

ANNEX C REQUEST FORM

**Protection of Children - request for disclosure of information held by the City of Bradford Metropolitan District Council (CBMDC)**

The West Yorkshire Police (WYP) must use the Annex C form when requesting disclosure of information held by the City of Bradford Metropolitan District Council (CBMDC) to support investigations of alleged current or historical, physical or sexual abuse against a young person 17 (seventeen) years or under at the time of the alleged incident in accordance with the 2013 Protocol and Good Practice Model.

**Please note:** Other forces & agencies not party to the Local Area Inter-Agency Information Sharing Protocol or the 2013 Protocol and Good Practice Model, must use Schedule 2, Part 1(2) of the Data Protection Act (DPA) 2018 (formerly s29 DPA 1998) information disclosure request.

To submit an Annex C request, please see as follow:

* Complete the Annex Request form provided below.
* Email the form to Children’s Services at [childrens.foi@bradford.gov.uk](mailto:childrens.foi@bradford.gov.uk)

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| **1. The police are conducting a criminal investigation into allegations made against the following individual(s):** | | | |
| **Name:** | 1. | 2. | 3. |
| **Address:** |  |  |  |
| **Date of Birth:** |  |  |  |
| **2. The circumstances of the allegations are as follows:**  (attach case summary, key witness statements and expert reports as appropriate) | | | |
|  | | | |
| **3. Details of child/children involved in the allegations:** | | | |
| **Name:** | 1. | 2. | 3. |
| **Address:** |  |  |  |
| **Date of Birth:** |  |  |  |
| **Relationship to offender(s):** |  |  |  |
| **Victim or Witness:** |  |  |  |
| **Social Worker:** |  |  |  |
| **School(s) attended (including dates):** |  |  |  |
| **4. I believe that your authority may hold the following material relating to the alleged offender(s) or the above child/children which may be relevant to my investigation**  (Describe information sought in precise detail, specify relevant time periods, relevant addresses, schools attended etc.) | | | |
| **5. In the circumstances of this investigation, it is important that arrangements are made for us to examine the material:**  **By:** [insert date]  **Name and contact details for the CPS Prosecutor:** | | | |
| **Stage reached in investigation:** | | | |
| **Date of next court hearing:** | | | |
| **By signing this form below I understand that any material obtained by us will be treated as sensitive and dealt with in accordance with Criminal Procedure and Investigations Act 1996. In accordance with paragraph 3.5 Code of Practice CPIA, we are under a duty to pursue all reasonable lines of inquiry, whether these point towards or away from the suspect. Such lines of enquiry include seeking access to the above material which you may hold. Our investigation might be prejudiced or delayed if we are not allowed to access the material.**  **In accordance with the Local Area Inter-Agency Information Sharing Protocol and the 2013 Protocol and Good Practice Model regarding the exchange of information in child abuse cases, we would ask that arrangements are made for us to examine the above material. Any material relating to Family Court Proceedings must not be made available except with consent of the court or in accordance with the Family Procedure Rules 2010.** | | | |

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| **Officer signature:** |  | |
| **Print Officer name and Rank:** |  | **Police Station:** |
| **Tel no:** |  | **Email address:** |

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| **Is the Officer serving in either of the following units (please select as appropriate):**  🞏 Child Protection Unit 🞏 Paedophile Unit |