HR ADVICE REQUESTS FOR DIRECT ACCESS COUNCILS ONLY

Please complete ALL sections. If the form is incomplete, NALC cannot log your request. For further details, please visit [www.nalc.gov.uk/members-area/requesting-advice](http://www.nalc.gov.uk/members-area/requesting-advice) (login required).

County association name (or One Voice Wales):

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Reference number:

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Council name:

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Subject matter:

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Contact name and job title:

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Has NALC previously advised on this matter? Yes [ ]  No [ ]

If yes, please provide the NALC reference number and/or date of advice:

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Have you provided all relevant information and documents? Yes [ ]  No [ ]

Have you checked Legal Topic Notes (LTN) and other NALC guidance for relevant information? Yes [ ]  No [ ]

Please confirm that the above council has authorised seeking NALC advice and that a copy of this request has been sent to the county association. [ ]

Please send the completed form to legal@nalc.gov.uk. If you do not receive an acknowledgement of your request within three working days, please contact NALC at legal@nalc.gov.uk. Once a case is allocated and you wish to ascertain its progress, please contact the solicitor dealing with the matter.