



# Member's claim form

01 FEB 2005

## Members' Allowances

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.

## Your details

Name in CAPITAL LETTERS

CHARLES CLAMIS MP

Constituency

WORWICH 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

Period of claim

from 01 / 02 / 05 to 28 / 02 / 05

Total cost of hotel stays  
attach all receipts

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
(interest only) or rent

£ 620 : 00 p ✓

Food

£ 400 : 00 p ✓

Utilities

£ 56 : 26 p

Council Tax/Rates

£ 45 : 38 p

Telephone and telecommunications

£ 78 : 69 p

Cleaning

£ 151 : 60 p

Service/maintenance

£ 122 : 11 p

Repairs/insurance/security

£ 203 : 59 p

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify \_\_\_\_\_

Total

£ 1677 : 63 p

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**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



Date

30/1/05

**Data protection**

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

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

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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



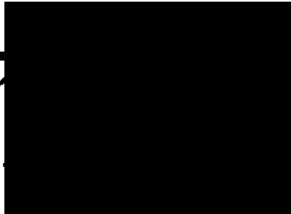
Add [redacted]  
**Member's claim form**

05 JAN 2005

Members' Allowances

About filling in  
this form

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**Your details**

Name  
in CAPITAL LETTERS

CHARLES CLARKE MP

Constituency

NOTTINGHAM SOUTH

**Claim details**

Notes

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- costs you have actually paid
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- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 / 01 / 05 to 31 / 01 / 05

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 620:00 p ✓

Food

£ 400:00 p

Utilities

£ 56:26 p

Council Tax/Rates

£ 48:38 p

Telephone and  
telecommunications

£ 78:69 p

Cleaning

£ 157:60 p

Service/maintenance

£ 122:11 p

Repairs/insurance/  
security

£ 203:59 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1677:63 p

**Details of second**

Address of  
second home  
for Additional  
Costs Allowance

**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

Date

3/1/05

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Member's claim form

20 DEC 2004

Members' Allowances

About filling in this form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name in CAPITAL LETTERS

CHARLES CLARKE

Constituency

NORMAN SOUTH

Claim details

Notes

You can only claim for

Please list

Please attach

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

Period of claim

from 1 / 12 / 04 to 31 / 12 / 04

Total cost of hotel stays attach all receipts

£  p

Mortgage payments (interest only) or rent

£ 620 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ 56 : 26 p

Council Tax/Rates

£ 45 : 38 p

Telephone and telecommunications

£ 78 : 69 p

Cleaning

£ 151 : 60 p

Service/maintenance

£ 122 : 11 p

Repairs/insurance/security

£ 203 : 59 p

Other

£  p

▶ please specify

Other

£  p

▶ please specify

Other

£  p

▶ please specify

Total

£ 1677 : 63 p

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**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.

Signature

MP

Date

17/12/04

**Data protection**

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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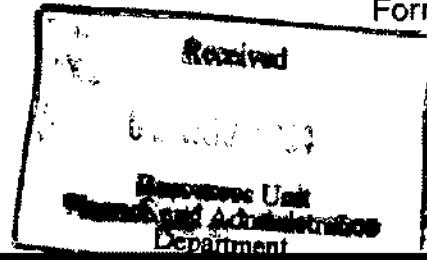
Send your completed  
form to

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



Additi

# Member's claim form



Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

## Your details

Name in CAPITAL LETTERS

CHARLES CHARKE

Constituency

NORWICH 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

Period of claim

from 1 1 11 04 to 30 11 04

Total cost of hotel stays  
attach all receipts

~~£ : p~~

Mortgage payments  
(interest only) or rent

£ 620 : 00 p ✓

Food

£ 400 : 00 p

Utilities

£ 56 : 26 p

Council Tax/Rates

£ 45 : 38 p

Telephone and telecommunications

£ 78 : 69 p

Cleaning

£ 151 : 60 p

Service/maintenance

£ 122 : 11 p

Repairs/insurance/  
security

£ 203 : 59 p

Other

~~£ : p~~

▶ please specify

Other

~~£ : p~~

▶ please specify

Other

~~£ : p~~

▶ please specify

Total

£ 1677 : 63 p

**Details of second home** *If applicable*

Address of  
second home  
for Additional  
Costs Allowance

**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

November 6<sup>th</sup> 2004**Data protection**

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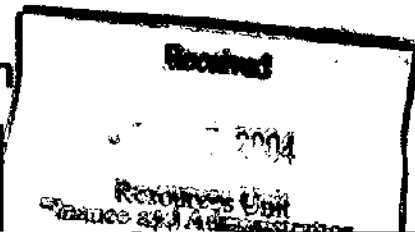
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Member's claim form



Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 10.
- If you have any doubt about whether you can claim for a cost please call 020 7219 1592.

Your details

Name in CAPITAL LETTERS

CHARLES CLARKE

Constituency

NORWICH SOUTH

Claim details

Notes

You can only claim for

Please list

Please attach

- costs you have actually paid
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- 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 / 10 / 04 to 31 / 10 / 04

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 620 : 00 p

Food

£ 400 : - p

Utilities

£ 56 : 26 p

Council Tax/Rates

£ 45 : 38 p

Telephone and telecommunications

£ 78 : 69 p

Cleaning

£ 151 : 60 p

Service/maintenance

£ 122 : 11 p

Repairs/insurance/security

£ 203 : 59 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1677 : 63 p

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**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

Signature



MP

Date

4/10/04**Data protection**

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- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
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# Member's claim form

RECEIVED

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Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
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## Your details

Name in CAPITAL LETTERS

CHARLES CLARKE

Constituency

NEWNICH SOUTH

## Claim details

### Notes

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

Please list

Please attach

Period of claim

from 01 / 09 / 04

to 30 / 09 / 04

Total cost of hotel stays  
attach all receipts

£  p

Mortgage payments  
(interest only) or rent

£ 502 : 95 p

Food

£ 400 : 00 p

Utilities

£ 56 : 26 p

Council Tax/Rates

£ 54 : 00 p

Telephone and telecommunications

£ 78 : 09 p

Cleaning

£ 151 : 60 p

Service/maintenance

£ 122 : 11 p

Repairs/insurance/security

£ 203 : 59 p

Other

£  p

▶ please specify

Other

£  p

▶ please specify

Other

£  p

▶ please specify

Total

£ 1569 : 20 p

1569 20

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**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

I

MP

Date

I

5/9/04

**Data protection**

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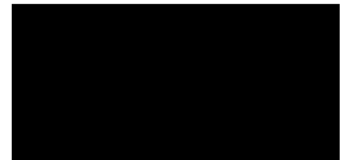
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# Member's claim form



## Members' Allowances

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### Your details

Name in CAPITAL LETTERS

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Constituency

NORWICH SOUTH

### Claim details

#### Notes

You can only claim for

Please list

Please attach

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- 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 / 08 / 04

to 31 / 08 / 04

Total cost of hotel stays  
*attach all receipts*

£  p

Mortgage payments  
*(interest only)* or rent

£ 502 : 95 p

Food

£ 400 : 00 p

Utilities

£ 56 : 26 p

Council Tax/Rates

£ 54 : 00 p

Telephone and telecommunications

£ 78 : 69 p

Cleaning

£ 151 : 60 p

Service/maintenance

£ 122 : 11 p

Repairs/insurance/  
security

£ 203 : 59 p

Other

£  p

▶ please specify

Other

£  p

▶ please specify

Other

£  p

▶ please specify

Total

£ 1569 : 20p

**Details of second**

Address of  
second home  
for Additional  
Costs Allowance

**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

Date

28 July 2004

**Data protection**

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**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**Declaration**

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Signature

MP

Date

3/9/04

**Data protection**

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# Member's claim form

02 JUN 2004

Members' Allowances

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## Your details

Name in CAPITAL LETTERS

CHARLES CLARKE

Constituency

NORWICH 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

Period of claim

from 01 / 06 / 04 to 30 / 06 / 04

Total cost of hotel stays  
*attach all receipts*

£ \_\_\_\_\_ : \_\_\_\_\_ p

Mortgage payments  
*(interest only) or rent*

£ 502 : 95 p

Food

£ 400 : 00 p

Utilities

£ 56 : 26 p

Council Tax/Rates

£ 54 : 00 p

Telephone and telecommunications

£ 78 : 69 p

Cleaning

£ 151 : 60 p

Service/maintenance

£ 122 : 11 p

Repairs/insurance/security

£ 203 : 59 p

Other

£ 334 : 00 p

▶ please specify

BLINDS FOR PLANT

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify

Total

£ 1903 : 20 p

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**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



Date

30/5/04

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OTHER COMMENTS

2 X ROMAN BLINDS FABRIC  
LINED NO TRIM AMESBURY  
CREAM

334.00  
334.0

DATE



# Member's claim form

## Members' Allowances

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.

## Your details

Name  
in CAPITAL LETTERS

CHARLES CLAYTON

Constituency

NONMUCH SOUTH

## Claim details

### Notes

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Please list

Please attach

Period of claim

from 01 / 05 / 04 to 31 / 05 / 04

Total cost of hotel stays  
attach all receipts

£  :    P

Mortgage payments  
(interest only) or rent

£ 502 : 95 P ✓

Food

£ 400 : 00 P

Utilities

£ 56 : 26 P

Council Tax/Rates

£ 54 : 00 P

Telephone and telecommunications

£ 78 : 69 P

Cleaning

£ 151 : 60 P

Service/maintenance

£ 122 : 11 P

Repairs/insurance/security

£ 208 : 59 P

Other

£ 2150 : 00 P

▶ please specify

REPAIRS + DEGRADATION

Other

£ 878 : 90 P

▶ please specify

CARPET

Other

£ 121 : 33 P

▶ please specify

PLUMBERS

Total

£ 4719 : 43 P

**Details of second**

Address of  
second home  
for Additional  
Costs Allowance

**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

3/5/04

**Data protection**

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The information you give will be seen by:

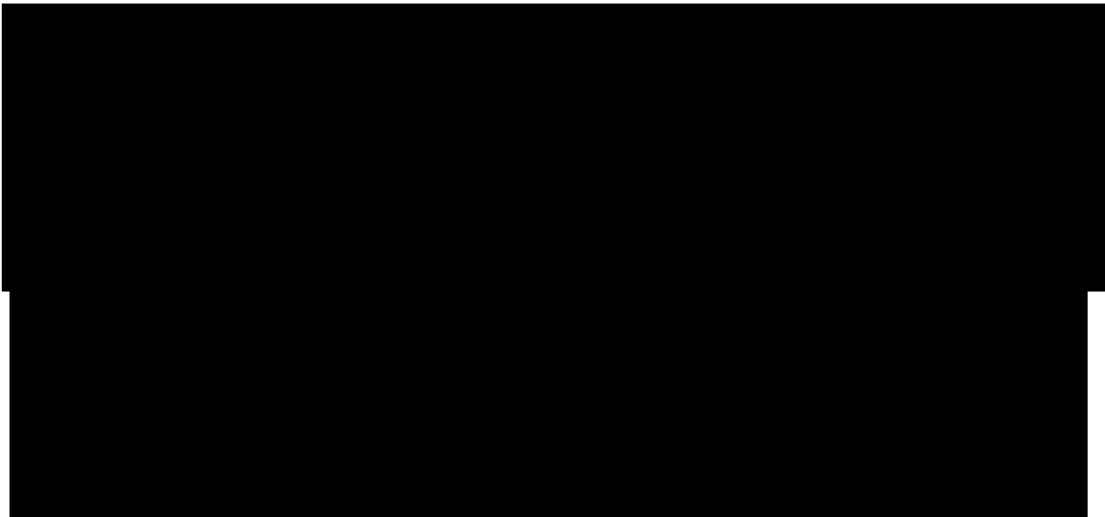
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*26<sup>th</sup> April 2004*

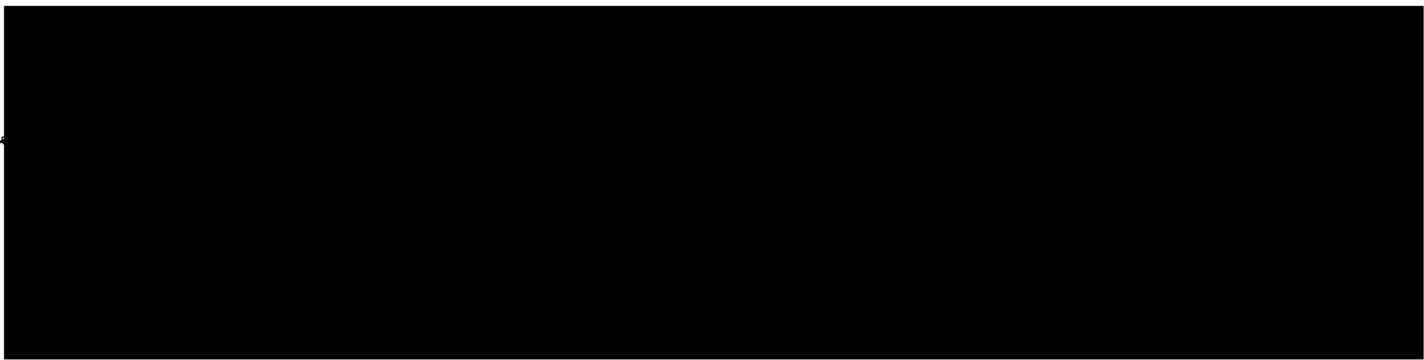
*Dear Sir/Madam,*

*This is an invoice for works now complete on  
the premise of* 

*Total Balance now due :£2150.00*

*Yours sincerely*





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<b>Invoice No.</b>	
<b>Invoice/Tax Date</b>	26/04/2004
<b>Order No.</b>	
<b>Account No.</b>	

Details	Unit Price	Net Amount	VAT Rate	VAT
RE LIVING ROOM AND HALL				
SUPPLY AND INSTALL OATMEAL CARPET AS SPECIFIED				
FULLY PAID WITH THANKS		748.00	17.50	130.90

<b>Site Address</b>	

<b>Total Net Amount</b>	748.00
<b>Carriage Net</b>	0.00
<b>Total Tax Amount</b>	130.90
<b>Invoice Total</b>	878.90

**A CUSTOMER AND INVOICE DETAILS**

Invoice No NP

Date 15/04/04

**B WORK CARRIED OUT**

**WORK TITLE** Toilet not working

Investigation showed  
 concealed WC cistern  
 not flushing properly.  
 Removed marble panel WC  
 handle, was very badly  
 concealed, recommended to  
 change it, removed old handle  
 and replaced with new

**Materials:**

1 x Concealed WC handle.

**Comments / Recommendations**

Service toilet annually  
 and check system

£130.00 + VAT

Labour	87	50
Materials	15	76
Sub Total	103	26
VAT	18	07
<b>TOTAL COST</b>	<b>£121</b>	<b>33</b>

Office use only  
 CHECKED BY: \_\_\_\_\_  
 DATE \_\_\_ / \_\_\_ / 04  
 AUTHORISED BY: \_\_\_\_\_  
 DATE \_\_\_ / \_\_\_ / 04





# Member's claim form

## Members' Allowances

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.

## Your details

Name  
in CAPITAL LETTERS

CHARLES CLARKE

Constituency

NORWICH 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.

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 01/04/04 to 30/04/04

Total cost of hotel stays  
attach all receipts

£  p

Mortgage payments  
(interest only) or rent

£ 502:95 p

Food

£ 400:00 p

Utilities

£ 56:26 p

Council Tax/Rates

£ 45:38 p

Telephone and  
telecommunications

£ 78:69 p

Cleaning

£ 151:60 p

Service/maintenance

£ 122:11 p

Repairs/insurance/  
security

£ 203:59 p

Other

£  p

▶ please specify \_\_\_\_\_

Other

£  p

▶ please specify \_\_\_\_\_

Other

£  p

▶ please specify \_\_\_\_\_

Total

£ 1560:58 p

**Details of second home**

Address of  
second home  
for Additional  
Costs Allowance

**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

4/4/04

**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

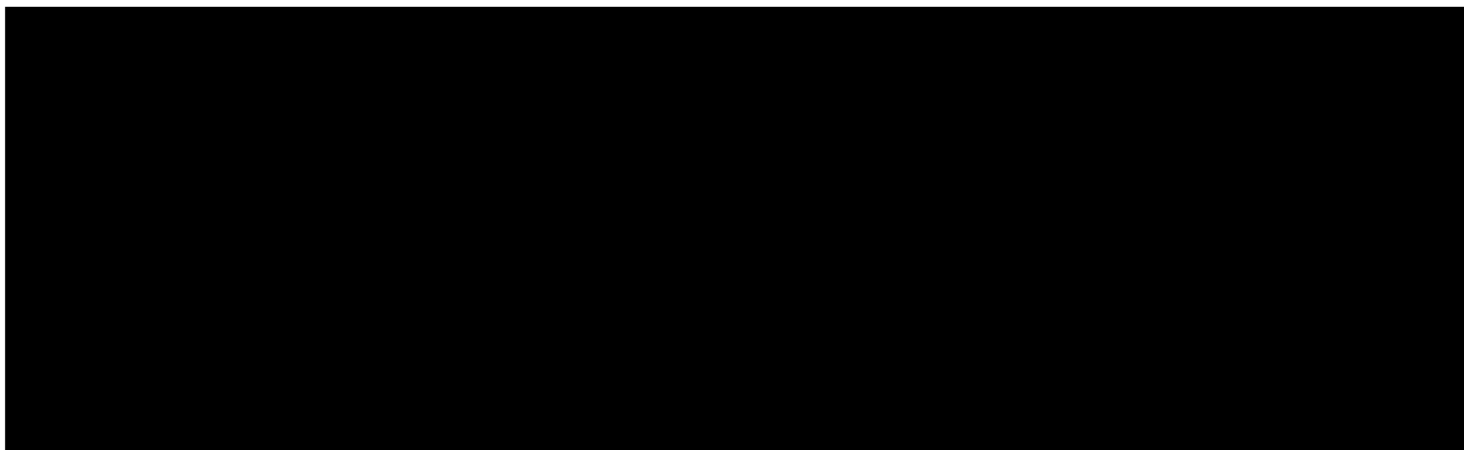
Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



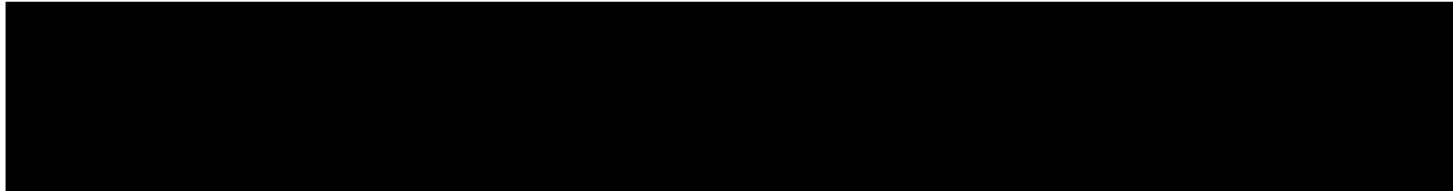
Account no: [REDACTED]  
Borrower Names: Mr C Clarke [REDACTED]  
Mortgage Property Address:  
[REDACTED]

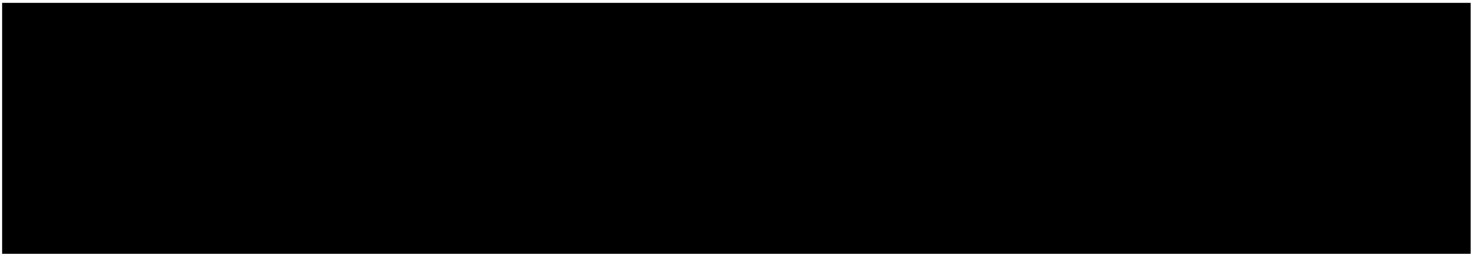
**2003 Transaction Summary Statement**  
details correct as at 31st December 2003

Date	Transactions	Credits £	Debits £
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31 Dec 2003	Interest		6,035.50
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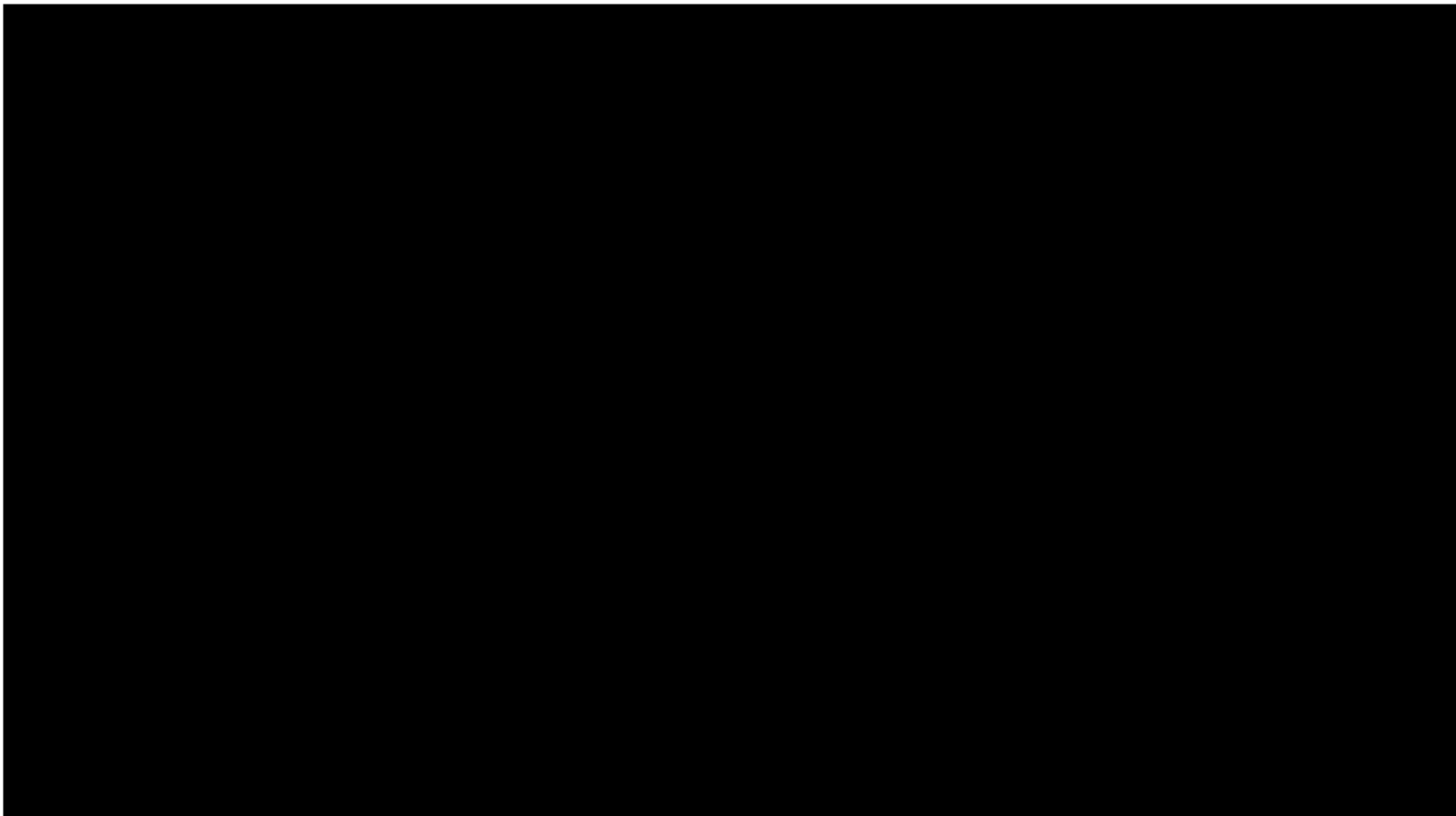


Date of Issue: 15-MAR-2004

MR C CLARKE	
Account reference	

Address of property (if different)	
Property reference	

**Council Tax demand notice  
2004 to 2005**



**Total**

544.50
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