

VERBAL REQUEST FOR ENVIRONMENTAL INFORMATION
LOG SHEET

Name of applicant	
If the applicant is requesting info on behalf of a 3rd party, 3rd party's name¹	
Address for the information to be sent to	
E-mail	
Phone	
Date of request	
Information requested	
Preference of form/format of the information	
<i>Response date (20 working days after request)</i>	
Request taken by	
Request passed to/dealt with by	
Has all the information been disclosed?	

¹ For example the Citizens Advice Bureau may apply for information on behalf of an individual, and request that the information is sent to the 3rd party direct.

<p>Is there any charge for the information, and if so, how much, and is advanced payment required?</p>	
<p>Has the response date been extended because the information is complex or voluminous, if so what is the new date?</p>	
<p>Have any 3rd party organisations been consulted, and if so who?</p>	
<p>Have you transferred part/all of the request, and if so which part and to who?</p>	
<p>What advice or assistance has been given to the applicant?</p>	
<p>Attach copies of any appropriate correspondence/phone logs e.g.</p> <ul style="list-style-type: none"> • Consultation with 3rd party organisations • Requesting payment from the applicant • Final response, including explanation and justification of any information withheld, and appeal rights. 	