



Department for Business & Trade

Department for Business and Trade
Old Admiralty Building
London
SW1A 2DY

T +44 (0)20 7215 5000
E FOI@businessandtrade.gov.uk
W www.gov.uk

FOI2024/06639

19 August 2024

Dear [REDACTED],

Thank you for your email of 26 July 2024 where you requested the following information:

RE: Request under the Freedom of Information Act (2000)

Dear Information Team

This is an information request relating to occupancy data.

Please can you provide the department's headquarters occupancy data for the following weeks (all 2024):

- * Week commencing 1st July*
- * Week commencing 8th July*
- * Week commencing 15th July*
- * Week commencing 22nd July*

If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the Act, as to how I can refine my request.

If you have any queries please don't hesitate to contact me via email or phone and I will be very happy to clarify what I am asking for.

I would prefer a response via email, but if this is not possible, I will gladly accept letters to the address below.

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

- know whether we hold the information you require

- be provided with that information (subject to any exemptions under the Act which may apply).

I can confirm that the Department for Business and Trade (DBT) holds information within scope of your request. The data provided below is the average % occupancy (based on number of desks) of the Department for Business and Trade offices in the Old Admiralty Building (our Headquarters) in the following weeks:

Week commencing 1st July - 80%

Week commencing 8th July – 85%

Week commencing 15th July – 82%

Week commencing 22nd July – 74%

Please see: - <https://www.gov.uk/government/publications/civil-service-headquarters-occupancy-data> for further information in relation to government department headquarters building occupation.

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 40 working days of the date of receipt of the response to your original request and should be addressed to the Information Rights Unit:

Information Rights Unit
Department for Business and Trade
Old Admiralty Building
London
SW1A 2DY
Email: FOI@businessandtrade.gov.uk

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

Yours sincerely,

Department for Business and Trade