



Email Address: request-394083-27b4dd69@whatdotheyknow.com

Please ask for:	Karen Smith
Direct line:	01473 825753
Fax number:	01473 825742
Your reference:	
Our reference:	BF1369-1617
E-mail:	dataprotection@baberghmidsuffolk.gov.uk
Please reply to:	Data Protection

Date 8<sup>th</sup> March 2017

Dear Mr Hayes

## **Acknowledgement of your information request**

Thank you for your request for information relating to Plastic Glasses in Licensed Premises submitted to Babergh District Council. Your request was received on 8<sup>th</sup> March 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 4<sup>th</sup> April 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](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 me know quoting the reference above.

In some circumstances a fee may be payable and if that is the case, I 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 me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Karen Smith  
Information Management Specialist (Legal).