

Dear L.C. Looi

I am writing to acknowledge your request for information received on 03/01/2013.

Your request is being considered and you will receive a response within the statutory timescale of 20 working days as defined by the Freedom of Information Act 2000 and/or Environmental Information Regulation 2005.

The Act/Regulations define a number of exemptions which may prevent release of the information you have requested. There will be an assessment of your request and if any of the exemption categories apply then the information may be withheld. You will be informed if this is the case, including your rights of appeal.

If the information you request contains reference to a third party then they may be consulted prior to a decision being taken on whether or not to release the information to you. You will be informed if this is the case.

If a fee is payable for this information then you will be informed prior to any further action being taken. In this event the fee must be paid before the information is processed and released. The 20 working day time limit for the response is suspended until receipt of payment.

If you have any queries about the processing of your request then please do not hesitate to contact me.

Further information about access to information can be obtained from Hertsmere Borough Council or the Information Commissioner's Office.

Hertsmere Borough Council
Civic Offices
Elstree Way
Borehamwood
WD6 1WA

Telephone 020 8207 2277

www.hertsmere.gov.uk

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone 01625 545700

www.informationcommissioner.gov.uk

Please include the above FOI reference number on all correspondence related to this request.

Thank you for your request.

Kind regards

Caroline Carey