



Loch Lomond & The Trossachs National Park Authority
Carrochan
Carrochan Road
Balloch
G83 8EG

Ref: FOI 2025-045
19 December 2025

Dear XXX

REQUEST UNDER FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

We refer to your request for information, received by email on 20 November 2025. Your specific requests and the Park Authority's response are provided below.

Your request

...we request under FOISA that you provide, (in a machine-readable format, preferably Microsoft Excel or CSV) the following information in respect of suppliers which were not paid in within 30 days for the period starting 1 April 2019 to the date of this request:

1. Supplier Name
2. Invoice Date
3. Invoice Received Date
4. Invoice Due
5. Gross Invoice Value
6. Payment Date
7. Payment Terms
8. Late Payment Compensation or Interest Paid (if any)

Our response

We have attached information for the last 6 years in Microsoft Excel format, in respect of suppliers who were not paid within 30 days. Each financial year is on a separate tab and is sorted by Supplier Name, then Invoice Date and includes Gross Invoice Value and Payment Date.

Late Payment Compensation or Interest Paid: the only known late payment compensation or interest during these years are:

LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY

National Park Headquarters, Carrochan, Carrochan Road, Balloch, G83 8EG Long: 4°34'24"W Lat: 56°00'12"N

t: 01389 722600 f: 01389 722633 e: info@lochlomond-trossachs.org w: lochlomond-trossachs.org

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| Supplier | | Date | Amount |
|----------|---------------------|--------------|---------------|
| | Pitney Bowes | 10/05/2022 | 44.76 |
| | | 10/08/2022 | 52.69 |
| | | 10/02/2023 | 40.44 |
| | | 10/02/2023 | 473.37 |
| | | 10/03/2023 | 21.18 |
| | | 10/01/2025 | 56.65 |
| | | Total | 689.09 |
| | | | |
| | EDF | 12/12/2023 | 51.38 |
| | | 13/12/2024 | 28.71 |
| | | 12/01/2024 | 44.92 |
| | | Total | 125.01 |

The information not provided, including the reason why, is as follows:

- Invoice Received Date - not available for all years as it would have only been held in emails and these emails are purged.
- Invoice Due Date - This is not immediately available as we do not record this anywhere. This information is on the invoice and therefore we would have to examine each individual invoice to retrieve this information.
- Payment Terms (assumed this refers to the suppliers' payment terms rather than the National Park Authority's) - This is not immediately available as we do not record this anywhere. This information is on the invoice and therefore we would have to examine each individual invoice to retrieve this information.

Following an assessment of your request we have determined that due to the volume of information you have requested and the time it would take to locate this information, it is considered reasonable to issue a fees notice under Section 9 of the Freedom of Information (Scotland) Act 2002 to charge for the information listed as 'not provided' above.

We estimate that complying with those elements of your request will incur the following costs:

- Staff time:
Locating, retrieving, and extracting the relevant records — estimated at 35 hours at £25/hour = £875

This therefore exceeds the appropriate limit set out in regulations of £600 and we are therefore under section 12 of the Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004 due to advise you that the Authority is not required to provide the information.

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Please be advised that a modified request may reduce the costs of providing the information.

Any modified request will be treated as a new request for the purposes of the Freedom of Information (Scotland) Act 2002 and given due consideration.

Payment & Timescales

Please be advised that:

1. If you wish to pay this fee for the further information to be provided, we are not obliged to process your request until the full fee of £875 has been received.
2. The time taken to receive payment pauses the statutory 20-working-day deadline for responding to FOI requests. Once payment is received, the remaining days will resume and we will then finalise our response.
3. We invite you to pay this fee within 60 working days of the date of this notice. If payment is not received within that period, we will consider the request withdrawn.
4. The fee should be paid by BACs transfer into our bank account, details provided below:

Please make payments to:-
Bank Account Name: Loch Lomond & Trossachs
Bank Sort Code : 82-62-11
Bank Account Number: 50446890

Yours sincerely

Information Management Loch Lomond and the Trossachs National Park Authority

Review Procedure

If you are dissatisfied with this decision, or the way in which the Authority has dealt with your request, you are entitled to require the Authority to review its decision. Please note that in order for a review to take place you are required to:

- Send your request for review in writing, setting out in full the reasons why you are requesting a review.
- Submit your review request within 40 working days of either the date on which you received a response from the Authority or the date by which you should have received a response under the terms of the Freedom of Information (Scotland) Act 2002, whichever is the later.
- address your review request to:

Information Manager
Loch Lomond & The Trossachs National Park Authority

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The review will be handled by staff who were not involved in the original decision. You will receive notice of the result of your review within 20 working days.

If you are not satisfied with the response to your request for review, you can contact the Scottish Information Commissioner, the independent body which oversees the Freedom of Information (Scotland) Act 2002, at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Tel: 01334 464610
Website: www.itspublicknowledge.info
E-mail: enquiries@itspublicknowledge.info