

> scanned



Additional Costs Allowance

ACA2

Member's claim form

23 JUN 2008

08/09

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. A 514602 514500

Your details

Name in CAPITAL LETTERS

BROWN, NICHOLAS

Constituency

NEWCASTLE EAST AND WALSLEND

Office use only

Cost/Cat 2 M BROWNNE

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 1/4/08 to 31/5/08 x 2

Total cost of hotel stays £ : p

attach all receipts

Mortgage payments £ 1108 : 44 p ✓

(interest only) ~~cost~~

Food £ 800 : p ✓

Utilities £ 487 : 68 p ✓

Council Tax/Rates £ 261 : 40 p ✓

Telephone and telecommunications £ 9099.32 p ✓

Cleaning £ : p

Service/maintenance £ : p

Repairs/insurance/security £ : p

Other £ : p

▶ please specify

Other £ : p

▶ please specify

Other £ : p

▶ please specify

Total £ 2756 : 84 p ✓

Handwritten notes: 58 347 86, JE 47, M 1007, 01 JUN 2008

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

20/6/08

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.

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



Company of the Year
Business AWARDS
Community 2007

Bringing it all together
For all our services visit bt.com



43643345

MR N.H BROWN

00012857



Your account number

Bill number

Date
7 May 2008

If you have a query
please see reverse for
our contact details.

Your BT bill

for [REDACTED]

Total now due £ 40.61

*Please make sure we receive the total now due by
18 May 2008.*

BT is a sustainability leader

{ BT has reduced its
carbon emissions by
60% since 1966

Save **£18** a year
bt.com/betterworld

Paying by Direct Debit means
you can relax as your bill
will always be paid on time.
For more details go to
www.bt.com/directdebit

Free UK* Weekend calls

From 1st April 2008, BT Together
Option 1 has been renamed the "Unlimited
Weekend Plan"

All Weekend calls to UK* landlines are
now included in the Unlimited Weekend
Plan at no extra cost (for customers
making calls with BT)

*Means calls of up to an hour to 01, 02
& 03 numbers excluding Channel Islands.

00012857



Company of the Year
 Business AWARDS
 Community 2007

Bringing it all together

For all our services visit bt.com



43643345

MR N.H BROWN

00012852



Your account number

Bill number

Date
7 May 2008

If you have a query
 please see reverse for
 our contact details.

Your BT bill

for [REDACTED]

Total now due £ 58.71

*Please make sure we receive the total now due by
 18 May 2008.*

BT is a sustainability leader

{ BT has reduced its
 carbon emissions by
 60% since 1966

Save **£18 a year**
bt.com/betterworld

Paying by Direct Debit means
 you can relax as your bill
 will always be paid on time.
 For more details go to
www.bt.com/directdebit

Important: We have renamed your Calling Plan

From 1st April 2008, BT Together
 Option 1 has been renamed the "Unlimited
 Weekend Plan".

Additionally, all weekend calls to UK
 landlines are now included in the
 Unlimited Weekend Plan at no extra cost.
 You will see this in the "your benefits"
 section of your bill. These changes have
 been applied automatically to your bill.

00012852

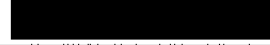
npower

Page 1

MR N BROWN



Your account number



Date of issue
7th May 2008

This is not a tax invoice

436

your electricity bill

This is the amount you've spent on electricity
from 4-Feb-2008 to 2-May-2008

Please pay us by **21-May-2008**

£67.47 debit

Totally based on our meter reading
Your usage has been accurately calculated as we've used an up-to-date
meter reading. This may include adjustments for any previous under or
over estimating.



Customer Service
8am-8pm Mon-Fri,
8am-6pm Sat

0845 070 4857



EMERGENCIES
Loss of electricity supply
0800 668 877

Northern Electric Distribution Ltd,
Manor House, Station Road, New
Penshaw, Houghton la Spring,
DH4 7LA

0000_11.0569420_5150P1_5681

1/2 CONT:5681

npwr51tr - 9901.03988/03.05



Your energy experts

43643 345

Mr BROWN



014 000



Visit britishgas.co.uk/billing

Check your account 24/7, make payments, give us meter readings, switch to paperless billing or get information. Whatever you want to do, it's easier, faster and more convenient online.



Call us on: 0845 955 5300

Our phone lines are open Mon-Fri 8am-8pm, and on Sat 8am-6pm. Our busiest day is Monday and our busiest times are between 9am-11.30am and between 6pm-8pm. If you are able to call outside these peak hours, it will help us to answer your call more quickly.



Customer Reference Number: [Redacted]

Bill date: 9 May 2008

Your gas bill

Please pay **£376.92** now.

Let us help you save time and money

We only want to give you information about products and services that will save you time, money and often both. Enclosed is a booklet that does that, and more.

For example, did you know as a British Gas customer you could benefit from Priority Response - our boiler breakdown service - for a low monthly payment? There's more information in the booklet, so why not take a look?



Billing summary: 7 Feb - 8 May 2008

Your last bill	£387.12 in debit
Payments received - thank you	£387.12 cr
£387.12 Postal Payment 27 Feb 2008	
Gas you've used	£358.98
(actual reading) Please turn over for detail	
VAT at 5%	£17.94
Please pay	£376.92

See below for ways to pay.

