



Parking Partners (Management Services) Limited

REQUEST FOR DISCLOSURE UNDER SCHEDULE 2 PART 1 PARAGRAPH 5(3) OF THE DATA PROTECTION ACT 2018

PPL Group may charge an administration fee for compliance with a Schedule 2 Part 1 Paragraph 5(3) request of £100.00 plus VAT.

The legal basis for this request is Schedule 2 Part 1 Paragraph 5(3) of the Data Protection Act 2018.

Disclosures required by law or made in connection with legal proceedings etc

Personal data are exempt from the non-disclosure provisions where the disclosure is required by or under any enactment, by any rule of law or by the order of a court.

Personal data are exempt from the non-disclosure provision where the disclosure is necessary:

- a) For the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings), or
- b) For the purpose of obtaining Legal advice, or
- c) For the purposes of establishing, exercising or defending legal rights.

Please note;

If you have been the victim of a crime, or it is a crime-related incident, you should report the matter to the police by calling either 999 in an emergency or 101 in a non-emergency. The police can make a request direct to us.

If you have been involved in a road traffic collision your insurance company can request CCTV footage. The administration fee is payable even if the incident has not been captured.

CCTV footage is held by PPL for a period of 30 days only. Any footage requested beyond this time limit will not be available.

Details of person completing this application	
From (name in full)	
Organisation/business	
Address	
Telephone Number(s)	
Email Address	
Your reference	
Civil Case number	
Court Dealing	

MY STATUS IN THIS APPLICATION (Please tick the appropriate relevant title)	
I am a private individual acting on my own behalf	☐
I represent a Client(s)	☐
I apply:	
With an attached Court Order	☐
Under an enactment or rule of law	☐
In existing legal proceedings (Sch 2 Part 1 5(3))	☐
In prospective legal proceedings (Sch 2 Part 1 5(3))	☐
To obtain legal advice (Sch 2 Part 1 5(3))	☐
To establish, exercise or defend legal rights (Sch 2 Part 1 5(3))	☐

If you are completing the form for the purpose(s) of Under an enactment, or to Establish, exercise or defend legal rights then please:

For 'under an enactment or rule of law'- provide the Act and section under which you are operating or intending to operate and where applicable the sections of the Act that enables you to request the information and PPL to provide it.

For 'describe the legal rights that you are intending to establish, exercise, or defend' the details of those rights and any law which entitles you to those rights.

Details:

DETAILS OF THE PARTIES

(Please use the right-hand column to select or provide the requested detail)

I am the party as named above	YES ☐ / NO ☐
I represent the party as named above	YES ☐ / NO ☐
Party – Full Name	
Date of Birth of party	
Address of party	
Previous addresses (in last 2 years)	
I am/my client is the	Applicant or prospective applicant YES ☐ / NO ☐ Respondent or prospective Respondent YES ☐ / NO ☐

The other relevant party(ies) is/are	
Full Name	
Date of Birth	
Address (if known)	
Previous Address(es) if known	
The other party is :	Applicant or prospective applicant YES ☐ / NO ☐ Respondent or prospective applicant YES ☐ / NO ☐ Other – Please state

DETAILS OF MY REQUEST

(Please note the right-hand column to provide the requested detail. Continue on a separate sheet if necessary)

Describe the types of car park information that you expect there to be held (e.g. CCTV or incident log):

Provide any incident reference that you have:

Provide the time(s), date(s), location(s) and parties relevant to the incidents or matters:

Specify as closely as possible the information that you need. (What it is that you seek to show or prove):

Describe why the provision of the information is necessary including anticipated effect that refusal to provide the information may have:

ADDRESS FOR RESPONSE

(please provide the email address in which to provide the information and, if applicable, the Court details)

Email address in which to provide disclosure:

Details of the Court

CHECKLIST

(Please use the right-hand column to tick the relevant section)

I am a private individual on my own and I submit this application with:

Identification showing my name	☐
Identification showing my date of birth	☐
Identification showing my address	☐
Document showing name and address of nominated person (if applicable)	☐
Payment of £120.00 has been made to PPLMS (account details listed on page 8).	☐
Please return my ID to me at the address on the identification	☐
Please destroy my ID at the end of this application	☐

I represent a client and have a legal status to do so:

I have proved my client's name	☐
I have proved my client's date of birth	☐
I have proved my client's address	☐
Payment of £120.00 has been made to PPLMS (account details listed on page 8).	☐

GUIDANCE REGARDING IDENTIFICATION

Litigants in person (persons who have not instructed solicitors) must use the application form and must provide copies of two forms of identification. The documents must provide the applicant's name, date of birth and address.

Examples of Suitable Identification are the following:

- **Copy of Birth Certificate**
- **Copy of Passport**
- **Copy of Driver's Licence**
- **Copy of recent Bank Statement**
- **Copy of recent Utility Bill**
- **Current year Council Tax**

"Recent" means within the last 6 months, you may edit the information, such as to remove any financial information and transactions

DECLARATION & UNDERTAKINGS

(please use the right-hand column for signature to provide requested detail)

I confirm that the personal data requested are necessary for the purpose(s) described in this application and that, in my view, the failure to provide this information is likely to prejudice these matters.

I confirm that the administrative fee is not refundable, in full or in part, if the data requested is not available.

I undertake:

To keep any data supplied secure

To use any data supplied only for the purpose described in this application

Not to supply copies of the data to any other party except;

- To a legal representative under the under my instruction or brief in this case
- To an expert witness instructed by myself of the Court in this case
- To comply with a further order or instruction of the Court to comply with existing Legal Rules for disclosure/discovery in this case
- With the explicit consent of PPL or their nominee

I accept that PPL may on occasions refuse to provide me with the information which I have requested, but may at its own discretion, provide the information directly to the Court. (PPL also reserve the right to refuse the disclosure of the information in its entirety, or in part.)

My Signature alongside indicates my confirmation of the necessity of the requested data as described above and my undertaking to comply with all the conditions for disclosure described within this guidance. I also understand that failure to comply with these undertakings may constitute a criminal offence under Section 170 DPA 2018 (Unlawful obtaining etc of personal data).

Sign in this box

Print Name

Date of Application

SITE ADDRESS AND PAYMENT DETAILS

Please ensure that all correspondence is sent to PPL on the following contact details:

PPLMS
Audley House
13 Palace Street
Victoria
SW1E 5HX

Email address – enquiry@parking-partners.co.uk

Where applicable, payment should be made to:

Account name: PPLMS – Office
Account number: 04175110
Sort Code: 30-96-17
Reference: 'Party name'

Please note that PPL will provide any response containing disclosure by means of a secure email.
Collection in person can be arranged (proof of ID will be required on collection).