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](mailto: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](mailto:legal@nalc.gov.uk). Once a case is allocated and you wish to ascertain its progress, please contact the solicitor dealing with the matter.