



2009/10

03 APR 2009

Member's claim form

About filling in this form

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

653404

Your details

Name in CAPITAL LETTERS

MARK HARPER

INV. A

Constituency

FOREST OF DEAN

514602

Office use only

Cost/Cat 2

M HARPMFO

Supp/Res ID

[Redacted]

Claim details

You can only claim for

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

Please list

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

Please attach

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

418997

S-S 14-4-09

Period of claim

from 01 / MAR / 2009

to 30 / ^{April} / MAR / 2009

Total cost of hotel stays attach all receipts

£ : p

(Interest only) or rent

£ 1,205.60 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ [Redacted] p

Cleaning

£ 150.00 p

Service/maintenance

£ : p

Repairs/insurance/security

£ 19.75 p

Other

£ 11.95 p

Other

£ : p

Other

£ : p

Total

£ 1,512.31 p

pay: £125.01 BM

5878899 14/04

▶ please specify

TV-LICENSING

▶ please specify

▶ please specify

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

1st APRIL 2009

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



Bringing it all together

Your account number

Bill number

Date
22 March 2009

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



490

MR M.J HARPER



Your BT bill

for [redacted]

Total now due **£ 125.01**

*This amount will be debited from your bank or building
society account on or after 5 April 09.*

09/10

BT Total Broadband Anywhere

Wireless broadband in and out of the
home.

NEW BT Broadband Anywhere comes with our
top-of the range broadband at home and
also with the new BT ToGo -a phone that
lets you enjoy broadband on the move.
You pay nothing extra for the phone
-worth £150. Read your e-mails at home
or on the train. For more information
visit www.bt.com/broadband/anywhere

This amount will be debited
from your bank or building
society account on or after
5 Apr 09.

Thank you.

H3H5

00001401



HOUSE OF COMMONS

5883589

8M 8/5/09

01 MAY 2009

PAAE 2

Member's Reimbursement Form
Personal Additional Accommodation Expenditure (PAAE)

Office use only
Code/Cat2

M H A R P M F O
Allowance 514602

SUPP/Res ID

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

667705

Mark Harper

FOREST OF DEAN

Claim details

Month/period to be claimed

From 01042009 To 30042009

Subsistence

(No receipts required)

Number of nights spent away from main home

10

@ £25.00 per night £ 250-00

Exp type/
Cat5
637

Cost of accommodation

424011
GP 145

Mortgage interest £ 1,205-60

514 631

Hotel £

514 ---

Rent (inc deposits) £

514 ---

Council Tax/rates £ 134-62

514 633

Fixtures, fittings and furnishings

£		
£		
£		
£		
£		
£		
Total	£	514 ---

Other household costs

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

CLEANING	£	120-00	✓
SEWER CHARGE	£	1,210-80	✓
INSURANCE	£	19-75	✓
TV LICENSING	£	12-01	✓
GARDEN RENT	£	115-00	✓
	£		
Total	£	1,477-26	✓

514 636

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £ 3,067-48

RE

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

[Redacted Signature]

Date 30th April 2009

Data Protection

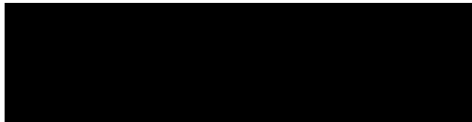
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and HMRC. The information will also be disclosed 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).

Council Tax Bill for 2009/10

Your Account number



MR MARK HARPER



Date:

16 March 2009

Account enquiries:

Call 0845 300 0328

Your PayPoint reference:



This property is in valuation band E. The 2009/10 council tax for this band is £1509.58 (an increase of 0.0% on 2008/09)
The tax comprises: London Borough of Lambeth £1130.91 (an increase of 0.0%)
Greater London Authority £378.67 (an increase of 0.0%)

Council tax for period 01.04.2009 to 31.03.2010	£1509.58
less 10% discount: second home/furnished/unoccupied (01.04.2009 to 31.03.2010)	-£150.96

Amount payable for 2009/2010

£1358.62

Your payment method: **monthly instalments.** Payments for 2009/2010 are due as follows:

✓ 01.04.2009	£134.62	01.09.2009	£136.00
✓ 01.05.2009	£136.00	01.10.2009	£136.00
✓ 01.06.2009	£136.00	01.11.2009	£136.00
01.07.2009	£136.00	01.12.2009	£136.00
01.08.2009	£136.00	01.01.2010	£136.00

See overleaf for details of how to pay.

026559

EFFICIENCY INFORMATION

Councils are required to have regard to economy, efficiency and effectiveness in their actions. An efficiency saving occurs when the cost of an activity falls, but its effectiveness is not reduced. By the end of March 2009, efficiency savings achieved since April 2008 are forecast to be:

Forecast efficiency savings	By March 2009	As a % of 2007/08 spend
Lambeth LB	£21,416,000	4.5%
London Fire & Rescue Authority	£4,724,000	1.1% 5

These efficiencies equal £216 for the average Band D dwelling.

Name


INVOICE

Address:

INVOICE 98
DATE: APRIL 6, 2009

TO:
M Harper



QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
3 hours	7.4.09 - Cleaning - Mark Harper 		£30
		SUBTOTAL	£30
		SALES TAX	
		SHIPPING & HANDLING	
		TOTAL DUE	£30

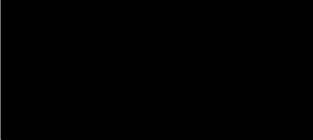
Name


Address:

INVOICE

INVOICE 99
DATE: APRIL 14, 2009

TO:
M Harper



QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
3 hours	15.4.09 - Cleaning - Mark Harper 		£30
		SUBTOTAL	£30
		SALES TAX	
		SHIPPING & HANDLING	
		TOTAL DUE	£30

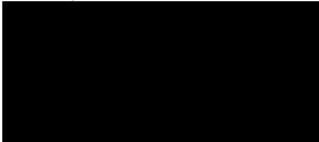
Name


INVOICE

Address:

INVOICE 100
DATE: APRIL 20, 2009

TO:
M Harper



QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
3 hours	21.4.09 -- Cleaning - Mark Harper 		£30
		SUBTOTAL	£30
		SALES TAX	
		SHIPPING & HANDLING	
		TOTAL DUE	£30

Name


Address:

INVOICE

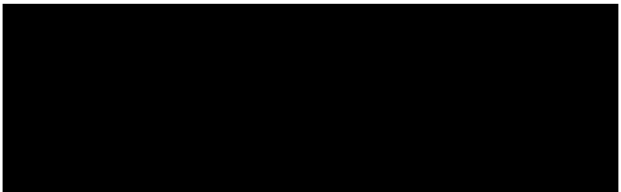
INVOICE-101
DATE APRIL 27, 2009

TO:
M Harper

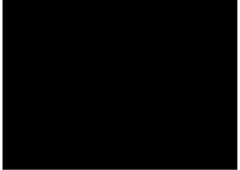


QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
3 hours	28.4.09 - Cleaning - Mark Harper 		£30
		SUBTOTAL	£30
		SALES TAX	
		SHIPPING & HANDLING	
		TOTAL DUE	£30

Application For Payment and/or Notice to Long Leaseholders of Rent Due under the Commonhold and Leasehold Reform Act 2002 Section 166

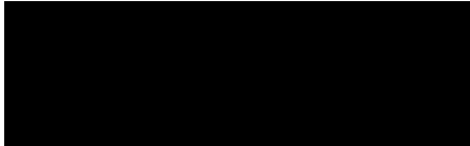


ADDRESS FOR PAYMENT:



TO: TENANT/LEASEHOLDER (NOTE 1)

Mark James Harper



NOTICE IS HEREBY GIVEN pursuant to the Landlord and Tenant Act 1987 Sections 47 & 48 and Commonhold and Leasehold Reform Act 2002 that all notices (including notices in proceedings) may be served upon the Landlord:-



APPLICATION No



THIS NOTICE IS GIVEN IN RESPECT OF:



Reference:

DUE DATE	DETAIL		NETT	VAT	GROSS
25 Mar 09	Half yearly reserve in advance	25 Mar 09- 24 Sep 09	173.40		173.40
25 Mar 09	Half yearly s/charge in advance	<u>25 Mar 09- 28 Sep 09</u>	1,037.10		1,037.10

PLEASE SEE OVERLEAF FOR NOTES FOR LEASEHOLDERS AND LANDLORDS.

Where Rent is shown as being due, please note the following:

- (a) It requires you to pay the sum set out in the final column on the date shown in the first column or as determined by note (c) below (NOTE 2)
- (b) The Rent is payable in respect of the period set out in the narrative above.

- (c) In accordance with the terms of your lease the amount of Rent shown above is due on the date shown in the first column or 30 days after the date of this Notice, whichever is the later.
- (d) Payment should be made at the address for payment shown above.

BALANCE B/ FORWARD	0.00	NETT DUE	1,210.50	VAT DUE	0.00	TOTAL DUE	1,210.50
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maintain a procedure for Leasehold/tenant complaints and grievances. For a copy apply above.

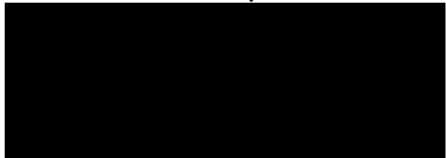
Remittance Slip - please tear off this portion and return your remittance with your cheque made payable to:



Our Ref:



Mark James Harper



Amount Due:

£1,210.50
* 1210.50 *

Telephone 0844 800 5855
Fax 0844 800 5816
28/34-008440/000434:001-A 49070
Mr M J Harper



www.tvlicensing.co.uk

Bristol, BS98 1TL



Licence Number

Reference
10 September 2008

Dear Mr Harper,

Re: TV Licence payments for Mr M J Harper will be debited from the following account:

Sortcode : Account Number : Account Name :

Payments you have already made for this year's TV Licence are:

1 April 2008	£11.75	1 May 2008	£11.61
2 June 2008	£11.61	1 July 2008	£11.61
1 August 2008	£11.61	1 September 2008	£11.61

Payments still due to be paid for this year's TV Licence are:

✓ 1 October 2008	£9.95	✓ 3 November 2008	£11.95
✓ 1 December 2008	£11.95	✓ 2 January 2009	£11.95
✓ 2 February 2009	£11.95	2 March 2009	£11.95

Next year's TV Licence will then be paid for over twelve months (six payments before the licence start date and six payments after). The first payment will be:

1 April 2009 £12.01

Subsequent payments of £11.95 will continue to be made every month until further notice.

Payments will be requested on or within three working days of the dates shown.

All you need to do now is carefully check that your bank details above are correct, to ensure that the TV Licence of Mr M J Harper remains valid. If you change bank accounts or if any of your details are incorrect, it's important that you let us know by calling 0844 800 5855.

Of course, if all the details above are correct and payments can begin, you need do nothing at all.

Yours sincerely,

Paul Stanfield
Manager, Customer Services

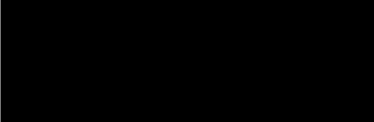
The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme.
- The efficiency and security of the Scheme is monitored and protected by your own Bank / Building Society
- If the amounts to be paid or the payment dates change, TV Licensing will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by TV Licensing or your Bank / Building Society, you are guaranteed an immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank / Building Society. Please also send a copy of your letter to us





Mr M Harper



26 September 2008

Policy Number: [Redacted]

Dear Mr Harper

Your Barclays Home Insurance Policy Payment Instructions

We need to check information with you, just to make sure that our service is all running smoothly. We have your direct debit details on file, and wanted to go over these to make sure we have everything right.

If all these details are correct, you don't need to do anything. We will process your direct debit as normal. If anything needs to be changed, then do please let us know as soon as you can. Here they are.

Account name:	[Redacted]		
Account number:	[Redacted]	Bank Sort Code:	[Redacted]
Date of first collection:	27/10/2008	Amount to be debited:	£19.75
Day of the month future collections to be debited:	27th	Amount to be debited:	£19.75
Frequency of collection:	Monthly		

Give us a call on **0800 015 0246** if any of these details need changing. Each monthly premium which includes a monthly instalment administration fee of £1.50 shall relate to one month's insurance. Premiums shall include Insurance Premium Tax at the appropriate rate and the transaction shown on your statement will be in the name of Barclays Insurance.

Direct debit is a very safe way to pay, your payments are protected by the Direct Debit Guarantee, and you can easily make changes over the phone or cancel at any time. If we need to change anything at our end, we will let you know 10 working days in advance. And if you'd like to read the Direct Debit Guarantee, you'll find them on the back of this page.

Thanks very much for your help.

Yours sincerely



Rob Clarkson
Customer Services Director

APPLICATION FOR PAYMENT

Mr/Mrs Harper
[Redacted]

Date: 11/02/2009
Number: [Redacted]
Reference: [Redacted]

Please pay within 14 days of the due date.

Late payments will incur interest in accordance with the terms of your lease.

PROPERTY: [Redacted]

CHARGE DETAILS

Description

[Redacted] GR 25/03/2009 to 24/03/2010

Due
25/03/2009

Total
£115.00

TOTAL:

£115.00

*PAID i bank £115.00
15/4/09 MRU.*

Issued by [Redacted]

In accordance with sections 47 and 48 of the Landlord and Tenant Act 1987, the address at which notices may be served is as follows:
[Redacted]



HOUSE OF COMMONS

430301 SP 12/16 09/10
6002 NAT 10

PAAE 2

Member's Reimbursement Form
Personal Additional Accommodation Expenditure (PAAE)

Office use only
Costs/CatZ

M HARPMFO
Allowance: 514603

Supp/Res ID

685008

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

MARK HARPER

FOREST OF DEAN

Claim details

Month/period to be claimed

From 01052009 To 31052009

Subsistence

(No receipts required)

Number of nights spent away from main home

12

@ £25.00 per night £

300-00

Exp type/
Cat5

514637

Cost of accommodation

Mortgage interest	£	1,205-60	514	631
Hotel	£	---	514	---
Rent (inc deposits)	£	---	514	---
Council Tax/rates	£	136-00	514	633

5882242
4/6

Fixtures, fittings and furnishings

£		
£		
£		
£		
£		
£		
Total	£	514 ---

Other household costs

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

UTILITIES - GAS, ELECTRIC	£	128-27	✓
INSURANCE (Home)	£	19-75	✓
	£	---	
	£	---	
	£	---	
	£	---	
Total	£	148-02	514 636

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £ 1,789-62 ✓ BM

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

[Redacted Signature]

Date 3rd June 2009

Data Protection

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Council Tax Bill for 2009/10

Your Account number
[REDACTED]



MR MARK HARPER
[REDACTED]

Date:
16 March 2009

Account enquiries:
Call 0845 300 0328

Your PayPoint reference:
[REDACTED]



This property is in valuation band E. The 2009/10 council tax for this band is £1509.58 (an increase of 0.0% on 2008/09)
The tax comprises: London Borough of Lambeth £1130.91 (an increase of 0.0%)
Greater London Authority £378.67 (an increase of 0.0%)

Council tax for period 01.04.2009 to 31.03.2010 £1509.58
less 10% discount: second home/furnished/unoccupied (01.04.2009 to 31.03.2010) -£150.96

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01.07.2009	£136.00	01.12.2009	£136.00
01.08.2009	£136.00	01.01.2010	£136.00

See overleaf for details of how to pay.

