

Annex 3B: Information request proformas

Information request under the Civil Contingencies Act 2004

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| Requesting organisation(s) | |
| Information-holding organisation(s) | |
| Information requested | |
| Reason why the information is required in connection with the Act or other civil protection duties (and how the information is likely to be used) | |
| Date of request | |
| Date by which information is required | |
| Form in which information is required | |
| Place to which information should be sent | |
| Contact details | |

Response to information request under the Civil Contingencies Act 2004

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| Requesting organisation(s) | |
| Information-holding organisation(s) | |
| Date of request | |
| Information requested | |
| Request accepted? | Yes/no |
| If no, please set out the exceptions on which you are relying | |
| If yes, please set out any sensitivities or further background information which might be necessary to ensure the information is properly understood and properly protected | |
| Date information supplied | |
| Contact details | |