



# Department for Transport

XXX  
via e-mail:

XXX

XXX  
PROPERTY DIVISION  
DEPARTMENT FOR TRANSPORT  
5/26  
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33 HORSEFERRY ROAD  
LONDON SW1P 4DR

DIRECT LINE: XXX  
GTN No: XXX

XXX@dft.gsi.gov.uk

Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

17 December 2012

Dear XXX

## Freedom of Information Act Request – F0011862

Thank you for your information request of 19 November. You requested the following information:

“1. How much money has been spent on Christmas decorations over the past three calendar years, up to and including this year? So information provided should be for Christmas 2014, Christmas 2013, Christmas 2012. Please could you break this information down year-by-year. If possible, please could you provide details of what particular Christmas decorations were used and their cost, i.e. Christmas trees, tinsel, baubles etc. Obviously in the case of this year’s Christmas decorations, expenditure details should include money already spent and projected cost of purchases.

2. How much money has been spent on Christmas parties over the past three calendar years, up to and including this year? So information provided should be for Christmas 2014, Christmas 2013, Christmas 2012. Please could you break this information down year-by-year. In each instance where a party has been held, please could you provide details of which department/office the party was for, how much money was spent, the date and the venue. Obviously in the case of this year’s Christmas party, expenditure details should include money already spent and projected cost of the party/parties. Please note: the term ‘parties’ should include any lunches, dinners or away days associated with Christmas.

3. How much money has been spent on Christmas cards over the past three calendar years, up to and including this year? So information provided should be for Christmas 2014, Christmas 2013, Christmas 2012. Please could you break this information down year-by-year and also separate the cost of purchasing the cards and the postage costs. Also, please could you detail how many Christmas cards were sent out in each year. In the case of this year’s Christmas cards, expenditure details should include money already spent and projected cost of sending. If possible, please could you provide a sample copy of the design on the Christmas card that was sent out.”

Your request has been considered under the Freedom of Information Act 2000.

I am writing to confirm that the Department has now completed its search for the information.

The Department for Transport comprises a central department and five executive agencies. This response covers both the central department and our five agencies.

Expenditure on Christmas decorations is as follows:

<b>Organisational Unit</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Driver and Vehicle Standards Agency	Nil	£100 on a real tree	£90 spent on artificial tree & proposed spend of £30 for tree
Highways Agency	£15 on a tree	Nil	Nil

The central department and other executive agencies have not incurred any expenditure on Christmas decorations. Additionally, the department as a whole has not incurred any expenditure on Christmas cards or parties.

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless exempt. A copy of this response and the information provided may now be published on the [www.gov.uk](http://www.gov.uk) web-site, together with any related information that will provide a key to its wider context.

If you are unhappy with the way the Department has handled your request or with the decisions made in relation to your request you may complain within two calendar months of the date of this letter by writing to the Department's FOI Advice Team at:

Zone D/04  
Ashdown House  
Sedlescombe Road North  
Hastings  
East Sussex TN37 7GA  
E-mail: [FOI-Advice-Team-DFT@dft.gsi.gov.uk](mailto:FOI-Advice-Team-DFT@dft.gsi.gov.uk)

Please send or copy any follow-up correspondence relating to this request to the FOI Advice Team to help ensure that it receives prompt attention.

Please see attached details of DfT's complaints procedure and your right to complain to the Information Commissioner.

If you have any queries about this letter, please contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely,

**XXX**

## Your right to complain to DfT and the Information Commissioner

You have the right to complain within two calendar months of the date of this letter about the way in which your request for information was handled and/or about the decision not to disclose all or part of the information requested. In addition a complaint can be made that DfT has not complied with its FOI publication scheme.

Your complaint will be acknowledged and you will be advised of a target date by which to expect a response. Initially your complaint will be re-considered by the official who dealt with your request for information. If, after careful consideration, that official decides that his/her decision was correct, your complaint will automatically be referred to a senior independent official who will conduct a further review. You will be advised of the outcome of your complaint and if a decision is taken to disclose information originally withheld this will be done as soon as possible.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF