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| **CRIME NUMBER:** |  |
| **CCTV / ANPR FOOTAGE REQUESTED BY:**  | Name: Business: Email: Tel No: Date: NB: A charge may be made when requested by Insurance Companies, to be received before sending off media on DVD or Memory Device. Cheques made payable to Lancing Business Park  |
| **REASON FOR REQUEST:** | Snapshots of location will be supplied prior to CCTV retrieval to ensure location is correct. If the member is able to give timings of less than 2 hours then the incident will be found by Data Controller and taken off system. If it is more than 5 hours then footage will be taken off system in its entirety and given to member to search for incident. Police incident number must be provided. |
| **CAMERA LOCATION/S:** |  |
| **NAME AND SIGNATURE OF AUTHORISED PERSON VIEWING OR REMOVING THE MEDIA FROM SYSTEM:** | Name: Signature: |
| **METHOD OF TRANSFER:**  |  |
| **COMMENTS:**  |  |

**Once this form is completed please attach to an email and send to admin@lancingbusinesspark.co.uk**