



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

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Parishioner request policy

Long Stratton Town Council is committed to making Long Stratton the best place to live work and play and as such there will be times where parishioners will make requests of the Council that they feel will enhance their experience of Long Stratton.

As parishioner requests can be varied they will be assessed by the Council by the following process.

- All requests to be made using the application form attached to this policy.
- All requests will be recorded and held on the Councils database for 5 years, the parishioner by making a request will be actively agreeing to this and will be asked to familiarise themselves with the Council's privacy notice and GDPR policy on the website.
- All requests will be looked at on an individual basis.
- Requests will be assessed on merit, need and on how they will enhance the parishioner's situation.
- Where appropriate consultation will take place with the surrounding neighbours.
- Where appropriate a risk assessment will be undertaken.
- Where appropriate legislation will be checked to ensure any action taken is legal.
- Any costs associated with the request will be met in full by the parishioner.

Long Stratton Town Council will give due time and care to ensure that all factors are looked at and an informed decision is made.

Long Stratton Town Council's decision will be final.

Parishioner request application form.

Name:

Address:

Email address:

Contact telephone number:

What is your request for:

How will this make a difference to you?

Please confirm you have read and understood the Privacy notice.	Yes	No
Please confirm you have read and understood GDPR policy.	Yes	No