

Freedom of Information Act 2000 (FOIA) Environmental Information Regulations 2004 (EIR) Decision notice

Date: 27 July 2015

Public Authority: Waveney District Council

Address: Town Hall

High Street Lowestoft Suffolk NR32 1HS

Decision (including any steps ordered)

- 1. The complainant has requested information, including correspondence and emails, between Waveney District Council and its advisors relating to the purchasing of land occupied by a former Sanyo factory. The public authority disclosed some information but withheld several documents containing information within the scope of the request on the basis of section 42, 43 and 36 of the FOIA.
- 2. The Commissioner's decision is that the Council has incorrectly applied the section 42 and 43 exemptions and although the section 36 exemption is engaged in relation to one of the documents the balance of the public interest favours disclosing this information.
- 3. The Commissioner requires the public authority to take the following steps to ensure compliance with the legislation.
 - Disclose the information described as Documents A, B, C, D and E.
- 4. The public authority must take these steps within 35 calendar days of the date of this decision notice. Failure to comply may result in the Commissioner making written certification of this fact to the High Court pursuant to section 54 of the Act and may be dealt with as a contempt of court.



Request and response

- 5. On 22 July 2014, the complainant wrote to Waveney District Council ("the Council") and requested information in the following terms:
 - "all documents, times, dates, letters, email, between Arnolds Estate Agent and Sanyo Plc, Mr Laws and Waveney District Council over the purchase of the Sanyo site."
- 6. The Council responded on 5 September 2014. It stated that it held a large amount of information relating to its intended purchase of the land known as the "Sanyo site". The Council recognised that information about a land transaction could be considered environmental information so had also considered the request under the Environmental Information Regulation 2004 (EIR). The Council clarified it understood the reference in the request to "Arnolds" to in fact be referring to Aldreds who were involved in the transaction. Additional "Mr Law" was taken to mean Cllr Law.
- 7. The Council disclosed some information to the complainant but with some redactions and it also withheld some documents on the basis of regulation 12(4)(d) of the EIR and section 36 and 42 of the FOIA. The withheld information consisted of a letter, two emails and two draft documents a draft Heads of Terms and a draft Agreement for Sale. The information disclosed to the complainant with redactions was a redacted copy of the Head of Terms and Agreement for Sale.
- 8. The Council responded to the complainant again in a letter dated 4 November 2014. This letter addressed a subsequent request for information which resulted in the disclosure of some additional information but did not identify any additional withheld information. However, the Council did cite section 43 as a basis for withholding information within the Heads of Terms and Agreement for Sale documents.

Scope of the case

- 9. The complainant contacted the Commissioner on 6 November 2014 to complain about the way his request for information had been handled.
- 10. In particular the complainant disputed that the section 36 exemption could be engaged in relation to an email from the Council to an external body.



- 11. The Commissioner considers the scope of his investigation to be to determine if the information that has been withheld constitutes environmental information and to determine if the section 36, 42 and 43 exemptions and regulation 12(4)(d) exception have been correctly applied to withhold any of this information.
- 12. In its response to the Commissioner of 27 February 2015 the Council clarified the specific exemptions it was relying on in relation to each piece of the withheld information.
- 13. To clarify the information that is being considered as part of this request and the relevant exemptions are as follows:
 - Document A (Heads of Terms and Terms of Sale) redactions made on the basis of section 42 and/or section 43
 - Document B (Email from the Council to Aldreds negotiating terms)
 withheld on the basis of section 36 and/or 43
 - Document C (Email between the Council and professional advisers) – withheld on the basis of section 42 and/or section 43
 - Document D (Email between professional advisers) withheld on the basis of section 42 and/or section 43
 - Document E (Agreement for Sale document) redactions made on the basis of section 43

Reasons for decision

Section 10(1) – time for compliance

- 14. Section 10(1) requires that where a public authority has a duty under section 1(1), it must comply with that duty within 20 working days following receipt of the request.
- 15. The Commissioner has identified that the Council did not provide a substantive response to the request within the 20 working days of its receipt and as such breached the requirements of section 10(1).

Regulation 12(4)(d) – material still in the course of completion

16. Regulation 12(4)(d) states that a public authority may refuse to disclose information to the extent that the request relates to material which is still in the course of completion, to unfinished documents or to incomplete data.



