

# DATA PROTECTION ACT 1998

## REQUEST TO SEE INFORMATION ABOUT ME HELD BY WEST WILTSHIRE DISTRICT COUNCIL



1) Name: \_\_\_\_\_

2) Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

3) Description of information sought and its likely location \_\_\_\_\_

(eg any information held in planning files about my planning application \_\_\_\_\_

ref: W33/0010) \_\_\_\_\_

\_\_\_\_\_

4) 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** \_\_\_\_\_

\_\_\_\_\_

5) I have included a cheque/postal order/ cash for £10

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Identification verified? Yes  No  Brief description of \_\_\_\_\_  
information supplied \_\_\_\_\_

Fee received?  \_\_\_\_\_

Date when 40 day period starts \_\_\_\_\_ Date information corrected \_\_\_\_\_

Date when 40 day period ends \_\_\_\_\_

Information supplied? Yes  No  Signed: \_\_\_\_\_  
Name: \_\_\_\_\_

Request to correct information  \_\_\_\_\_