

South Holland District Council

Publication Scheme - Guide to Information

HOW WE MAKE DECISIONS

Definition
This class of information relates to agendas and reports to the meetings of the Council, its executive (the Cabinet) and non-executive committees, sub-committees and panels, together with reports to individual Cabinet members (portfolio holders) for formal decisions. Additionally the class includes all records of decisions, minutes and background papers relating to those meetings or decisions together with the schedule of meetings and membership of the committees and panels.

The class is qualified and limited as follows:

- Agendas, minutes and reports – available 6 years
- Papers used to prepare a report (background papers) shall be available for four years from the date of the meeting.
- No material shall be made available which at the date of the request is 'exempt' within the meaning of the local Government Acts 1972 or 2000.

Available Information

- Various committee and scrutiny panel agendas
- Various committee and scrutiny panel reports and background papers
- Various committee and scrutiny panel minutes
- Schedule of meeting dates
- Committee membership lists
- Cabinet minutes
- Cabinet Forward Plan

Available Formats Printed/E-mail/Fax/Website	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Member Services Manager	Telephone Number 01775 761161 Ext 4612
		E-mail info@sholland.gov.uk
Where the information can be found Customer & Legal Member Services	Website link/s to information www.sholland.gov.uk/council/democratic/meetings/	Current Charge No charge for one-off requests or to inspect. Regular copies supplied on subscription only

Definition
This class of information relates to the Council's Constitution. This document is available as a whole or in parts. It sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. The Constitution is divided into 15 Articles which set out the basic rules governing the Council's business together with more detailed procedures and codes of practice.

Available Information

- Citizens and the Council
- Officers
- Decision making
- Finance, Contracts and Legal matters
- Codes of Conduct
- Management structure

Available Formats Printed, e-mail & website	Date of current version Jan-03	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Member Services Manager	Telephone Number 01775 761161 Ext 4612
		E-mail info@sholland.gov.uk
Where the information can be found Customer & Legal Member Services	Website link/s to information www.sholland.gov.uk/council/democratic/policies/constitution/	Current Charge No charge for e-mail or to inspect. £10 for printed copy.

LISTS AND REGISTERS

Definition
This class of information relates to the Electoral Registration process.

Available Information

- Register of Electors - Edited and Full versions plus lists of monthly updates. All Registers are available for inspection.
- The Full version can only be inspected under supervision and can only be copied by means of hand written notes.
- Full version of Register is only available for sale to Government departments and Credit Reference Agencies
- Out of date Registers of Electors – from 1918 to present day except for 1940 to 1945 – available for inspection only
- List of Overseas Electors – Available for inspection or sale.
- Absent Voters Lists – List of Electors registered to vote by post or by proxy. Available for inspection but not for sale.

Available Formats Printed, some Fax & email, plus some by CD	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Electoral Administrator	Telephone Number 01775 761161 Ext 4556
		E-mail elections@sholland.gov.uk
Where the information can be found Customer & Legal Member Services	Website link/s to information www.sholland.gov.uk/services/service226.htm	Current Charge Charges for sale of register: Printed - £10 plus £5 per 1000 entries or part thereof. Data - £20 plus £1.50 per 1000 entries or part thereof Charge for sale of overseas electors list: Printed - £10 plus £5 per 100 entries or part. Data - £20 plus £1.50 per 100 entries or part.

Definition		
This class of information relates to the marked copy of the Electoral Register from polling stations at elections.		
Available Information		
Marked copy of electoral register from polling stations and marked list of absent voters at each election. Available for inspection for 12 months from the day of the election.		
Available Formats	Date of current version	Date due renewal
Printed	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding, PE11 2XE	Electoral Administrator	01775 761161 ext 4556
		E-mail
		elections@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Customer, Legal and Member Services		Paper Version - £10 plus £2 for every 1000 entries or part thereof (statutory fee) Data Version - £10 plus £1 for every 1000 entries or part thereof (statutory fee)

Definition		
This class of information relates to Public Registers maintained in accordance with legislation.		
Available Information		
<ul style="list-style-type: none"> • Env & Safety Info Act 1988 – Public Register • Hackney Carriage Licence Holders Register • Skin Piercer's Register • Licensing Act 2003 Public register • Food premises Register 		
Available Formats	Date of current version	Date due renewal
Printed	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Community Services Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Community and Neighbourhood Services		No charge

OUR POLICIES AND PROCEDURES

Definition		
This class of information relates to how to access information held by the Council under both statutory requirements and informal arrangements. This includes information held under:		
<ul style="list-style-type: none"> • The Local Government (Access to Information) Act 1985 • The Data Protection Act 1998 		
Available Information		
<ul style="list-style-type: none"> • The Access to Information Rules • SHDC Freedom of Information Publication Scheme • Data Protection policies, procedures and guidelines 		
Available Formats	Date of current version	Date due renewal
Printed, email, website	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Administrative Officer – Legal and Member Services	01775 761161 Ext 4427
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Customer & Legal Member Services	www.sholland.gov.uk/services/service231.htm	No charge

Definition		
This class of information relates to the Council's official complaints procedures and also submission of suggestions. It sets out how to make your views known, who to complain to if things go wrong and the sets out the process involved in making a formal complaint.		
Available Information		
<ul style="list-style-type: none"> • Suggestions and Complaints Procedure Booklet and Form 		
Available Formats	Date of current version	Date due renewal
Printed	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Customer Services Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Customer & Legal Member Services	www.sholland.gov.uk/feedback/	No charge

Definition		
This class of information relates to the Council's main plans, policies and strategies.		
Available Information		
<ul style="list-style-type: none"> • Consultation Strategy • Corporate Procurement Policy • Corporate Procurement Strategy • Corporate Risk Management Policy • Corporate Risk Management Strategy 		
Available Formats	Date of current version	Date due renewal
Printed/ E-mail/Fax	Various	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Risk Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Finance Department	www.sholland.gov.uk/services/service537.htm	No charge

Definition This class of information relates to how the Authority will investigate and prioritise contaminated land sites identified within the district.		
Available Information <ul style="list-style-type: none"> Contaminated Land Strategy Guide to Developing Contaminated Land within Lincolnshire 		
Available Formats Printed, email & fax, website	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Team Leader (Safety and Environment)	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Community and Neighbourhood Services	Website link/s to information www.sholland.gov.uk/services/service73.htm	Current Charge No Charge

Definition This class of information relates to the Equality and Diversity work of the Council.		
Available Information <ul style="list-style-type: none"> Equality and Diversity information. Staff training. Community Information Policy and practice. 		
Available Formats Printed and website	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding, PE11 2XE	Contact Name Equality and Diversity Officer	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Economic and Community development	Website link/s to information www.sholland.gov.uk/council/equality/	Current Charge No charge

Definition This class of information relates to information on performance indicators concerning the audit and fraud functions of the Council.		
Available Information <ul style="list-style-type: none"> Audit and Fraud performance indicators Fraud annual performance indicators Audit Activity report to Cabinet 		
Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Chief Internal Auditor	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Finance	Website link/s to information www.sholland.gov.uk/council/fraud/	Current Charge No charge

Definition This class of information relates to policies and procedures concerning the investigation of notifiable diseases and information leaflets available to the public.		
Available Information <ul style="list-style-type: none"> Major Outbreak Plan for disease in community Out of Hours procedures – Infectious Diseases Infectious Disease Leaflets Infectious Disease Procedure Control of Food Poisoning in the Community Water Outbreak Policy in the Community 		
Available Formats Printed, email, fax and web	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Team Leader, Food Safety & licensing	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Community and Neighbourhood Services	Website link/s to information www.sholland.gov.uk/services/service92.htm	Current Charge No charge

Definition This class of information relates to policies relating to local authority funerals.		
Available Information Local Authority Funded Funerals Procedure		
Available Formats Printed, email, fax and web	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Senior Env Health Officer	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Community and Neighbourhood Services	Website link/s to information www.sholland.gov.uk/services/service356.htm	Current Charge No charge

Definition
This class of information relates to information on the Council's role as landlord, on housing strategy, covering all housing in South Holland, and various reports and surveys.

- Available Information**
- South Holland Tenant Involvement Strategy 2008-12
 - Publication of the Strategic Housing Market Assessment
 - Housing Strategy 2006-11
 - South Holland Homelessness Strategy 2008-12
 - Lincolnshire County Homelessness Strategy 2008-12
 - Housing Revenue Business Plan 2006-11
 - Affordable Housing Delivery Plan Feb 2007

Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Housing Strategy Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Housing & Property Services	Website link/s to information www.sholland.gov.uk/housing/StrategiesandBusinessPlans	Current Charge No charge

Definition
This class of information relates to policies, procedures and codes of practice relating to existing council employees.

- Available Information**
- Misc forms – Application for leave/absence
 - Statutory Sick Pay
 - Misc Policies - Absence and Sickness Management
 - Code of Conduct
 - Conditions of Service
 - Equal Opportunities
 - Flexitime
 - Guide to Performance Review
 - Human Resources Strategy
 - Induction
 - Maternity

Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Human Resources Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Organisational Development	Website link/s to information www.sholland.gov.uk/council/democratic/policies/	Current Charge Various charges apply

Definition
This class of information relates to training and development plans and policies for employees.

- Available Information**
- Post Entry Training Form
 - Training and Development Policy
 - Annual Training Plan
 - Individual training requirements may also be found within Service
 - Business plans which can be found under 'Council and Democracy' under the sub-category 'Business Plans'.

Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Human Resources Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Organisational Development	Website link/s to information www.sholland.gov.uk/jobs/	Current Charge Various charges apply

Definition
This class of information relates to vacancies at South Holland District Council.

- Available Information**
- Vacancy Advertisements
 - Recruitment Pack

Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Human Resources Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Organisational Development	Website link/s to information www.sholland.gov.uk/jobs/	Current Charge No charge

Definition
This class of information relates to information provided to job applicants.

- Available Information**
- Job description
 - Person specification
 - Terms and conditions of employment
 - Criminal record check form
 - Service specific information
 - Removal and resettlement scheme details
 - Asylum and Immigration form
 - Declaration of Health form
 - Expenses claim form
 - New starters/leavers manual

Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Human Resources Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Organisational Development	Website link/s to information www.sholland.gov.uk/jobs/	Current Charge No charge

Definition
This class of information relates to various Orders and Byelaws made by the Council.

- Available Information**
- Car Park Orders
 - Footpath Diversion Orders
 - Modification/revocation of planning permissions
 - Tree Preservation Orders
 - Byelaws (Various)

Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Member Services Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Customer & Legal Member Services	Website link/s to information	Current Charge No charge

Definition
Supporting the safeguarding of children and vulnerable adults through Safeguarding Champions, policies and procedures. Some information restricted due to confidential and

- Available Information**
- CRB checks.
 - Staff training on safeguarding awareness and procedures.
 - Reporting safeguarding concerns.

Available Formats Printed and web site	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding, PE11 2XE	Contact Name Community Development Manager	Telephone Number 01775 761161 E-mail vthomson@sholland.gov.uk
Where the information can be found Economic and Community Development	Website link/s to information www.sholland.gov.uk/health/	Current Charge No charge.

Definition
This class of information relates to the Rural Action Zone (RAZ) in South Holland.

- Available Information**
- RAZ Case Studies
 - RAZ Newsletters
 - RAZ Folders
 - RAZ briefing document
 - Reports

Available Formats Print and on web site	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Strategic Partnerships Manager	Telephone Number 01775 761161 extension 4627 E-mail info@sholland.gov.uk
Where the information can be found Assistant Chief Executive's Department	Website link/s to information www.sholland.gov.uk/council/plans/razcommunityplan.htm	Current Charge No charge

THE SERVICES WE OFFER

Definition		
This class of information relates to the elections process.		
Available Information		
<ul style="list-style-type: none"> • Notices of Vacancy • Notices of Election • Statements of persons nominated • Notices of Election Agents • Notices of Poll / Schedule of Polling Stations • Nomination Papers – available for inspection from close of nominations to the day of the Poll only • Review of Polling Places and Polling Stations 		
Available Formats	Date of current version	Date due renewal
Printed, Fax (for some)	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Electoral Administrator	01775 761161 Ext 4556
		E-mail
		elections@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Customer & Legal Member Services	www.sholland.gov.uk/council/democratic/elections/	Occasional photocopy charge
Definition		
This class of information relates to cultural information.		
Available Information		
<ul style="list-style-type: none"> • Arts Development. • Events. • Museums. 		
Available Formats	Date of current version	Date due renewal
Printed and website	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding, PE11 2XE	Community Development Manager	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Economic and Community Development	www.sholland.gov.uk/leisure/	No charge
Definition		
This class of information relates to dykes within South Holland.		
Available Information		
<ul style="list-style-type: none"> • Dyke filling application form • Dyke filling guidance leaflet • Map of Internal Drainage Board boundaries 		
Available Formats	Date of current version	Date due renewal
Printed and Website	Variable	.
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Technical Assistant	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Housing & Property Services	www.sholland.gov.uk/services/service352.htm	No charge
Definition		
This class of information relates to local air quality in the South Holland District.		
Available Information		
<ul style="list-style-type: none"> • Reports - Air Quality – Sutton Bridge • Public Registers: Integrated Pollution Control • Sutton Bridge Power Station • Spalding Energy Co. Ltd • Radioactive Substances Act 1960 (Not air pollution) 		
Available Formats	Date of current version	Date due renewal
Printed, email & fax	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Team Leader (Safety & Environment)	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Community and Neighbourhood Services	www.sholland.gov.uk/environment/envprotect/	No charge
Definition		
This class of information relates to housing and council tax benefit.		
Available Information		
<ul style="list-style-type: none"> • Application forms • Benefit backdating • Changes and corrections • Pre-tenancy determination 		
Available Formats	Date of current version	Date due renewal
Printed	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Benefits Section	01775 761161
		E-mail
		benefits@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Finance	www.sholland.gov.uk/services/service116.htm	No charge

Definition

This class of information relates to guides and information for housing and council tax benefit.

Available Information

- Guide to filling in forms
- Proving your identity
- Benefit appeals booklet
- Benefit surveys
- Child care charges
- Landlords anti-fraud information
- Moving home (second property)
- Non- dependants
- Quick guide to Housing and Council Tax benefit
- Premiums and allowances
- Second adult rebates
- Temporary absence

Available Formats

Printed

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Benefits Section

Telephone Number

01775 761161

E-mail

benefits@sholland.gov.uk

Where the information can be found

Finance

Website link/s to information

www.sholland.gov.uk/services/service116.htm

Current Charge

No charge

Definition

This class of information relates to forms and information connected with Council Tax, discounts and exemptions, methods of payment, and recovery and enforcement.

Available Information

- Your Guide to Council Tax, Budgets and Performance in South Holland
- FAQ's
- Council Tax Billing Notes, including methods of payment
- Direct Debit Scheme
- Form to report a Change in Occupation
- Notes to help complete in Occupation form
- Disabled Band Reduction Scheme – application form and explanatory notes
- Discount for Severely Mentally Impaired – application form and explanatory notes
- Discount for Carers - application form and explanatory notes
- Discounts for Students – application form
- Attachment of Earnings Order information
- Bailiff charges
- Reminder and Final Information
- Summons information sheet

Available Formats

Printed

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Council Tax Billing Section

Telephone Number

01775 761161

E-mail

counciltax@sholland.gov.uk

Where the information can be found

Finance

Website link/s to information

www.sholland.gov.uk/council/counciltax/

Current Charge

No charge

Definition

This class of information relates to forms and information covering non-domestic rates, methods of payment, recovery and enforcement.

Available Information

- Rural settlement list
- Non domestic rates bill information
- Non domestic rate relief
- Direct Debit Scheme

Available Formats

Printed

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Rating & Recovery Section

Telephone Number

01775 761161

E-mail

businessrates@sholland.gov.uk

Where the information can be found

Finance

Website link/s to information

www.sholland.gov.uk/services/service201.htm

Current Charge

No charge

Definition

This class of information relates to the future planning in enforcement and advising employers on their legal requirements and providing access to information to the public

Available Information

- Food Law Enforcement Service Plan
- Regulatory Services Enforcement Policy
- Inspection of Food Premises – Procedures
- Food Complaints Procedure
- Food and Water Sampling Policy
- Food and Water Sampling Procedures
- Food Alerts Procedure
- Food Hygiene Rating information

Available Formats

Printed, email, fax and web

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Team Leader, Food Safety & Licensing

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Community and Neighbourhood Services

Website link/s to information

www.sholland.gov.uk/services/service92.htm

Current Charge

No charge

Definition This class of information relates to policies and procedures concerning food safety standards within food premises.		
Available Information <ul style="list-style-type: none"> • Food Newsletter • Food Premises Register - Photocopy charge – 30p per page • Food Alerts • Advisory Food Leaflets and literature 		
Available Formats Printed, email, fax and web [newsletter- electronic version only]	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Team Leader, Food Safety & Licensing	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Community and Neighbourhood Services	Website link/s to information www.sholland.gov.uk/environment/food/	Current Charge Current Charge: Some charges apply – see above

Definition This class of information relates to information and advice on the services and issues relating to Council tenancies. These include tenancy agreements, paying rent, response repairs, mutual exchanges, tenant participation, South Holland Tenants' Group and disabled facilities grants.		
Available Information <ul style="list-style-type: none"> • Tenancy Agreement • Mutual Exchange Form • Reporting your Repairs Booklet • Assignment Request Form • Change of Name Form • Housing Newsletter • Nuisance Monitoring Form • Notice to Terminate your Tenancy • How to Pay • Tenant Participation Compact • South Holland Tenants' Group Constitution • Sheltered Housing Agreement 		
Available Formats Printed/E-mail/Fax	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Housing Operational Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Housing & Property Services	Website link/s to information www.sholland.gov.uk/housing	Current Charge No charge

Available Information <ul style="list-style-type: none"> • Private Rented Accommodation • Problems Paying your Mortgage • What's available • Tenancy support service • Domestic Violence – Information for Men 		
Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Housing Operational Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Housing & Property Services	Website link/s to information www.sholland.gov.uk/services/service144	Current Charge No charge

Definition This class of relates to information on applying for and obtaining renovation grants, disabled facilities grants and home repair assistance.		
Available Information <ul style="list-style-type: none"> • Preliminary Assessment Form • Disabled Facilities Grants Application Form • Approval Notice • Certificate of Completion • Professional Fees Letter • Minor Repairs Grants Application Form • Grant Claim Form • Completion Certificate 		
Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Environmental Health Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Community and Neighbourhood Services	Website link/s to information www.sholland.gov.uk/housing/privatesector/Private+Sector+Housing+Strategy.h	Current Charge No charge

Definition		
This class of information relates to guidance booklets, leaflets and information sheets.		
Available Information		
<ul style="list-style-type: none"> • Guides – Charitable Collections and Fundraising • Licensing Act 2003- Guidance to applicants • Guidance sheets and leaflets Gambling Act 2005 • Licensing Act 2003- guidance leaflets • Information/Guidance- Animal Welfare licensing • Licensing Act 2003- Public register • Specification for vehicles to be licensed as hackney Carriages • Vehicle Inspection standards [Hackney Carriage and Private Hire vehicles] • Guidance Hackney Carriage & Private Hire drivers 		
Available Formats	Date of current version	Date due renewal
Printed	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Team Leader, Food Safety & Licensing	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Community and Neighbourhood Services	www.sholland.gov.uk/environment/food/	No charge

Definition		
This class of information relates to advisory leaflets.		
Available Information		
<ul style="list-style-type: none"> • Making Tree Preservation Orders – and Works to Protected Trees • Recommended Planting Standards for Trees • Development and Hedgerow Planting • External Mapping Services 		
Available Formats	Date of current version	Date due renewal
Printed	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Customer Services	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Customer Service Centre	www.sholland.gov.uk/environment/plandev/	No charge

Definition		
This class of information relates to advisory leaflets.		
Available Information		
<ul style="list-style-type: none"> • Householder Development – When is Planning Permission Needed? • Aerials and Satellite Dishes on Residential Premises • Agricultural Developments • Housing in the Open Countryside • Listed Buildings and Conservation Areas • Properties with Article 4(2) Directions – Restrictions Affecting Householder Development • Planning Information (What kind of Application do I need etc) • Planning Application Fees • Amendments to Planning Proposals • Unauthorised Development 		
Available Formats	Date of current version	Date due renewal
Printed	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Customer Services	01775 761161
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Customer Service Centre	www.sholland.gov.uk/environment/plandev/	No charge

Definition		
This class of information relates to the Computerised Database which generates a unique reference number for each planning application received.		
Available Information		
Contains extracted information from planning applications since 1991. Data may be viewed at Planning Reception		
Individual Planning Applications:		
<ul style="list-style-type: none"> • Ongoing – Working file containing planning application and all correspondence received. • Files are open for public view only. Reasonable requests for extracts of individual files may be made with photocopy charges per sheet. • Determined – Archived planning application file and decision notice, plus any correspondence received after determination. • Planning Applications determined less than 5 years ago are held in file storage. • Planning Applications determined prior to that are held as computerised images and may be viewed at Planning Reception. • Files are open for public view only. Reasonable requests for extracts from individual files may be made with photocopy charges per sheet. • Copies of Planning Decision Notices are free, we will however email copies upon request to reduce printing costs. • If paper copies are required photocopying charges may apply. 		
Available Formats	Date of current version	Date due renewal
Printed	Variable	Variable
Where to find a copy	Contact Name	Telephone Number
Council Offices, Priory Road, Spalding PE11 2XE	Planning Advice Team	01775 761161 ext 4562 or 4692
		E-mail
		info@sholland.gov.uk
Where the information can be found	Website link/s to information	Current Charge
Planning & Development	www.sholland.gov.uk/environment/plandev/planning/	20p per A4 sheet (50p per A4 plan & £1 per A3 plan)

Definition

This class of information relates to the Separate Register containing a copy of all Planning Application Decision Notices issued during the last 12 month period.

Available Information

- Planning Application Decision Notices issued prior to the last 12 month period are held with the Archived Files.
- Decision Notices are open for public view.
- Copies are available for free, to reduce our printing costs we will email them upon request.
- If paper copies are required the photocopying charge may apply.

Available Formats

Printed

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Planning Advice Team

Telephone Number

01775 761161 ext 4562 or 4692

E-mail

info@sholland.gov.uk

Where the information can be found

Planning & Development

Website link/s to informationwww.sholland.gov.uk/environment/plandev/planning/**Current Charge**

20p per A4 copy.

Available Information

Although Supplementary Planning Guidance Briefs do not form part of the District Local Plan they can be used as a means of covering detailed issues to supplement specific policies in the Development Plan and may take the form of either Design Guides or Area Development Briefs.

Supplementary Planning Guidance does not have the same status as an adopted Development Plan policy and is only referred to in the reasoned justification for a policy. However, it may be a material consideration in determining planning applications.

Available Formats

Printed

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Planning Advice Team

Telephone Number

01775 761161 ext 4562 or 4692

E-mail

info@sholland.gov.uk

Where the information can be found

Planning & Development

Website link/s to informationwww.sholland.gov.uk/environment/plandev/**Current Charge**

20p per A4 sheet, 50p per A4 plan & £1 per A3 plan

Definition

This class of information relates to recycling and refuse collection.

Available Information

- Leaflets - Recycling and Refuse

Available Formats

Printed, electronic

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Street Scene Co-ordinator

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Community and Neighbourhood Services

Website link/s to informationwww.sholland.gov.uk/services/service591.htm**Current Charge**

No charge

WHAT OUR PRIORITIES ARE AND WHAT WE DO**Definition**

This class of information relates to Crime and Disorder matters.

Available Information

- Crime and Disorder Strategy
- Crime and Disorder Strategy Summary Sheet

Available Formats

Print

Date of current version

Apr-02

Date due renewal

April 2010

Where to find a copy

Council Offices, Priory Road, Spalding, PE11 2XE

Contact Name

Partnerships Officer

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Assistant Chief Executive's Department

Website link/s to informationwww.sholland.gov.uk/policing/Crime+and+Disorder.htm**Current Charge**

No charge

Definition

This class of information relates to how your Council is performing. It outlines the services we provided and whether they are offering value for money. The best value plan reports on our performance during the current year and sets out our targets for the coming year.

Available Information

- Best Value Manual
- Best Value Performance Plan 2002
- Best Value Performance Plan Summary 2002
- Best Value Performance Plan 2003
- Best Value Performance plan Summary 2003

Available Formats

Printed

Date of current version

2002

Date due renewal

Annually

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Organisational Development Manager (Performance)

Telephone Number

01775 761161

E-mail

info@sholland.gov.uk

Where the information can be found

Organisational Development

Website link/s to informationwww.sholland.gov.uk/council/performance/**Current Charge**

No charge

Definition This class of information relates to performance indicators in the Revenues and Benefits functions of the Council.		
Available Information • Revenues annual performance indicators • Benefits annual performance indicators		
Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Benefits & Revenues Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Finance	Website link/s to information www.sholland.gov.uk/council/performance/finance/	Current Charge No charge

Definition This class of information relates to information on the housing register and advice on applying for and obtaining council accommodation, including sheltered housing, warden controlled accommodation, supporting people and council garages and garage plots.		
Available Information • A Guide to the Housing Register • Housing Application Form • Accommodation Area Choices • Change of Area Choice Form • Garage Application Form • Transfer Application Form • Homelessness – What you need to know • Sheltered Housing Service • Tenants Check list		
Available Formats Printed/E-mail/Fax	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Housing Operational Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Housing & Property Services	Website link/s to information www.sholland.gov.uk/housing	Current Charge No charge

WHAT WE SPEND AND HOW WE SPEND IT

Definition This class of information relates to Business in South Holland.		
Available Information • Wingland Brochure		
Available Formats Print, fax, email, website	Date of current version variable	Date due renewal variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Economic Development Manager	Telephone Number 01775 761161 extension 4442 E-mail info@sholland.gov.uk
Where the information can be found Economic & Community Development	Website link/s to information www.sholland.gov.uk/business/ecdev/	Current Charge No charge

Definition This class of information relates to election expense returns and declarations sent to the Council.		
Available Information Candidates Election Expenses Returns and Declarations and accompanying documents submitted to the Council. Available for inspection for two years for Parliamentary, District and County elections, and one year for Parish elections.		
Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding, PE11 2XE	Contact Name Electoral Administrator	Telephone Number 01775 761161 Ext 4556 E-mail elections@sholland.gov.uk
Where the information can be found Customer, Legal and Member Services	Website link/s to information	Current Charge No inspection fee, copies at 20p for each side of each page (statutory fee).

Definition This class of information relates to hiring equipment and facilities at the South Holland Centre, Spalding, and about film and arts events in the Centre and the surrounding district.		
Available Information • Community Equipment Hire Leaflet • Film Programme (also available at www.sholland.gov.uk) • Live Programme (also available at www.sholland.gov.uk) • Room Hire Application Pack • Technical Information Pack		
Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Centre General Manager	Telephone Number 01775 761161 Ext 4821 E-mail shcentre@sholland.gov.uk
Where the information can be found South Holland Centre, Market Place, Spalding	Website link/s to information www.southhollandcentre.co.uk/	Current Charge No charge

Definition This class of information relates to both historic and current, for Ayscoughfee Hall Museum and gardens, Spalding and the South Holland district.		
Available Information <ul style="list-style-type: none"> • Antiques Trail Leaflet • Ayscoughfee Hall – The History of • Churches of South Holland • Embanking and Drainage: Changing the Fens • Gargoyles and Gardens Guide • Geest Gallery Programme • Matthew Flinders: His Life and Voyages • Museums in Spalding • Notices of Remarkable Events and Curious Facts 		
Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Museum Manager	Telephone Number 01775 725468 E-mail museum@sholland.gov.uk
Where the information can be found Tourist Information Centre, South Holland Centre	Website link/s to information www.southhowwww.sholland.gov.uk/leisure/ayscoughfee/	Current Charge Various - Please enquire

Definition This class of information relates to sports and recreation clubs and groups, courses, grant aid and facility development.		
Available Information <ul style="list-style-type: none"> • Facility Development • Grant Aid • Sports Club Directory • Sports Coach Database • Useful Contacts • Web Site Links • Youth Club Directory • Grants for Sporting Excellence and coaching Qualifications 		
Available Formats Printed and Web Site	Date of current version variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Sports Development Officer	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Community and Neighbourhood Services	Website link/s to information www.sholland.gov.uk/leisure/sport/	Current Charge No charge

Definition This class of information relates to information on financial statements, summaries and plans.		
Available Information <ul style="list-style-type: none"> • Performance indicators • Annual financial statement and summary • Five year financial plan 		
Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Corporate Accountant	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Finance	Website link/s to information www.sholland.gov.uk/council/performance/finance/	Current Charge No charge

WHO WE ARE AND WHAT WE DO

Definition This class of information relates to Communities with in South Holland.		
Available Information <ul style="list-style-type: none"> • Funding Fair Poster 		
Available Formats Print, Fax, email	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Community Development and Regeneration Officer	Telephone Number 01775 761161 extension 4804 E-mail info@sholland.gov.uk
Where the information can be found Economic & Community Development	Website link/s to information www.sholland.gov.uk/community/comdev/ruralcoms/	Current Charge No charge

Definition This class of information relates to the Council's Annual Year Book and Diary.		
Available Information The information within the diary consists of: <ul style="list-style-type: none"> Names and addresses of Councillors with Ward and Political Group details MP and MEP information South Holland district statistics Electoral Wards and Parish boundaries Details of Chief Officers and Heads of Service Chairmen and Vice-Chairmen of Committees Clerks to Parish Councils County Councillors for South Holland District Schedule of committee meeting dates Scheme for payment of Members' Allowances <p>The majority of this information is available in separate documents/papers if required</p>		
Available Formats Printed / email	Date of current version Annually	Date due renewal Annually in July
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Member Services Manager	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Customer & Legal Member Services	Website link/s to information www.sholland.gov.uk/council/democratic/	Current Charge £10:00 for whole Yearbook, 20p per photocopy page, inspection free of charge

Definition This class of information relates to details about the annual business plans set by each service area of the Council.		
Available Information Each business plan contains: <ul style="list-style-type: none"> Information on why the service is provided and how much it does in a typical year Information on how it achieves the Council's goals What must be achieved as an absolute minimum What procedures are in place and how they are managed Who the customers and competitors are How much the service costs and how many staff are employed What has been achieved in the past and what issues presently face the business What the service intends to achieve in the future 		
Available Formats Printed, email	Date of current version Jul-03	Date due renewal Annually
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Member Services Manager	Telephone Number 01775 761161 Ext 4612 E-mail info@sholland.gov.uk
Where the information can be found Organisational Development	Website link/s to information www.sholland.gov.uk/council/plans/Best+Value+Performance+Plan.htm	Current Charge No charge to inspect, 20p per photocopy

Definition This class of information relates to news stories about South Holland District Council.		
Available Information <ul style="list-style-type: none"> Council newsletters/newspapers Press releases to local/national news media Council news on the internet 		
Available Formats Printed/ E-mail/Fax	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Communications & Marketing Officer	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Assistant Chief Executive's Department	Website link/s to information www.sholland.gov.uk/news/	Current Charge No charge

Definition This class of information relates to councillors at county, district and parish level together with Members of Parliament and the European Parliament. In respect of district councillors it also includes information on membership on outside bodies, political groups and entries in the Register of Members' interests.		
Available Information <ul style="list-style-type: none"> List of District Councillors and their addresses/telephone numbers List of Parish Councillors and their addresses List of County Councillors for electoral divisions in South Holland Details of Members of Parliament for South Holland & The Deepings Details of European Members of Parliament for the East Midlands Region Know Your Councillor Leaflet Register of Members' Interests Register of Membership of Outside Bodies 		
Available Formats Printed, some e-mail, some web based	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Member Services Manager	Telephone Number 01775 761161 Ext 4612 E-mail info@sholland.gov.uk
Where the information can be found Customer & Legal Member Services	Website link/s to information www.sholland.gov.uk/council/democratic/	Current Charge No charge to inspect, email no charge,

Definition This class of information relates to the results of elections.		
Available Information Results of Local, European Parliamentary and Parliamentary Elections		
Available Formats Printed, Fax, Email	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding, PE11 2XE	Contact Name Electoral Administrator	Telephone Number 01775 761161 Ext 4556 E-mail elections@sholland.gov.uk
Where the information can be found Customer and Legal Member Services	Website link/s to information www.sholland.gov.uk/services/service230	Current Charge Occasional photocopy charge

