



**PERFORMANCE BUSINESS SUPPORT**  
Community Services Directorate

Plymouth City Council  
Windsor House  
Plymouth  
PL6 5UF

Miss G Stewart  
Request-7848-  
efe9c330@whatdotheyknow.com

Tel: 01752 7099  
Fax 01752 30 7091  
Email: lesley.mainwaring@plymouth.gov.uk

12/02/2009

When calling or telephoning please ask for: Mrs Lesley Mainwaring

My Ref: 736369

Your Ref:

Dear Madam

RE: ACKNOWLEDGEMENT OF YOUR APPLICATION FOR INFORMATION DATED 9/02/09

Thank you for your e mail dated 9 February 2009.

The application was received on 10 February 2009.

The Council will seek to provide the information that you have requested within the next 20 working days or let you know from where else it can be obtained. We may not be able to provide everything if we do not hold the information, or if an exemption to releasing the information applies.

Information is often provided free of charge, but if there could be a fee for processing and delivering the information to you this will be notified to you before we progress.

We will usually provide the information in either an electronic or paper format according to how you contacted us. If you require the information in another specific format please contact me to discuss your needs.

Any future correspondence or questions you may have in relation to this matter should be sent to me at the above address.

Yours faithfully,

Lesley Mainwaring  
Business Support Assistant  
Community Services