

REQUEST FOR OFFICIAL INFORMATION

LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT, SECTION 10

DATE: _____

NAME OF PERSON REQUESTING INFORMATION: _____

INFORMATION REQUESTED: (Please be specific; this will enable Council to identify and charge only for the requested information)

Within 20 working days Council will let you know:

- if Council holds the requested information, and
- the costs of providing the information, if any.

How can Council contact you?

By e-mail (please supply e-mail address): _____

By phone (please supply number): _____

By mail (please supply postal address):

Signature of Person Requesting Information

Signature of Officer Receiving Request

Receiving officer to log this form through the records management program today (file I150/02 and subject matter file number) and give to appropriate Principal Technical Advisor or Team Leader.