- 17. Regulation 12(4)(d) is subject to the public interest. Therefore, in addition to demonstrating that the withheld information falls within the definition of the exception, the public authority must also demonstrate that, in all the circumstances of the case, the public interest in maintaining the exception outweighs the public interest in disclosing the information.
- 18. The material the Council applied this exception to and the section 36 exemption to should the information have been deemed not to be environmental was a draft Heads of Terms document and a draft Agreement for Sale document.
- 19. During the course of the Commissioner's investigation the Council informed him that the two draft documents had in fact been destroyed. In explaining this further the Council advised that the draft documents were constantly evolving and changing and once the Agreement for Sale was formally executed on 1 August 2014 all draft documents and working copies were destroyed.
- 20. The Commissioner accepts that if these documents were destroyed by the time the request was responded to on 2 September and had been superseded by the final versions then this information cannot be provided. He also notes that these documents were held at the time of the request on 22 July. The Council did not respond to the request within the 20 day timescale but in the event that they had responded on time this response would still have been sent after the date the documents were destroyed.
- 21. As this appears to have been a routine destruction due to the final versions of the documents coming into being the Commissioner accepts that the draft documents can no longer be considered as forming part of the withheld information in this case. That being said, the Commissioner considers that referring to these documents as being withheld in the refusal notice does not represent good practice, particularly as the Council was aware that these documents had already been destroyed.
- 22. As the regulation 12(4)(d) exception was only applied in relation to these draft documents the Commissioner will not consider this exception in any further detail and will instead focus his attention on the use of the other exemptions to withhold the emails.
- 23. When the Council responded to the complainant on 4 November 2014 addressing a subsequent request for information it provided a copy of the final versions of the Heads of Terms and Agreement of Sale documents and cited section 43 as a basis for redacting information within these documents. The Council has argued that this response formed part of its internal review of the request of the 22 July 2014 and



as such these final versions of the documents were disclosed with redactions as part of the response to the 22 July request.

- 24. The Commissioner has therefore considered these documents as within the scope of this request as the Council identified them during its responses to the complainant and had initially considered the draft versions of these documents within the scope of the request.
- 25. As the Commissioner did not have sight of the draft documents he cannot comment on the decision of the Council to consider these under the EIR and then subsequently consider the final versions of the documents under the FOIA. He has only considered whether the documents that were withheld were considered under the correct legislation. In this regard the Commissioner notes that the information relates to a broader land deal and the possible change of use of that land which would imply it could be environmental information, however the specific information requested in this case relates to information found within the conveyancing file and is only related to the contractual points of the agreement. As such the Commissioner accepts this can be considered under the FOIA.

Section 36 - prejudice to the effective conduct of public affairs

- 26. The Council has clarified that it considers the section 36 exemption (or section 42) to provide a basis for withholding the information in one of the emails (referred to as document B). The Commissioner has firstly considered the application of section 36 to this information.
- 27. Section 36(2) of the FOIA states that:

"Information to which this section applies is exempt information if, in the reasonable opinion of a qualified person, disclosure of the information –

- (b) would, or would be likely to, inhibit -
 - (i) the free and frank provision of advice, or
 - (ii) the free and frank exchange of views for the purposes of deliberation, or
- (c) would otherwise prejudice, or would be likely otherwise to prejudice, the effective conduct of public affairs."
- 28. The exemptions listed in section 36(2) are qualified exemptions so are subject to public interest tests. However, before considering the public interest the Commissioner must first consider whether any of the exemptions are engaged.



- 29. For any of the exemptions listed as section 36(2) to apply the qualified person for the public authority must give their reasonable opinion that the exemption is engaged. The qualified person for the Council is the Head of Legal and Democratic Services at the Council. The Council has provided the Commissioner with evidence to demonstrate that the opinion has been sought and provided. The Commissioner has next gone on to consider whether the opinion of the qualified person was a reasonable one.
- 30. The Commissioner has issued guidance on section 36 of the FOIA. It states the following: "The most relevant definition of 'reasonable' in the Shorter Oxford English Dictionary is 'In accordance with reason: not irrational or absurd'. If the opinion is in accordance with reason and not irrational or absurd in short, if it is an opinion that a reasonable person could hold then it is reasonable." 1
- 31. In order to determine whether any of the subsections of 36(2) is engaged the Commissioner will consider:
 - whether the prejudice claimed relates to the specific subsection of section 36(2) that the Council is relying on;
 - the nature of the information and the timing of the request; and
 - the qualified person's knowledge of or involvement in the issue.
- 32. The email contains discussions about the potential sale of the land known as the Sanyo site. The information in the email relates to issues with the site which were being negotiated before any agreement could be reached.
- 33. The Council has argued that disclosure of this information would be likely to inhibit the free and frank provision of advice (36(2)(b)(i)) or the free and frank exchange of views for the purpose of deliberation (36(2)(b)(ii)).
- 34. On a general note, the Council has argued that Council members and officers should be able to have a private space where they can exchange information and advice about a proposed transaction in order to

