Dear [name],

I am writing in respect of your recent request of 3 May 2016, for the release of information held by the Civil Aviation Authority (CAA). Your request has been considered in line with the provisions of the Freedom of Information Act 2000 (FOIA).

Your request:

‘Could you please provide the total gross internal floor area of all the buildings in the CAA’s UK estate, in as much detail as possible. For example, by building use, age and location.’

Our response:

Please refer to the table below. All buildings listed below are leased by the CAA, excluding Aviation House Gatwick, therefore, we are only able to provide the information using the standard net internal area (NIA) measurement, which is the usable floor area within a building. We do not hold information relating to the age of these buildings, except for Aviation House Gatwick and CAA House London.

<table>
<thead>
<tr>
<th>Office</th>
<th>Net internal area</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sq m</td>
<td>Sq ft</td>
</tr>
<tr>
<td>Luton Regional Office</td>
<td>347</td>
<td>3735</td>
</tr>
<tr>
<td>Manchester Regional Office</td>
<td>407</td>
<td>4381</td>
</tr>
<tr>
<td>Stansted Regional Office (closed)</td>
<td>293</td>
<td>3154</td>
</tr>
<tr>
<td>Stirling Regional Office</td>
<td>208</td>
<td>2238</td>
</tr>
</tbody>
</table>

1 June 2016
Reference: F0002766
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:-

Caroline Chalk  
Head of External Information Services  
Civil Aviation Authority  
Aviation House  
Gatwick Airport South  
Gatwick  
RH6 0YR  

caroline.chalk@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 FOIA to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner’s Office  
FOI/EIR Complaints Resolution  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF  
https://ico.org.uk/concerns/

If you wish to request further information from the CAA, please use the form on the CAA website at http://publicapps.caa.co.uk/modalapplication.aspx?appid=24.

Yours sincerely

Rihanne Stephen  
Information Rights Officer
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.