

<<Insert your address>>

<<Town City>>

<<Postcode>>

<<insert date>>

Information Officer
Staffordshire Moorlands District Council
Moorlands House
Stockwell Street
Leek
Staffordshire
ST13 6HQ

Dear Sir/Madam

Under the Freedom of Information Act 2000 please could you provide me with all the internal and external correspondence pertaining to the District Councils proposed draft site allocations for Gypsy and Traveller sites within the Parish of Forsbrook and Blythe Bridge.

Specifically I would like copies of:

- Any email correspondence where the proposed draft site allocations have been mentioned in the last 2 years.
- Copies of any minutes of meetings where the proposed draft site allocations have been mentioned/discussed in the last 2 years.
- Copies of any papers which have been tabled at any SMDC meetings or County Council Meetings which related to the proposed draft allocation of Gypsy and Traveller sites in the Parish of Forsbrook and Blythe Bridge.
- The size of any proposed sites, in square meters or acreage, the number and size of pitches for any proposed sites.

I would like the above information to be provided to me in either paper or electronic format.

If this request is too wide or unclear, I would be grateful if you could contact me within 7 working days as I understand that under the Act you are required to advise and assist requesters. If any of this information is already in the public domain, please can you direct me to it, with page references and URLs.

If the release of any of this information is prohibited on the grounds of breach of confidentiality, I ask that you supply me with copies of the confidentiality agreement and remind you that information should not be treated as confidential if such an agreement has not been signed prior to the date of this request.

I understand that under the Freedom of Information Act 2000 that you are required to respond to my request for this information within 20 working days of receipt of this request. I would be grateful if you could confirm in writing that you have received this request.

I look forward to hearing from you.

Yours faithfully,

<<insert your name>>

<<email address if applicable>>

<<contact telephone number>>