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¹ Information Commissioner's section 36 FOIA guidance, https://ico.org.uk/media/for-organisations/documents/1175/section 36 prejudice to effective conduct of public affairs .pdf



conclude the deal and reach the best terms. Disclosure could impact on the Council's ability to conduct a full and rigorous assessment of the terms and conditions.

- 35. The arguments from the Council appear to focus on the need for public authorities to have a 'safe space' in which to negotiate and conclude agreements with third parties. The Council has also indicated its belief that disclosure of the information in the email would affect its reputation with third parties as a body that commercial organisations would want to do business with.
- 36. In determining whether the opinion of the qualified person was a reasonable one the Commissioner has been mindful of his guidance which states:
 - "It is only unreasonable if it is an opinion that **no** reasonable person in the qualified person's position could hold. The qualified person's opinion does not even have to be the **most** reasonable opinion that could be held; it only has to be a reasonable opinion."
- 37. The Commissioner does not consider the opinion to be a reasonable one in relation to the application of section 36(2)(b)(i) the free and frank provision of advice. This is because having noted the contents of the email in question there appears to be no advice contained within the information so it cannot be reasonable to argue that disclosure of this information would be likely to have any inhibitory effect on the provision of advice either in this case or in the future.
- 38. That being said, the Commissioner does accept the Council has provided sufficient evidence to demonstrate the qualified person was presented with enough information to form a reasonable opinion on the application of section 36(2)(b)(ii) to the information within the email. The Commissioner accepts the opinion is a reasonable one in respect of the engagement of subsection (2)(b)(ii). He has now gone on to consider whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Public interest arguments in favour of disclosure

- 39. The complainant has argued that full disclosure of the information relating to the purchase of this land is necessary to promote accountability and allow for scrutiny of the deal.
- 40. The Council recognises there is an inherent public interest in transparency in relation to the decisions it takes in relation to the disposal of land in order to promote accountability. It recognises that disclosure of information showing the decision making process may improve the quality of future decisions.



41. The Council also acknowledges there is a public interest in disclosing information which will help to determine whether the Council acted reasonably and appropriately, therefore as much information as possible should be available for public scrutiny.

Public interest arguments in favour of maintaining the exemption

42. The Council has argued that disclosure of the information would be likely to inhibit the free and frank exchange of views and this would not be in the public interest as the Council has a duty to its taxpayers to steward its public money and it needs to be able to freely discuss the terms of a land transaction to achieve the best possible terms.

Balance of the public interest arguments

- 43. When making a judgement about the weight of the public authority's arguments under section 36(2), the Commissioner will consider the severity, extent and frequency of prejudice to the effective conduct of public affairs.
- 44. In this case the email in question contains information from 14 August 2014 and the Commissioner notes that by the time the request was responded to final versions of the Heads of Terms and Agreement for Sale documents existed and the Agreement for Sale was entered into on 1 August 2014. The information in the email is therefore not still 'live' as negotiations had already ended. The Council has made it clear that although contracts had been exchanged with Sanyo the purchase had not been completed (and still has not) until such time as certain conditions have been met to the Council's satisfaction.
- 45. The Commissioner notes this point but would argue that once the Agreement for Sale had been agreed all information prior to this which relates to the negotiations to reach this stage is not still live. As such any strength to the public interest arguments is diminished.
- 46. The Council has mentioned the need to maintain a 'safe space' in its submissions to the Council and the Commissioner generally accepts that these arguments are applicable where there is a need to debate issues, exchange views and make decisions away from public scrutiny.
- 47. However, in his guidance on the section 36 exemption the Commissioner has established the position that safe space arguments are more applicable when debating government policy or when the exchanges of views are internal only. As neither of these are the case here the Commissioner has considered whether the safe space argument can carry any weight in this circumstance and his view on this is as follows:



"The safe space argument could also apply to section 36(2)(b), if premature public or media involvement would prevent or hinder the free and frank exchange of views or provision of advice ... This need for a safe space will be strongest when the issue is still live. Once the public authority has made a decision, a safe space for deliberation will no longer be required.

