



or job

Member's claim form

About filling in this form

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

Your details

Name in CAPITAL LETTERS

NORMAN BAKER

Constituency

Lewes

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

Period of claim

from 1 1 3 16 to 31 3 16

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1473 : 33 p ✓ (1408-33)

Food

£ 108 : 46 p ✓

Gas Utilities

£ 34 : 94 p ✓

Council Tax/Rates

£ 593 : 10 p ✓

Telephone and telecommunications

£ 43 : 43 p ✓

Cleaning

£ 60 : - p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ 75 : - p ✓

Water Other

£ 178 : 15 p ✓

▶ please specify

TV licence Other

£ 126 : 50 p ✓

▶ please specify

Newspapers Other

£ 21 : - p ✓

▶ please specify

Total

£ 2713 : 91 p ✓

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

Signature

Date

and necessarily to enable
the purpose of performing

MP

3/Apr 2006

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

Date of Issue: 15-MAR-200

MR N BAKER

Account reference

Address of property (if different)

Property reference

Council Tax demand notice 2006/2007

The property above has been placed in band [redacted]. For properties in this band within the [redacted] the amounts set for the financial year 2006 to 2007 are as follows.

	Percentage (%) Change From Last Year	
[redacted]	1.9 % Increase	370.39
[redacted]	13.3 % Increase	288.61
Council Tax for your property 2006 to 2007	6.6 % Increase	659.00
<hr/>		
Charge for Period 01-APR-2006 - 31-MAR-2007		659.00
Adjustments	Period	
Discount 10% : 2nd Home/Company Property	01-APR-2006 31-MAR-2007	-65.90
Total		593.10

also pay



Additional Costs Allowance

Member's Form

07 M...

About filling in this form

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Your details

Name in CAPITAL LETTERS

NORMAN BAKER

Constituency

LEWES

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, Feb, 2006 to 28, Feb, 2006

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1473: 33 p ✓

Food

£ 163: 12 p ✓

Electricity utilities

£ 4: 74 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 60: - p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p ✓

Other

£ 23: - p

▶ please specify

Newspapers

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1724: 19 p

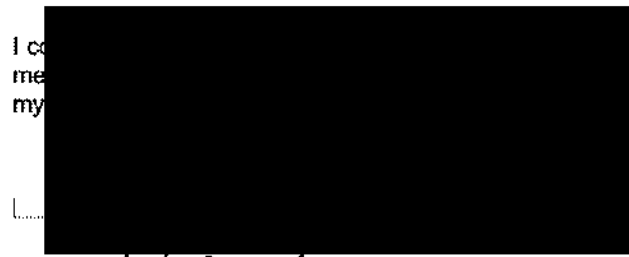
Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that the information provided is true and correct and necessary to enable
me to complete my return for the purpose of performing

Signature



MP

Date

5/ March 2006

Data protection

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



Additional Costs Allowance

Member's claim form

07 FEB 2006

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Your details

Name in CAPITAL LETTERS

NORMAN BAKER

Constituency

LEWIS

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

Period of claim

from 1 JAN, 2006 to 31 JAN, 2006

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1473 : 33 p ✓

Food

£ 141 : 32 p ✓

Gas Utilities

£ 42 : 88 p ✓

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 60 : - p ✓

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 21 : - p ✓

▶ please specify Newspapers

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

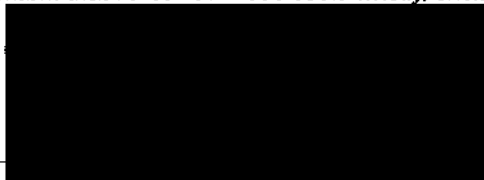
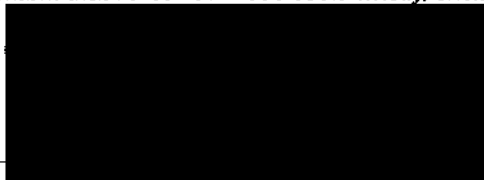
Total

£ 1738 : 53 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  home for the purpose of performing
my 

Signature

MP

Date

5/ Feb 2006

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



Additional Costs Allowance

17 JAN 2006

ACA2

Memorandum form

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 1340.

Your details

Name in CAPITAL LETTERS

Newman Baker

Constituency

LEWES

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 Dec 2005 to 31 Dec 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1473 : 33 p

Food

£ 111 : 12 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 45 : 51 p

Cleaning

£ 60 : - p

Service/maintenance

£ : p

Repairs/Insurance/security

£ : p

Other

£ 90 : 47 p

Other

£ 23 : p

Other

£ : p

Total

£ 1803 : 43 p

▶ please specify

Repairs to table

▶ please specify

Newspapers

▶ please specify

Details of second home *if applicable*

**Address of
second home**
*for Additional
Costs Allowance*

Declaration

I confirm that the information provided is true and correct and is necessary to enable me to complete my return for the purpose of performing my duties as a Member of Parliament.

Signature

Date

15/Jan 2006

Data protection

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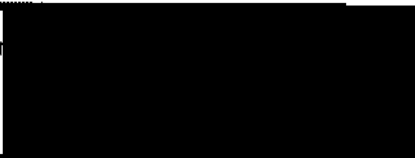
Additional Costs Allowance

07

Memorandum

About filling in this form

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



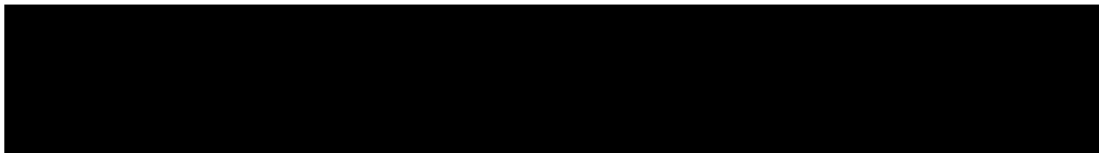
Your details

Name
in CAPITAL LETTERS

NORMAN BAKER

Constituency

LEWIS



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

Period of claim

from 1, NOV, 2005 to 30, NOV, 2005

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1473:33 p

Food

£ 86:14 p

Gas Utilities

£ 9:39 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 60: - p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 22: - p

▶ please specify

Newspapers

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1650:86 p

Details of second home *if applicable*

**Address of
second home**
*for Additional
Costs Allowance*

Declaration

I confirm
my

necessarily to enable
the purpose of performing

Signature

Date

5/Dec 2005

Data protection

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



16 NOV 2005

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 1340.

Your details

Name in CAPITAL LETTERS

NORMAN BAKER ✓

Constituency

LEWES

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 / OCT / 2005 to 31 / OCT / 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1473 : 33 p

Food

£ 81 : 59 p

Electricity Utilities

£ 23 : 67 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 60 : — p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 24 : — p

▶ please specify

Newspapers

Other

£ 240 : 99 p

▶ please specify

Iron

Other

£ : p

▶ please specify

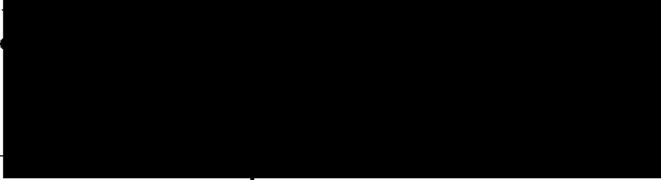
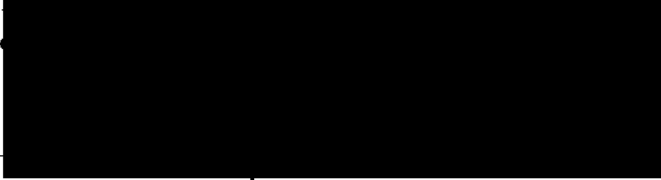
Total

£ 1687 : 58 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  purpose of performing
my 

Signature

Date

12/Nov 2005

Data protection

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Send your completed
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Department of Finance & Administration, House of Commons, London SW1A 0AA



Additional Costs Allowance

16 NOV 2005

ACA2

Member of Parliament

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 1340.



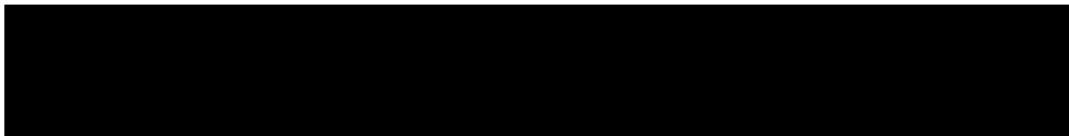
Your details

Name in CAPITAL LETTERS

NORMAN BAIGER ✓

Constituency

LEWIS



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

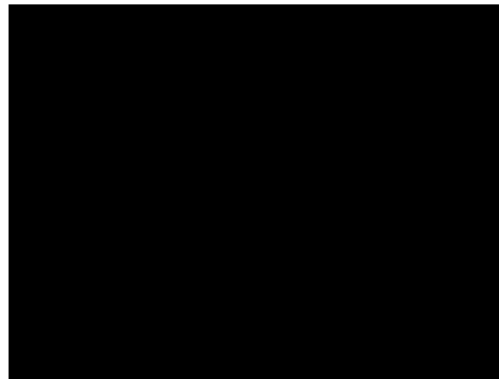
- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 SEP 2005 to 30 SEP 2005

Total cost of hotel stays attach all receipts

£ : p



Mortgage payments (interest only) or rent

£ 1473 : 33 p

Food

£ 68 : 43 p

Electricity Gas Utilities

£ 55 : 75 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 52 : 67 p

Cleaning

£ 60 : - p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Water Bill Other

£ 167 : 58 p

▶ please specify Water Bill

Other

£ 24 : - p

▶ please specify Newspaper

Other

£ : p

▶ please specify

Total

£ 1901 : 76 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that the information provided is true and correct and I have provided it voluntarily and necessarily to enable the House of Commons Administration to process my claim for the purpose of performing my duties.

Signature

MP

Date

12/Nov 2005

Data protection

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



02 AUG 2005

Member's claim form

Page 1 of 2

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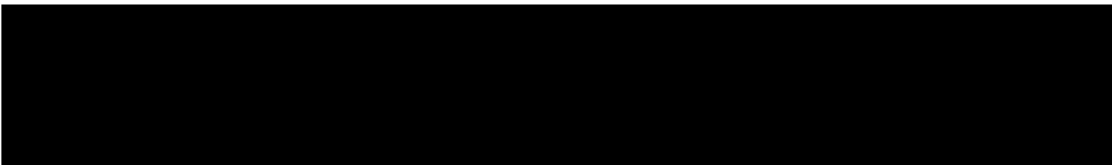
Your details

Name
in CAPITAL LETTERS

NORMAN BAKER

Constituency

LEWES



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

Period of claim

from 1 JULY 2005 to 31 JULY 2005

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1473 : 33 p ✓

Food

£ 163 : 50 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ 70 : - p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 24 : - p

▶ please specify

Newspapers

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1730 : 83 p

continued on page 2

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

I declare that the information provided is true and correct, and is necessary to enable the purpose of performing my duties.

Signature

Date

31/July 2005

Data protection

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Member's claim form

05/06

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

NORMAN BRICKER

Constituency

LEWES

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 JUNE 2005 to 30 JUNE 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1408 : 33 p ✓

Food

£ 147 : - p

Utilities

£ - : 93 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ 39 : 75 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 23 : - p

▶ please specify

Newspapers

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

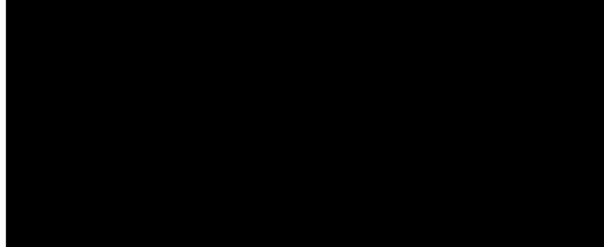
£ 1619 : 01 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

**Declaration**

Signature



and necessarily to enable
for the purpose of performing

MP

Date

2 July 2005

Data protection

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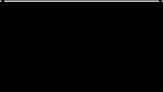

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

1. TO BE COMPLETED BY DEPARTMENTS

Date of Cheque: 02/07/05

Cheque Number: 

Cheque Payee: M.O.C. Fees, members.

Account Code	Amount £ p	Cost C	Piro	Who	Exp_Type	Description
	78. 95					over payment of ACA for 04/05
Total	78. 95					

COMPLETED BY:

Signature: 

Name:

Date: 6/7/05

REMARKS: NORMAN BAKER M.P.
04/05 Budget.

Please send this form together with the cheque and any background documentation (e.g. invoice or request for payment) to the Finance Office for processing.

See overleaf for Finance Office action.



Member's claim form

05/06

07 JUN 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

NORMAN BAKER

Constituency

Lewes

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.

Please list

Please attach

Period of claim

from 6 / May / 2005 to 31 / May / 2005

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1181 : 18 p

26/31 of Monthly charge

Food

£ 135 : - p

Water Utilities

£ 169 : 59 p

Council Tax/Rates

£ 556 : 20 p

Telephone and telecommunications

£ ~~40~~ : ~~00~~ p

Cleaning

£ 70 : - p

Service/maintenance

£ : p

Repairs/insurance/
security

£ : p

Other

£ 121 : - p

▶ please specify TV Licence

Other

£ 22 : - p

▶ please specify Newspapers

Other

£ : p

▶ please specify

Total

£ 2254 : 37 p

Pay £1698.17.

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

Signature

I declare
myto enable
of performing

Date

31/May 2005

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:

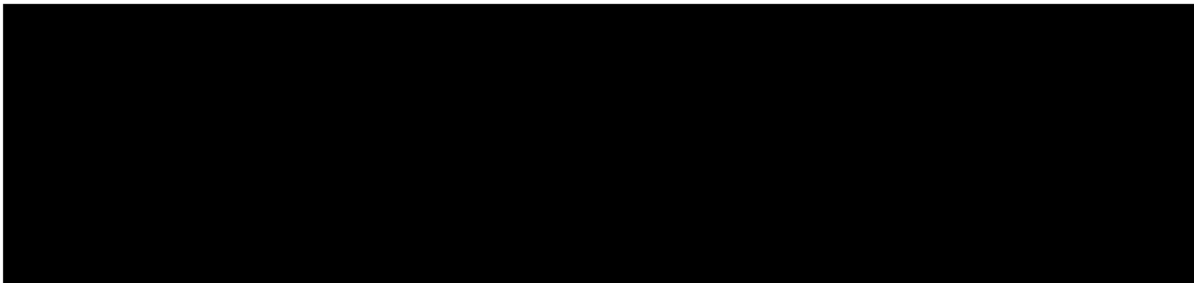
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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





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

Norman Baker

Constituency

Lewes

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 2, Mar, 2005 to 31, Mar, 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ 181 : - p

Water Utilities

£ 169 : 59 p

Council Tax/Rates

£ 52 : 20 p

Telephone and telecommunications

£ 40 : 94 p

Cleaning

£ 70 : - p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

TV licence Other

£ 12 : - p

please specify TV licence

Other

£ 19 : - p

please specify Newspapers

Other

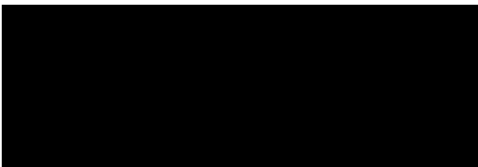
£ : p

please specify

Total

£ 653 : 73 p

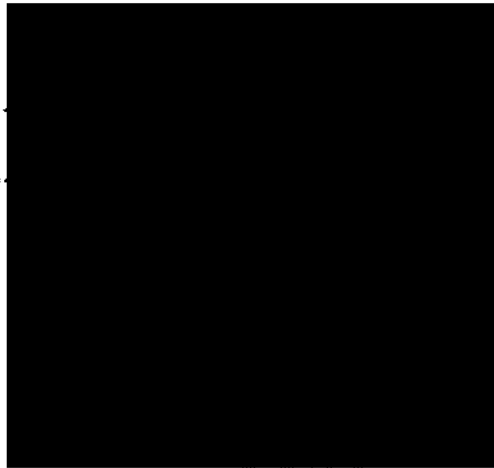
paid £389.89.



Transaction No.

Financial Processing }

Registration No.



Validation Claim Summary Sheet

Please write or print clearly & attach to claim

Member Supplier ID

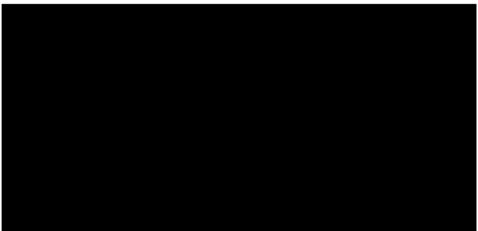
Pay recipient

(NB Financial Processing to check whether a dedicated a/c exists)

Text APR 05

(i.e. period of claim)

Invoice No.



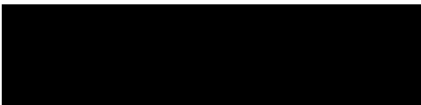
Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

04_05 / 05_06

Expenditure type (Cat5) :



J 516.39

* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 nd home address
Budget checked
Claim signed
Claim correctly dated

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

* Financial Processing purposes only

Registered by (initials & date)



Z.S.



Posted by (initials & date)

1.8 APR 2005



Member's claim form

06 APR 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

Newman BAKER

Constituency

Lewes

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 1 Apr 2005

to 1 Apr 2005

Total cost of hotel stays
attach all receipts

£ 1408.33 p

Mortgage payments
(interest only) or rent

£ : 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

£ ~~1408.33~~ p

£516.39

Details of second home *if applicable*

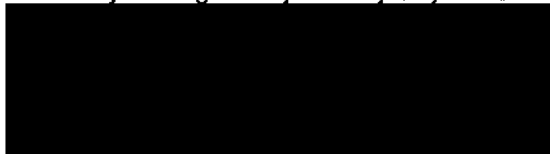
Address of
second home
*for Additional
Costs Allowance*



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

Signature



MP

Date

11 Apr 2005

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



Additional Costs Allowance

Member's claim form

05/06

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

NORMAN BAKER

Constituency

LEWES

Claim details

Notes

You can only claim for

Please list

- 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.

Period of claim

from 6 May 2005 to 31 May 2005

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1181 : 18 p

26/31 of Monthly Charge

Food

£ 135 : - p

Water Utilities

£ 169 : 59 p

344 / 268 = 1519.62

Council Tax/Rates

£ 556 : 20 p

Telephone and telecommunications

£ ~~40.00~~ p

Cleaning

£ 70 : - p

Service/maintenance

£ : p

Repairs/Insurance/security

£ : p

Other

£ 121 : - p

▶ please specify TV Licence

Other

£ 22 : - p

▶ please specify Newspapers

Other

£ : p

▶ please specify

Total

£ 2254 : 37 p

Total £ 519.62

Date of Issue: 15-MAR-2005

MR N BAKER	
[REDACTED]	
Account reference	[REDACTED]

Address of property (if different)	
[REDACTED]	
Property reference	[REDACTED]

Council Tax demand notice 2005 to 2006

The property above has been placed in band [REDACTED]. For properties in this band within the [REDACTED] the amounts set for the financial year 2005 to 2006 are as follows.

		Percentage (%) Change From Last Year	
[REDACTED]		0.0 % Increase	363.38
[REDACTED]		5.5 % Increase	254.62
Council Tax for your property 2005 to 2006		2.1 % Increase	618.00
Charge for Period 01-APR-2005 - 31-MAR-2006			618.00
Adjustments		Period	
Discount 10% : 2nd Home/Company Property	01-APR-2005	31-MAR-2006	-61.80
		Total	556.20

If you believe you are no longer entitled to a discount, you must notify the City Council within 21 days or you may be subject to a £50 penalty.



Additional Costs

Member's claim form

05 SEP 2005

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

Norman Baker

Constituency

Lewes

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 Aug 2005

to

31 Aug 2005

Total cost of hotel stays

attach all receipts

£ : p

~~Mortgage payments~~

(interest only) or rent

£ 1473:33 p ✓

Food

£ 28:50 p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 8:— p ✓

▶ please specify

Newspapers

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1509:83 p

continued on page 2

Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*

Declaration

...necessarily to enable
purpose of performing

Signature

Date

3/Sept 2005

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