



Simon Rook

Communities Directorate
Shire Hall
Warwick
CV34 4RL

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Please ask for Mustufa Khalifa

Our ref: 6891072

Your ref:

Date: 8 June 2021

Dear Simon Rook

Freedom of Information Act 2000 and Environmental Information Regulations 2004

Thank you for your request for information that was received on 8 June 2021 concerning the PCN issuing policy for CEOs

We are dealing with your request under the Freedom of Information Act 2000 and Environmental Information Regulations 2004 and we aim to send a response by 6 July 2021.

In some case, a fee may be payable. If we decide a fee is payable, we will send you a fee notice and we will require you to pay the fee before proceeding with your request.

The Freedom of Information Act 2000 and Environmental Information Regulations 2004 may restrict the release of some or all of the information you have requested. We will carry out an assessment and if any exemptions and exceptions apply to some or all of the information then we might not provide that information to you. We will inform you if this is the case and advise you of your rights to request an internal review and to complain to the Information Commissioner's Office.

We will also advise you if we cannot provide you with the information requested for any other reason together with the reason(s) why and details of how you may appeal (if appropriate).

Yours faithfully

Mustufa Khalifa
Freedom of Information Team
Customers & Information Services
