



City of Westminster

Jordan Fendick

City Treasurers - Corporate Finance
Westminster City Council
5 Strand
London
WC2N 5HR
Telephone 0207 641 3921

Our ref: 7121734

Your ref:

Date: 17 April 2018

Dear Sir/Madam

Freedom of Information Act 2000

I can confirm that the information requested is held by Westminster City Council. I have detailed below the information that is being released to you.

Should an account be closed, the period of liability be amended or a relief be awarded which puts the account into credit, a credit notice will be issued in the same manner as a demand notice.

If a ratepayer overpays on their account, there will not be a credit notice issued for this. It is only charge/relief changes that prompt a credit notice from the system.

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Information Management Team
5 Strand
London
WC2N 5HR
xxxx@xxxxxxxxxxx.xxx.xx

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Further information is also available from the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 or 01625 54 57 45
Fax: 01625 524510
Web: www.ico.org.uk

I will now close your request as of this date.

Yours faithfully

Information Management Team