

**VERBAL REQUEST FOR ENVIRONMENTAL INFORMATION**  
**LOG SHEET**

<b>Name of applicant</b>	
<b>If the applicant is requesting info on behalf of a 3<sup>rd</sup> party, 3<sup>rd</sup> party's name<sup>1</sup></b>	
<b>Address for the information to be sent to</b>	
<b>E-mail</b>	
<b>Phone</b>	
<b>Date of request</b>	
<b>Information requested</b>	
<b>Preference of form/format of the information</b>	
<b><i>Response date (20 working days after request)</i></b>	
<b>Request taken by</b>	
<b>Request passed to/dealt with by</b>	
<b>Has all the information been disclosed?</b>	

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

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