# FREEDOM OF INFORMATION
# REQUEST TEMPLATE

**Request for Information under the Freedom Of Information Act/ Environmental Information Regulations**

**How do I fill in this form?**

- Enter your name and contact details so that we can reply to your enquiry.
- Please describe as fully as you can what information you require
- If it is not clear to us what you want, we will contact you to ask for clarification
- If the individual would like to tell us why its up to them, and these clues often help in identifying the 'exam question'

Please return to Information.Requests@AWE.co.uk
Or Information Requests, AWE, Aldermaston, Reading, RG7 4PR

| **Title (Mr, Mrs, Miss etc)** | | **Name** | | **Date** | |
|---|---|---|---|---|---|
| **Email or postal address** | | | | | |
| **Description of Information being requested -** *Please provide as much detail as possible* | | | | | |
| **Any additional information that might help us locate the relevant information** *(e.g. who might hold it or where?)* | | | | | |

**We will use the data you provide to process your request. We may share the data where it is necessary and the law allows it, to ensure better service delivery and to meet our key aims and obligations.**

ISSUED JUNE 2021