**LEGAL SUPPORT**

**PRELIMINARY LEGAL ENQUIRY FORM**

***GUIDE TO USING THIS FORM***

*This Preliminary Legal Enquiry Form should be used if your query is of a legal nature or which would require the assistance of a solicitor. If your query is not of a legal nature and relates to more general guiding practice, procedure or issues, we suggest you do not use this form but contact* *infoteam@girlguiding.org.uk* *in the first instance.*

*Please note that Girlguiding’s in-house legal department primarily acts for Girlguiding HQ and The Guide Association Trust Corporation. We may be able to provide general legal advice to units where appropriate, but please note that we are unable to act as solicitors to individual members or units.*

*Please email your completed Preliminary Enquiry Form back to* *legaldepartment@girlguiding.org.uk**. Alternatively, post your completed form to Legal Department, Girlguiding, 17-19 Buckingham Palace Road, London, SW1W 0PT. We will endeavour to contact you within 10 business days from receipt of your completed form.*

1. **YOUR DETAILS**

**1.1 Name:**

**1.2 Membership No:**

**1.3 Unit/Division/District:**

**1.4 Role within organisation:**

**1.5 Tel No:**

**1.6 Email address:**

1. **PROPERTY QUERIES**

*If your query relates to a property, please complete the details in this section as far as you are able to. If your query is not property related, please give the background and nature of your enquiry at the end of this form.*

* 1. **Property address (***please provide full postal address including postcode, and any other name by which the property is known***):**
	2. **What county and region is the property located in:**
	3. **Is the property held by the Guide Association Trust Corporation (if known)?**
	4. **Is the property freehold or leasehold (if known)?**
	5. **Are you looking to locate deeds and documents for the property or check whether the property is held by the Trust Corporation?** (*Please provide details if you are looking for a specific document)*
	6. ***If you wish to deal with the property, please complete the additional questions below****:*
		1. **Do you require the property be taken into trust by the Trust Corporation?** *(If yes, we will send you additional enquiry forms to enable you to provide further information)*
		2. **Do you require the property be taken into trust on the joint behalf of Girlguides and The Scouts?** *(If yes, we will send you additional enquiry forms to enable you to provide further information)*
		3. **If the property is leasehold, is there already a lease in place or will there be a new lease?** *(If yes, we will send you additional enquiry forms to enable you to provide further information)*

**2.6 *Any further details relevant to your query (please provide as much background information as possible):***