

S40 (2)  
Reply by email:

Telephone: 01636 655216/7  
Email: [freedom@nsdc.info](mailto:freedom@nsdc.info)

Your ref:  
Our ref: **RFI-2016-1510**

04 January 2017

Dear Sir or Madam

**Request for information: RFI-2016-1510**

Your request for information about credits in respect of business rates has now been considered. The information held by the Council relevant to your request is attached with this covering letter

This request has been handled under the Freedom of Information Act 2000.

If you have any further queries or concerns about the information provided please do not hesitate to contact us. If we do not hear from you within 40 days, starting the day after the date of this letter, we will consider the request closed.

If following our response to your query you are still dissatisfied you have the right to request an internal review. This will be conducted by the Director of Safety or the Deputy Chief Executive who have not been involved with the request or complaint until this point. Should you wish to proceed to this stage please advise us quoting the reference number at the top of this page.

Should you be dissatisfied with the outcome of any internal review to the Council you have a further right of appeal to the Information Commissioner's Office, details of which can be found on the Information Commissioner's website [www.ico.org.uk/](http://www.ico.org.uk/)

More details of this complaints process are available to view on our website at the following link: [www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/accesstoinformation-complaintsprocedure/](http://www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/accesstoinformation-complaintsprocedure/)

Yours sincerely

David Clarke

S40 (2)

Information Governance Officer