

AXMINSTER TOWN COUNCIL

Freedom of Information Enquiry Form



Please send your Enquiry Form to:
The Town Clerk
Axminster Town Council, The Guildhall, West Street, Axminster, EX13 5NX
or email to: clerk@axminstertowncouncil.gov.uk

Enquirer's name _____

Address _____

_____ Postcode _____

Day time telephone no _____


Date of enquiry: _____

Data / Information required:

Please use block capitals and provide specific details of information sought:

Please use a separate sheet of paper if more space required.

The Council has a duty to respond “promptly” to your request or within 20 working days of receipt but if you do not receive a letter to confirm your request within 10 working days from the Town Clerk, please contact the Council Office as above (telephone; 01297 32088)

 The information you provide will be used to process your request and will be passed on to the Service Area who will deal with your enquiry. To ensure the Council meets its statutory responsibilities under the Data Protection Act 2018 and the UK General Data Protection Regulations , we will record the information that you provide onto a database.