



## REQUEST FOR INFORMATION IN CIVIL PROCEEDINGS APPLICATION FORM

(Schedule 2, Part 1 (5)(3) Data Protection Act 2018)

*Police information will not be disclosed unless there are important considerations of public interest to justify departure from the general rule of confidentiality. These considerations include the protection of vulnerable members of society. The information below is provided on the strict understanding that such information is only for the use of legal proceedings / prospective legal proceedings and will be treated as confidential and will not be used for any other purpose.*

### SECTION 1 - GUIDANCE NOTES

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- Completed application forms should be emailed to [civildisclosures@lancashire.police.uk](mailto:civildisclosures@lancashire.police.uk)
- Each request will be considered on its own merits, and disclosures are made at the discretion of the Chief Constable. We will endeavour to complete this request within 20 working days; however, this may not always be possible.
- This form should only be used for **solicitors** applying for information. Any insurance companies requesting information should email [insurance@lancashire.police.uk](mailto:insurance@lancashire.police.uk) for further information.
- Where possible, disclosures will be made via email therefore please ensure that a return email address is provided. The disclosure document will be sent via Egress.
- It is **ESSENTIAL** that sufficient information is provided in order to locate the information you require. Should any of the required fields not be completed, thorough Police checks cannot be conducted which may result in vital information being missed. Incomplete forms will be sent back and will not be processed until completed fully.
- Searches will not commence until the form is **fully completed** and the relevant fee is enclosed. **Please do not send the fee until you have received our acknowledgement and confirmation that we hold the relevant information.**
- Witness details will only be released with consent – please state if required.
- The police will adhere to the ‘data minimisation’ principle outlined at Article 5(1)(c), of the GDPR (personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed) and accordingly will make the necessary redactions to information prior to disclosure, taking into account the information and/or third-party identities already known and listed below.


#### Requests for information in relation to RTA’s

- ‘Incident logs’ are the initial call of an incident to the Police, a crime report is created if a criminal offence has been committed. **‘Accident Reports’ are only available if it is RECORDED as an injury RTA.** These are available from the Safer Roads Unit. All enquiries and requests for information must be sent to [accident.clerks@lancashire.police.uk](mailto:accident.clerks@lancashire.police.uk). Please note: If an injury has not been reported to the police at the time of the accident or within 30 days, it will be recorded as ‘damage only’ and disclosure of this incident log should be requested via this form. It is therefore advisable to only apply for non-injury RTC information 30 days from the date of the incident. All third party and offender details (if held) will be left in all logs unless there is an ongoing criminal investigation or there are other confidentiality issues.


#### Requests for information in relation to other civil matters

- Standard disclosure will include the investigation document, your client’s statement and relevant officer statements.
- Offender details will only be released as standard where a conviction has been successful.

**If you require additional advice about completing this form, please contact us using the below details**

 01772 412696 / 412631

 [civildisclosures@lancashire.police.uk](mailto:civildisclosures@lancashire.police.uk)

 Civil Disclosures  
Legal Services  
Lancashire Constabulary Headquarters  
Saunders Lane  
Hutton, Preston  
PR4 5SB

## SECTION 2 – SOLICITOR DETAILS

SOLICITOR DETAILS	
Name of the lead solicitor	
Company / Organisation name & address	
Your reference	
Direct telephone number for lead solicitor	
Email address for the lead solicitor	
Email address the disclosure should be sent to (if different from above) ** disclosure will be sent via egress unless otherwise requested**	

## SECTION 3 – DETAILS OF PARTIES INVOLVED

YOUR CLIENTS DETAILS	
First name(s)	
Surname	
Previous name(s) / alias names	
Date of birth	
Current address	
Vehicle Registration Number (if applicable)	

3 <sup>RD</sup> PARTY DETAILS (if known)	
First name	
Surname	
Previous name(s) / alias names	
Date of birth	
Current address	
Vehicle Registration Number (if applicable)	

*use separate sheet if necessary*

## SECTION 4 –CASE DETAILS

COURT DETAILS (if applicable)	
Court name	
Case number	
Date(s) of future hearing(s)	

