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| FOI REQUEST form  |

**Freedom of Information Request**

Please fill in the form below to make your request. Feel free to delete the parts highlighted in yellow, which provide more instructions to help you.

Send the completed form to admin@alderchs.uk clearly marked FREEDOM OF INFORMATION REQUEST in the subject title

| Name of requester | Please specify your real name or the name of the person or organisation you’re requesting the information on behalf of. |
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| Contact details | This can be any postal or email address you can receive correspondence to, including personal and work addresses. |
| Information you want to access | Please be as specific as possible. We may return to you for further clarification if we’re not clear what you’re looking for. |
| How you want to receive the information | The means of communication here can be 1 or more of the following:* A copy of the information (e.g. hard copy, electronic document)
* An opportunity to come in and inspect the information
* A digest or summary of the information
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