

Section 2 Data Requested

Data subject's name
(if different from applicant)

Description of information sought
and its likely location
(eg any information held in planning
files about my planning application
ref. W33/0010)

Section 3 Identification and Payment

I have enclosed the following
documents to prove my identity
Note: You should provide us with 2
forms of identification, eg driver's
licence, bank statement or utility bill.
At least one of these should show
your current address

I have included a cheque / postal order / cash for £10 (please tick to confirm)

Section 4 Declaration

In exercise of the right granted to me under the terms of the Data Protection Act 1998, I request that you provide me with a copy of the personal data that you process for the purposes I have indicated above.

Signed: Dated:

This section to be completed by person(s) acting on behalf of the data subject.

I confirm that I am acting on behalf
of the data subject and enclose the
following documents as proof of my
authority to do so

Signed: Dated:

Section 5 FOR OFFICE USE ONLY

Identification verified? Yes No Initial: _____

Fee received? Yes No Initial: _____

Date request received

Target date for response

Date when 40-day period ends

Date Information supplied

Name:

Signed: