



Department
of Energy &
Climate Change

Department of Energy & Climate Change
55 Whitehall
London SW1A 2HD
Tel:
email:
www.decc.gov.uk

Ref no: 14/0747

3 June 2014

Thank you for your email of 13 May 2014 where you requested the following information:

1. *Please provide a blank copy of the form that civil servants are required to fill out when making an application under these regulations.*
2. *For all successful applications made to the MOD department dealing with business appointments during 2013, please provide the following information:*
 - a. *Name of the Company that the applicant is seeking employment in*
 - b. *Department that the applicant worked in during his/her employment at DECC*
 - c. *Whether conditions were placed on their employment*
 - d. *The nature of these conditions*

Under the Freedom of Information Act 2000 ('the Act') you have the right to:

- know whether we hold the information you have requested; and
- be provided with that information (subject to any exemptions under the Act which may apply).

I can confirm that the Department of Energy & Climate Change (DECC) does hold the information that you have requested.

DECC uses the standard Business Appointments application form which is available at http://acoba.independent.gov.uk/former_crown_servants/rules_and_guidance_civil_servants.aspx. Therefore as this document is already in the public domain, it is therefore exempt under Section 21 of the FOI Act as we are not required to provide information which is already reasonably accessible to you.

In the period 1 January – 31 December 2013 there were a total of 4 applications. The details that you have requested on these are set out in the table below.

| Name of company | Department in DECC | Conditions placed on applicant |
|---------------------------------------|---------------------------|---------------------------------------|
| Dentons UKMEA LLP | Legal | None |
| National Grid | Communications | None |
| International Fund for Animal Welfare | Energy Bill Team | None |
| Virtual Law | Legal | None |

Appeals procedure

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Information Rights Unit (foi@decc.gsi.gov.uk).

Information Rights Unit (DECC Shared Service)
Department for Business, Innovation & Skills
1 Victoria Street
London
SW1H 0ET

Please remember to quote the reference number above in any future communications.

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 Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Please do not hesitate to contact me if I can be of further assistance.