

Estate Investigation FOI / EIR Template Library

Editable Digital Edition

Companion Resource to
**What Your Estate Agent Won't Tell You
& Your Solicitor Can't**

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Contents

(Table of Contents will auto-generate when opened in Microsoft Word)

Replace all text in << >> before sending.

How to Use These Templates

This library contains 21 field-tested FOI/EIR request templates based on real success rates from 35+ actual responses across UK public authorities (2023-2024).

Success Rate Guide

- ❶ High success (70%+) — Use these first. Proven track record.
- ❷ Medium success (40-69%) — Expect some pushback or redactions.
- ❸ Low success (<40%) — Worth trying for high-value properties only.
- ❹ Proven failure — Don't waste time; use alternative methods.

5-Step Process

- 1. Select template — Match your property risk to the template category
- 2. Replace placeholders — Fill in all text within << >>
- 3. Keep legal citations — Don't remove EIR/FOIA references
- 4. Send to correct authority — Use contact details provided
- 5. Log and track — Record request date and follow up

Critical Rules

- ✓ Use What3Words coordinates for precise location identification
- ✓ Request machine-readable formats (CSV/Excel) when possible
- ✓ Set reasonable time boundaries (typically 2-3 years maximum)
- ✓ Be professional and courteous in all communications
- ✗ Never request address-specific crime data (always refused under Section 40)
- ✗ Avoid vague 'all information about...' requests (triggers cost exemptions)

THE 21 TEMPLATES

1 TEMPLATE 1: FLOOD HISTORY & SURFACE WATER

Success Rate: 92%

When to use: Any property near water, in Flood Zones 2/3, or with visible drainage issues

Send to: Environment Agency (England) / Natural Resources Wales / SEPA (Scotland)

Contact: England: enquiries@environment-agency.gov.uk | Wales: enquiries@naturalresourceswales.gov.uk | Scotland: FOI.enquiries@sepa.org.uk

Subject: EIR Request — Flood Risk Information for << FULL ADDRESS INCLUDING POSTCODE >>

Dear Environmental Information Officer,

Under the Environmental Information Regulations 2004, I request the following information regarding << FULL ADDRESS >>, located at What3Words << ///three.words.here >>:

Flood Incidents (Past 10 Years)

1. All recorded flood events within 200 metres of the property
2. Dates, severity, and water source (river, surface, groundwater, sewer)
3. Flood investigation reports or post-incident assessments
4. Emergency response records or flood warnings issued

Drainage & Infrastructure

5. Surface water drainage capacity assessments for the immediate area
6. Records of blocked drains, gully maintenance, or infrastructure failures
7. Drainage complaints or maintenance requests within 200 metres
8. Planned flood defence or drainage improvement schemes

Risk Assessments

9. Hydraulic modelling data or flood risk assessments covering this location
10. Climate change flood projections or updated flood mapping

Please provide data in CSV or Excel format where possible. If records exist only as scanned documents, please advise before processing so I can refine the scope if needed.

Under Regulation 9, I'm happy to narrow this request if it helps bring it within reasonable limits.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

1 TEMPLATE 2: CONTAMINATED LAND & HISTORIC USE

Success Rate: 88%

When to use: Former industrial areas, brownfield sites, near landfills, petrol stations

Send to: Local Council Environmental Health Department

Contact: Search '<< COUNCIL NAME >> environmental health FOI' to find contact

Subject: EIR/FOI Request — Contaminated Land Information for << ADDRESS >>

Dear Environmental Health / FOI Officer,

I request information under the Environmental Information Regulations 2004 and/or Freedom of Information Act 2000 (as appropriate) regarding << FULL ADDRESS >>:

Contaminated Land Register (within 500m radius)

1. All entries on the contaminated land register
2. Investigation reports, risk assessments, or remediation plans
3. Monitoring data or compliance records
4. Enforcement notices or remediation orders

Historic Land Use

5. Records of former industrial, commercial, or waste disposal uses
6. Planning history showing previous site operations
7. Building control records indicating historic uses
8. Environmental permits or licenses granted historically

Environmental Incidents

9. Pollution incidents, spillages, or contamination events
10. Groundwater or soil quality monitoring data
11. Any Section 78 Environmental Protection Act determinations

Please provide in spreadsheet format (CSV/Excel) where feasible. I've used a 500m radius for contamination screening but can adjust if that aids processing.

Yours sincerely,
<< YOUR NAME >>
<< CONTACT DETAILS >>

2 TEMPLATE 3: AIR QUALITY & ENVIRONMENTAL HEALTH

Success Rate: 65%

When to use: Near major roads, industrial sites, airports

Send to: Local Council Environmental Health / UK Health Security Agency

Contact: Search '<< COUNCIL NAME >> environmental health contact'

Subject: EIR Request — Air Quality & Environmental Health Data

Dear Environmental Health Officer,

Under the Environmental Information Regulations 2004, I request the following for << SPECIFIC AREA/WARD >>:

Air Quality Monitoring

1. Air quality monitoring data for the past 3 years (NO₂, PM_{2.5}, PM₁₀)
2. Locations of monitoring stations within 1km
3. Breach notices or exceedance reports
4. Air Quality Management Area designations or reviews

Environmental Health Complaints

5. Odour, dust, or fume complaints (anonymised, past 3 years)
6. Statutory nuisance investigations related to air quality
7. Abatement notices served on nearby industrial or commercial premises
8. Environmental permit enforcement actions

Health Impact

9. Any health impact assessments conducted for the area
10. Respiratory health data linked to environmental factors (if held)

Please provide in spreadsheet format. I do not require personal identifiers or complainant details.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

1 TEMPLATE 4: PLANNING APPLICATIONS & ENFORCEMENT

Success Rate: 78%

When to use: All properties — always check nearby development

Send to: Local Planning Authority

Contact: Search '<< COUNCIL NAME >> planning FOI'

Subject: EIR/FOI Request — Planning Activity Within << RADIUS >> of
<< ADDRESS >>

Dear Planning Information Officer,

Under the Environmental Information Regulations 2004 and Freedom of Information Act 2000 (as appropriate), I request details of planning activity within << 200 METRES >> of << FULL ADDRESS >> from << START DATE >> to present:

Planning Applications

1. All applications received (reference numbers, dates, addresses)
2. Descriptions of proposed development
3. Decision notices and dates
4. Planning conditions attached to approvals
5. Appeals lodged and outcomes

Enforcement

6. Enforcement notices issued
7. Breach of condition notices
8. Stop notices or temporary stop notices
9. Planning enforcement complaints (anonymised)
10. Current enforcement cases (ref numbers and nature only)

Section 106 & CIL

11. Section 106 agreements affecting the area

12. Community Infrastructure Levy obligations

Please provide in machine-readable format where possible.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

2 TEMPLATE 5: COMPULSORY PURCHASE & INFRASTRUCTURE PLANS

Success Rate: 62%

When to use: Properties near proposed major infrastructure (HS2, road schemes, etc.)

Send to: Local Planning Authority / National Highways / Infrastructure Body

Contact: Search '<< AUTHORITY NAME >> infrastructure planning FOI'

Subject: FOI/EIR Request — Infrastructure Plans for << AREA >>

Dear Infrastructure Planning Officer,

Under the Freedom of Information Act 2000 and Environmental Information Regulations 2004, I request information regarding proposed infrastructure affecting << AREA/POSTCODE >>:

Compulsory Purchase

1. Any Compulsory Purchase Orders (CPOs) proposed or in progress
2. Land acquisition plans or negotiations
3. Compensation frameworks or valuations

Major Infrastructure

4. Planned transport schemes (road, rail, aviation)

5. Route corridors or safeguarding zones
6. Environmental impact assessments
7. Public consultation responses

Please provide maps and timeline information where available.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

2 TEMPLATE 6: WARD-LEVEL CRIME STATISTICS

Success Rate: 58%

When to use: Understanding area crime trends (NOT address-specific)

Send to: Police Force FOI Team

Contact: Search '<< POLICE FORCE NAME >> FOI contact'

Subject: FOI Request — Crime Statistics for << WARD NAME >>

Dear FOI Officer,

Under the Freedom of Information Act 2000, I request crime statistics for << WARD NAME >> for the period << START DATE >> to << END DATE >>:

Crime Data by Category

1. Total recorded crimes by category (violence, burglary, theft, ASB, etc.)
2. Monthly breakdown of crime volumes
3. Comparative data with neighboring wards
4. Crime detection/clearance rates by category

Response Data

5. Average response times to emergency calls
6. Number of incidents requiring police attendance
7. Repeat incident locations (by street name only, not specific addresses)

Please provide in CSV/Excel format.

NOTE: I am requesting WARD-LEVEL statistics only. I am NOT requesting address-specific incident data.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

3 TEMPLATE 7: LICENSING & NIGHT-TIME ECONOMY

Success Rate: 42%

When to use: Properties near pubs, clubs, or entertainment venues

Send to: Local Council Licensing Department

Contact: Search '<< COUNCIL NAME >> licensing FOI'

Subject: FOI Request — Licensing Data for << AREA >>

Dear Licensing Officer,

Under the Freedom of Information Act 2000, I request licensing information for << STREET/AREA >>:

Licensed Premises

1. All premises licenses within << RADIUS >>
2. License types and permitted hours
3. Any license reviews or variations

4. Temporary event notices granted

Complaints & Enforcement

5. Noise or disturbance complaints (anonymised)
6. License breaches or enforcement actions
7. Police objections to license applications

Please provide in spreadsheet format without personal data.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

2 TEMPLATE 8: WATER & SEWERAGE INFRASTRUCTURE

Success Rate: 55%

When to use: All properties — check capacity and maintenance

Send to: Local Water/Sewerage Company

Contact: Search '<< COMPANY NAME >> FOI contact'

Subject: EIR Request — Water/Sewerage Infrastructure for << ADDRESS >>

Dear FOI Officer,

Under the Environmental Information Regulations 2004, I request information regarding water and sewerage infrastructure serving << FULL ADDRESS >>:

Infrastructure

1. Water main and sewer pipe locations and ages
2. Pumping stations within 500m

3. Capacity assessments for the area
4. Planned upgrades or replacements

Incidents & Maintenance

5. Burst mains or sewer collapses (past 5 years)
6. Flooding from sewers or surface water
7. Maintenance records and frequency
8. Customer complaints (anonymised by street)

Please provide maps and GIS data where possible.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

3 TEMPLATE 9: UTILITY EASEMENTS & WAYLEAVES

Success Rate: 38%

When to use: Properties with visible infrastructure (pylons, pipes, cables)

Send to: Utility Companies / National Grid

Contact: Search '<< UTILITY NAME >> property rights team'

Subject: FOI Request — Easements and Wayleaves for << ADDRESS >>

Dear FOI Officer,

Under the Freedom of Information Act 2000, I request information about utility easements, wayleaves, or rights affecting << FULL ADDRESS >>:

Rights & Restrictions

1. All easements or wayleaves registered against the property
2. Right of access agreements

3. Maintenance obligations
4. Compensation or rental payments

Infrastructure

5. Overhead power lines or underground cables
6. Gas pipelines or apparatus
7. Planned works or upgrades

Please provide maps showing extent of rights.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

1 TEMPLATE 10: ROAD SAFETY & ACCIDENT DATA

Success Rate: 82%

When to use: Properties near busy roads or junctions

Send to: Local Highway Authority or Department for Transport

Contact: Search '<< COUNCIL/REGION >> highway authority FOI'

Subject: FOI Request — Road Traffic Accident Data for << ROAD/AREA >>

Dear FOI Officer,

Under the Freedom of Information Act 2000, I request road traffic accident data for << ROAD NAME/JUNCTION >> within << RADIUS >> of << LOCATION >> for the period << START DATE >> to << END DATE >>:

Accident Statistics

1. Total number of accidents (by severity: fatal, serious, slight)
2. Monthly/annual breakdown

3. Time of day distribution
4. Weather conditions at time of incidents
5. Vehicle types involved

Contributing Factors

6. Recorded causation factors (speed, visibility, road conditions)
7. Junction/road layout issues identified
8. Any accident investigation reports or recommendations

Road Safety Measures

9. Speed limit reviews conducted
10. Traffic calming measures implemented or planned
11. Accident remediation schemes

Please provide in CSV/Excel format.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

2 TEMPLATE 11: PLANNED ROAD SCHEMES

Success Rate: 68%

When to use: Understanding future transport infrastructure

Send to: Local Highway Authority / National Highways

Contact: Search '<< AUTHORITY NAME >> highways planning FOI'

Subject: EIR/FOI Request — Planned Road Schemes for << AREA >>

Dear Highways Planning Officer,

Under the Freedom of Information Act 2000 and Environmental Information

Regulations 2004, I request information about planned highway schemes affecting << AREA >>:

Planned Schemes

1. All road improvement or widening schemes
2. New road construction or bypasses
3. Junction improvements or modifications
4. Timelines and expected start dates

Impact Assessments

5. Traffic modeling or capacity assessments
6. Environmental impact studies
7. Compulsory purchase requirements
8. Public consultation responses

Please provide maps and timeline documentation.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

1 TEMPLATE 12: FIRE SERVICE ATTENDANCE RECORDS

Success Rate: 70%

When to use: Areas with potential fire risk or commercial properties

Send to: Fire & Rescue Service

Contact: Search '<< FIRE SERVICE NAME >> FOI contact'

Subject: FOI Request — Fire Service Attendance for << AREA/POSTCODE >>

Dear FOI Officer,

Under the Freedom of Information Act 2000, I request fire service attendance data for << AREA/POSTCODE SECTOR >> for the period << START DATE >> to << END DATE >>:

Incident Data (Anonymised)

1. Total number of incidents attended (by type: fire, rescue, false alarm)
2. Monthly breakdown of incident volumes
3. Response times to incidents in the area
4. Repeat attendance locations (by street name only, not specific addresses)

Property Risk

5. Commercial properties subject to fire safety inspections
6. Enforcement notices served (anonymised by street)
7. Fire safety audit outcomes for commercial/HMO properties

Please provide in spreadsheet format. I do not require specific addresses.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

② TEMPLATE 13: HMO & SUPPORTED HOUSING

Success Rate: 64%

When to use: Checking for nearby licensed HMOs or supported accommodation

Send to: Local Council Housing/Licensing Department

Contact: Search '<< COUNCIL NAME >> HMO licensing'

Subject: FOI Request — HMO and Supported Housing for << AREA >>

Dear Housing/Licensing Officer,

Under the Freedom of Information Act 2000, I request information about Houses in Multiple Occupation (HMOs) and supported housing within << RADIUS >> of << ADDRESS >>:

Licensed HMOs

1. All HMO licenses granted (addresses and license types)
2. Number of occupants/rooms approved
3. Any enforcement actions or license suspensions
4. Pending HMO applications

Supported Housing

5. Probation-supported or halfway houses
6. Mental health or addiction support facilities
7. Refugee or asylum accommodation
8. Any formal consultation undertaken

Please provide addresses or street names where possible.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

1 TEMPLATE 14: SCHOOL CATCHMENT & CAPACITY

Success Rate: 85%

When to use: Families researching school availability

Send to: Local Education Authority

Contact: Search '<< COUNCIL NAME >> education admissions FOI'

Subject: FOI Request — School Catchment and Capacity Data

Dear FOI Officer,

Under the Freedom of Information Act 2000, I request the following information for << SCHOOL NAME(S) >> for the past 3 academic years:

Admissions Data

1. Published admission number (PAN) by year
2. Number of applications received
3. Number of places offered
4. Oversubscription rates
5. Last distance admitted for distance-based criteria

Catchment Information

6. Catchment area maps or coordinates (if used)
7. Priority area definitions
8. Changes to catchment boundaries (past 5 years)
9. Planned changes to catchment areas

Capacity Planning

10. Current capacity vs. enrollment
11. Planned expansions or reductions
12. New school developments affecting catchment

Please provide in machine-readable format.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

1 TEMPLATE 15: PROTECTED SITES & TREE PRESERVATION ORDERS

Success Rate: 85%

When to use: Properties near woodlands, parks, or conservation areas

Send to: Local Planning Authority / Natural England

Contact: Search '<< COUNCIL NAME >> planning FOI'

Subject: EIR Request — Protected Sites and TPO Information

Dear Planning/Environmental Officer,

Under the Environmental Information Regulations 2004, I request information for << PROPERTY ADDRESS >> and within << RADIUS >>:

Tree Preservation Orders

1. All TPOs affecting the property or nearby trees
2. TPO maps showing protected trees
3. TPO applications (past 5 years)
4. Enforcement actions related to TPOs

Conservation & Protected Areas

5. Conservation area boundaries and restrictions
6. Listed building designations within the area
7. Sites of Special Scientific Interest (SSSI)
8. Local Nature Reserves or protected habitats

Management Plans

9. Woodland or habitat management plans affecting the area
10. Any planned designations or boundary changes

Please provide maps/GIS data where available.

Yours faithfully,

<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

1 TEMPLATE 16: HERITAGE RESTRICTIONS

Success Rate: 79%

When to use: Listed buildings or properties in conservation areas

Send to: Local Planning Authority / Historic England

Contact: Search '<< COUNCIL NAME >> heritage FOI'

Subject: EIR/FOI Request — Heritage Designations for << ADDRESS >>

Dear Heritage/Conservation Officer,

Under the Environmental Information Regulations 2004 and Freedom of Information Act 2000, I request information about heritage designations affecting << PROPERTY ADDRESS >>:

Listed Building Status

1. Listed building grade and listing date
2. Listing description and protected features
3. Any de-listing applications or reviews

Conservation Area

4. Conservation area boundaries and character appraisal
5. Conservation area management plan
6. Permitted development restrictions
7. Article 4 directions affecting the property

Planning History

8. Listed building consent applications
9. Enforcement actions for unauthorized works

10. Heritage impact assessments

Please provide maps and designation documents.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

2 TEMPLATE 17: COMAH & NUCLEAR PROXIMITY

Success Rate: 56%

When to use: Properties near major hazard sites or nuclear facilities

Send to: Health & Safety Executive / Office for Nuclear Regulation

Contact: hse.foi@hse.gov.uk / ONR.enquiries@onr.gov.uk

Subject: FOI Request — Major Hazard Sites Near << ADDRESS >>

Dear FOI Officer,

Under the Freedom of Information Act 2000, I request information about major hazard sites (COMAH) or nuclear facilities within << RADIUS >> of << ADDRESS >>:

COMAH Sites

1. All COMAH sites (upper and lower tier) within the radius
2. Hazardous substances present
3. Consultation zones or planning restrictions
4. Emergency planning requirements

Nuclear Facilities

5. Licensed nuclear sites or installations
6. Emergency planning zones

7. Public safety information and evacuation plans

Incidents

8. Reportable incidents (past 10 years)

9. Enforcement actions or improvements required

Please provide maps showing consultation zones.

