



## CONFIRMATION FORM

### Environmental Information Enquiry

Thank you for your enquiry.

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 to cover our administrative costs is based on an hourly rate with a minimum charge based on 2 hours work. For fees and payment methods please see the licensing page on the council's website [www.wokingham.gov.uk](http://www.wokingham.gov.uk)

Date:	WBC Reference:
	Your Reference:

Client Details	
Name	
Address	
Post Code	
Tel No	
Fax No	

Purchase Order No. (Business enquiries only)	
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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 Wokingham Borough Council 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.

<b>Signed</b>	
<b>Name</b>	

SEND COMPLETED FORM TO:

Email: [environmental.health@wokingham.gov.uk](mailto:environmental.health@wokingham.gov.uk)

Environmental Health, Wokingham Borough Council, Civic Offices, Shute End, Wokingham  
RG40 1BN

Phone 0118 974 6000

