

FAREHAM

BOROUGH COUNCIL

Freedom of Information Act 2000

Publication Scheme

TABLE OF CONTENTS

THE PUBLICATION SCHEME.....	3
WHO WE ARE AND WHAT WE DO.....	7
WHAT WE SPEND AND HOW WE SPEND IT	10
HOW WE MAKE DECISIONS.....	12
OUR POLICIES AND PROCEDURES	16
LISTS AND REGISTERS.....	18
SERVICES PROVIDED BY THE COUNCIL.....	19
MAKING A REQUEST FOR INFORMATION.....	32

THE PUBLICATION SCHEME

Introduction

- [Authority operating the scheme](#)
- [Responsibilities of the Authority](#)
- [The Council's principal responsibilities](#)
- [Responsibility for the Scheme](#)
- [Purpose of the scheme](#)
- [Approach used](#)
- [How to find information listed in the Scheme](#)
- [Notes on using the scheme](#)
- [Review and amendment](#)
- [Charges](#)
- [Language/Large print documents](#)
- [Making a request for information](#)

Authority operating the Scheme

Fareham Borough Council is the public authority operating this Scheme.

Responsibilities of the Authority

The Council is responsible for the provision and administration of local government services at district council level in the area of Fareham Borough. The Borough has a resident population of approximately 108,000 and covers a large proportion of the area lying between the cities of Portsmouth and Southampton in South Hampshire.

The Councils responsibilities are:

- Council Tax Assessment, Billing and Collection
- Business Rates' Collection
- Housing and Council Tax Benefits - Assessment and Payment
- Housing Management and Provision including Homelessness, Rents and Building Maintenance
- Environmental Health including Waste Collection and Recycling
- Sports and Recreational Provision
- Public Car Parking
- Planning Policy
- Planning Development Control and Enforcement
- Building Control
- Property and Estates
- Land Charges
- Licensing
- Electoral Registration

Responsibility for the Scheme

The overall responsibility for the Scheme is taken by the Council's Executive. The Council's Chief Executive Officer is responsible for the administration of the Scheme. The Scheme relates only to information produced, defined and classified by the Council. It does not refer to information produced by other agencies.

Purpose of the Scheme

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities such as the Borough Council, sets out exemptions from that right and places a number of obligations on the Council. Under the provisions of the Act, any person who makes a request to the Council for information must be informed whether the Council holds the information and, subject to certain exemptions, must be supplied with that information.

Individuals already have the right of access to information about themselves under the terms of the Data Protection Act 1998. The Freedom of Information Act extends that right to allow public access to all types of information held.

The Council is also required to adopt and maintain a Publication Scheme setting out the classes of information it holds, the manner in which it publishes the information and whether a charge will be made for the information. The purpose of the Scheme is to ensure that a significant amount of information is available without the need for a specific request to be made.

Approach Used

In preparing the Scheme, the Council has endeavored to have regard to the public interest. It has also taken account of the need for the disclosure of information in the interests of open and accountable local government.

It is hoped that, by bringing together the many different types of information published by the Council in a single list and by explaining how and where that information can be obtained, the Scheme will save those interested in obtaining it both time and effort.

By 'published information', the Council means printed documents, reports and leaflets and electronic information available through its Internet website. The Scheme, generally, is not retrospective. Neither will the information listed necessarily be available indefinitely. The Scheme will be reviewed and amended from time to time and outdated policies and similar documents will be removed when they are no longer relevant.

How to find the information listed in the Scheme

- Information - gives details of the particular item of information that is available.
- How Published - explains how the information is made available by the Council and where it may be obtained.

- When Published - describes how often the information is published.
- Charge Applied - indicates whether a charge to obtain the information will or will not apply.
- Department/Section Responsible - shows the Department or Section from where the information can be obtained, if it is not yet available through the Council's website. That Department will also advise on any charges made.

How the information in the Scheme can be obtained

The Council is building up its website so that, ultimately, where information in the Publication Scheme is available electronically a hypertext link will direct you to the correct page. Where this has not been arranged, or for those without Internet access, print outs of information or copies of documents as shown on the website can be made available by post.

However, some information in the Publication Scheme may only be open to inspection at the Council's offices or be available only by post. Where this is the case, the Scheme specifies the Department to which a request to inspect or obtain the information should be made. All such requests should be made to the Department named in the Scheme at:

Fareham Borough Council
Civic Office
Civic Way
Fareham PO16 7AZ

Alternatively, requests for information in the Publication Scheme can be made by telephone to the Department concerned by contacting the Council's switchboard on 01329 236100.

Where a charge applies advice will be given accordingly.

To make requests for information that is not in the Publication Scheme under the provisions of the Act, it will be necessary for a written application to be made.

Notes on using the Scheme

The Scheme is intended to provide guidance on finding information according to its type. It does not refer solely to printed material. The aim has also been to include information set out in electronic documents, printed books, reports and leaflets. It is planned that eventually most of the material covered by the Scheme will be available through the Council's website.

Review and Amendment

The Council will keep the Publication Scheme and its various procedures

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Please note that requests for certain documents, for multiple copies or for archived copies of documents that are no longer available or are not available via the Council's website may attract a charge for the cost of retrieval, photocopying and postage, etc. This will be specified at the time the request is made and the charge will need to be paid in advance.

Language/Large Print documents


The Publication Scheme and the documents to which it refers are available in the first language of the Borough, which is English. If, however, members of the public have difficulties with English or require, for instance, large print versions of documents, please contact the following for further advice:


Chief Executive's Office, Civic Offices, Civic Way, Fareham PO16 7PP.
Tel: 01329 236100

E-mail cxoffice@fareham.gov.uk

Making requests for information







If the information required is not available within this Publication Scheme please request other information either by completing an [on-line](#) 'Freedom of Information' application form, a [written application form](#) (see Appendix A), or sending an e-mail to the relevant Council department.


Information	How Published	When Published	Charge Applied	Department /Section Responsible
Constitution and Summary Overview	Printed Website	Continuous	Yes for paper copies	Democratic Services
Council Committees	Website	Continuous	Yes for paper copies	Democratic Services
Standing orders with respect to meetings	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Standing orders with respect to appointment, dismissal and discipline of employees	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Standing orders with respect to contracts	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Financial regulations	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Scheme of delegation to officers and powers of entry	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Code of conduct for members	Website (110 Kb)  Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Code of practice - member / officer relations	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Guidance for members and officers dealing with planning matters	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Code of conduct and disciplinary rules and procedures relating to staff	Website (383 Kb)  Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Code of practice for ensuring equal opportunity in employment	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Code of practice for ensuring dignity at work	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Members' allowances scheme	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Senior management structure	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Management Structure	Printed; other formats supplied	Continuous	As above	Democratic Services




Information	How Published	When Published	Charge Applied	Department /Section Responsible
List of Councillors - contact names and address, political parties; term of office	Website Printed	Continuous	No	Democratic Services
Political composition of Council	Website Printed;	Continuous	No	Democratic Services
Political Group Membership	Website Printed;	Continuous	No	Democratic Services
Contact details MP's and MEP's	Website	Continuous	No	Democratic Services
Contact details - County Councillors for Fareham divisions	Website	On application	No	Democratic Services
Management Structure	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for printed copies	Democratic Services
Election Results	Website Printed	Day following election	For inspection only	Democratic Services






WHAT WE SPEND AND HOW WE SPEND IT

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Statement of Accounts	(190 Kb)  Distributed Available for inspection	Annually	No	Financial Services
Budget Book	(43 Kb)  Distributed		No	Financial Services
Fees and Charges applied	(75 Kb)  Distributed Available for inspection	Annually	No	Financial Services
Planning and Building Control fees	Website	Sent with application forms	No	Planning Development Control
Revenue Budgets	Distributed Available for inspection	Annually	No	Financial Services
Capital Programme	Distributed Available for inspection	Annually	No	Financial Services
Actual Expenditure	Distributed Available for inspection	Annually	No	Financial Services
Treasury Management	Distributed Available for inspection	Annually	No	Financial Services
Capital Summary	Website (3 Kb) 	Annually	No	Financial Services
Paying for Services in Fareham	Website (126 Kb) 		No	Financial Service
Audit Management Letter	Website (152 Kb) 	Annually	No	Financial Services

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Summary of Accounts	Website (2 Kb) 	Annually	No	Financial Services
Members' allowances scheme	Printed, other formats available	Continuous	Yes for paper copies	Democratic Services
Staff allowances and expenses	Website 'Job Packs' supplied to job applicants	As and when requested	Charge for printed copies	Human Resources
Pay and grading structure	Website 'Job Packs' supplied to job applicants	As and when requested	Charge for printed copies	Human Resourced

HOW WE MAKE DECISIONS






Information	How Published	When Published	Charge Applied	Department /Section Responsible
Corporate vision and objectives	Website	Annually	Yes for paper copies	Chief Executive
Strategies	Website	Periodically	Yes for paper copies	Chief Executive
Community Strategy	Website	Periodically	Yes for paper copies	Chief Executive
Economic Development Strategy	Website	Periodically	Yes for paper copies	Chief Executive
Forward Plan	Website (78.0Kb) 	Monthly	Yes for paper copies	Democratic Services
Anti- Fraud Strategy	Website (377 Kb) 		Yes for paper copy	Chief Executive
Asset Management Plan	Website (144 Kb) 	Annually	No	Estates
Performance Plan	Summary in Fareham Today. Main plans available at Civic Offices, local branch libraries. Printed; other formats supplied	Periodically	No	Chief Executive
Performance Management and Review	Printed	Periodically	No	Chief Executive



Information	How Published	When Published	Charge Applied	Department /Section Responsible
Monitoring Statistics Performance Indicators	Summary in Fareham Today Main plans available at Civic Offices and local branch libraries Printed; other formats supplied	Annually	No	Chief Executive
Performance Management and Review	Printed	Periodically	No	Chief Executive
Homelessness Strategy	Website (245 Kb)  Booklet	Periodically	No	Strategic Housing
Homeless Review	Website Booklet	Periodically	No	Strategic Housing
Housing Strategy	Website (152 Kb) 	Periodically	No	Strategy Housing
Sport and Recreation Strategy	Website (31 Kb) 	Periodically	No	Leisure and Environment
Parks and Open Spaces Strategy	Website (101 Kb) 	Periodically	No	Leisure and Environment
Local Plan Review	Printed publication	Periodically	Charge for printed copy only	Planning and Transportation
Town Centre Management Business Plan	Printed publications	Reviewed tri-annually	No	Planning and Transportation
Biodiversity Action Plan	Website (2,719Kb) 	Periodically	No	Planning and Transportation

Information	How Published	When Published	Charge Applied	Department /Section Responsible
COUNCIL MEETINGS				
Calendar of meetings for the municipal year	Printed Website	Continuous	Yes for paper copies	Democratic Services
Agenda for meetings of Council; Executive; Committees; Review Panels	Printed Website	5 days before meeting	Yes for paper copies	Democratic Services
Reports not containing exempt information for above meetings	Printed Website	5 days before meeting	Yes for paper copies	Democratic Services
Minutes of above meetings	Printed Website	As available following the meeting	Yes for paper copies	Democratic Service
Records of decisions of Executive	Printed Website	2 days after the meeting	Yes for paper copies	Democratic Services
Residents survey	Website	Annually		Democratic Services
Consultation responses on: Local Plan Review, Supplementary Planning Guidance, Development Briefs/Local Development Framework	Website Printed versions available for inspection and copying. Committee reports	On going	Charge for copying	Planning and Transportation
Consultation responses on Conservation Area Assessments, Sustainable Development	Website Printed versions available for inspection and copying.	On going	Charge for copying	Planning and Transportation

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Projects, Tree Preservation Orders, Environmental Improvement Schemes	Committee reports			Planning and Transportation

OUR POLICIES AND PROCEDURES

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Annual Governance Statement	Website (243 Kb) 	Annually	Yes for paper copies	Chief Executive
Code of Corporate Governance	Website (48 Kb) 	Periodically	Yes for paper copies	Chief Executive
Standing orders with respect to meetings	Website (199 Kb)  Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Standing orders with respect to appointment, dismissal and discipline of employees	Website (664 Kb)  Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Standing orders with respect to contracts	(35 Kb)  Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Scheme of delegation to officers and powers of entry	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Code of practice for ensuring equal opportunity in employment	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Code of practice for ensuring dignity at work	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services


Information	How Published	When Published	Charge Applied	Department /Section Responsible
Code of Practice Confidential reporting	Website (62 Kb) 	Every three years	Part of the Constitution document Yes for paper copies	Chief Executive
Anti-fraud and corruption policy	Website (337 Kb)  other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
Data Protection	Website	Periodically	No	Chief Executive
Nominations Scheme Booklet	Booklet	Periodically	No	Strategic Housing
Enforcement Policy	Website Leaflet	Periodically	No	Health and Regulatory

