

London Borough of Barnet
2 Bristol Avenue
Colindale
NW9 4EW
8 September 2025
Our ref: 15255049

Thank you for your request received on 20 August 2025, for the following information:

I write to request information under the Freedom of Information Act 2000/Subject Access Request in relation to the above property. Authorities have already been provided. I would be grateful if you could disclose the information requested below.

Fundamentally, this request follows on from the Council's earlier response (Ref: 14591172) stating that 'the annexe was brought into tax directly by the VOA.' In practice, however, it is understood that the Billing Authority (LB of Barnet) must initiate, approve, or otherwise be actively involved in the referral and acceptance of any new domestic unit onto the rating list.

A. Council-VOA Correspondence and Rating Actions

1. Copies of any emails, letters, internal memos, or file notes:

- (i) From Barnet Council to the VOA requesting or initiating a listing of the Annex Flat for Council Tax purposes;**
- (ii) From the VOA to Barnet Council confirming, discussing, or advising on the rating of the Annex Flat;**
- (iii) Between officers within the Council discussing or recording the intention or outcome of such listing, including correspondence that may refer to a delegated decision to request VOA involvement.**

2. Any supporting documentation submitted by the Council to the VOA for the purpose of enabling or justifying the Council Tax listing of the Annex Flat, including photographs, plans, site visit notes or any other form of evidence.

3. Any record of the date on which the Council made a referral to the VOA in respect of the Annex Flat and any record of the officer(s) involved in initiating the listing. Copies of the referral made to the VOA

4. Any documents (emails, system entries, or notes) that show the Council's first awareness of the Annex Flat being added to the rating list and any associated billing instructions issued.

B. Residential Use Awareness

Any internal communications or documents that:

- (i) Reflect discussions or queries between departments concerning the apparent residential use of the Annex Flat despite the historic enforcement background;**
- (ii) Record any acknowledgment or acceptance of residential use by Council departments other than Planning, such as Council Tax, Electoral Services, or**

Housing our places and the planet
Please provide:

- (a) Any internal correspondence, records, inspection notes, emails or briefing**

papers held by the Council Tax team, Housing Department, or Environment Health team relating to:

- i) The decision to request Council Tax listing of the Annex;
- ii) The basis for selecting 13 September 2014 as the effective date;
- iii) Any reference made to the enforcement notice issued in 2013 and upheld on appeal on 7 May 2014;
- iv) Any records confirming whether officers from the Council Tax or Housing teams consulted the enforcement register, planning records, or enforcement team before requesting Council Tax listing.

(b) Any formal or informal communications with the VOA between May 2014 and December 2014 in relation to the Annex, including:

- i) Emails or letters from Barnet Council to the VOA proposing or requesting the property be rated as a separate hereditament;
- ii) Any communications about backdating of the listing to 13 September 2014;
- iii) Any reply by the VOA justifying or confirming the listing and its date.

We have processed this request under the Freedom of Information Act 2000.

Response

I am writing to inform you that we have searched our records and although we hold some of the information requested, some of the information you requested is not held by London Borough of Barnet.

We have provided answers to your request below.

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The information held on our database confirms the following:

Property setup as per VOA request for UPRN (Unique property reference number) w.e.f 15/09/2014 (Date of next schedule). As per VOA this property has existed for some time, but was only noticed when they visited the main house for other reasons. The VOA has informed that they could only assess this annexe for Council Tax w.e.f the date of schedule.

Unfortunately we are unable to provide anything further and would advise you to make a subject access request/FOI to the Valuation Office Agency directly to obtain the requested information.

[Personal information charter - Valuation Office Agency - GOV.UK](#)

[How to make a freedom of information \(FOI\) request: How to make an FOI request - GOV.UK](#)

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Records & Information Management Service, Assurance Group, London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.