**GENERAL ENQUIRY FORM FOR LEGAL SERVICES**

For use where the issue is not for: Planning Advice, Section 106 Agreements, Contracts, Purchases, Leases or Licences, which have separate instruction sheets on Molly.

**YOUR NAME:**

**YOUR E-MAIL:**

**YOUR TELEPHONE EXTENSION:**

**NATURE OF YOUR ENQUIRY:**

Please give below as much information as possible to enable the enquiry to be directed to the correct member of the Legal Services team. Please state:

|  |  |
| --- | --- |
| * what you believe to be the legal and factual issue/s
 |  |
| * the urgency of the matter
 |  |
| * any data protection implications
 |  |
| * any other information which may assist
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| * Contact details of the other party you want us to contact
 |  |

and then e-mail to Tom Penlington: tom.penlington@molevalley.gov.uk and LegalInstructions@molevalley.gov.uk.

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