Page 1 of 2

072100023821

→ Gas you've used - in detail

Meter readings for meter number [REDACTED]

Previous Reading	Recent Reading	Gas units	Kilowatt hours used	Pence per kWh	Charges (£)
1876	2280	404	12978.43 over 92 days	First 676.00 kWh at 6.151 pence	41.58
7 Feb 08	8 May 08			Next 12302.43 kWh at 2.580 pence	317.40
we read your meter	we read your meter				

Total charges for gas used 358.98

How we convert gas units used to kilowatt hours:

- KWh used = Gas Units
- x 2.83 (metric conversion factor)
- x 1.0226400 (volume conversion factor)
- x 39.9608 (calorific value)
- + 3.6 (kilowatt hour conversion factor)



24-hour Gas Emergency Service 0800 111 999

If you smell gas or need to report a dangerous gas situation, please call immediately

Loss of Supply

To find the name and address of the company responsible for the gas pipeline delivery network to your home, please call 08701 600 229 (lines open Mon-Fri 8am to 9pm, excluding Bank Holidays). The company that reads your meter is Accuread

To get a large print, talking or braille bill or to join our Home Energy Care register call 0845 955 5404 (Textphone 18001 0845 955 5202).

Your calls may be monitored and/or recorded for quality and compliance purposes



Questions?

Visit our website for answers to our most frequently asked questions.

britishgas.co.uk/billing



0845 955 5300*

We are open Mon-Fri 8am-8pm, Sat 8am-6pm.



Contact us at britishgas.co.uk/contactus or, write to us at: British Gas, PO BOX 3055, Eastbourne BN21 9FE



Moving home?

**Please tell us
0845 955 5800**

Call to give us your meter readings on the day you move

If you have a complaint

Please contact us by phone 0845 073 0017, online britishgas.co.uk/complaints, or by post British Gas Complaint Management Team, PO BOX 3054, Eastbourne BN21 9FD. We will do all we can to resolve your issue straight away. If you are not happy with the resolution of your complaint, please write to Angela Mancini, Head of Complaints at the following address: British Gas, PO BOX 1577, Southampton SO18 9EX

If you have followed these steps and are still not satisfied with the resolution of your complaint, you can bring your case to the Energy Supply Ombudsman at 0845 055 0760 (Textphone 18001 0845 051 1513), or via www.energy-ombudsman.org.uk. The Ombudsman has been established to provide impartial advice and resolution on disputes only where final resolution cannot be agreed between customer and supplier.

Advice?

Energywatch offer free impartial help & advice, you can call their help line on 08459 060708 (Textphone 18001 08459 060708), or via www.energywatch.org.uk



**NORTHUMBRIAN
WATER**

MR N BROWN
[REDACTED]

Your
water
services
bill

Billing enquiries
0845 733 5566

Website
www.nwl.co.uk

Payment difficulties?
Please contact us

Issue Date: 09/05/2008

Customer Reference: [REDACTED] Bill Number: [REDACTED]

Sign up for online billing and do your bit for the environment.
Visit our website for further details.

Property Address: [REDACTED]

Fixed Charge Period: 01/02/2008 to 30/04/2008

Meter Number	Meter Size	Reading Dates		Readings		Usage Cubic Metre (M3)
		Present	Previous	Present	Previous	
[REDACTED]	15	30/04/2008	30/01/2008	E 157	E 145	12

E:ESTIMATED

WATER CHARGES

Fixed @ £28.80 per year

Usage 12 @ 85.39p per cubic metre

£
7.20
10.25

SEWERAGE CHARGES

Please see over for details of Surface Water Drainage Rebates

Usage 12 @ 81.61p per cubic metre

Fixed @ £64.20 per year

9.79
16.05

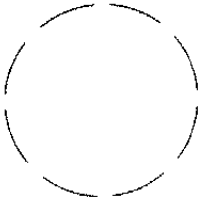
TOTAL 43.29
VAT 0.00

TOTAL DUE £ 43.29

by 23/05/2008
Please allow five days for
your payment to reach us



S007824Q01 NMUSS



**Council Tax
Demand Notice**

Address any enquiries to
COUNCIL TAX,
P.O. BOX 1UP,
NEWCASTLE UPON TYNE,
NE99 1UP
or telephone 0845 111 4101
8:00 am to 6:00 pm Monday to Friday.

E mail : council.tax@newcastle.gov.uk
www.newcastle.gov.uk/counciltax

To **43643345**
MR NICHOLAS BROWN

Property address (if different)

Date of issue **17-MAR-2008**

Property Reference 

Reference number 	Reason for Bill	Annual
--	-----------------	--------

This is your Council Tax bill; details of how it has been calculated and the payments due are shown below.
Please see the reverse of this document for IMPORTANT NOTES on Payment.
The above property is shown in the Local Valuation List as a **BAND F** property.
The relevant charges for the financial year **1/4/08 to 31/3/09** are shown in the enclosed pamphlet.

