

Mr Patel

*Contact:* Alun McCarthy  
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*Email:* [foi@guildford.gov.uk](mailto:foi@guildford.gov.uk)

Dear Mr Patel

### **FREEDOM OF INFORMATION ACT 2000**

### **INFORMATION REQUEST REFERENCE: FOI2019/00971**

We have considered your request for information.

As you made your request under the Freedom of Information Act 2000 the format of this response is formal in order to meet our legal requirements.

Although we hold information for the purpose of billing and collecting Business Rates, we do not keep a separate record of businesses becoming newly liable in the Guildford area, and our Business Rate records do not hold a new business or occupier flag. This is because whether a business is new or not has no bearing on the calculation of Business Rates. Liability records are created for a number of reasons in addition to occupiers moving in or out - for example changes in rateable value or rate relief. Because we do not have a start of liability flag (or a program to work them out) it is not possible to distinguish with 100 per cent certainty the records that you are requesting. Bearing this in mind the attached file has been checked to be as accurate as possible, but may still not be completely correct.

I am sorry that this may not be the response you were hoping for.

### **Copyright and re-use of information**

Please be aware that copyright may exist on information that we provide in response to requests, including attachments.

Where we provide information the Council has authored, you may re-use it free of charge unless we have stated otherwise. However, in some cases we do not own the copyright (for example Ordnance Survey owns the copyright for most map information we use). Therefore, where someone other than Guildford Borough Council owns the copyright, please check with us if you plan to re-use it or if you are not sure whether copyright will be an issue.

### **Your right to ask for an internal review**

I trust the above addresses your enquiry. However, if you do not agree with the way your request has been handled, you may write to ask the Council to review the decision. Another officer will carry out a review and they will then write to you, letting you know if they agree with the original decision or have reached a different conclusion.

You should write to Customer Services, Guildford Borough Council, Millmead House, Millmead, Guildford GU2 4BB (foi@guildford.gov.uk). It is important that you clearly state that you are asking for an Internal Review and provide a copy of your correspondence with the Council about this request. We recommend that you include the reference number and "Internal Review" in the email or letter header to help avoid delays.

### **Your right to appeal to the Information Commissioner**

You also have the right to contact the Information Commissioner if you believe we have failed to meet our obligations to deal with your request for information. Please remember that they will usually only consider appeals after the Council has had the opportunity to carry out an internal review. More guidance about your rights is available on the Information Commissioner's website at [www.ico.org.uk](http://www.ico.org.uk).

Yours sincerely

Alun McCarthy