



425086 SP 15/5

Additional Costs Allowance

ACA2

09/10

07 MAY 2009

Member's claim form INV. A

514602

Page 1 of 2

514500

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.

672808

Your details

Name in CAPITAL LETTERS

NICHOLAS BROWN

Constituency

NEWCASTLE EAST AND WALLSEND

Office use only

Cost/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.
- 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

5884686<sup>RR</sup>  
MB 15/5

Period of claim

from 1 1 4 1 0 9 to 3 0 1 4 1 0 9

Total cost of hotel stays  
attach all receipts

£ - : p

Mortgage payments  
(interest only) or rent

£ 374 : 22 p *notification enclosed*

Food

£ ~~400~~ : p *x*

Utilities

£ - : p

Council Tax/Rates

£ ~~485~~ : ~~97~~ p *receipt enclosed*

Telephone and telecommunications

£ 163 : 97 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Other

£ : p ▶ please specify \_\_\_\_\_

Total

£ ~~1260~~ : ~~19~~ p £538.19

continued on page 2

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

Address of  
second home  
for Additional  
Costs Allowance

[Redacted address line]  
[Redacted] [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 signature] MP

Date

6/5/09

**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 **43643341**  
MR NICHOLAS BROWN

Property address (if different)

066196

Date of issue **17-MAR-2009**

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 **01/04/09 to 31/03/10** are shown in the enclosed pamphlet.

Forecast efficiency savings by March 2009 as a % of 2007/08 spend

Newcastle City Council £18,090,000 4.0%

Tyne and Wear Fire and Rescue Authority £1,028,000 1.8%

These efficiencies equal £243 for the average band D dwelling

Details of Charge	Amount (£)	Change (%)	
Newcastle City Council	1928.44	2.9	
Tyne & Wear Fire and Rescue	104.72	1.2	
Northumbria Police Authority	117.47	3.9	
<b>Total Charge</b>	<b>2150.63</b>		
		(£)	
Charge For Period	Band F	01-APR-2009 31-MAR-2010	2150.63
25% Single Person Discount		01-APR-2009 31-MAR-2010	-537.66
<b>Amount Due</b>			<b>1612.97</b>

## PAYMENT DETAILS

FIRST INSTALMENT DUE ON 01/04/2009

1 X 163.97

9 OTHER INSTALMENTS DUE FROM 01/05/2009 TO 01/01/2010

9 X 161.00

INSTALMENTS TO BE PAID BY: CASH PAYMENTS MONTHLY

Newcastle City Council

PLEASE DO NOT WRITE ABOVE THIS LINE

**PAYMENT OF COUNCIL TAX**

The year's Council Tax is due from you in monthly instalments. The amount and due date of an instalment are as shown. PAYMENT MUST BE RECEIVED BY THE DUE DATE. Please see the reverse of your bill for details of where to use this payment slip.

Reference Number [REDACTED]

Date Payment Due 01/04/2009

MR NICHOLAS BROWN

Payments by post should be made to "Newcastle City Council", P.O. Box 2PT, Civic Centre, Newcastle upon Tyne, NE99 2PT.

Amount Due £ 163.97

When paying by cheque, a receipt will only be issued if specifically requested and accompanied by a stamped addressed envelope.

PLEASE DO NOT WRITE BELOW THIS LINE

[REDACTED] [REDACTED] X

Newcastle City Council

PLEASE DO NOT WRITE ABOVE THIS LINE

**PAYMENT OF COUNCIL TAX**

The year's Council Tax is due from you in monthly instalments. The amount and due date of an instalment are as shown. PAYMENT MUST BE RECEIVED BY THE DUE DATE. Please see the reverse of your bill for details of where to use this payment slip.

Reference Number [REDACTED]

Date Payment Due 01/05/2009

MR NICHOLAS BROWN

Payments by post should be made to "Newcastle City Council", P.O. Box 2PT, Civic Centre, Newcastle upon Tyne, NE99 2PT.

Amount Due £ 161.00

When paying by cheque, a receipt will only be issued if specifically requested and accompanied by a stamped addressed envelope.

PLEASE DO NOT WRITE BELOW THIS LINE

[REDACTED] [REDACTED] X

Newcastle City Council

PLEASE DO NOT WRITE ABOVE THIS LINE

**PAYMENT OF COUNCIL TAX**

The year's Council Tax is due from you in monthly instalments. The amount and due date of an instalment are as shown. PAYMENT MUST BE RECEIVED BY THE DUE DATE. Please see the reverse of your bill for details of where to use this payment slip.

Reference Number [REDACTED]

Date Payment Due 01/06/2009

MR NICHOLAS BROWN

Payments by post should be made to "Newcastle City Council", P.O. Box 2PT, Civic Centre, Newcastle upon Tyne, NE99 2PT.

Amount Due £ 161.00

When paying by cheque, a receipt will only be issued if specifically requested and accompanied by a stamped addressed envelope.

PLEASE DO NOT WRITE BELOW THIS LINE

[REDACTED] [REDACTED] X

**PRIVATE AND CONFIDENTIAL**

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

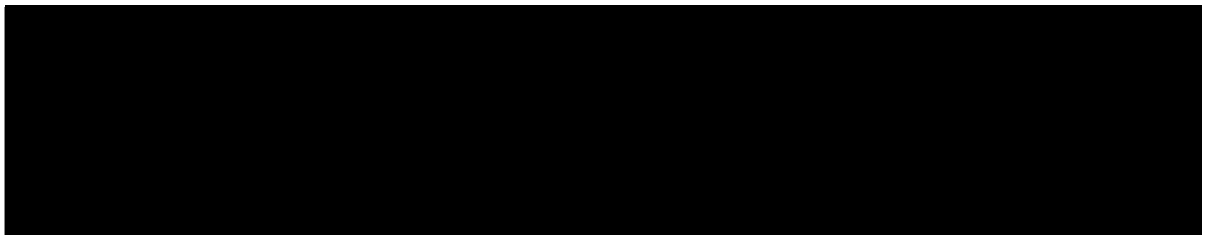
Tel : 0207 219 [REDACTED]  
Fax : 0207 219 [REDACTED]  
Email : enquiryandadvice@parliament.uk

13 May 2009

Dear Mr Brown

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

Thank you for your Additional Costs Allowance (ACA) claims, both dated 6 May 2009, copies of which are attached for ease of reference.



Your claim for April 2009 has been reduced by a further £400.00, as from 1 April 2009 Members are no longer able to claim for food, instead a subsistence allowance of £25.00 is payable for each night a Member spends at their designated home.

I have enclosed a new PAAE2 form which should be used for future claims. These allow you to enter the relevant number of overnight stays for each claim period.

Further to the above, your claim for December 2008 to March 2009 was unsigned, I have been able to process it as it is a payment made regularly on your behalf.

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.

DIRECTOR GENERAL OF RESOURCES **ANDREW WALKER CPFA**  
DIRECTORATES: **JANET RISSEN** (BUSINESS MANAGEMENT & DEVELOPMENT) **TERRY BIRD** (OPERATIONS)  
**HEATHER BRYSON MA FCIPD** (HUMAN RESOURCE MANAGEMENT & DEVELOPMENT)  
**CHRIS RIDLEY MBA FCCA** (FINANCIAL MANAGEMENT) **BONNIE MOHAN MCIPS** (COMMERCIAL SERVICES)  
**DEPARTMENT OF RESOURCES** HOUSE OF COMMONS LONDON SW1A 0AA



INVESTOR IN PEOPLE