

## **FREEDOM OF INFORMATION ACT 2000**

Your request for information has now been considered and the Council's response to your questions is shown below.

### **You asked:**

I would be obliged if you could forward the information requested below:-

- Details of all genuine credits that are held on your business rates system, to include: credits written away to suspense/ control accounts
- Amounts written off during the last 12 months
- Credits which are due to non-individuals.

### **ANSWER:**

Please see attached spread sheet.

Please exclude all non-genuine credits that may have arisen as a result of internal accounting practices.

Could you please provide the following details :-

- Name of Company
- Amount (Value)
- Date credit arose
- Property Address Including Postcode
- Billing Address Including Postcode
- Account Number
- Property Reference Number
- Property Reference Number
- Reason for Credit

In order to provide you with the information requested would require each account (where money has been written back) to be manually checked to identify whether this was done due to a credit or for another reason. For amounts written off, there are 318 accounts that would take 10 minutes each totalling 3,180 min or 53 hours. Reason for the Credit, there are 78 accounts taking 15 minutes each total 1170 minutes or 19.50 hours.

Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for local government is set at £450. This represents the estimated cost of one person spending 2.5 working days in determining whether the department holds the information, locating, retrieving and extracting the information.

The legislation allows you to use the information supplied for your own personal use. Please be aware that any commercial or other use, for example publication, sale, or redistribution may be a breach of copyright under the Copyright, Designs and Patents Act 1988 as amended unless you obtain the copyright holder's prior permission.

Not all the information that is supplied which is covered by copyright will be the Council's copyright, for example it may be the copyright of a government department or another Council. You should seek either the Council's consent or their consent as appropriate. The Council is willing to advise you of any such potential issues on request. In order to make a request to re-use the information please contact the Information Governance Manager using the details below.

If you are dissatisfied with the handling of your request please write to:

**Information Governance Manager**  
**Information and Support**  
**Leicester City Council**  
**FREEPOST (LE985/33)**  
**New Walk Centre**  
**LEICESTER LE1 6ZG**  
e-mail: [FOIA@leicester.gov.uk](mailto:FOIA@leicester.gov.uk)

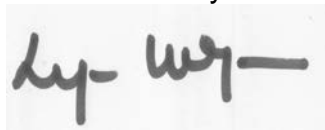
Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

You can also complain to the Information Commissioner at:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow SK9 5AF**  
**Telephone: 01625 545 700**  
[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please be aware that the Information Commissioner does not normally consider appeals or complaints until the internal appeals and complaints processes of the public authority which is answering the request have been exhausted. You are therefore advised to complain or appeal to the Information Governance Manager before contacting the Commissioner.

Yours sincerely



**Lynn Wyeth**  
**Information Governance Manager**