Details of Charge	Amount (£)	Change (%)
Newcastle City Council	1874.72	3.9
Tyne & Wear Fire and Rescue	103.43	2.4
Northumbria Police Authority	113.06	4.9
Total Charge	2091.21	

Charge For Period	Band F	01-APR-2008	31-MAR-2009	(£)
25% Single Person Discount		01-APR-2008	31-MAR-2009	2091.21
				-522.80

Amount Due	$\div 12 = f 130.70$	1568.41
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PAYMENT DETAILS

FIRST INSTALMENT DUE ON 01/04/2008 1 X 155.41
 9 OTHER INSTALMENTS DUE FROM 01/05/2008 TO 01/01/2009 9 X 157.00
 INSTALMENTS TO BE PAID BY: CASH PAYMENTS MONTHLY



Member's claim form

29 SEP 2008

29 SEP 2008

548604

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3 | NV. A
- 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

NICHOLAS BROWN

Constituency

NEWCASTLE EAST AND WALSLEND

Office use only

Cost/Cat 2 M BROWNME

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 1 1 6 1 0 8 to 31 1 8 1 0 8 (x 3)

Total cost of hotel stays

£ : p

attach all receipts

£ 1662 : 66 p ✓

(interest only) or rent

Food

£ 1200 : p ✓

Utilities

£ 308 : 61 p ✓

Council Tax/Rates

£ 392 : 10 p ✓

Telephone and telecommunications

£ 105 : 60 p ✓

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 3668 : 97 p ✓

5848113 385521
CC 1/10 AH
30/09/08

Details of second home *if applicable*

Address of second home
for Additional Costs Allowance

[Redacted address field] 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 signature] MP

Date

19/09/08

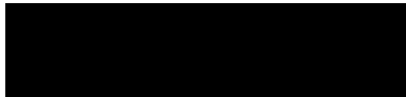
Data protection

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Send your completed form to

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

MR N BROWN



0000_JL082713_51SPF1_10203

436

Your account number



Date of issue
11th August 2008

This is not a tax invoice

your electricity bill

This is the amount you've spent on electricity
from 2-May-2008 to 7-Aug-2008

Please pay us by **25-Aug-2008**

£64.58 debit

Totally based on our meter reading
Your usage has been accurately calculated as we've used an up-to-date
meter reading. This may include adjustments for any previous under or
over estimating.



Customer Service
8am-8pm Mon-Fri,
8am-6pm Sat
0845 070 4857



EMERGENCIES
Loss of electricity supply
0800 668 877

Northern Electric Distribution Ltd,
Manor House, Station Road, New
Penshaw, Houghton le Spring,
DH4 7LA

British Gas 

Your energy experts

43643 347

Mr BROWN

007 111

4746900066831

Easy ways to pay

Want a more convenient way to pay your bills? It's simple.

We offer a choice of hassle-free ways to pay. Online or over the phone - all secure and easy to do. Simply pick the way that suits you best by visiting britishgas.co.uk/paymybill or calling our automated freephone line on 0800 107 0224*.

Summer Savings

Take advantage of our latest offers in the enclosed Smart Summer Savings leaflet.

* Calls free from BT Calling Plan. Mobile and other providers' charges may vary.

Visit britishgas.co.uk/billing

Check your account 24/7, make payments, give us meter readings, switch to paperless billing or get information. Whatever you want to do, it's easier, faster and more convenient online.

Call us on: 0845 955 5300

Our phone lines are open Mon-Fri 8am-8pm, and on Sat 8am-6pm. Our busiest day is Monday and our busiest times are between 9am-11.30am and between 6pm-8pm. If you are able to call outside these peak hours, it will help us to answer your call more quickly.

Customer Reference Number:

Bill date: 12 Aug 2008 ✓

Your gas bill

Please pay **£146.77** now.

Billing summary: 9 May - 11 Aug 2008

Your last bill	£376.92 in debit
Payments received - thank you £376.92 Postal Payment 28 May 2008	£376.92 cr
Gas you've used (actual reading) Please turn over for detail	£139.79
VAT at 5%	£6.98
Please pay	£146.77

See below for ways to pay.

→ Gas you've used - in detail

Meter readings for meter number [REDACTED]

Previous Reading	Recent Reading	Gas units	Kilowatt hours used	Pence per kWh	Charges (£)
2280 9 May 08 we read your meter	2400 29 Jul 08 estimated	120	3864.34 over 82 days	First 602.00 kWh at 6.151 pence Next 3262.34 kWh at 2.580 pence	37.03 84.17
2400 30 Jul 08 estimated	2413 11 Aug 08 we read your meter	13	418.63 over 13 days	First 95.00 kWh at 7.203 pence Next 323.63 kWh at 3.632 pence	6.84 11.75

Total charges for gas used 139.79

How we convert gas units used to kilowatt hours:

KWh used = Gas Units
 x 2.83 (metric conversion factor)
 x 1.0226400 (volume conversion factor)
 x 40.0578 (calorific value)
 + 3.6 (kilowatt hour conversion factor)



24-hour Gas Emergency Service 0800 111 999

If you smell gas or need to report a dangerous gas situation, please call immediately

Loss of Supply

To find the name and address of the company responsible for the gas pipeline delivery network to your home, please call 08701 600 229 (lines open Mon-Fri 8am to 9pm, excluding Bank Holidays). The company that reads your meter is Accuread.

**To get a large print,
talking or braille bill or to
join our Home Energy
Care register call
0845 955 5404
(Textphone
18001 0845 955 5202).**

Your calls may be monitored and/or recorded for quality and compliance purposes



Questions?

Visit our website for answers to our most frequently asked questions.

britishgas.co.uk/billing



0845 955 5300*

We are open Mon-Fri 8am-8pm,
Sat 8am-6pm.



Contact us at
britishgas.co.uk/contactus
 or, write to us at:
 British Gas, PO BOX 3055,
 Eastbourne BN21 9FE



Planning on moving home? Call us on

0845 955 5800

If you have a complaint

Please contact us by phone 0845 073 0017, online britishgas.co.uk/complaints, or by post. British Gas Complaint Management Team, PO BOX 3054, Eastbourne BN21 9FD. We will do all we can to resolve your issue straight away. If you are not happy with the resolution of your complaint, please write to: Andy Eley, Head of Complaints, British Gas, PO BOX 1577, Southampton SO18 9EX.

If you have followed these steps and are still not satisfied with the resolution of your complaint, you can bring your case to the Energy Supply Ombudsman at 0845 055 0760 (Textphone 18001 0845 051 1513), or via www.energy-ombudsman.org.uk. The Ombudsman has been established to provide impartial advice and resolution on disputes only where final resolution cannot be agreed between customer and supplier.

Advice?

Energywatch offer free impartial help & advice, you can call their help line on 08459 060708 (Textphone 18001 08459 060708), or via www.energywatch.org.uk



**NORTHUMBRIAN
WATER**

Your
water
services
bill

MR N BROWN

Billing enquiries
0845 733 5566

Website
www.nwl.co.uk

Payment difficulties?
Please contact us

Issue Date: 04/08/2008

Customer Reference: [REDACTED] Bill Number: [REDACTED]

Sign up for online billing and do your bit for the environment.
Visit our website for further details.

Property Address: [REDACTED]

Fixed Charge Period: 01/05/2008 to 31/07/2008

Meter Number	Meter Size	Reading Dates		Readings		Usage Cubic Metre (M3)
		Present	Previous	Present	Previous	
[REDACTED]	15	30/07/2008	30/04/2008	199	E 157	42

E:ESTIMATED

WATER CHARGES

Fixed @ £30.00 per year

Usage 42 @ 89.11p per cubic metre

£
7.50
37.43

SEWERAGE CHARGES

Please see over for details of Surface Water Drainage Rebates

Usage 42 @ 84.95p per cubic metre

Fixed @ £66.60 per year

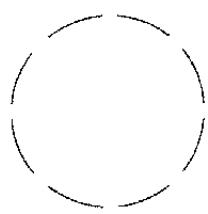
35.68
16.65

TOTAL 97.26
VAT 0.00

TOTAL DUE £ 97.26

by 18/08/2008
Please allow five days for
your payment to reach us

S000280Q01 NMUSS





Bringing it all together

Your account number



Bill number



Date
6 August 2008

If you have a query
please see reverse for
our contact details.



43643347

MR N.H BROWN



Your BT bill

for 

Total now due **£ 65.85**

*Please make sure we receive the total now due by
17 August 2008.*

**Sign up for Direct
Debit now!**

It has never been easier:

If you want to sign up for Monthly
Payment Plan just visit
www.bt.com/payments or call us
free on 0800 443 311, follow the verbal
instructions and then select option 1.

Save £18 a year
Paying by Direct Debit means
you can relax as your bill
will always be paid on time.
For more details go to
www.bt.com/directdebit

H1H2

Page 0001 of 0003

00013978



Council Tax Demand Notice

Address any enquiries to
COUNCIL TAX,
P.O. BOX 1UP,
NEWCASTLE UPON TYNE,
NE99 1UP
or telephone 0845 111 4101
8:00 am to 6:00 pm Monday to Friday.

E mail : council.tax@newcastle.gov.uk
www.newcastle.gov.uk/counciltax

To **43643345**
MR NICHOLAS BROWN

Property address (if different)

Date of issue **17-MAR-2008**

Property Reference

Reference number Reason for Bill **Annual**

This is your Council Tax bill; details of how it has been calculated and the payments due are shown below.
Please see the reverse of this document for IMPORTANT NOTES on Payment.
The above property is shown in the Local Valuation List as a **BAND F** property.
The relevant charges for the financial year **1/4/08 to 31/3/09** are shown in the enclosed pamphlet.

Details of Charge	Amount (£)	Change (%)
Newcastle City Council	1874.72	3.9
Tyne & Wear Fire and Rescue	103.43	2.4
Northumbria Police Authority	113.06	4.9
Total Charge	2091.21	

Charge For Period	Band F	01-APR-2008	31-MAR-2009	(£)
25% Single Person Discount		01-APR-2008	31-MAR-2009	2091.21
				-522.80

Amount Due = 12 of 130.70 **1568.41**

PAYMENT DETAILS

FIRST INSTALMENT DUE ON **01/04/2008**
9 OTHER INSTALMENTS DUE FROM **01/05/2008 TO 01/01/2009**
INSTALMENTS TO BE PAID BY: CASH PAYMENTS MONTHLY

1 X 155.41
9 X 157.00



Additional Costs Allowance

Member's claim form

VALIDATION **ACA2**
 04 NOV 2008 566806
 RECEIVED
 Page 1 of 2

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

NICHOLAS BROWN

Constituency

NEWCASTLE EAST AND WALSLEND

Office use only
 Cost/Cat 2 M BROWN NE 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.

5853464
786/11

Please list

Please attach

Period of claim

from 1 1 9 1 0 8 to 31 1 1 0 1 0 8 x 2

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1108 : 44 p x 2

Food

£ 800 : p

Utilities

£ ~~1182.00~~ p

Council Tax/Rates

£ ~~914~~ : 90 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

£ 2823 : 34 p

continued on page 2

61.40
22.10
53.50

11 Nov 2008
5853464
291455
(Total balance due)

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

1/11/08

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.

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

Council Tax Demand Notice

E mail : council.tax@newcastle.gov.uk
www.newcastle.gov.uk/counciltax

Address any enquiries to
 COUNCIL TAX,
 P.O. BOX 1UP,
 NEWCASTLE UPON TYNE,
 NE99 1UP
 or telephone 0845 111 4101
 8:00 am to 6:00 pm Monday to Friday.

