

REQUEST FOR INFORMATION FOR COMMON LAW POLICE DISCLOSURE

APPLICATION FORM

*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. Consideration must be on the circumstances of each particular case and there must be a ‘pressing social need’ threshold for disclosure of non-conviction information in accordance with s113B (4) of the Police Act 1997. The information below is provided on the strict understanding that such information is only for the use of investigating a public protection risk and will be treated as confidential and will not be used for any other purpose.*

*Any use of common law powers to share information must be compliant with, in particular, the most recent* [*HRA*](http://www.legislation.gov.uk/ukpga/1998/42/contents) *1998, the*[*GDPR*](https://eur-lex.europa.eu/eli/reg/2016/679/oj) *and the*[*DPA*](http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted) *2018.*

**SECTION 1 - GUIDANCE NOTES**

* 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 upon receipt of our application form and fee; however, this may not always be possible.
* 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.
* Applications for disclosure of offences in Wigan, Leigh, Oldham or Bury should be directed to Greater Manchester Police, Southport and St Helens are covered by Merseyside Police.
* It is essential that names are spelt correctly, dates of birth are provided, and all sections are completed. 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 returned and will not be processed until completed fully and accompanied by the relevant fee.
* Advance notice of a hearing and any request for information should be made as soon as possible. Please note a minimum of 20 working days is required for disclosure.Criminal/family protection files, photographs and tape-recorded interviews may take longer for historic case. Where criminal investigations are on-going, information may not be disclosed until the conclusion of the investigation.
* Completed application forms should be emailed to notifiables@lancashire.police.uk

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| **If you require additional advice about completing this form, please contact us using the below details** |
| 🕿 01772 412696 / 412631 |
| **🖰** [notifiables@lancashire.police.uk](mailto:notifiables@lancashire.police.uk) |
| * Common Law Police Disclosures   Legal Services  Lancashire Constabulary Headquarters  Saunders Lane  Hutton  Preston  PR4 5SB |

**SECTION 2 – REQUESTOR DETAILS**

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| **REQUESTOR DETAILS** | |
| **Name** |  |
| **Company / Organisation name & address** |  |
| **Your reference** |  |
| **Direct telephone number** |  |
| **Email address** |  |
| **Email address the disclosure should be sent to (if different from above) \*\* disclosure will be sent via egress unless otherwise agreed\*\*** |  |

**SECTION 3 –DETAILS OF SUBJECT(S) INVOLVED**

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| **SUBJECT DETAILS** | |
| **First name(s)** |  |
| **Surname** |  |
| **Previous name(s) / alias names** |  |
| **Date of birth** |  |
| **Current address (if known)** |  |

**SECTION 4 –CASE DETAILS**

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| **KEY ISSUES** |
| **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 investigation and how you intend to use this information.** |

*use separate sheet if necessary*

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| **INFORMATION SOUGHT** |
| **Please state which documents / information is requested.**  Please note: *(these documents/items may not always be available and additional payment may be required, please see below for further information on our fees)* |

*use separate sheet if necessary*

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

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| **PLEASE REFER TO OUR INVOICE FOR PAYMENT DETAILS** | |
| **DETAILS OF SEARCH** | **AMOUNT CHARGED** |
| Information and / or research up to 2 hours work (where applicable- inclusive of incident logs and crime reports) | £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) |

*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.*