



5857401 & 1/12  
Additional Costs Allowance

25 NOV 2008

ACA2

# Member's claim form

395615 8m1/12  
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.

## Your details

Name in CAPITAL LETTERS

BROOKS NEWMARK MP INV. A 579702

Constituency

BRANTREE 514602

Office use only

514500

Costs

M NEWMBBR

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 £25 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel costs.

Period of claim

from 1 / 4 / 08 to 30 / 11 / 08 (x 8)

Total cost of hotel stays

£ : p

attach all receipts

Mortgage payments

£ 16,000 : 00 p ✓

(interest only)

Food

£ : 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

£ 16000 : 00 p ✓

continued on page 2

1 Bm

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

Address of second home  
for Additional Costs Allowance

See address on Rent bills. BM.  
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

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.

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

**DEMAND ON BEHALF OF:**

Trustees of the [REDACTED]

Telephone [REDACTED]  
Facsimile [REDACTED]

The above address will apply for the purposes of Section 4 of the 1985 Business Names Act

Mr. Newmark  
[REDACTED]

Invoice No : [REDACTED]

Our Ref : [REDACTED]

Date : 1/4/08

Client's VAT No. : 0

Your Contact at [REDACTED] is:  
[REDACTED]  
[REDACTED]

**IN RESPECT OF:**  
[REDACTED]

Charges are due as shown and we shall be pleased to receive your remittance in settlement.

Description	Due Date	VAT %	Amount
From 01/04/2008 to 30/04/2008	1/4/08		2,000.00

ACCEPTANCE OF RENT FROM ANY OTHER PERSON OTHER THAN THE TENANT(S) SHALL NOT IMPLY ANY CHANGE IN THE TENANCY, THE TENANT(S) REMAINING THE PERSON NAMED ON THIS RENT DEMAND

Subtotal	2,000.00
VAT	0.00
<b>Total</b>	<b>2,000.00</b>

**PLEASE IGNORE IF PAID IN FULL IN LAST TEN DAYS.**

**REMITTANCE ADVICE**

From: Mr. Newmark

Date: 1/4/08

Inv No: [REDACTED]

Amount £2,000.00

Trustees of the [REDACTED]

Please make your payment to:

Trustees of The [REDACTED]

and forward with this advice to:- [REDACTED]

**DEMAND ON BEHALF OF:**

Trustees of the [REDACTED]

Telephone [REDACTED]

Facsimile [REDACTED]

The above address will apply for the purposes of Section 4 of the 1985 Business Names Act

Mr. Newmark

Invoice No : [REDACTED]

Our Ref : [REDACTED]

Date : 1/5/08

Client's VAT No. : 0

Your Contact at [REDACTED] is:

**IN RESPECT OF:**

[REDACTED]

Charges are due as shown and we shall be pleased to receive your remittance in settlement.

Description	Due Date	VAT%	Amount
Rent on [REDACTED]	1/5/08		2,000.00

ACCEPTANCE OF RENT FROM ANY OTHER PERSON OTHER THAN THE TENANT(S) SHALL NOT IMPLY ANY CHANGE IN THE TENANCY, THE TENANT(S) REMAINING THE PERSON NAMED ON THIS RENT DEMAND

PLEASE IGNORE IF PAID IN FULL IN LAST TEN DAYS.

Subtotal	2,000.00
VAT	0.00
<b>Total</b>	<b>2,000.00</b>

**REMITTANCE ADVICE**

From: Mr. Newmark

Date: 1/5/08      Inv No: [REDACTED]

Amount £2,000.00

Trustees of the [REDACTED]

Please make your payment to:

Trustees of [REDACTED]

and forward with this advice to:-

[REDACTED]

**DEMAND ON BEHALF OF:**

Trustees of the [REDACTED]

Telephone [REDACTED]

Facsimile [REDACTED]

The above address will apply for the purposes of Section 4 of the 1985 Business Names Act

Mr. Newmark

[REDACTED]

Invoice No : [REDACTED]

Our Ref : [REDACTED]

Date : 1/6/08

Client's VAT No. : 0

Your Contact at [REDACTED] is:

[REDACTED]

**IN RESPECT OF:**

[REDACTED]

**Description**

Rent on [REDACTED]

