



Email Address: request-428801-40a1d88f@whatdotheyknow.com

Our reference:	BF586-1718
E-mail:	dataprotection@baberghmidsuffolk.gov.uk
Please reply to:	Data Protection
Telephone:	(0300) 1234000

Date 4th September 2017

Dear Ms Corderoy

Acknowledgement of your information request

Thank you for your request for information relating to Council tax arrears submitted to Babergh District Council. Your request was received on 4th September 2017 and it is being dealt with under the terms of the Freedom of Information Act 2000.

Requests under the Freedom of Information Act or Environmental Information Regulations should be answered within a 20 working days' time limit. This means you should receive your reply by 29th September 2017. There may be occasions when the Councils may require longer to gather the information needed for the response and 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 and 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 us 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 the Data Protection Team on the above email address. Please remember to quote the reference number above in any future communications.

Yours sincerely

Data Protection Team

Babergh District Council
Council Offices, Corks Lane, Hadleigh, Ipswich, IP7 6SJ
Telephone (0300) 1234 000
SMS Text Mobile (07827) 842833
www.babergh.gov.uk

Mid Suffolk District Council
Council Offices, High Street, Needham Market, Ipswich, IP6 8DL
Telephone (0300) 1234 000
SMS Text Mobile (07827) 842833
www.midsuffolk.gov.uk

Monitoring Officer: Emily Yule