Model Publication Scheme Notification Form

This form is for use by authorities adopting the Commissioner’s Model Publication Scheme (the MPS) for the first time.

If your authority has previously notified us that it has adopted the MPS, or an annual edition of the MPS, it does not have to notify us again unless there has been a significant change to the authority e.g., a change of legal name or a merger with another authority.

## Notes on completion

**You must provide all of the information requested below.**

The information you provide in **Part 1** of the form will be published on the Commissioner’s website.

Information in **Part 2** is requested for our records, and will not be published on our website.

Please email your completed form to: [publicationschemes@itspublicknowledge.info](mailto:publicationschemes@itspublicknowledge.info).

We will acknowledge receipt of your form within 5 working days.

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| PART 1: The Authority (or Company) | |
| **Name of Organisation:** |  |
| Corporate Address: |  |
| Postcode: |  |
| Telephone: |  |
| Fax: |  |
| Email address for FOI requests: |  |
| Website: |  |
| Website address of the authority’s  Guide to Information (direct URL): |  |

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| PART 2: Contact details | |
| **Name of Head of Organisation:** |  |
| Job Title (e.g. Chief Executive): |  |
| Telephone: |  |
| Email: |  |
| **Name of person with responsibility for the publication scheme:** |  |
| Job title: |  |
| Address (if different from the corporate address): |  |
| Email: |  |
| Telephone: |  |
| **Name of person with responsibility for freedom of information requests to the authority:** |  |
| Job title: |  |
| Address (if different from the corporate address): |  |
| Email: |  |
| Telephone: |  |

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| Form submitted on behalf of the authority by: | |
| **Name:** |  |
| **Date:** |  |