

Mr John Nolan

My Ref: CC24768

Your Ref:

Date: 06/04/10

Dear Mr Nolan

Subject: Freedom of Information - Development and Enterprise - Property Services

I refer to the request, which you have made under the Freedom of Information Act 2000 for records held by this department.

Acknowledgement

Your request dated 06/04/10 was received by this department on 06/04/10. The officer handling your request is Peter Scott. He may be contacted by telephone on number 0191 4333501 should you have any questions or concerns about your request.

A final decision on your request would normally be sent to you within 20 working days of receipt of your request. This means that you can expect to receive your decision by 05/05/10.

There are some limited situations under the Freedom of Information Act, which could mean that the period for a final decision may be longer than the normal 20 working days. If this occurs in your request, we will promptly advise you in writing.

Should our final decision not reach you on time, please feel free to call the contact officer named above to discuss any problems that may have arisen.

Non reply by us deemed to be a refusal

If you have not heard from us once the allotted time has expired, you are automatically entitled to appeal to this department for a review of the matter. This review is a full and new examination of the matter, and is carried out by a more senior member of staff of this department.

In the event that you need to make such an appeal, you can do so by writing to Peter Scott of this department at the address given below. You should state that you are appealing because an initial decision was not sent to you within the time permitted. In that event, you would normally have 40 days (after the original decision should have been sent to you) in which time to make the appeal.

Yours sincerely,

**Peter Scott
Property Manager
Development & Enterprise**