

**Data Protection Act 2018 - Schedule 2, Paragraph 5(3) - Stage 1 Form
Procedure for requesting CCTV footage**

1. Please complete this form and return it to Stratford on Avon District Council Community Safety Department, via email – trevor.pepper@stratford-dc.gov.uk or karin.stanley@stratford-dc.gov.uk
2. If we are able to provide usable and appropriate footage we will advise you by email and provide a disclosure form.
3. The disclosure form will then need to be completed and submitted to the below address along with the administration fee of £138.00.
4. A decision will be made in respect to the compliant release of CCTV footage.

Community Safety Dept, Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon, Warwickshire, CV37 6HX

Requesting person/organisation:	
Address:	
Contact Name:	
Contact Phone:	
Contact Email:	
Details of request:	
Date of incident:	Time of incident:
Exact Location:	
Please provide as much information as possible to assist us in searching footage:	
Police Aware Yes/No:	
Police Incident No:	
Office Use only	
Clear footage available:	No:
CCTV Reference:	
Operator:	Date:
Evidence details:	