To **43643345**
 MR NICHOLAS BROWN

Property address (if different)

Date of issue **17-MAR-2008**

Property Reference

Reference number Reason for Bill Annual

This is your Council Tax bill; details of how it has been calculated and the payments due are shown below.
 Please see the reverse of this document for IMPORTANT NOTES on Payment.
 The above property is shown in the Local Valuation List as a **BAND F** property.
 The relevant charges for the financial year **1/4/08 to 31/3/09** are shown in the enclosed pamphlet.

Details of Charge	Amount (£)	Change (%)		
Newcastle City Council	1874.72	3.9		
Tyne & Wear Fire and Rescue	103.43	2.4		
Northumbria Police Authority	113.06	4.9		
Total Charge	2091.21			
				(£)
Charge For Period	Band F	01-APR-2008	31-MAR-2009	2091.21
25% Single Person Discount		01-APR-2008	31-MAR-2009	-522.80
Amount Due				1568.41

PAYMENT DETAILS

FIRST INSTALMENT DUE ON 01/04/2008
9 OTHER INSTALMENTS DUE FROM 01/05/2008 TO 01/01/2009
INSTALMENTS TO BE PAID BY:CASH PAYMENTS MONTHLY

1 X 155.41
9 X 157.00



Member's claim form

8002 AON a 2

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.

Your details

Name in CAPITAL LETTERS

NICHOLAS BROWN

Constituency

NEWCASTLE EAST AND WALLSEND

Office use only

Costs/Cat 2 M BROWNE

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.

INV. A
514602
514500

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 1 / 6 / 08 to 31 / 11 / 08

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 497 : 97 p

Food

£ 400 : p

Utilities

£ 384 : 84 p

318.21 Gas
66.63 Electricity

Council Tax/Rates

£ - : p

Telephone and telecommunications

£ 102 : 70 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1385 : 51 p

SG

395726
JE
2/12

395726
JE
2/12

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

24/11/08

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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**Send your completed
form to**

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

Mr BROWN

43643 349

011 111



Page 1 of 2

232340011611

Easy ways to pay.

Want a more convenient way to pay your bills? It's simple.

We offer a choice of hassle-free ways to pay. Online or over the phone – all secure and easy to do. Simply pick the way that suits you best by visiting britishgas.co.uk/paymybill or calling our automated freephone line on **0800 107 0224***.

Protect yourself now against unexpected boiler breakdown costs and get the first 2 months free. See leaflet for details or call 0845 077 1019 quoting BIL1.

* Calls free from BT Calling Plan. Mobile and other providers' charges may vary.



Visit britishgas.co.uk/billing

Check your account 24/7, make payments, give us meter readings, switch to paperless billing, get information or review frequently asked questions.



Call us on: 0800 048 0202

Lines are open Mon-Fri 8am-8pm, Sat 8am-6pm. You may wish to avoid our busiest day, Monday, and our busiest times, 9am-11.30am and 6pm-8pm. To help us deal with your call more effectively, please have your latest meter reading handy.



Customer Reference Number: 

Bill date: 12 Nov 2008

Your gas bill

Please pay £318.21 now.

Billing summary: 12 Aug - 11 Nov 2008

Your last bill	£146.77 in debit
Payments received - thank you £ 146.77 Postal Payment 21 Aug 2008	£146.77 cr
Gas you've used (actual reading) Please turn over for detail	£303.06
VAT at 5%	£15.15
Please pay	£318.21

See below for ways to pay.

Gas you've used - in detail

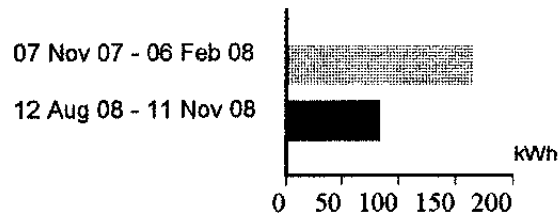
Meter readings for meter number [REDACTED]

Previous Reading	Recent Reading	Gas units	Kilowatt hours used	Pence per kWh	Charges (£)
2413 12 Aug 08 we read your meter	2650 11 Nov 08 we read your meter	237	7679.66 over 92 days	First 676.00 kWh at 7.203 pence Next 7003.66 kWh at 3.632 pence	48.69 254.37
Total charges for gas used					303.06

How we convert gas units used to kilowatt hours:

- KWh used = Gas Units
- x 2.83 (metric conversion factor)
- x 1.0226400 (volume conversion factor)
- x 40.3076 (calorific value)
- + 3.6 (kilowatt hour conversion factor)

Daily average of the gas you've used



The above include estimated readings

Loss of Supply

To find the name and address of the company responsible for the gas pipeline delivery network to your home, please call 08701 600 229 (lines open Mon-Fri 8am to 9pm, excluding Bank Holidays). The company that reads your meter is Accuread.



24-hour Gas Emergency Service 0800 111 999

If you smell gas or need to report a dangerous gas situation, please call immediately.

To get a large print, talking or braille bill or to join our Home Energy Care register call 0800 072 8625 (Textphone 18001 0800 072 8626).



0800 048 0202*

We are open Mon-Fri 8am-8pm, Sat 8am-6pm.



0845 672 2122

Central heating enquiries 24/7



Contact us at britishgas.co.uk/contactus or, write to us at: British Gas PO BOX 3055, Eastbourne BN21 9FE



Planning on moving home? Call us on 0800 048 0202

What to do if you have a complaint

Step 1 Please contact us on 0800 072 8632, go to britishgas.co.uk/complaints, or write to British Gas Complaint Management Team, PO BOX 3054, Eastbourne BN21 9FD. We will do all we can to resolve your issue straight away.

