



Access to information request

The information the Council routinely makes available to the public is listed in our **Publication Scheme**.

Please check the Publication Scheme at www.dacorum.gov.uk/foi or contact the council offices for a hard copy, to see if the information you are requesting is already available.

If you are unable to find the information you are looking for please complete the form below providing as much detail as possible, to enable us to identify and locate the information requested. (Asterisks indicate required fields)

Send completed form to:
FoI Department Dacorum
Borough Council
The Forum
Marlowes
Hemel Hempstead
Herts. HP1 1DN

Or email it to foi@dacorum.gov.uk

Please note: requests for personal data should be submitted in writing to the FoI Department at the address given above.

Title	<input type="text"/>	
Forename(s)*	<input type="text"/>	Surname* <input type="text"/>
Address for correspondence* (this can include email)	<input type="text"/>	
Postcode	<input type="text"/>	
Telephone (Day)	<input type="text"/>	Mobile <input type="text"/>
<i>In order for the Authority to help you we may contact you to clarify your request.</i>		
Email	<input type="text"/>	



Details of request

Please provide as much detail as possible of the information you require. This will help us to process your request quickly and efficiently. Where appropriate please include names, dates, file references, site locations and descriptions to enable us identify and locate the required information.

Details of information required: (Please use a separate sheet if necessary)

Please note: Your request may incur a charge for printing, copying or postage.

We will contact you for your approval if a charge has to be made.

For internal use only	
Date received by Authority <input style="width: 150px;" type="text"/>	Request ID <input style="width: 150px;" type="text"/>

