



Member's claim form

03 JUN 2008

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section PN.V. A 412107
  - If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.
- 514602  
514500

Your details

Name in CAPITAL LETTERS  
Constituency

E. O'HARA  
Knowsley South

Claim details

Notes

You can only claim for

Please list

Please attach

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

MOHAREKN

Period of claim

from 01 / 03 / 08 to 31 / 03 / 08

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ 1258 27

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£1,258 . 27

see united utilities bill  
NB This was a disputed payment,  
hence delay in payment. It is  
for fuel consumed in the 07/08  
financial year and so I wish it  
to be paid from my account for that  
year

5831456  
JE 12/6

366629

9P 12/6

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

[Redacted address] [Redacted postcode]

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted signature] MP

Date

31/05/08

**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed form to

Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

gas and electricity

Date: 17/05/2008  
Package: Standard DF

MR EDWARD O'HARA



43241 506



**Before you contact us**  
Please have your meter readings ready before telephoning our customer services centre.  
Tel No: 0845 270 9102  
We may record calls for security and training purposes. We are open Monday to Friday 8am - 7pm, Saturday 9am - 1pm.  
Web Site: [www.scottishpower.co.uk](http://www.scottishpower.co.uk)  
Email: [customer.services@scottishpower.co.uk](mailto:customer.services@scottishpower.co.uk)

Dear MR O'HARA,

**Please pay £1258.27 now**

This amount is now overdue. You can pay:

- **Online.** At [www.scottishpower.co.uk/paperbill](http://www.scottishpower.co.uk/paperbill).
- **By Debit Card.** Call our dedicated payments number 24 hours a day on 0845 270 0162.
- **By cash** at the Post Office or any PayPoint location. Please take the payment slip below.
- **By sending a cheque or postal order** made payable to "ScottishPower" with the payment slip below.

If you have paid your bill in the last few days: thank you. You do not need to contact us. Please ignore this letter and accept our apologies.

However, if you are experiencing difficulties in paying, it is better to contact us and we may be able to help.

Yours sincerely

*Neil Clitheroe*

Customer Services Director

Account Number: [Redacted]

Warrant Side  
We can help you to reduce your energy bills by saving energy. The service is free. Please phone 0800 22 52 or visit [www.warrantside.com](http://www.warrantside.com)

*The energy people*

ScottishPower Energy Retail Ltd. Registered Office: 1 Atlantic Quay Glasgow G2 8SP. Registered in Scotland No 190287. VAT No GB 659 3720 08.

ScottishPower  
gas and electricity

*paid by phone*  
*Lloyd's Bank*  
**Bank Giro Credit**

Amount due  
No fee payable at PO counter

**£ 1258.27**

Cheque acceptable at PO Counter



--	--	--

CASH		
CHEQUES		

£

Reference (Account number)

[Redacted]

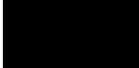
Credit account number

[Redacted]

Signature

Date

MR EDWARD OHARA



RBS Collection Account

[Redacted]

Cashier's stamp and initials

SAIC Ltd 01355 845000

Please do not write or mark below this line or fold this counterfoil

50067481/10/06/51/01/05/08/DF/0004



08/09

Member's claim form

02 MAY 2009 Page 1 of 2

About filling in this form

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INV. A 398604  
514602  
514500

Your details

Name in CAPITAL LETTERS

E. O'HARA

Constituency

Knowsley South

Office use only

Costs/Cat 2

M O H A R E K N

Supp/Res ID

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

reduced for receipts

Period of claim

from 01/04/08 to 30/04/08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 693.00 p

Food

£ 400.00 p

Utilities

£ 250.00 p

Council Tax/Rates

£ 100.00 p

Telephone and telecommunications

£ : p

Cleaning

£ 100.00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 100.00 p

Other

£ 19 : 19 p

Other

£ 5 : 98 p

Other

£ 99 : 00 p

Total

£ 127. : 17 . p

No Receipts

please specify

Door fittings

please specify

fixatures

please specify

Window fittings

Details of second home *if applicable*

Address of second home for Additional Costs Allowance

[Redacted address and postcode fields]

Postcode

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted signature]

MP

Date

30/04/08

Data protection

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For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate, Department of Finance & Administration, House of Commons, London SW1A 0AA