Step 2 If you remain dissatisfied, please write to: Andy Eley, Head of Complaints, British Gas, PO BOX 1577, Southampton SO18 9EX.

If following steps 1 and 2 you are still dissatisfied you may contact the Energy Ombudsman on 0845 055 0760 (Textphone 18001 0845 051 1513), or via www.energy-ombudsman.org.uk. The Ombudsman offers a free, independent service where customer and supplier cannot reach final resolution. Their final decision is binding on the energy supplier, not the customer.

Advice?

Consumer Direct, the Government's helpline for consumer advice, offers clear, practical and impartial help and advice. You can call on 08454 04 05 06 or go to www.consumerdirect.gov.uk.

Your calls may be monitored and/or recorded for quality and compliance purposes.

MR N BROWN



Your account number

Date of issue
6th November 2008

This is not a tax invoice

436


your electricity bill

This is the amount you've spent on electricity
from 7-Aug-2008 to 4-Nov-2008

Please pay us by **20-Nov-2008** **£66.63** debit

Totally based on our meter reading
Your usage has been accurately calculated as we've used an up-to-date
meter reading. This may include adjustments for any previous under or
over estimating.


 **Customer Service**
8am-8pm Mon-Fri,
8am-6pm Sat
0845 070 4857

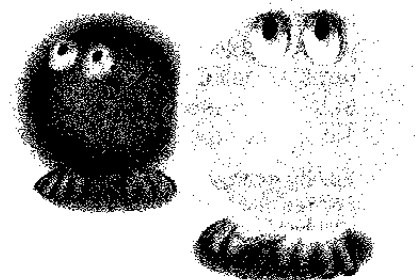
 **EMERGENCIES**
Loss of electricity supply
0800 668 877
Northern Electric Distribution Ltd,
Manor House, Station Road, New
Penshaw, Houghton le Spring,
DH4 7LA

Want a £100 discount?

Pay for both electricity and gas by monthly
Direct Debit throughout the year and you will
qualify for a £100 annual discount.*

Call the number above for more information.

Take a closer look at
the figures on page 2 



* Terms and Conditions apply, subject to availability.

We monitor some calls for security and to help with learn training. We hope you don't mind, and it will make things better for you. BT customers will be charged a maximum of 4p per minute for this call. A call set up fee of 3p per call applies to calls from residential lines. Non BT customers should check the cost of the call with their provider.



Bringing it all together

Your account number



Bill number



Date

5 November 2008

If you have a query
please see reverse for
our contact details.

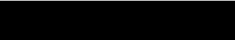


43643349

MR N.H BROWN



Your BT bill

for 

Total now due **£ 62.95**

*Please make sure we receive the total now due by
16 November 2008.*

Want more from Broadband?

BT Total Broadband's NEW Home Hub gives you the best wireless range of any UK broadband provider. Getting BT Total Broadband up and running is easier than ever before because we've made the set-up process 50% simpler.

For a reliable, award winning service with more features than any other provider, it makes sense to choose BT Total Broadband. For more information visit www.bt.com/getbroadband.

Save £18 a year
Paying by Direct Debit means
you can relax as your bill
will always be paid on time.
For more details go to
www.bt.com/directdebit

H1H2H3

Page 0001 of 0003

00016343



Bringing it all together

Your account number

Bill number

Date
5 November 2008

If you have a query
please see reverse for
our contact details.



43643349

MR N.H BROWN



Your BT bill

for

Total now due £ 39.75

*Please make sure we receive the total now due by
16 November 2008.*

Want more from Broadband?

BT Total Broadband's NEW Home Hub gives you the best wireless range of any UK broadband provider. Getting BT Total Broadband up and running is easier than ever before because we've made the set-up process 50% simpler.

For a reliable, award winning service with more features than any other provider, it makes sense to choose BT Total Broadband. For more information visit www.bt.com/getbroadband.

Save £18 a year
Paying by Direct Debit means you can relax as your bill will always be paid on time. For more details go to www.bt.com/directdebit

H1H2H3

Page 0001 of 0002

00016348



Additional Costs Allowance

08/09
checked & 1st's
06 MAY 2009

ACA2

Member's claim form

424833 GR 1415
Page 1 of 2

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.

672809

5 514506

Your details

Name in CAPITAL LETTERS: NICHOLAS BROWN 514602
 Constituency: NEWCASTLE EAST AND WALSLEND 514500

Office use only

Costo/Cat 2 M B R O W N N E

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.

RE
BC

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 1 / 12 / 08 to 31 / 3 / 09 x 4

Total cost of hotel stays

£ - : p

attach all receipts

Mortgage payments (interest only) or rent

£ 1991 : 88 p ^{£497.97} payment notice enclosed

Food

£ 1600 : p

Utilities

£ 771 : 33 p receipts enclosed

Council Tax/Rates

£ Paid = full p

Telephone and telecommunications

£ 92 : 91 p receipts enclosed.

Cleaning

£ : p

Service/maintenance

£ 229 : 25 p receipt enclosed.

Repairs/insurance/security

£ : p

Other

£ 139 : 50 p ✓ please specify TV licence receipts.