- 48. For this reason the Commissioner has not apportioned any significant weight to the argument that a safe space to debate issues and exchange views is needed as contracts had been exchanged. Whilst the sale of the land was, and is, still 'live' as it has not occurred yet; the decision relating to the land transaction had been made.
- 49. Similarly with any argument presented regarding a potential future 'chilling effect' on future discussions the fact that the issue is not still 'live' would diminish these arguments and the Commissioner is not minded to give strong weight to these arguments about the chilling effect on future exchanges especially taking into the timing of the request. The Commissioner acknowledges there may have been some commercial sensitivity around the disclosure of the information in the email at the time it was written in August 2013 when the Council were only just preparing to announce preliminary plans to purchase the site. However at the time of the request the situation had moved on and more information was already publicly known. The Commissioner therefore considers that any public interest in maintaining the exemption has diminished significantly over time.
- 50. The Council has not expanded on its fairly general arguments that disclosure would be likely to affect the free and frank exchange of views and the content of the information and timing of the request are crucial factors in attributing weight. There is no convincing evidence to suggest a severe impact on the future exchange of views related to this issue, or a more general impact.
- 51. In accepting the exemption is engaged the Commissioner acknowledges the public interest argument inherent in the exemption but the weight he attributes to this will depend on the severity, extent and frequency of the argued prejudice. As outlined above, the Commissioner is not minded to accept that the potential prejudice that has been argued is likely to be extensive or frequent and therefore, by extension, severe.
- 52. The complainant has argued that as this land transaction involves the Council buying land for redevelopment there is a strong public interest in transparency and ensuring that the public can scrutinise whether dealings have been properly conducted and represent value for money.



- 53. The Commissioner has looked into the history of the Sanyo site and notes the issue of the former Sanyo land in Lowestoft has generated local media interest dating back to 2013² and there has been interest in the deal due to the public money being used to purchase the land, the plans to build new housing on the land and the presence of a private investor also willing to bid for the land. As such the Commissioner accepts there is a strong public interest in the disclosure of information surrounding this deal and negotiations the Council was having as part of this as it will allow for greater scrutiny of the processes to ensure public money is being put to good and effective use.
- 54. The Commissioner recognises there are some valid arguments in favour of maintaining the exemption and he accepts there may be general sensitivity around disclosing information on a commercial issue. This does provide weight to maintaining the exemption. However, timing of the request has diminished many of the chilling effect and safe space arguments in favour of maintaining the exemption. He has therefore concluded that the public interest in disclosure is stronger than the public interest in maintaining the exemption the disclosure of this information will allow for greater accountability and scrutiny about the use of public money and the repurposing of land.
- 55. The public interest in maintaining the section 36(2)(b) (ii) exemption does not outweigh the public interest in disclosure
- 56. As the Council had also considered Document B exempt on the basis of section 43 he will also consider whether this information can be correctly withheld under this exemption.

Section 42 – legal professional privilege

- 57. The Council has withheld the following documents on the basis of section 42(1) of the FOIA:
 - Document A (Heads of Terms and Terms of Sale) redactions made on the basis of section 42 and/or section 43

http://www.edp24.co.uk/news/decision to buy former television factory site in lowestoft is defended by council chief 1 2848738

http://www.eadt.co.uk/news/lowestoft hundreds of homes to be built at former sanyo t elevision factory site 1 2370412



- Document C (Email between the Council and professional advisers) – withheld on the basis of section 42 and/or section 43
- Document D (Email between professional advisers) withheld on the basis of section 42 and/or section 43
- 58. Section 42(1) provides that information is exempt from disclosure if it is protected by legal professional privilege. There are two types of legal professional privilege: litigation privilege and advice privilege. Litigation privilege applies to confidential communications made for the purpose of providing or obtaining legal advice in relation to proposed or contemplated litigation. Advice privilege applies where no litigation is in progress or contemplated. In these cases, communications must be confidential, made between a client and legal adviser acting in a professional capacity, and for the sole or dominant purpose of obtaining legal advice.
- 59. The category of privilege the Council is relying on to withhold the information is advice privilege.

Document A

- 60. Document A is the Heads of Terms and Terms of Sale documents which have been disclosed except for the purchase price which has been redacted on the basis of section 42(1). The Council have argued this information attracts legal professional privilege as the document was sent as an attachment between Norfolk Property Services Limited (the professional asset advisor for the Council) and Aldreds (the professional advisor for Sanyo).
- 61. The Commissioner notes that the covering email has been disclosed as have the majority of the two documents except for the purchase price. It is therefore only the purchase price which the Council can claim this exemption for and the Commissioner fails to see how this information can be considered to be legal advice. As such he does not accept the section 42(1) exemption can be claimed to withhold the information from document A.

Document C

62. Document C is an email from a professional advisor at Norfolk Property Services Ltd to a professional advisor at Aldreds, copying in a Council employee. The Commissioner has viewed this email and notes it contains comments from one advisor to another on the deal and certain requirements that need to be met before entering into any transaction. The Commissioner's view is that the individual in question is providing an expert opinion to assist in the decision-making process but this does not necessarily mean that the individual in question is employed as a



professional legal advisor to provide legal advice. The Council referred to these advisors as being involved in facilitating the process but did not provide any evidence to suggest they were legal advisors. As such the Commissioner has not viewed them as such.

63. Consequently, the Commissioner does not consider that the communication between the advisor at Norfolk Property Services Ltd and the advisor at Aldreds can attract legal professional privilege. Therefore the information contained in document C cannot be exempt from disclosure on the basis of section 42(1) of the FOIA.

Document D

- 64. Document D is an email from a professional advisor at Aldreds to a professional advisor at Norfolk Property Services Ltd and a Senior Solicitor at the Council. As with Document C the information in the email consists of advice on the proposed land deal. In this case the information was sent to the Senior Solicitor at the Council who the Council advises was specifically assigned to be the Solicitor for the deal. However, the Commissioner does not consider this makes the circumstances any different than that for Document C.
- 65. The information in this email was not sent by a legal professional and does not appear to contain advice which has the quality of being legal advice. As such even if it could be argued that the communication was being made between a client and legal adviser acting in a professional capacity, the Commissioner does not accept that the communication was for the sole or dominant purpose of obtaining legal advice. He therefore considers the information in Document D cannot be exempt from disclosure on the basis of section 42(1) of the FOIA.

Section 43 – prejudice to commercial interests

- 66. In the event that the Commissioner found any of the other exemptions not to be engaged, the Council stated it considered that section 43(2) provided a basis for withholding all of the remaining information. As such the Commissioner has gone on to consider the application of section 43(2) in relation to all five of the withheld documents.
- 67. Section 43(2) of the FOIA states that information is exempt if its disclosure would, or would be likely to prejudice the commercial interests of any person holding it.
- 68. Document A has been disclosed and the only information which is being withheld is the overall purchase price. Similarly within Document E the information which is being withheld is the purchase price and some other figures relating to the sale. For the other three documents it is the entirety of the emails which are being withheld under section 43(2).



- 69. The Council's arguments for the use of this exemption were that the information is commercially sensitive and disclosure would be likely to prejudice the commercial interests of the Council and Sanyo. It expanded on this argument by stating that if financial details of the deal were made public it could impact on the Council's reputation and willingness of other commercial organisations to enter into similar negotiations with the Council in the future. The Council has also argued it would be likely to impact on Sanyo if the sale did not complete as it may affect its competitive advantage in future negotiations.
- 70. The Commissioner notes that the Council is relying on section 43(2) on the basis that disclosure of the information would prejudice its commercial interests and those of Sanyo. The Commissioner would normally expect a public authority to obtain arguments from the third parties themselves and in this case the Council has simply stated it has had verbal confirmation from Sanyo they do not agree to this information being disclosed. Arguments from a public authority that assume the position of the third party may be regarded as purely speculative, unless the public authority can explain their foundation e.g. based on a long standing working relationship.
- 71. The Council has argued that in its discussions Sanyo has indicated it would not agree to the release of the development agreement as the sale of the site has not been completed. Consequently if details of the financial arrangement are disclosed this may prejudice Sanyo's competitive advantage if the sale is not completed and the land sold to another party.
- 72. The Council has also argued that its own commercial interests would be likely to be prejudiced by disclosure of the information as it would affect the Council's ability to market the land as and when the sale is completed.
- 73. The Commissioner has considered the arguments that disclosing specific financial details of the agreement between the Council and Sanyo would be likely to prejudice both parties by undermining the negotiating position of Sanyo and the Council. The Commissioner has taken into account the limited arguments to support this position and to demonstrate any causal link between disclosure of the information and the prejudice that may occur.
- 74. The arguments presented by the Council relate to the financial figures involved in the agreement and for this reason the Commissioner does not accept this exemption has been correctly applied to withhold the information in Document C or D as this does not relate to the financial aspects of the deal and arguments relating specifically to the information in these emails has not been provided.