# Prescot Door & Window Centre

## uPVC & JOINERY MANUFACTURERS

Squires House, Cyprus Street, Prescot Merseyside L34 5RY  
 Telephone/Fax 0151 430 9601

STOCKISTS OF uPVC PRODUCTS

INVOICE TO:  
 Mr O'Hara  
 [Redacted]

INVOICE/ [Redacted] ✓  
 DATE 7 April 08  
 DEPOSIT PAID 44

DESCRIPTION	£	p
supply of 3 Plank		
Balance to be Paid on delivery		
		5500

V.A.T. Registration No.: [Redacted]

VALUE £	
V.A.T. £	
TOTAL £	9900



# FOCUS

FOCUS DIY & GARDENING

12 SALE 5160 0125 010

07000R STICKY FXRS	QTY 1A	1.99
741712		
SELL TAPE DBL SIDE	QTY 1R	3.99
203240		
	TOTAL	5.98

AUTHORISATION CODE 641237  
ACCOUNT NUMBER \*\*\*\*\*  
EPS 05.98

STAND RATE 17.50% .89  
TOTAL VAT .89  
VAT NO. 487 1745 09

\* PRESCOT - 0844 3001353 \*

15/04/98 1:56PM

**PRIVATE AND CONFIDENTIAL**

Mr Edward O'Hara MP  
House of Commons  
Westminster  
London  
SW1A 0AA

Tel : 0207 219 [REDACTED]  
Fax : 0207 219 [REDACTED]  
Email : [REDACTED]@parliament.uk

1 May 2008

Dear Mr O'Hara

**Additional Costs Allowance (ACA) 2008/2009**

Thank you for your Additional Costs Allowance claim dated 30 March 2008, a copy of which is attached for ease of reference.

You will now be in receipt of Simon Patrick's letter of 28 March 2008 in which Members are made aware of the decision made by the Members Estimate Committee in its First Report of Session 2007-08 (Review of Members' Allowances: Threshold for receipts, HC 415, 2007-08). This decision "instructed the Department of Resources that, with effect from 1 April 2008, no claim against allowances of £25 or more per item will be reimbursed unless it is accompanied by a receipt ... except for food to which the current £400 level still applies."

In this instance, and with reference to the above, the Department of Resources is required to withhold the amount of £500.00 in respect of 'Utilities, Council Tax, Cleaning and repairs etc.' pending a receipt from you. The remainder of your claim, totalling £1,217.17, has been processed and the funds should reach your account within the next few days.

If you have any questions about this matter please contact the Enquiry and Advice Team on the numbers listed above.

Yours sincerely

[REDACTED]  
**Validation Officer**

DIRECTOR GENERAL OF RESOURCES **ANDREW WALKER**  
ELIZABETH HONER (DEPUTY DIRECTOR)  
DIRECTORATES: **TERRY BIRD** (OPERATIONS) **CHRIS RIDLEY MBA FCCA** (FINANCIAL MANAGEMENT)  
**HEATHER BRYSON MA FCIPD** (HUMAN RESOURCE MANAGEMENT & DEVELOPMENT)  
**DEPARTMENT OF RESOURCES** HOUSE OF COMMONS LONDON SW1A 0AA



INVESTOR IN PEOPLE



08/09

Member's claim form

03 JUN 2008

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3 NV.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

112106  
514602  
514500

Your details

Name in CAPITAL LETTERS

E. O'HARA

Constituency

Knowsley South

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

MOHARE KN

Period of claim

from 01/05/08 to 31/05/08

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 693.00 p

Food

£ 400.00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£1093.00

5831457

PE

12/6

366628

9/14/6

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

[Redacted] ✓  
[Redacted] ✓ Postcode [Redacted]

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted] / MP

Date

31/05/08

**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

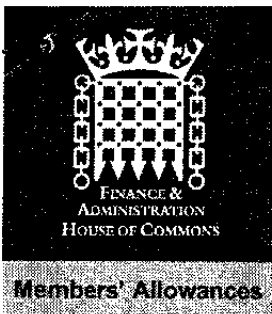
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Send your completed  
form to

Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Member's claim form

0002 700 £0

- 2 JUL 2008

About filling in this form

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MOHAREKN

Your details

Name in CAPITAL LETTERS

E. NARA INV. A 501907

Constituency

Knowsley South 514602  
514500

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01 10 08 to 30 10 08 ✓

Total cost of hotel stays  
attach all receipts

£ 58361.80 p ✓

Mortgage payments  
(interest only) ~~or rent~~

£ 693.00 p ✓

Food

£ 400.00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 400 : 21 p

April E 136.21  
May 132  
June 132  
400.21 ✓

31 April/may  
no payments  
the please  
Members for  
June only

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1493 : 21 p ✓

271931  
60 917

**Details of second home** *if applicable*

Address of  
second home  
*for Additional  
Costs Allowance*

[Redacted address line]  
[Redacted address line]  
[Redacted address line] Postcode [Redacted postcode]



**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted signature] MP

Date

01/07/08



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**Send your completed form to**

Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Knowsley Council

# Knowsley Metropolitan Borough Council Council Tax Demand Notice

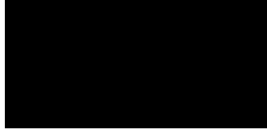
2008/09

Municipal Buildings  
Cherryfield Drive  
Kirkby  
Knowsley  
L32 1TX

☎ 0151 443 4476

Email local.taxation@knowsley.gov.uk

Mr Edward O'Hara



43241505

Property Address (if different from above) :-

Date of Issue	17th March 2008
Account Number	[REDACTED]
Band	D
Property Ref. No:	[REDACTED]
Reason for Bill	Annual



2008/09	Details of Charges		%change
	Knowsley Mbc	1130.24	4.0
	Merseyside Fire + Civil Def	60.06	4.0
	Merseyside Police Authority	133.91	5.0
<b>Total Charge for the Property</b>		<b>1324.21</b>	<b>4.1</b>

### How this bill is calculated:

Charge or Allowance		From	To	Amount
Charge For Period	Band D	01-APR-2008	31-MAR-2009	1324.21

**Amount Payable by You**

1324.21

### Payment Instructions

INSTALLMENTS TO BE PAID BY: DIRECT DEBIT (24TH OF MONTH) MONTHLY

First Instalment	-	1 X 136.21	<b>FIRST INSTALMENT DUE ON 24-APR-2008</b>
Other Instalments	-	9 X 132.00	OTHER INSTALMENTS DUE FROM 24-MAY-2008 TO 24-JAN-2009

### DISCOUNTS & EXEMPTIONS

If your bill has been reduced by a discount of 25% I have determined that there is only one adult occupant, or, all but one of the occupants fall into a category whereby they are disregarded when counting the number of adults resident.

If your entitlement to discount or any other circumstances change, you must notify me at: Metropolitan Borough of Knowsley, Council Tax Section, Municipal Buildings, Kirkby, Knowsley, Merseyside, 1TX, within 21 days of the change. It is an offence to submit a false claim for Council Tax Discount. The Council is committed to combating fraud. Any attempt to obtain Sole Occupier Discount by deception will be treated seriously. The Council regularly matches data and other information provided by claimants to identify fraud. Appropriate action, including prosecution, will be taken against any claimant who attempts to defraud the Council.

Are you sure you have claimed all discounts, reliefs & rebates to which you are entitled? See the Budget Report Booklet



Member's claim form

31 JUL 2008

5840889  
EP 5/8

377092  
AH 6/8

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

INV. A 523000  
514602  
514500

Your details

Name  
in CAPITAL LETTERS  
Constituency

E. ONARA  
Knowsley South

Claim details

Notes

MOHAREKN

You can only claim for  
Please list  
Please attach

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01/07/08 to 31/07/08

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 693.00 p ✓

Food

£ 400.00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 132.00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1225.00 p ✓





Member's claim form

01 SEP 2008

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INV. A 536004  
514602  
514500

Your details

Name in CAPITAL LETTERS

E. NARA

Constituency

Knowlsey South

Office use only

Costc/Cat 2

M O H A R E N

Supp/Res ID

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01/08/08 to 31/08/08

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments (interest only) or rent

£ 693 : 00 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 132 : 00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 10,500 : 00 p

Wood repairs - see attached

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 11,725 : 00 p ✓

RR

5844559  
AH 3/9

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

Postcode

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

01/09/08

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Send your completed  
form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

[REDACTED] [REDACTED]

---

[REDACTED] [REDACTED]

MR. E. O'Hara.

7 8 08

Invoice for New roof to the above property.