**Due Date**

1/6/08

**VAT %**

**Amount**

2,000.00

ACCEPTANCE OF RENT FROM ANY OTHER PERSON OR BUSINESS OTHER THAN THE TENANT(S) SHALL NOT IMPLY ANY CHANGE IN THE TENANCY, THE TENANT(S) REMAINING THE PERSON NAMED ON THIS RENT DEMAND

Subtotal	2,000.00
VAT	0.00
<b>Total</b>	<b>2,000.00</b>

**PLEASE IGNORE IF PAID IN FULL IN LAST TEN DAYS.**

**REMITTANCE ADVICE**

From: Mr. Newmark

Date: 1/6/08 Inv No: [REDACTED]

Amount £2,000.00

Trustees of the [REDACTED]

Please make your payment to:

Trustees of The [REDACTED]

and forward with this advice to:-

[REDACTED]



**DEMAND ON BEHALF OF:**

Trustees of the [REDACTED]

[REDACTED]

Telephone [REDACTED]

Facsimile [REDACTED]

The above address will apply for the purposes of Section 4 of the 1985 Business Names Act

Mr. Newmark

[REDACTED]

Invoice No : [REDACTED]

Our Ref : [REDACTED]

Date : 1/7/08

Client's VAT No. : 0

Your Contact at [REDACTED] is:

[REDACTED]

**IN RESPECT OF:**

[REDACTED]

Charges are due as shown and we shall be pleased to receive your remittance in settlement.

Description	Due Date	VAT%	Amount
From 01/07/2008 to 31/07/2008	1/7/08		2,000.00

ACCEPTANCE OF RENT FROM ANY OTHER PERSON OTHER THAN THE TENANT(S) SHALL NOT IMPLY ANY CHANGE IN THE TENANCY, THE TENANT(S) REMAINING THE PERSON NAMED ON THIS RENT DEMAND

*HS*

Subtotal	2,000.00
VAT	0.00
<b>Total</b>	<b>2,000.00</b>

**PLEASE IGNORE IF PAID IN FULL IN LAST TEN DAYS.**

**REMITTANCE ADVICE**

From: Mr. Newmark

Date: 1/7/08

Inv No: [REDACTED]

Amount £2,000.00

Trustees of the [REDACTED]

Please make your payment to:

Trustees of [REDACTED]

and forward with this advice to:-

[REDACTED]



**DEMAND ON BEHALF OF:**

Trustees of the [REDACTED]

[REDACTED]

[REDACTED]

Telephone [REDACTED]  
Facsimile [REDACTED]

The above address will apply for the purposes of Section 4 of the 1985 Business Names Act

Mr. Newmark

[REDACTED]

Invoice No : [REDACTED]

Our Ref : [REDACTED]

Date : 1/8/2008 ✓

Client's VAT No. : 0

Your Contact at [REDACTED] is:

[REDACTED]

**IN RESPECT OF:**

[REDACTED]

Charges are due as shown and we shall be pleased to receive your remittance in settlement.

Description	Due Date	VAT%	Amount
From 01/08/2008 to 31/08/2008	1/8/2008		2,000.00

ACCEPTANCE OF RENT FROM ANY OTHER PERSON OR BUSINESS OTHER THAN THE TENANT(S) SHALL NOT IMPLY ANY CHANGE IN THE TENANCY, THE TENANT(S) REMAINING THE PERSON NAMED ON THIS RENT DEMAND

#

Subtotal	2,000.00
VAT	0.00
<b>Total</b>	<b>2,000.00</b>

**PLEASE IGNORE IF PAID IN FULL IN LAST TEN DAYS.**

**REMITTANCE ADVICE**

From: Mr. Newmark

Date: 1/8/2008 Inv No: [REDACTED]

Amount £2,000.00

Trustees of the [REDACTED]

Please make your payment to:  
Trustees of [REDACTED]

and forward with this advice to:-

[REDACTED]



**DEMAND ON BEHALF OF:**

Trustees of the [REDACTED]

[REDACTED]

[REDACTED]

Telephone [REDACTED]  
Facsimile [REDACTED]

The above address will apply for the purposes of Section 4 of the 1985 Business Names Act

Mr. Newmark

[REDACTED]

Invoice No : [REDACTED]

Our Ref : [REDACTED]

Date : 1/9/2008

Client's VAT No. : 0

Your Contact at [REDACTED] is:

[REDACTED]

**IN RESPECT OF:**

[REDACTED]

Charges are due as shown and we shall be pleased to receive your remittance in settlement.

