

## 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](mailto:trevor.pepper@stratford-dc.gov.uk) or [cctv@stratford-dc.gov.uk](mailto:cctv@stratford-dc.gov.uk).
2. If we can provide usable and appropriate footage, we will advise you by email and provide a Subject Access 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.

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

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If returning via post, please send to –  
**Community Safety Dept, Stratford-on-Avon District Council, Elizabeth  
House, Church Street, Stratford-upon-Avon, Warwickshire, CV37 6HX**