- Strip existing roof covering
- Re. slate with reclaimed welsh slates
- Re. new all leadwaters to chimney stacks
- make good defective bargeboards.
- Re. new guttering with Cgee guttering

Original Quote £9,500

guttering & bargeboards £1,000.

Received with thanks £5,000.

total amount due £5,500.

Yours Sincerely

[REDACTED]



30 SEP 2008

Member's claim form

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Your details

Name in CAPITAL LETTERS

E. ONARA

INV. A 549204

Constituency

KNOWSLEY SOUTH

514602

514500

Office use only

Cost/Cat 2 M O H A R E K N

Supp/Res ID [redacted]

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01/09/08 to 30/09/08

Total cost of hotel stays attach all receipts

£ : p

£ 693 : 00 p ✓

(Interest only) or rent

£ 400 : 00 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 100 : 00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1193 : 00 p ✓

5848283

5/10

385393

RS 02/10/08

**Details of second home** *if applicable*

**Address of second home**  
*for Additional Costs Allowance*

[Redacted address] [Redacted postcode]

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

**Signature**

[Redacted signature] MP

**Date**

30/09/08

**Data protection**

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**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



Additional Costs Allowance

5852657 SP 7110

29 OCT 2008

ACA2

Member's claim form

About filling in this form

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Your details

Name in CAPITAL LETTERS

E. DNARA

INV. A 564206

Constituency

Knowsley South

514602

514500

Office use only

Costs/Cat 2

M O H A R E K N

Supp/Res ID

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 01, 10, 08

to 31, 01, 08

Total cost of hotel stays attach all receipts

£ 693 : 00 p ✓

(Interest only) or rent

£ 400 : 00 p ✓

Food

Utilities

£ : p

Council Tax/Rates

£ 132 : 00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,225 : 00 p ✓

390421

Sp 3/11

BM





Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

INV. 582705  
514602  
514500

Your details

Name in CAPITAL LETTERS

E. O'HARA

Constituency

Knowsley South

Office use only

Costc/Cat 2 M O'HARA E KN

Supp/Res ID [redacted]

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01, 11, 08 to 30, 11, 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 693 : 00 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ 132 : 00 p ✓

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1225 : 00 p ✓

5858106  
CC 4/12.  
396289  
JE  
5/12

**Details of second home** *if applicable*

**Address of second home**  
*for Additional Costs Allowance*

[Redacted address fields] Postcode [Redacted]

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

*Copy claim sent for signature*

**Signature**

\_\_\_\_\_ MP

**Date**

\_\_\_\_\_

**Data protection**

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research. For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act. Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

**Send your completed form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA

**PRIVATE AND CONFIDENTIAL**

Mr Edward O'Hara MP  
House of Commons  
Westminster  
London  
SW1A 0AA

Tel : 020 7219 [REDACTED]  
Fax : 020 7219 [REDACTED]  
Email : [REDACTED]@parliament.uk

3 December 2008

Dear Mr O'Hara

**Additional Cost Allowance (ACA) 2008/2009**

Thank you for your Additional Costs Allowance claim, for the month of November 2008, a copy of which is attached for ease of reference.

I note that you have omitted to sign your claim form. We have, on this occasion, processed your claim and the funds should be in your account within the next few days.

However, as we require a signed claim form for our records, please sign the attached copy of your claim and return it to the Department of Resources at your earliest convenience.

In order to avoid delays in the processing of future claims, please ensure that your claim forms are completed in full, as outlined in 'The Green Book' page 11, section 3.8.2.

If you have any questions about this matter please contact me on the numbers given above or the Enquiry and Advice team on extension 1340.

Yours sincerely

[REDACTED]  
**Assistant Validation Officer**

Encl.



Member's claim form

Claim paid - For signature only

About filling in this form

- For details of costs you can claim for, see Green Book section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

INV. 582705  
514602  
514500

Your details

Name in CAPITAL LETTERS

E. ONARA

Constituency

Knowsley South

Office use only

Cost/Cat 2 M OHARE KN

Supp/Res ID [REDACTED]

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01/11/08 to 30/11/08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 693 : 00 p

Food

£ 400 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 132 : 00 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1225 : 00 p

continued on page 2

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]  
[Redacted] [Redacted] Postcode [Redacted]

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

X

Signature

[Redacted] MP

X

Date

08/12/08

**Data protection**

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed  
form to

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



# Member's claim form

06 JAN 2009

000002

Members' Allowances

WKK

INV. A

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

514602  
514500

## Your details

Name in CAPITAL LETTERS

E. O'NEARA

Constituency

KNOWSLEY SOUTH

MOHAREKN

## Claim details

### Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01 12 08

to 31 12 08

401866

Total cost of hotel stays  
attach all receipts

£ : p

SS 9/1/09

Mortgage payments  
(interest only) or rent

£ 693 : 00 p ✓

Food

£ 400 : 00 p ✓

5863169

Utilities

£ 132 : 00 p ✓

JE

9/11

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1225 : 00 p ✓

continued on page 2

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

[Redacted Address] [Redacted Postcode]

Postcode

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted Signature] MP

Date

31/12/08

**Data protection**

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed  
form to

Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Knowsley Council

# Knowsley Metropolitan Borough Council Council Tax Demand Notice

2008/09

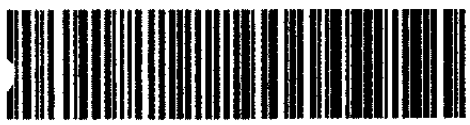
Municipal Buildings  
Cherryfield Drive  
Kirkby  
Knowsley  
L32 1TX  
☎ 0151 443 4476  
Email local.taxation@knowsley.gov.uk



Date of Issue	17th March 2008
Account Number	[REDACTED]
Band	D
Property Ref. No:	[REDACTED]
Reason for Bill	Annual

Property Address (if different from above) :-

2008/09	Details of Charges		%change
	Knowsley Mbc	1130.24	4.0
	Merseyside Fire + Civil Def	60.06	4.0
	Merseyside Police Authority	133.91	5.0
<b>Total Charge for the Property</b>		<b>1324.21</b>	<b>4.1</b>



### How this bill is calculated:

Charge or Allowance		From	To	Amount
Charge For Period	Band D	01-APR-2008	31-MAR-2009	1324.21

<b>Amount Payable by You</b>	<b>1324.21</b>
------------------------------	----------------

### Payment Instructions

INSTALLMENTS TO BE PAID BY: DIRECT DEBIT (24TH OF MONTH) MONTHLY  
 First Instalment - 1 X 136.21 **FIRST INSTALMENT DUE ON 24-APR-2008**  
 Other Instalments - [REDACTED] **OTHER INSTALMENTS DUE FROM 24-MAY-2008 TO 24-JAN-2009**

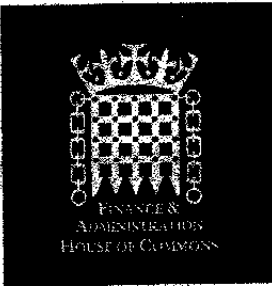
### DISCOUNTS & EXEMPTIONS

If your bill has been reduced by a discount of 25% I have determined that there is only one adult occupant, or, all but one of the occupants fall into a category whereby they are disregarded when counting the number of adults resident.

If your entitlement to discount or any other circumstances change, you must notify me at: Metropolitan Borough of Knowsley, Council Tax Section, Municipal Buildings, Kirkby, Knowsley, Merseyside, 1TX, within 21 days of the change. It is an offence to submit a false claim for Council Tax Discount. The Council is committed to combating fraud. Any attempt to obtain Sole Occupier Discount by deception will be treated seriously. The Council regularly matches data and other information provided by claimants to identify fraud. Appropriate action, including prosecution, will be taken against any claimant who attempts to defraud the Council.

Are you sure you have claimed all discounts, reliefs & rebates to which you are entitled? See the Budget Report Booklet

30



Member's claim form

04 FEB 2009

617605

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

514602

514500

Your details

Name in CAPITAL LETTERS

E. ONARA

Constituency

KNOWSLEY SOUTH

Office use only

Costs/Cat 2

M O H A R E K N

Supp/Res ID



Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 01 01 09

to 31 10 09

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 693 : 00 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 1093 : 00 p ✓

406982 CC 10/02.

continued on

**Details of second home** *if applicable*

**Address of second home**  
*for Additional Costs Allowance*

[Redacted address fields]

Postcode

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

**Signature**

[Redacted signature]

MP

**Date**

31/01/09



**Data protection**

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Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA