

**AXBRIDGE TOWN COUNCIL**  
**DATA PROTECTION ACT 1998**  
**SUBJECT ACCESS REQUEST FORM**

To enable Axbridge Town Council to deal with this request promptly and in accordance with its statutory obligations, please complete the following information and return with the fee to The Data Protection Officer, Axbridge Town Council, 2 Woodview Road, Cheddar, BS27 3NF

1. Applicant's Full Name			
Address			
Postcode		Tel. No	
Date of Birth (dd/mm/yyyy)		Mobile	
2. Are you:			
a) the Data Subject?		Yes/No	
b) a representative of the Data Subject with written authority from them?		Yes/No	
If you answered "Yes" to a), please go to section 4. If you answered "Yes" to b), please attach a copy of the authority letter and fill in the Data Subject's details in section 3. If you answered "No" to b), please complete the following:			
Your relationship to the Data Subject			
What evidence you have to confirm your entitlement to act for the Data Subject			
3. For use by representatives of the Data Subject <b>ONLY</b>			
Data Subject's Full Name			
Address			
Postcode		Tel. No	
Date of Birth (dd/mm/yyyy)		Mobile	
4. Please enclose TWO documents that clearly show your name, date of birth and address. E.g. a birth/adoption certificate, driving licence, medical card or passport. Failure to provide this proof of identity may delay your application. I hereby formally apply for a copy of personal data (as defined by the Data Protection Act 1998 under Section 7(1) ) held by the Town Council for:-			
a) myself		{Please delete as appropriate}	
b) the Data Subject (shown in Section 3)			
I am aware that the fee for applications is £10 and enclose the fee to cover this application (cheques to be made payable to Axbridge Town Council)			
5. I understand that it may be necessary for the Council to obtain more information from me before the extraction of the personal data can start and until the Council has all the necessary information the statutory response period does not commence.			
Signed:		Date:	