KEY ISSUES & SPECIFIC INFORMATION SOUGHT
<p>Please provide a summary of events giving rise to this request. Please provide specific reasoning as to why Police information is necessary to proceed with your case &amp; how you intend to use this information.</p>

*use separate sheet if necessary*

DETAILS OF INCIDENT	
Type of incident	
Date & time of incident	
Location of incident (including street name & town)	
Police reference number (if known)	
<p>Please provide a description of the circumstances of the incident</p>	

*use separate sheet if necessary*

### INFORMATION REQUIRED

Just 3<sup>rd</sup> Party details

Incident log & crime report

**Other information/documents**

Please state additional documents required here: \_\_\_\_\_

*(these documents/items may not always be available and additional payment may be required, please see below)*

### SECTION 5 – POLICE CHECKS UNDERTAKEN AND AMOUNT PAYABLE

To pay by cheque, please make cheques payable to 'PCC Lancashire'. To pay by BACS please quote: **'Our unique reference and the surname(s) of your client'** as the reference number - this is extremely important. This is payable to National Westminster Bank, Preston, Fishergate branch – sort code: 01-67-14 account number: 99309866.

**PLEASE DO NOT SEND THE FEE UNTIL YOU HAVE RECEIVED OUR ACKNOWLEDGEMENT AND CONFIRMATION THAT WE HOLD THE RELEVANT INFORMATION.**

The payment for any disclosure request covers the necessary searches and provision of information. A refund will not be given if the information provided does not satisfy your request.

DETAILS OF SEARCH	AMOUNT CHARGED
Schedule 2, Part 1(2) of the Data Protection Act 2018 - <b>Disclosure Provision of third-party details / limited particulars (Non-Injury RTC)</b>	£37.80
Schedule 2, Part 1(2) of the Data Protection Act 2018 - <b>Information and / or research up to 2 hours work (where applicable- inclusive of incident logs and crime reports)</b>	£137.30
Hourly rate for work above 2 hours (you will be informed if the request is going to take above 2 hours)	£32.40
Copy of interview (audio or video)	£91.10 (per interview)
Interview/statement request from a Police officer	£153.50 (per interview/statement)
Photographs (on DVD or electronically provided)	£30.80 (per set)
Copy of body cam / CCTV footage / phone reads (on disc or electronically provided)	£22.40 (per item of footage/phone extraction)

## SECTION 6 – UNDERTAKING – LEAD SOLICITOR TO COMPLETE

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I have requested copies of all relevant materials (as listed above) in respect of the matter relating to \_\_\_\_\_ (name of your client)

I understand that Lancashire Constabulary require payment of the appropriate fee for disclosure and a cheque has been sent in the post / payment has been made via BACs

I undertake that the information requested is required for the above purposes and failure to provide the information will, in my view, be likely to prejudice these matters. I undertake to keep the information supplied for the purposes of this application secure, use only for the specified purpose and not to supply copies to any other party except:

- 1) A barrister/legal representative instructed by me
- 2) The other parties' legal representative
- 3) An expert witness instructed by myself or the court
- 4) By further order of a court or with the written consent of the Chief Constable's nominated officer or deputy

Date: \_\_\_\_\_

Signature of solicitor (typed/electronic signature accepted): \_\_\_\_\_

**Please ensure this is signed by the solicitor in person**

Schedule 2, Part 1 (5)(3) The listed GDPR provisions (as per Schedule 2, Part 1 (1)) do not apply to personal data where disclosure of the data –

- (a) Is necessary for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings)
  - (b) Is necessary for the purpose of obtaining legal advice, or
  - (c) Is otherwise necessary for the purposes of establishing, exercising or defending legal rights,
- To the extent that the application of those provisions would prevent the controller from making the disclosure.

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*Each request will be considered on its own merits, and disclosures are made at the discretion of the Chief Constable. In certain circumstances the Constabulary may refuse to release certain information (i.e. information which if imparted could lead to an action of breach of confidence) and request the receipt of a court order. In such circumstances, should the full request be refused, the fee will be returned. Where a court order is received, this will provide the lawful authority to enable confidential information to be shared. However, there may be occasions where the Constabulary may seek to vary the court order.*