Other

£ : p please specify

Other

£ : p please specify

Total

£ 4819 : 87 p ✓

continued on page 2

Details of second home *if applicable*

X
Address of
second home
for Additional
Costs Allowance

[Redacted]
[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] MP

Date

X
1/6/09

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

0000_JL0729498_6150P1_9190

MR N BROWN



436

Your account number



Date of issue
16th February 2009

This is not a tax invoice

your electricity bill

This is the amount you've spent on electricity
from 4-Nov-2008 to 11-Feb-2009

Please pay us by **02-Mar-2009**

£84.77 debit

Totally based on our meter reading
Your usage has been accurately calculated as we've used an up-to-date
meter reading. This may include adjustments for any previous under or
over estimating.



Customer Service
8am-8pm Mon-Fri
8am-6pm Sat
0845 070 4857



EMERGENCIES
Loss of electricity supply
0800 668 877
Northern Electric Distribution Ltd,
Manor House, Station Road, New
Penshaw, Houghton-le-Spring,
DH4 7LA

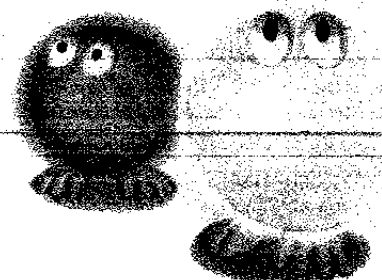
Get £100 discount when you pay by Direct Debit

Take a closer look at
the figures on page 2

Pay for both electricity and gas by monthly Direct Debit throughout
the year and you could qualify for £100 annual discount, or £20 if you
pay for just one fuel this way.

Call the number above for more information.

Terms and Conditions apply, subject to availability. See the enclosed booklet for details or call for more information.
We monitor some calls for security and to help with team training. BT customers will be charged a maximum of 4p per minute for this call.
A call set up fee of 3p per call applies to calls from residential lines. Non BT customers should check the cost of the call with their provider.



BMS4

1/2 CONT:9190

43643 341

Mr BROWN



008 000



063540011201



Your gas bill - actual

Please pay **£662.63** to reach us by 23 Feb 2009

Contact us

0800 048 0202

Mon - Fri, 8am - 8pm, Sat, 8am - 6pm.

Please have your latest meter reading handy.

Planning on moving home?

Call the number above and press 1

Or go to

britishgas.co.uk/billing

To manage your account on line

Customer reference number



Bill date:

9 February 2009

Bill period:

12 Nov 08 - 07 Feb 09

Before this bill

Your previous bill	£318.21 in debit
What you paid	£318.21
Balance after your last payment	£0.00

This bill

Balance brought forward	£0.00
Gas you've used this period	£631.08
VAT at 5%	£31.55
Total to pay	£662.63 in debit

For further details please turn over →

Message board

A broken boiler is one of those problems we could all do without. Nobody likes being in a cold house or having no hot water and, to make matters worse, the repair costs could really add up. But British Gas can help take the worry and expense out of boiler problems. See leaflet for more information.

Ways to pay your bill

What you paid - thank you

Postal payment 25 Nov 2008 £318.21

Total payments £318.21

Gas you've used this period

Meter number: [REDACTED]

12 Nov 08 - actual **2650** We read your meter

7 Feb 09 - actual **3162** We read your meter

= **512 imperial units used over 88 days (actual)**

Gas units converted = **16740.43 kWh used over 88 days**

First 646.00 kWh x 7.203p £46.53

Next 16094.43 kWh x 3.632p £584.55

Total cost of gas used £631.08

Gas units are converted to Kilowatt hours using the following formula:

imperial units used	metric conversion factor	calorific value	volume correction	to convert to kWh	gas used in kWh
512	x 2.83	x 40.6715	x 1.0226400	÷ 3.6	= 16740.43

To get a large print, talking or braille bill or to join our Home Energy Care register call 0800 072 8625 (Textphone 18001 0800 072 8626)

British Gas Trading Limited Registered in England No. 3078711. Registered Office: Millstream, Maidenhead Road, Windsor, Berkshire SL4 5GD. VAT Registration Number 684 9667 62. Bill date & tax point 9 Feb 2009.

Emergency? Smell gas

! Call **0800 111 999** (24 hours)

To find the name and address of the company responsible for the gas pipeline delivery network to your home, please call 08701 600 229 (lines open Mon-Fri 8am to 9pm, excluding Bank Holidays).

Your gas meter point reference number

Northern Pricing Area

Accuread read your meter.

Getting in touch with us

✉ Write to **British Gas PO BOX 3055, Eastbourne BN21 9FE**

☎ Central heating enquires: **0845 672 2122**

What to do if you have a complaint

Step 1 Please contact us on 0800 072 8632, go to www.britishgas.co.uk/energycomplaint, or write to British Gas Complaint Management Team, PO BOX 3054, Eastbourne BN21 9FD. We will do all we can to resolve your issue straight away.

Step 2 If you remain dissatisfied, please write to: Andy Eley, Head of Complaints, British Gas, PO BOX 1577, Southampton SO18 9EX.

If following steps 1 and 2 you are still dissatisfied you may contact the Energy Ombudsman on 0845 055 0760 (Textphone 18001 0845 051 1513), or via www.energy-ombudsman.org.uk. The Ombudsman offers a free, independent service where customer and supplier cannot reach final resolution. Their final decision is binding on the energy supplier, not the customer.

Advice?

Consumer Direct, the Government's helpline for consumer advice, offers clear, practical and impartial help and advice. You can call on 08454 04 05 06 or go to www.consumerdirect.gov.uk.

