



FREEDOM OF INFORMATION (FOI) REQUEST FORM

Use of this form is optional. Any written request containing your name, contact address and a description of the information required will be treated as a valid FOI request.

1. Your Details

Full Name:

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Address for correspondence

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Postcode:

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Email (optional)

Telephone (optional)

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2. Description of the Information Requested

Please describe the information you are seeking as clearly as possible.

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3. Special Requirements (e.g., large print, alternative format, summary)

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4. How Would You Like to Receive the Information?

- Email
- Post
- Viewing in the Parish Office (by appointment)

5. Declaration

I confirm that the information provided is accurate.

Signed:

Date:

Submitting Your Request

Please return this form to:

The Clerk
Yalding Parish Council
PO Box 873
Yalding
Maidstone
Kent
ME18 6YW

clerk@yaldingparishcouncil.gov.uk

YPC will respond within 20 working days of receiving your request.