



<b>OI REF:</b>	15699
<b>RESPONSE SENT:</b>	06/06/2025

## Request

I am writing to request information under the Freedom of Information Act 2000.

After reviewing your website and other publicly available information, I have not been able to identify the appropriate contact details for third parties (such as suppliers or service providers) to send formal legal correspondence to your organisation.

Please could you confirm the following:

1. Whether your organisation has one or more specific teams, departments, or named individuals responsible for receiving formal legal correspondence from third parties.
2. The relevant postal address(es), email address(es), and telephone number(s) that such correspondence should be directed to. If responsibility differs by type of issue (e.g. contractual, procurement-related, legal) or by region, please provide the details for each as applicable.
3. If this information is already published, please confirm where it can be found.

This request is made in the public interest to ensure there are clear and transparent routes for formal engagement with public authorities.

## Response

Dear Ms Whitaker

In response to the FOI request in which you asked:

Whether your organisation has one or more specific teams, departments, or named individuals responsible for receiving formal legal correspondence from third parties.

The relevant postal address(es), email address(es), and telephone number(s) that such correspondence should be directed to. If responsibility differs by type of issue (e.g. contractual, procurement-related, legal) or by region, please provide the details for each as applicable.

We do not accept service of legal proceedings by email unless by prior agreement so any formal pre-action letter or legal proceedings should be sent by post addressed to:



Director (Legal), Winchester City Council, City Offices, Colebrook Street,  
Winchester, Hampshire SO23 9LJ.

General correspondence can be sent by post to the above address although email  
is usually preferable and should be sent to our inbox: [legal@winchester.gov.uk](mailto:legal@winchester.gov.uk)