026559

EFFICIENCY INFORMATION

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Forecast efficiency savings	By March 2009	As a % of 2007/08 spend
Lambeth LB	£21,416,000	4.5%
London Fire & Rescue Authority	£4,724,000	1.1% ¹⁵

These efficiencies equal £216 for the average Band D dwelling



www.edfenergy.com
 Any questions?
0800 096 9000
 Mon-Fri 8am to 8pm
 Sat 8am to 2pm
 account number

Electricity emergency
0800 028 0247
 24 hours a day 7 days a week
 bill for 16 Feb 09 - 11 May 09
 bill date 12 May 09



24661
 MR M HARPER

Page 2 of 3

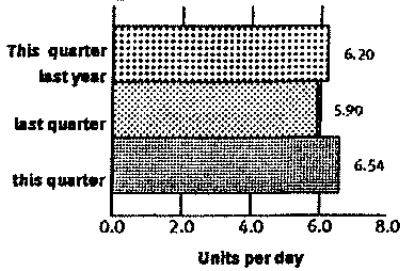


electricity bill: £80.39

Please pay **£80.39**.



Your average daily electricity usage



bill summary

Amount of last bill	£87.01
Payments	-£87.01
Charges this period	£80.39
Total for this period	£80.39

Payment due from the date of this bill, please ensure payment reaches us no later than 26 May 09

Nectar points this quarter



Reserved Nectar points **50**

Don't forget to register to start collecting Nectar points
 Don't forget to register with us for Nectar or you'll miss out on the reserved points we've been saving for you.
 It couldn't be easier to register, simply visit us at www.edfenergy.com/nectarforhome

*PAID i bank £80.39
 1/6/09 MM.*

Alliance & Leicester
 COMMERCIAL BANK
 Bootle Merseyside G1R 0AA

EDFENERGY

Payment Slip

Bank Giro Credit



Reference (Customer account number)

Credit Account Number

Amount due
 (no fee payable at PO counter)

£ 80.39

signature

date

Cheque acceptable at PO counter

Cash

Cheque

£

Cashier's stamp and initials

Please do not write or mark below this line
 Do not fold this payment slip

HSBC Bank plc
 Head Office Collection Account
 EDF Energy Customers plc

Your Gas Bill Summary

MR M HARPER



Customer Reference Number: [REDACTED]

Bill date: 24th April 2009

Invoice Number: [REDACTED]



Any Questions?

Contact your account manager

Call: Bhavini Chandarana on: 0845 072 3918

We are open: Mon - Fri 8am-6pm

Visit us: britishgas.co.uk/business

Email us: bhavini.chandarana@britishgasbusiness.co.uk

Fax us: 0116 2007021

Write to: Bhavini Chandarana
British Gas Business,
Spinneyside, Penman Way,
Grove Park, Leicester LE19 1SZ

Page 1 of 4

Billing period: 12th February - 22nd April 2009

Account Activity

Gas used	£45.60
Standing Charges	£0.00
Climate Change Levy	£0.00
Sub Total	£45.60
VAT at 5.00%	£2.28
Total due by 5th May 2009	£47.88



*Paid in full £47.88
8/5/09 M.H.*

See next page for details

This is an invoice. VAT registration number [REDACTED]

RCE/ASAPR/IR/COMM/1



Payment Slip
BRITISH GAS BUSINESS

Bank Giro Credit

MR M HARPER



Reference Number [REDACTED]

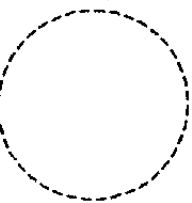
Credit Account Number [REDACTED]

Amount due (no fee payable at P.O. counter)
£ 47.88

CHEQUE ACCEPTABLE AT PO COUNTER



Cashier's Stamp & Initials



Signature
Date
/ /

HSBC Head Office Collection Account

Sorting Code Number [REDACTED]

Total cash	
Cheques	
£	

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