LISTS AND REGISTERS

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Register of electors – full version	Printed	Annually on 1 Dec	Inspection only; statutory restrictions as to who may be supplied copies and on use of information	Democratic Services
Register of electors	Printed	Annually on 1 Dec	Statutory yes for copies	Democratic Services
Archived registers – various years from 1949 – 78 and every year since	For inspection only	Date created	N/A	Democratic Services
Asset Register		Periodically		
Mutual Exchange Register	Website Housing Reception	Two weekly	No	Tenancy Services
Land Charges Register	Available for inspection on payment of fee	Continuous	Statutory fee for personal search of register	Legal
Statutory Registers	Register in office	Periodically	Yes for printed versions only	Health and Regulatory

SERVICES PROVIDED BY THE COUNCIL

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Elections				
Guidance on registration when moving house	Printed and website	Continuous	No	Democratic Services
Guidance on registration for special categories of electors	Printed and website	Continuous	No	Democratic Services
Guidance on how to apply for a postal vote	Website Printed	Continuous	No	Democratic Services
Information on next election etc	Website Printed	Continuous	No	Democratic Services
Guidance on becoming a Councillor	Website Printed	Continuous	No	Democratic Services
Notice of Election	Printed Public Notice Boards	As needed	No	Democratic Services
Notice of Poll	Printed Public Notice Boards	As needed	No	Democratic Services
Statement of persons nominated	Printed Public Notice Boards	As needed	No	Democratic Services
Guidance on how to vote	Website Printed; Polling Stations	Continuous	No	Democratic Services

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Index of Streets/Wards	Website	Continuous	No	Democratic Services
Guide to Councillors	Printed	Annually - May - June	No while stocks last	Democratic Services
Register of members interests	Printed	Updated periodically	Available for inspection	Democratic Services
Actual amount paid to Councillors in previous years	Printed	Annually	Published in newspapers	Democratic Services
Deputation Scheme	Website Printed; other formats supplied	Continuous	Part of the Constitution document. Yes for paper copies	Democratic Services
Deputation Form	Website Printed;	Continuous	No	Democratic Services
Notice of meetings to be held	Printed;	6 times per year	Available for inspection at Civic Offices	Democratic Services
Job descriptions and person specifications	'Job Packs' supplied to job applicants	As and when requested	Yes for printed copies	Human Resources
Human Resources				
Letter to applicants	Website	Periodically	No	Human Resources
A guide to applicants	Website	Periodically	No	Human Resources
Application form	Website (166Kb) 	Periodically	No	Human Resources
Rehabilitation of Offenders Act 1974	Printed	Periodically	No	Human Resources


Information	How Published	When Published	Charge Applied	Department /Section Responsible
Customer Services				
‘Act Now’ cards	Website Distributed to local outlets	Periodically	No	Chief Executive
Enquiries regarding construction of Council Houses	Various	As required	Yes	Housing
Accommodation through Letting Agents	Printed	Weekly	No	Housing
Key Issues (Tenants Newsletter)	Printed	Quarterly	No	Tenancy Services
Press releases		Continuous	No	Chief Executive
Fareham Today	Website Printed	4 times per year; latest edition on web site	No	Chief Executive
Official Guide to the Borough	Printed	Periodically	No	Chief Executive
Official Street Plan	Printed	Periodically	No	
Tenancy Services				
List of Registered Social Landlords in Fareham	Leaflet	Updated on regular basis	No	Strategic Housing
Housing Statistics	Incorporated in Key Issues (Tenants’ Newsletter)	Annually	No	Tenancy Services
Tenants Participation Compacts	Printed	As required	No	Tenancy Services

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Housing Associations in Fareham Area	Printed	Updated on a regular basis	No	Housing
Applying for Housing for Health Reasons	Printed	Updated on a regular basis	No	Housing
Housing Advice Service Information	Website Printed	Updated on a regular basis	No	Housing
Renting in the Private Sector Information	Website Printed	Updated on a regular basis	No	Housing
What are Housing Associations	Printed	Updated on a regular basis	No	Strategic Housing
Housing Register Criteria	Printed	Updated on a regular basis	No	Strategic Housing
Taking in a Lodger Information	Printed	Updated on a regular basis	No	Strategic Housing
Guide to Providers of Housing Services	Printed	Updated on a regular basis	No	Strategic Housing
Self Help Debt Advice	Printed	Updated on a regular basis	No	Strategic Housing
Adaptations for Persons with Disabilities	Website Printed	Updated on a regular basis	No	Strategic Housing
Housing in Fareham (Statistical Data)	Printed	Periodically	No	Strategic Housing
Cemeteries				
Cemeteries Information	Website Brochure	Annually	Yes	Leisure and Community

