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XXXX  
Building Services Manager  
Department for Transport  
Zone LG5  
Great Minster House  
76 Marsham Street  
London  
SW1P 4DR  
Direct Line: 020 7944 XXXX

Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

4 January 2011

Dear XXXX,

**FOI request P0007221**

I am writing to confirm that the Department has now completed its search for the information which you requested on 31st December 2010.

- *In 2010 DfT did not purchase any Christmas trees for its main London offices.*
- *In 2009 four trees were purchased and decorated at a total cost of £1,305.*
- *In 2008 three trees were purchased and decorated at a total cost of £915.*
- *Where trees were purchased in 2008 and 2009 they were sourced through our FM contractor.*
- *We do not have a record of any Christmas parties being held in our London offices.*

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless exempt. The Department will, therefore, be simultaneously releasing to the public the information you requested, together with any related information that will provide a key to its wider context.

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 two calendar months 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,

XXXX

### **Your right to complain to [DfT/Agency] and the Information Commissioner**

You have the right to complain within two calendar months 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 FOI 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