



Region 5 Headquarters
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2 March 2020

Jack Thompson

By email: fyi-request-12339-18e476e6@requests.fyi.org.nz

Dear Jack

Information Request – F2958764, 314 Ettrick Street, Invercargill

I am writing to acknowledge receipt of your information request dated 2 March 2020 for F2958764, 314 Ettrick Street - Invercargill.

In accordance with section 15 of the Official Information Act 1982 we will try to respond to your request as soon as practicable and in any event no later than 20 working days after the day your request was received. If we are unable to respond to your request by then, we will notify you of an extension of that timeframe.

In order to gather information relevant to your request, we may make details of your request known to Fire and Emergency personnel who are likely to be able to assist with the identification and collation of that information. This will not include your identity as the requestor, unless it is reasonably necessary to share that in order to gather information relevant to your request. Please let us know immediately if you have any concerns about the sharing of details of your request, including your identity, within Fire and Emergency. We will contact you to discuss your concerns and how they will affect our approach to processing your request.

We will also contact you if:

- we require further information to clarify, or to enable us to process, your request;
- we need to tell a third party who you are, in order to consult on your request or information that relates to it.

Yours sincerely

Carolyn West
Regional Business Services Manager