**Call free from BT Calling Plan. Mobiles and other providers' charges may vary. Your calls may be monitored and/or recorded for quality and compliance purposes.*



**NORTHUMBRIAN
WATER**

Your
water
services
bill

MR N BROWN



Billing enquiries

0845 733 5566



Website

www.nwl.co.uk

Issue Date: 04/02/2009

Payment difficulties?
Please contact us

Sign up for online billing and do your bit for the environment.
Visit our website for further details.

Property Address:

Fixed Charge Period: 01/11/2008 to 31/01/2009

Meter Number	Meter Size	Reading Dates		Readings		Usage Cubic Metre (M3)
		Present	Previous	Present	Previous	
[REDACTED]	15	27/01/2009	30/10/2008	E 185	169	16

E:ESTIMATED

WATER CHARGES

Fixed @ £30.00 per year
Usage 16 @ 89.11p per cubic metre

£
7.50
14.26

SEWERAGE CHARGES

Please see over for details of Surface Water Drainage Rebates

Usage 16 @ 84.95p per cubic metre
Fixed @ £66.60 per year

13.59
16.65

TOTAL 52.00
VAT 0.00

BROUGHT FORWARD 28.07CR

TOTAL DUE

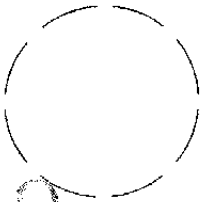
£ 23.93

by 18/02/2009

Please allow five days for your payment to reach us

NMUSS

006346





Bringing it all together



43643341

Your account number

Bill number

MR N.H BROWN

Date

4 February 2009

If you have a query please see reverse for our contact details.

Your BT bill

for [redacted]

Total now due

£ 54.42

Get more from your Broadband

Please make sure we receive the total now due by 15 February 2009.

The UK's most complete broadband just got better. You can now add BT Vision, the smarter way to watch Digital TV on your TV. There's no subscriptions required and you only pay for what you want to watch from thousands of films and TV shows. BT Total Broadband has won the award for the number 1 wireless broadband in the UK. Another reason BT has the UK's most complete broadband. To find out more see www.bt.com/getbroadband.

VAT change

Please note that your bill reflects the reduction in VAT to 15%.

For further information please visit bt.com/vat



HIH2H3

Page 0001 of 0003

00008311



Bringing it all together



43643341

Your account number

Bill number

Date
4 February 2009

If you have a query
please see reverse for
our contact details.

MR N.H BROWN

Your BT bill

for [REDACTED]

Total now due

£ 38.49

*Please make sure we receive the total now due by
15 February 2009.*

Get more from your Broadband

The UK's most complete broadband just got better. You can now add BT Vision, the smarter way to watch Digital TV on your TV. There's no subscriptions required and you only pay for what you want to watch from thousands of films and TV shows. BT Total Broadband has won the award for the number 1 wireless broadband in the UK. Another reason BT has the UK's most complete broadband. To find out more see www.bt.com/getbroadband.

VAT change

Please note that your bill reflects the reduction in VAT to 15%.

For further information please visit bt.com/vat

H1H2H3

Page 0001 of 0002

00008315

[Redacted]

Invoice No. [Redacted]

INVOICE

Customer

Name **NICK BROWN**

Address [Redacted]

City [Redacted]

Phone _____

Date **17.03.09**

Order No. _____

Qty	Description	Unit Price	TOTAL
1	REPAIRS TO BOILER	£195.00	£195.00

TERMS WITHIN 30 DAYS

○
○
○

VAT NO [Redacted]

Shipping & Handling	£195.00
Taxes	£0.00
	£29.25
TOTAL	£224.25

Office Use Only

Paid in full

88/104-010063/000029:001-A

43600

Mr N H Brown



www.tvlicensing.co.uk



Mr Brown

3 February 2009

Your new TV Licence is attached below

Here is your new TV Licence. It shows that you have paid your licence fee in full. You should now check that all the details are correct, to ensure that your licence is valid.

The licence only covers you at a specific address, so if you move you must inform TV Licensing. It's very easy to update your address details online, all you need is your licence number, your old address and your new address – visit www.tvlicensing.co.uk/moving.

Licence number
[Redacted]

Payment details

Licence Fee:
£139.50

Payment Method:
Paid in full

£139.50

If you don't have internet access you can call **0844 800 5800** or fill in and return the form overleaf to let us know if you're moving home.

You can also use the TV Licensing website to choose to receive your licence by email. You can find out more at www.tvlicensing.co.uk/tvlicencebyemail.

You might find it easier to pay for your licence online in future too. You can set up a direct debit, or pay by credit or debit card. This is explained in more detail overleaf.

TV Licensing

LDA

PRIVATE AND CONFIDENTIAL

Rt Hon Nicholas Brown MP
House of Commons
Westminster
London
SW1A 0AA

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

11 May 2009

Dear Mr Brown

Additional Costs Allowance (ACA) 2008/2009

Thank you for your Additional Costs Allowance (ACA) claim dated 6 May 2009, a copy of which is attached for ease of reference.

Although this claim was unsigned, I have been able to process it as it is a payment made regularly on your behalf. I can therefore confirm that £4,819.87 should reach your bank account within five working days.

However, as I need your signature for our records, please sign the attached copy of your claim and return it to the Department of Resources marked for my attention.

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

Yours sincerely

[REDACTED]
Assistant Validation Officer

DIRECTOR GENERAL OF RESOURCES **ANDREW WALKER CPFA**
DIRECTORATES: **JANET RISSEN** (BUSINESS MANAGEMENT & DEVELOPMENT) **TERRY BIRD** (OPERATIONS)
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