



Email: [request-437091-2e247b6f@whatdotheyknow.com](mailto:request-437091-2e247b6f@whatdotheyknow.com)  
request-437103-46fac1a9@whatdotheyknow.com

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Our reference:	BF654-1718 & MF655-1718
E-mail:	<a href="mailto:dataprotection@baberghmidsuffolk.gov.uk">dataprotection@baberghmidsuffolk.gov.uk</a>
Please reply to:	Data Protection
Telephone:	0300 1234000

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09/10/2017

Dear Sir,

## **Acknowledgement of your information requests**

Thank you for your requests for information submitted to Babergh and Mid Suffolk District Councils. Your requests were received on 09/10/2017 and are being dealt with under the terms of the Freedom of Information Act 2000.

Requests under the Freedom of Information Act should be answered within a 20 working days' time limit. There may be occasions when the Councils may require longer to gather the information needed for the response and if so we will contact you regarding this.

If your request relates to information about a planning matter, application details are available online at [www.babergh.gov.uk](http://www.babergh.gov.uk) and [www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk). Planning application files are available to view with 2 working days' notice given to the respective planning reception.

Other information relating to the Councils, their functions and services may also be found on the websites. If you do find what you are looking for, please let the data protection team know quoting the reference above.

In some circumstances a fee may be payable and if that is the case we will let you know. A Fees Notice will be issued to you and you will be required to pay before we will proceed to deal with your request.

If you have any queries about this letter please contact us. Please remember to quote the reference number above in any future communications.

Yours sincerely,

## **Data Protection Team**

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Babergh District Council  
Corks Lane, Hadleigh, Ipswich, IP7 6SJ  
Telephone 0300 123 4000  
SMS Text Mobile (07827) 842833  
[www.babergh.gov.uk](http://www.babergh.gov.uk)

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Mid Suffolk District Council  
High Street, Needham Market, Ipswich, IP6 8DL  
Telephone 0300 123 4000  
SMS Text Mobile (07827) 842833  
[www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)

Monitoring Officer: Emily Yule