Definition This class of information relates to advisory leaflets.		
Available Information <ul style="list-style-type: none"> Householder Development 2 – What Work is Exempt from the Building Regulations? The Building Regulations – Exempt Buildings and Work The Building Regulations Charges for Building Control Structural Rules Relating to Heights and Lengths of Small Single Storey Non-Residential Buildings Re-Roofing Problems Installation of Self Contained Smoke Alarms to BS 5446: Pt 1: 1990 Septic Tank Land Drainage Septic Tank Design 		
Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Customer Services	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Customer Service Centre	Website link/s to information www.sholland.gov.uk/environment/plandev/Building+Control/	Current Charge No charge

Definition This class of information relates to the Appeals Register giving a brief description of all planning and enforcement appeals received since 1974.		
Available Information Individual Planning Appeals: <ul style="list-style-type: none"> Ongoing – Working file comprising of all appeal documents and planning application file. Determined – Appeal documents and decision held within archived planning application file. Files are open for public view only. Reasonable requests for extracts of individual files may be made with photocopy charges per sheet. Individual Enforcement Appeals: <ul style="list-style-type: none"> Ongoing – Working file comprising of all appeal documents and enforcement file. Determined – Appeal documents and decision held within enforcement file. Appeal Files are open for public view, but the Enforcement File itself is protected under the Data Protection Act. Reasonable requests for extracts of individual files may be made with photocopy charges per sheet.		
Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Planning Advice Team	Telephone Number 01775 761161 ext 4562 or 4692 E-mail info@sholland.gov.uk
Where the information can be found Planning & Development	Website link/s to information www.sholland.gov.uk/environment/plandev/	Current Charge 20p per A4 sheet (50p per A4 plan & £1 per A3 plan)

Definition This class of information relates to the South Holland Interim Rural Housing Planning Statement – Adopted May 2001. The objective of the Statement is to take the first steps towards achieving a more sustainable pattern of housing development in the Rural Area of south Holland in advance of the adoption of the Local plan to 2011. This Statement updates Policies H2 and H5 of the adopted South Holland District local plan 1988.		
Available Information New Policies: <ul style="list-style-type: none"> Policy H2A – dealing with housing development within the villages and specified outlying areas of towns. Policy H5A – dealing with proposals for infilling of small gaps in small groups of houses or the minor extension of such groups in the open countryside. 		
Available Formats Printed	Date of current version Variable	Date due renewal Variable
Where to find a copy Council Offices, Priory Road, Spalding PE11 2XE	Contact Name Planning Advice Team	Telephone Number 01775 761161 E-mail info@sholland.gov.uk
Where the information can be found Planning & Development	Website link/s to information www.sholland.gov.uk/environment/plandev/localplan/	Current Charge 20p per A4 sheet (50p per A4 plan & £1 per A3 plan)

Definition

This class of information relates to each local plan which contains a booklet giving a written statement and breakdown of the strategies and policies of the District Local Plan and a set of maps showing the development areas for each individual town and village within the district.

Available Information

Superseded Local Plans:

- Archived copy of previous Local Plans – Photocopy Charges at 20p per A4 sheet, 50p per A4 plan and £1 per A3 plan apply.

Adopted Local Plan, 1998:

- Booklet and Plans – Set charge of £45 or £50 with postage for requested copy.

Draft Deposit Local Plan to 2011:

- Booklet and Plans – Set charge of £20 for requested copy.

Public Representations on Local Plans:

- Individual representations received – Photocopy Charges at 20p per A4 sheet, 50p per A4 plan and £1 per A3 plan apply.

Available Formats

Printed

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Planning Advice Team

Telephone Number

01775 761161 ext 4562 or 4692

E-mail

info@sholland.gov.uk

Where the information can be found

Planning & Development

Website link/s to information

www.sholland.gov.uk/environment/plandev/localplan/

Current Charge

Various (see above)

Definition

This class of information relates to weekly and monthly planning application lists.

Available Information

Weekly lists:

- All Valid Planning Applications received.

Monthly Lists:

- Residential Planning Permissions.
- Building Regulation Approvals.
- Planning Permissions.
- All Planning Decisions (Including Refusals).

Each list shows the following information:

- Application Reference Number.
- Applicants Name.
- Address of Property Involved.
- Description of Proposed Development.
- Date application Validated.
- Date of Decision (where applicable).

Available Formats

Printed

Date of current version

Variable

Date due renewal

Variable

Where to find a copy

Council Offices, Priory Road, Spalding PE11 2XE

Contact Name

Planning Advice Team

Telephone Number

01775 761161 ext 4562 or 4692

E-mail

info@sholland.gov.uk

Where the information can be found

Planning & Development

Website link/s to information

www.sholland.gov.uk/environment/plandev/planning/

Current Charge

£125 per yearly subscription