

Environmental Information Enquiry

CONFIRMATION FORM

Thank you for your enquiry.

In order for your enquiry to progress we need to have a **specific written query, a clear location map** showing the precise boundaries of the site, and this **confirmation form completed**. Once this has been received we will respond with a written reply within 10 working days and you will be invoiced for the fee. The fee is to cover our administrative costs and is £53 (inc VAT) per hour, with a minimum charge of £106 based on 2 hours work.

Date:	PPP Reference:
	Your Reference:

Enquirer	Name	
	Address	
	Post Code	
	Tel No	
	Fax No	

Purchase Order No. <i>(please provide copy if possible)</i>	
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Invoice Address	
Post Code	
Tel No	
Fax No	

Site	Name	
	Address	
	OS Reference <i>(if known)</i>	

Map included Yes Please tick

SPECIFIC QUESTIONS :-

I confirm that I instruct the Bracknell Forest, West Berkshire and Wokingham Public Protection Partnership to search their database for specific information relating to the above site and I agree to pay the appropriate fee. I am authorised to make such a commitment.

Signed	
Name	

Please return to: Bracknell Forest, West Berkshire and Wokingham Public Protection Partnership
Wokingham Borough Council
Environmental Health, P O Box 155,
Shute End, Wokingham, Berks, RG40 1WW

Fax: 0118 907479 Phone: 0118 974 6382.
Email: environmental.health@wokingham.gov.uk

Please do not send any payment until an invoice has been received.