Description	Due Date	VAT%	Amount
From 01/09/2008 to 30/09/2008	1/9/2008		2,000.00

ACCEPTANCE OF RENT FROM ANY OTHER PERSON OR BUSINESS OTHER THAN THE TENANT(S) SHALL NOT IMPLY ANY CHANGE IN THE TENANCY, THE TENANT(S) REMAINING THE PERSON NAMED ON THIS RENT DEMAND

Subtotal	2,000.00
VAT	0.00
<b>Total</b>	<b>2,000.00</b>

**PLEASE IGNORE IF PAID IN FULL IN LAST TEN DAYS.**

**REMITTANCE ADVICE**

From: Mr. Newmark

Date: 1/9/2008

Inv No: [REDACTED]

Amount £2,000.00

Trustees of the [REDACTED]

Please make your payment to:  
Trustees of [REDACTED]

and forward with this advice to:-

[REDACTED]



**DEMAND ON BEHALF OF:**

Trustees of the [REDACTED]

Telephone [REDACTED]  
Facsimile [REDACTED]

The above address will apply for the purposes of Section 4 of the 1985 Business Names Act

Mr. Newmark

Invoice No : [REDACTED]

Our Ref : [REDACTED]

Date : 1/10/08

Client's VAT No. : 0

Your Contact at [REDACTED] is:

**IN RESPECT OF:**

**THIS INVOICE IS DUE TO BE COLLECTED BY DIRECT DEBIT AND IS FOR REFERENCE ONLY**

Description	Due Date	VAT %	Amount
From 01/10/2008 to 31/10/2008	1/10/08		2,000.00

ACCEPTANCE OF RENT FROM ANY OTHER PERSON OR BUSINESS OTHER THAN THE TENANT(S) SHALL NOT IMPLY ANY CHANGE IN THE TENANCY, THE TENANT(S) REMAINING THE PERSON NAMED ON THIS RENT DEMAND

Subtotal	2,000.00
VAT	0.00
<b>Total</b>	<b>2,000.00</b>

**PLEASE IGNORE IF PAID IN FULL IN LAST TEN DAYS.**

**REMITTANCE ADVICE**

From: Mr. Newmark

Date: 1/10/08

Inv No: [REDACTED]

Amount £2,000.00

Trustees of the [REDACTED]

Please make your payment to:

Trustees of [REDACTED]

and forward with this advice to:- [REDACTED]



**DEMAND ON BEHALF OF:**

Trustees of the [REDACTED]

[REDACTED]

Telephone [REDACTED]

Facsimile [REDACTED]

The above address will apply for the purposes of Section 4 of the 1985 Business Names Act

Mr. Newmark

[REDACTED]

Invoice No : [REDACTED]

Our Ref : [REDACTED]

Date : 1/11/08 ✓

Client's VAT No. : 0

Your Contact at [REDACTED] is:

[REDACTED]

**IN RESPECT OF:**

[REDACTED]

Description	Due Date	VAT %	Amount
From 01/11/2008 to 30/11/2008	1/11/08		2,000.00

ACCEPTANCE OF RENT FROM ANY OTHER PERSON OR BUSINESS OTHER THAN THE TENANT(S) SHALL NOT IMPLY ANY CHANGE IN THE TENANCY, THE TENANT(S) REMAINING THE PERSON NAMED ON THIS RENT DEMAND

Subtotal	2,000.00
VAT	0.00
<b>Total</b>	<b>2,000.00</b>

PLEASE IGNORE IF PAID IN FULL IN LAST TEN DAYS.

**REMITTANCE ADVICE**

From: Mr. Newmark

[REDACTED]

Date: 1/11/08 Inv No: [REDACTED]

Amount £2,000.00

Trustees of the [REDACTED]

Please make your payment to:  
Trustees of [REDACTED]

and forward with this advice to:-

[REDACTED]





Additional Costs Allowance

Member's claim form

- 5 MAR 2009

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 635405  
514602  
514500

Your details

Name in CAPITAL LETTERS

BROOKS NEWMARK MP

Constituency

BRAINTREE

Office use only

Costc M NEWMBR

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.

RR  
BC

Please list

- all items costing £25 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel costs.

