

# Department for **Transport**

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XXXXXXXXXX  
High Speed Rail Division  
Department for Transport  
Zone 5/29  
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Web Site: [www.dft.gov.uk/highspeedrail](http://www.dft.gov.uk/highspeedrail)

Our Ref: F0007657

15 June 2011

Dear XXXXXXXX,

I am writing to confirm that the Department has now completed its search for the information you requested on 12 May which has been dealt under the terms of the Freedom of Information Act 2000. Please accept my apologies for the delay in dealing with your request.

You asked for a copy of the terms of reference specification and brief that was issued to Dialogue-by-Design for the analysis and reporting of the current consultation into HS2.

I enclose a copy of the Invitation to Tender document. Names of junior officials have been redacted from the document as is normal practice.

If you are unhappy with the way the Department has handled your request or with the decisions made in relation to your request you may complain within 40 working days of the date of this letter by writing to the Department's Information Rights Unit at:

Zone D/04  
Ashdown House  
Sedlescombe Road North  
Hastings  
East Sussex TN37 7GA  
E-mail: [FOI-Advice-Team-DFT@dft.gsi.gov.uk](mailto:FOI-Advice-Team-DFT@dft.gsi.gov.uk)

Please see attached details of DfT's complaints procedure and your right to complain to the Information Commissioner.

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,

XXXXXXXXXXXX

### **Your right to complain to DfT and the Information Commissioner**

You have the right to complain within 40 working days of the date of this letter about the way in which your request for information was handled and/or about the decision not to disclose all or part of the information requested. In addition a complaint can be made that DfT has not complied with its publication scheme.

Your complaint will be acknowledged and you will be advised of a target date by which to expect a response. Initially your complaint will be re-considered by the official who dealt with your request for information. If, after careful consideration, that official decides that his/her decision was correct, your complaint will automatically be referred to a senior independent official who will conduct a further review. You will be advised of the outcome of your complaint and if a decision is taken to disclose information originally withheld this will be done as soon as possible.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF