provide you with directions on how to locate the appropriate information in its usual published format.

Otherwise, we can provide you with *(please tick your preference)*:

- the opportunity to view the information by appointment at the Council office;
- the information in 'permanent' form (eg photocopies of the relevant information);
- the information in summary/'digest' form (available only if the information is in a format that can be summarised coherently and in a reasonable time);
- other form (please specify).....

Please return the completed form to: Croxley Green Parish Council, The Council Office, Community Way, Croxley Green, Rickmansworth, Herts, WD3 3SU.

Tel: 01923 710250, email [info@croxleygreen-pc.gov.uk](mailto:info@croxleygreen-pc.gov.uk)

**Notes**

(i) Though there is no limit to the scope of the information you may request, please note that Croxley Green Parish Council may have the right to refuse vexatious requests (under the terms of Section 14 of the Freedom of Information Act 2000), to obscure or suppress information that relates to other third parties (under the terms of Principles 1, 6 and 7 of the Data Protection Act 1998) and to not disclose information that is covered by relevant exemptions allowed by the Freedom of Information Act 2000.

(ii) If your request is refused or is only answered partially, a full explanation for our decision will be provided. You will be entitled to appeal to the Chairman of the Parish Council.

(iii) In cases where Croxley Green Parish Council holds only some of the information requested, we will respond as fully as we can. Should we need to redirect an enquiry to some other public body, you will be informed immediately of this.

**Office use only**

Request received: .....

Search fee £..... Date fee set: ..... Date fee received: .....

Clarification requested (date) ..... Clarification received (date) .....

(append relevant correspondence)

**Notes** (If request is *refused*, attach all relevant correspondence).....

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Date completed: ..... Confirmed (signature) .....