Finance and Corporate Services
Information Management

15 August 2011
FOIA reference: F0001190

Dear XXXX

I am writing in respect of your recent application of 22 July 2011 for the release of information held by the Civil Aviation Authority (CAA).

Your request:

For each building in your organisation which is used primarily as office space, please supply the following:

1) UK postcode.

2) Net Internal Area (NIA) of the building - sq m.

3) Staff (latest available data)
a) Approximate total number (FTE) of office based staff for the building.
b) Optional: If you also have available the total headcount of office based staff for the building, please indicate this.

4) Tenure. Please indicate if the property is either:
a) Owned by your organisation (freehold or leasehold)
b) Managed under a PFI agreement
c) Rented or leased

5) For each of the buildings you have listed that is not currently owned by your organisation (i.e. you answered b) or c) to Q4), please supply the following, if available
a) The approximate annual rental cost
b) Any known lease break dates

6) For all buildings you have listed, please supply the annual operational costs for the latest year available, excluding rent.

We expect that this will normally include rates, net service charge, maintenance, cleaning, utilities, security etc. but please supply the headline figure that you usually use, specifying what is included / excluded only if necessary. Where it is not possible to break this down by individual building, please provide a total figure for your estate.

Our response:

In assessing your request in line with the provisions of the Freedom of Information Act 2000, we are pleased to be able to attach the information requested.

Civil Aviation Authority
Aviation House GW Gatwick Airport South Crawley West Sussex England RH6 0YR www.caa.co.uk
Telephone 01293 768512 rick.chatfield@caa.co.uk

In addition to the CAA's main office accommodation, the attachment also includes details of accommodation that the CAA occupies at some airports. Every year the CAA surveys passengers at major UK airports, asking them about their journey and their background to obtain information about air travellers and the determinants of the travel market. CAA survey staff operate at both regulated airports (Heathrow, Gatwick and Stansted) and some smaller regional airports. Local arrangements are in place at each airport, and occupation of the accommodation is variable, but generally all are for the use of storerooms which are used as an operational base for these staff.

CAA occupies the accommodation at some airports through formal licences, others have Tenancy at Will arrangements, some just through a Memorandum of Understanding. Costs vary; some are free at the point of use, others at a peppercorn rent when demanded, and others combine rent and service charge together. This accommodation would appear to be outside of the scope of your request, but further detailed information for each of these can be provided if required.

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

Mark Stevens
External Response Manager
Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

mark.stevens@caa.co.uk

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set in the attachment.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.gov.uk/complaints.aspx

Should you wish to make further Freedom of Information requests, please use the e-form at http://www.caa.co.uk/foi.

Yours sincerely

Rick Chatfield
FoIA & EIR Case Manager

CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.

Employee Location	No of Staff	Approximate FTE	PostCode	Net Internal Area (NIA) of the building - sq m.	Freehold or leasehold?	Managed under a PFI agreement?	Rented or leased?	Approximate annual rental cost (where applicable) £	Any known lease break dates (where applicable)	Annual Operational Costs for latest year available (EXC. Rent) £
ASSI - Northgate House Crawley	17	16.4	RH10 1FY	383	Leasehold	No	Leased	49,080	Dec-13	89,452
Bournemouth Hurn FTC	1	1.0	BH1 3JJ	144	Leasehold	No	Leased	22,187	Aug-11	14,827
Bristol Flying Centre	1	0.6	BS48 3DP	13	Leasehold	No	Leased	3,500	Aug-11	932
CAA House	272	254.5	WC2B 6TE	6,626	Leasehold	No	Leased	1,313,433	Dec-19	1,089,983
Castle Donnington	9	9.0	DE74 2SA	259	Leasehold	No	Leased	11,990	Oct-11	6,811
Edinburgh	9	8.3	EH11 4DH	227	Leasehold	No	Leased	39,743	Nov-12	48,118
Luton	18	14.6	LU2 7XH	214	Leasehold	No	Leased	24,508	Dec-10	36,431
Weston Super Mare	14	14.0	BS22 6WA	537	Leasehold	No	Leased	59,750	Sep-16	72,814
Manchester SRG	28	28.0	M22 5PR	575	Leasehold	No	Leased	76,653	Nov-11	84,319
Oxford FTC	2	2.0	OX5 1QX	57	Leasehold	No	Leased	8,250	Aug-11	1,828
Gatwick-Aviation House	612	586.7	RH6 0YR	10,999	Freehold	No	N/A	0		2,164,038
Stansted AWD	15	15.0	CM23 5DB	293	Leasehold	No	Leased	53,800	Mar-18	71,044
Stirling	18	17.6	FK7 9JQ	356	Leasehold	No	Leased	31,433	Nov-14	66,482
Ruislip	7	6.5	HA4 6NG	240	MoD SLA	No	MoD SLA	27,030	Feb-15	3,514
Gatwick Airport	10	3.6								
Stansted Airport	11	3.4								
Manchester Airport	11	4.0								
Heathrow Airport	22	9.4								
Other Regional Airports	7	1.9								
Total	**1084**	**998.1**	-							