

**KIRKBURTON PARISH COUNCIL**  
**Burton Village Hall, Northfield Lane**  
**Highburton Huddersfield HD8 0QT**  
Email [clerk@kbpc.co.uk](mailto:clerk@kbpc.co.uk)  
Tel: 01484 604391 (answering machine only)

**Response Form for Contract at Shepley Allotments – August 2020**

Quote for the works described: £..... ex VAT

Earliest commencement date: .....

**If completing by hand, please use block capitals (except for the email address)**

<b>Name:</b>	
<b>Firm</b> (if applicable):	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Daytime Tel:</b>	
<b>Mobile:</b>	
<b>Email:</b> Ensure that any stops/underlining is clear.	

Please complete this form and return by email to Mrs A Royle, Clerk to the Council, Kirkburton Parish Council Email: [clerk@kbpc.co.uk](mailto:clerk@kbpc.co.uk)

If you are unable to send an email, please leave a message on the answering machine indicating that you have posted / hand delivered a quote to the village hall. If hand delivering, please put in the main post box to the left of the main door when facing the building.

Kirkburton Parish Council must comply with the Freedom of Information Act 2000, which means that some of the details contained within this form, may be need to be supplied to third parties after the contract has been awarded.

Your details will be retained and processed in accordance with the Council's Privacy Policy, which can be viewed on [www.kbpc.co.uk](http://www.kbpc.co.uk).

**E-Mailed forms are welcome.**

**The Council is looking to make an appointment as soon as possible so early responses are welcomed.**