

Environmental Information Regulations 2004

Request for Environmental Information

Note: Boxes marked with * symbol must be completed

Your details

Title:	
First name(s): *	
Last name: *	
Address:* (including postcode)	
Phone:*	
Mobile:	
Email:	

If you are making this application on behalf of someone else (for example you are a solicitor) please enter their name below, and if you would like us to send the information direct to them instead of you please provide their address.

Name of the person or organisation you are applying for:	
Address for the information to be sent:* (if different from above)	
Email:	
Phone:	

Details of the site you are requesting the information on

Site name:*	
Site address:*	
What information do you need:* You must be specific, and provide us with as much detail as possible. (You may continue on another sheet if necessary)	
Location map* Please attach a location map showing the exact boundary of the site	<input type="checkbox"/> Tick this box to confirm your map is attached to this application

Sometimes the information you have requested is not held by us, and we may need to get it from another organisation or department.

We need your permission to send on your request, please tick the box below to let us know if you would like us to do this.

- ☐ **Yes** I agree to my request being sent to another organisation
(we will tell you who we sent it to and when it was sent)
- ☐ **No** I do not want you to send on my request.

Please return this form with your map and confirmation of the payment £232.41 to:

e-mail: environmentalhealth@rochford.gov.uk

BACS details: Rochford District Council Account: 10542560 Sort: 30-80-12

Please quote income code of **141398970** on your payment and your **case reference number**
on your e-mail