

Mr Nigel Woodley

Our Ref: 704/530

Date: 04/01/2010

Re: Small business rate relief

Dear Mr Woodley

Thank you for your Request For Information under the Freedom of Information Act 2000.

As you will be aware, Weymouth & Portland Borough Council has a duty to respond to this request within 20 working days. For the purposes of your request this deadline has been set at 29/01/2010. If, however, we are unable to respond within this time period, we will write to you with an indication of when you can expect us to complete your request.

Depending on the nature of your request, there may be a charge for either reproducing the information and/or the staff time taken to respond. If this is the case, we will contact you before continuing your request to allow time for you consider this.

If you have any questions, then please do contact me either on 01305 838000 or by email, foi@weymouth.gov.uk

Yours sincerely

Jo Woodall
Team Leader – Customer Focus