



19/07/2022

CITB
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Dear [REDACTED]

Freedom of Information Request: 092022

Thank you for contacting CITB requesting information under the Freedom of Information Act (FOIA). In your email, dated 21st June 2022, you made the following request:

Please could you provide me with the following information pursuant to the Freedom of Information Act:

- 1) CITB's process / policy / guidance for appealing against a Levy Assessment
- 2) CITB's process / policy / guidance for seeking to de-register an ineligible company incorrectly registered for levy
- 3) CITB's process / policy / guidance for claiming a refund for previously incorrectly paid Levy Assessments

My response in respect of the above three questions is as follows:

- 1) CITB's process / policy / guidance for appealing against a Levy Assessment can be found in the Appendices 1-7 attached to this letter
- 2) CITB's process / policy / guidance for seeking to de-register an ineligible company incorrectly registered for levy can be found in the Appendices 1-7 attached to this letter
- 3) CITB's process / policy / guidance for claiming a refund for previously incorrectly paid Levy Assessments can be found in Appendix 8 attached to this letter.

If you are unhappy with this response, or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied, then you may apply for an independent internal review by contacting Adrian Beckingham, Corporate Performance Director, CITB, Sand Martin House, Bittern Way, Peterborough, PE2 8TY or email adrian.beckingham@citb.co.uk.

If you remain unhappy following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Further details of the role and powers of the Information Commissioner can be found on the Commissioners website: <https://ico.org.uk/>

Yours sincerely

Jonathan Francis
Information Risk & Data Governance Manager