- 75. The information in Documents A, to some extent B, and E do refer to financial aspects of the deal and the Commissioner has gone on to consider the section 43(2) exemption in relation to this information.
- 76. The Commissioner can accept that disclosure of details of the purchase price and associated financial arrangements would have been likely to prejudice the commercial interests of both Sanyo and the Council while negotiations were still ongoing. The Council has argued that even though contracts had been exchanged and a purchase price agreed the sale had not completed and would not do until certain conditions had been met by Sanyo. As such the stage of the process the deal was at meant the prejudice claimed was still 'live' and relevant.
- 77. The Council has argued that if the sale does not go ahead and these figures are disclosed it would be likely to prejudice Sanyo's commercial interests by limiting its ability to negotiate a best deal in the future. Similarly, it would be likely to prejudice the Council's commercial interests as it may make other third party organisations less likely to engage with the Council in commercial negotiations if financial information about the deal will be disclosed.
- 78. In determining whether the Council has sufficiently demonstrated a causal link between the implied commercial prejudice and the disclosure of the information, the Commissioner has looked at the information that was already publicly known at the time of the request.
- 79. From brief searches the Commissioner has ascertained that there was information in the public domain from local campaigners and news organisations, some articles dating back to 2013³ which stated what they understood to be the purchase price and alleged this had been referred to in Council meetings. The Commissioner acknowledges that the reliability of information on the internet cannot always be established but he also notes that similar information was listed on other websites⁴. On balance the Commissioner therefore considers information on the overall purchase price agreed by the Council could be accessed by the public at the time of the request. In any event the Commissioner is of the view that as contracts had been exchanged and negotiation was

³ http://www.backbob.org/letter_to_the_journal_on_sanyo_site

http://www.lowestoftjournal.co.uk/news/work starts on clearing former sanyo television factory site in lowestoft 1 3339322 & http://www.lowestoftagainstthecuts.org.uk/did-we-learn-anything-from-the-lowestoft-conference/

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not still ongoing any prejudice argued is likely to be less likely, despite the fact the sale had not completed.

80. As such it is not clear how disclosure of the information within Documents A, B and E would be likely to prejudice the commercial interests of either party. The Commissioner has therefore concluded that the Council has failed to sufficiently explain the causal link between the implied commercial prejudice and the disclosure of this information. He therefore does not consider it has been sufficiently demonstrated that there would be any prejudice to its, or Sanyo's, commercial interests.

Conclusion

81. The Commissioner has found that the sections 42 and 43 exemptions are not engaged in relation to all of the withheld information. Although the Commissioner accepted that section 36 was engaged in relation to one of the documents he found that the balance of the public interest favoured disclosure. As such the Commissioner now requires the Council to disclose all of the remaining withheld information.



Right of appeal

82. Either party has the right to appeal against this decision notice to the First-tier Tribunal (Information Rights). Information about the appeals process may be obtained from:

First-tier Tribunal (Information Rights) GRC & GRP Tribunals, PO Box 9300, LEICESTER, LE1 8DJ

Tel: 0300 1234504 Fax: 0870 739 5836

Email: GRC@hmcts.gsi.gov.uk

Website: www.justice.gov.uk/tribunals/general-regulatory-

chamber

- 83. If you wish to appeal against a decision notice, you can obtain information on how to appeal along with the relevant forms from the Information Tribunal website.
- 84. Any Notice of Appeal should be served on the Tribunal within 28 (calendar) days of the date on which this decision notice is sent.

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