Period of claim

from 1 / 12 / 08 to 28 / 12 / 09 x 3

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 6000 : 00 p ✓

Food

£ : 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

£ 6000 : 00 p ✓

5873056  
CC 11/03.

412652

GR 12/3

continued on page 2



**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

2 March 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

Dec 09 Rent

**DEMAND ON BEHALF OF:**

Trustees of the [REDACTED]

Telephone [REDACTED]

Facsimile [REDACTED]

The above address will apply for the purposes of Section 4 of the 1985 Business Names Act

Mr. Newmark

[REDACTED]

Invoice No : [REDACTED]

Our Ref : [REDACTED]

Date 1/12/08

Client's VAT No. : 0

Your Contact at [REDACTED] is:

[REDACTED]

**IN RESPECT OF:**

[REDACTED]

**Description**

From 01/12/2008 to 31/12/2008

**Due Date**

1/12/08

**VAT %**

**Amount**

2,000.00

MM

ACCEPTANCE OF RENT FROM ANY OTHER PERSON OR BUSINESS OTHER THAN THE TENANT(S) SHALL NOT IMPLY ANY CHANGE IN THE TENANCY, THE TENANT(S) REMAINING THE PERSON NAMED ON THIS RENT DEMAND

**PLEASE IGNORE IF PAID IN FULL IN LAST TEN DAYS.**

Subtotal 2,000.00

VAT 0.00

Total 2,000.00

**REMITTANCE ADVICE**

From: Mr. Newmark

Date: 1/12/08

Inv No: [REDACTED]

Trustees of the [REDACTED]

Amount £2,000.00

Please make your payment to:

Trustees of [REDACTED]

and forward with this advice to:-

[REDACTED]



Jan 09 Rent

**DEMAND ON BEHALF OF:**

Trustees of the [REDACTED]

[REDACTED]

[REDACTED]

Telephone [REDACTED]  
Facsimile [REDACTED]

The above address will apply for the purposes of Section 4 of the 1985 Business Names Act

Mr. Newmark

[REDACTED]

Invoice No: [REDACTED]

Our Ref: [REDACTED]

Date: 1/1/09

Client's VAT No.: 0

Your Contact at [REDACTED] is:

[REDACTED]

**IN RESPECT OF:**

[REDACTED]

**Description**

From 01/01/2009 to 31/01/2009

**Due Date**

1/1/09

**VAT %**

**Amount**

2,000.00

ACCEPTANCE OF RENT FROM ANY OTHER PERSON OR BUSINESS OTHER THAN THE TENANT(S) SHALL NOT IMPLY ANY CHANGE IN THE TENANCY, THE TENANT(S) REMAINING THE PERSON NAMED ON THIS RENT DEMAND

PLEASE IGNORE IF PAID IN FULL IN LAST TEN DAYS.

Subtotal	2,000.00
VAT	0.00
<b>Total</b>	<b>2,000.00</b>

**REMITTANCE ADVICE**

From: Mr. Newmark

[REDACTED]

Date: 1/1/09

Inv No: [REDACTED]

Amount £2,000.00

Trustees of the [REDACTED]

Please make your payment to:

Trustees of [REDACTED]

and forward with this advice to:-

[REDACTED]



Feb 09 Rent

DEMAND ON BEHALF OF:

Trustees of the [REDACTED]

Telephone [REDACTED]  
Facsimile [REDACTED]

The above address will apply for the purposes of Section 4 of the 1985 Business Names Act

Mr. Newmark

[REDACTED]

Invoice No : [REDACTED]

Our Ref : [REDACTED]

Date : 1/2/09

Client's VAT No. : 0

Your Contact at [REDACTED] is:

[REDACTED]

IN RESPECT OF:

[REDACTED]

Description	Due Date	VAT %	Amount
From 01/02/2009 to 28/02/2009	1/2/09		2,000.00

ACCEPTANCE OF RENT FROM ANY OTHER PERSON OR BUSINESS OTHER THAN THE TENANT(S) SHALL NOT IMPLY ANY CHANGE IN THE TENANCY, THE TENANT(S) REMAINING THE PERSON NAMED ON THIS RENT DEMAND

Subtotal	2,000.00
VAT	0.00
<b>Total</b>	<b>2,000.00</b>

PLEASE IGNORE IF PAID IN FULL IN LAST TEN DAYS.

REMITTANCE ADVICE

From: Mr. Newmark

[REDACTED]

Date: 1/2/09

Inv No: [REDACTED]

Amount £2,000.00

Trustees of the [REDACTED]

Please make your payment to:

Trustees of [REDACTED]

and forward with this advice to:-

[REDACTED]