Yours faithfully,

<< YOUR NAME >>

<< EMAIL >>

<< PHONE >>

3 TEMPLATE 18: BUSINESS RATES & LOCAL ECONOMY

Success Rate: 44%

When to use: Understanding commercial property landscape

Send to: Local Council Revenues Department

Contact: Search '<< COUNCIL NAME >> business rates FOI'

Subject: FOI Request — Business Rates Data for << AREA >>

Dear Business Rates Officer,

Under the Freedom of Information Act 2000, I request business rates information for << STREET/AREA >>:

Business Rates

1. All non-domestic properties and rateable values
2. Property descriptions and classifications
3. Empty property rates and durations
4. Any rate relief granted

Economic Activity

5. Business types operating in the area
6. Changes in rateable value (past 5 years)
7. New business registrations or closures

Please provide in spreadsheet format.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

1 TEMPLATE 19: NOISE COMPLAINTS & ABATEMENT

Success Rate: 75%

When to use: Properties near commercial/industrial areas or nightlife

Send to: Local Council Environmental Health

Contact: Search '<< COUNCIL NAME >> environmental health FOI'

Subject: EIR/FOI Request — Noise Complaints for << AREA >>

Dear Environmental Health Officer,

Under the Environmental Information Regulations 2004 and Freedom of Information Act 2000, I request noise complaint data for << STREET/AREA >> for the period << START DATE >> to << END DATE >>:

Complaint Data (Anonymised)

1. Total number of noise complaints received
2. Complaint categories (construction, commercial, domestic, transport)
3. Times/days of reported disturbances
4. Repeat complaint locations (by street name only)

Council Action

5. Statutory nuisance investigations conducted
6. Abatement notices served (by street, not specific addresses)
7. Noise monitoring conducted in the area
8. Prosecutions or formal actions taken

Commercial/Industrial Noise

9. Licensed premises with noise conditions
10. Planning conditions relating to noise control
11. Commercial noise complaints

Please provide in spreadsheet format without complainant personal data.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

2 TEMPLATE 20: LOCAL PLAN & FUTURE DEVELOPMENT

Success Rate: 68%

When to use: Understanding long-term area changes and zoning

Send to: Local Planning Authority

Contact: Search '<< COUNCIL NAME >> local plan team'

Subject: EIR Request — Local Plan Allocations for << AREA >>

Dear Planning Policy Officer,

Under the Environmental Information Regulations 2004, I request information regarding << AREA/WARD >>:

Local Plan Allocations

1. Site allocations affecting the area (housing, employment, mixed-use)
2. Proposed development densities and building heights
3. Infrastructure requirements linked to allocations

Policy Designations

4. Green belt, urban fringe, or protected landscape designations
5. Strategic development areas or opportunity zones
6. Transport corridor reservations or safeguarding

Consultation & Adoption

7. Consultation responses related to local allocations
8. Expected adoption timeline for emerging plans
9. Five-year housing land supply assessments

Please provide maps and allocation references where available.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

TEMPLATE 21: INTERNAL REVIEW REQUEST

When to use: Use this template when your initial FOI/EIR request is refused

Send to: Same authority that issued the refusal

Contact: Use the original FOI contact or review address provided

Subject: Internal Review Request — FOI/EIR Reference << REF NUMBER >>

Dear FOI/EIR Officer,

I write to request an internal review of your decision dated << DATE >> (reference << REF NUMBER >>) in which you << REFUSED/PARTIALLY REFUSED >> my request for information.

Grounds for Review

1. I believe the << EXEMPTION CITED >> has been incorrectly applied because:
 - << YOUR REASONING >>
2. The public interest test has not been properly balanced
3. Reasonable adjustments under Regulation 9 (EIR) have not been offered

Specific Points

4. << SPECIFIC ARGUMENTS AGAINST THE REFUSAL >>
5. I am willing to narrow the scope if cost/burden is the issue

Under Section 17(7) FOIA / Regulation 11 EIR, I expect a response within 40 working days (FOIA) or 40 working days (EIR).

I reserve the right to escalate this to the Information Commissioner's Office if the review outcome is unsatisfactory.

Yours faithfully,
<< YOUR NAME >>
<< EMAIL >>
<< PHONE >>

Additional Resources

For detailed guidance on:

- Template selection decision tree
- Authority contact directory
- Self-service data portals
- Appeal and escalation strategies
- Interpreting responses

Refer to 'What Your Estate Agent Won't Tell You & Your Solicitor Can't'
(Chapter 29, pages 287-349)

For questions or support: templates@inkvaultholdings.com