# CONFIRMATION FORM

## Environmental Information Enquiry

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 and acknowledged we will aim to respond with a written reply within 20 working days and you will be invoiced for the fee. If the request is likely to take longer you will be updated. The fee is to cover our administrative costs and is £59 (inc VAT) per hour, with a minimum charge of £118 based on 2 hours work.

|  |  |
| --- | --- |
| Date: | PPP Reference: |
| Your Reference: |

|  |  |
| --- | --- |
| Client Details |  |
| Name |  |
| Address |  |
| Post Code |  |
| Tel No |  |
| Fax No |  |

|  |  |
| --- | --- |
| Purchase Order No.  *(business enquiries only)* |  |

|  |  |
| --- | --- |
| Invoicing Details |  |
| Address |  |
| Post Code |  |
| Tel No |  |
| Fax No |  |

|  |  |
| --- | --- |
| Site Details |  |
| Name |  |
| Address |  |
| Post Code |  |
| OS Reference  *(if known)* |  |

Map included below emailed no (*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: Public Protection Partnership

Theale Library

Church Street

Theale

Berkshire

RG7 5BZ

Phone: 01635 503242 for Environmental Health

Email: ehadvice@westberks.gov.uk

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