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| Via Email. | City Development  Information Management and Governance |
|  | 4th Floor, Leonardo |
|  | 2 Rossington Street  Leeds LS2 8HD |
|  |  |
|  | Contact: Richard Brook |
|  | IMG.CC.requests@leeds.gov.uk |
|  | Our reference: FOI 19581 |
|  | 17 October 2017 |

Dear Mr. Whittaker

**FOI Request: Non-domestic Properties Owned By Leeds City Council**

I write in response to your above Freedom of Information request, received in this office on 18th September 2017.

In dealing with your request, please note that we have considered it under the Environmental Information Regulations 2004, as opposed to under the Freedom of Information Act 2000. This is because the information you have requested is information involving ‘activities’ and ‘administrative measures’ which are likely to affect elements of the environment under Reg 2(1)(c). I am advised that both the domestic and European courts give wide meaning to the Regulations and have indicated that they will adopt a broad construction of the definition of environmental information.

Your request asked:

**I would like a list of all of the empty non-domestic properties that are owned by Leeds City Council which have been empty for over 12 months.**I am pleased to provide this information in the attached document.

Under Regulation 11, you are entitled to make representations to us if it appears that we have failed to comply with a requirement of the Regulations in relation to your request. Representations must be made to us no later than 40 working days after the date you believe we failed to comply with such a requirement.

We will then consider your representations and supporting evidence and decide if we have complied, notifying you of our decision as soon as possible, and no later than 40 working days after the date of receipt of your representations.

Under Regulation 18, you are then entitled to apply to the Information Commissioner for a decision as to whether, in any specified respect, your request has not been dealt with in accordance with parts 2 and 3 of the Regulations.

Should you wish to contact the Commissioner’s Office then you can write to the following address:

            Office of the Information Commissioner,

            Wycliffe House,

            Water Lane,

            Wilmslow,

            Cheshire,

            SK9 5AF.

You may also contact the Commissioner via his website at [www.ico.gov.uk](UrlBlockedError.aspx)

I trust that this is self-explanatory.  If you have any queries please contact me on 0113 3787100, or by return email.

Yours sincerely,

**Richard Brook**

Information Governance Officer