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Registration of Burials Burial Record Search	Website	On going	Yes	Leisure and Community
Cemeteries/ Locations	Website	Annually	No	Leisure and Community
Useful information on cemeteries	Website	Annually	No	Leisure and Community
Notice of Interment	Website	Annually	No	Leisure and Community
Memorials application form	Website	Annually	No	Leisure and Community
Application to purchase a grave	Website	Annually	No	Leisure and Community
Cemetery Maintenance	Website	Annually	No	Leisure and Community
Donations and Memorial Seats	Website	Annually	No	Leisure and Community
Portchester Crematorium	Website	Annually	No	Leisure and Community
Woodland burials	Website	Annually	No	Leisure and Community
Community Centres				
Community Centre Details	Website	Annually	No	Leisure and Community
Map of Community Centres	Website	Annually	No	Leisure and Community
Countryside and Woodland Ranger Service				
Introduction	Website	Annually	No	Leisure and Community
Countryside Ranger Service	Website	Annually	No	Leisure and Community


Information	How Published	When Published	Charge Applied	Department /Section Responsible
Volunteer Newsletter	Website (369 Kb) 	3 per year	No	Leisure and Community
Countryside Events Programme	Website	Annually	No	Leisure and Community
Countryside Sites	Website	Annually	No	Leisure and Community
Countryside Tasks	Website	6 months	No	Leisure and Community
Working Partnerships	Website	Annually	No	Leisure and Community
Countryside Self guided walks	Website	Annually	No	Leisure and Community
Environmental Education Packs	Website	Annually	No	Leisure and Community
Allotments				
Allotment Competition	Website	Annually	No	Leisure and Community
Allotment Associations	Website	Annually	No	Leisure and Community
Portchester Allotment Holders and Gardeners Competition	Website	Annually	No	Leisure and Community
Best Newcomer Competition	Website	Annually	No	Leisure and Community
Fareham In Bloom	Website	Annually	No	Leisure and Community
Trees and their management in Fareham	Website	Annually	No	Leisure and Community

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Outdoor Recreation				
Outdoor recreation information	Website	Annually	No	Leisure and Community
Booking registration from for sports pitches	Website	Annually	No	Leisure and Community
Outdoor recreation sites	Website	Annually	No	Leisure and Community
Information for annual football season	Website	Annually	No	Leisure and Community
Hire of open spaces	Website	Annually	No	Leisure and Community
Application for use of recreation ground/open space/changing rooms	Website	Annually	No	Leisure and Community
Conditions of hire	Website	Annually	No	Leisure and Community
Play Strategy	Website	Annually	No	Leisure and Community
Sports Partnerships				
Sports Partnerships Introduction	Website	Annually	No	Leisure and Community
Sports Directory	Website	Annually	No	Leisure and Community
Sports Events and Activities	Website	Annually	No	Leisure and Community
The Toon Cup	Website	Annually	No	Leisure and Community
Hampshire Youth Games	Website	Annually	No	Leisure and Community

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Round the Harbours – Family sponsored bike ride	Website	Annually	No	Leisure and Community
Sports Development	Website	Annually	No	Leisure and Community
Parks, Open Spaces and Play Areas				
General Introduction	Website	Periodically	No	Leisure and Community
Parks, Gardens and Open Spaces A-Z	Website	Periodically	No	Leisure and Community
Play areas and general information	Website	Periodically	No	Leisure and Community
Play areas site list	Website	Periodically	No	Leisure and Community
Ferneham Hall				
Tickets	Distributed	As required	No	Ferneham Hall
Brochure	Website (13Kb)  Distributed	6 monthly	No	Ferneham Hall
Leaflets	Distributed	Monthly	No	Ferneham Hall
Posters	Distributed	Monthly	No	Ferneham Hall
Ferneham Hall Folders	Distributed	As required	No	Ferneham Hall
Hire forms	Distributed	Annually	No	Ferneham Hall
Terms and Conditions	Website Distributed	Annually	No	Ferneham Hall
Wine list and pre-order forms	Distributed	Annually	No	Ferneham Hall

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Ice cream pre-order forms	Distributed	Annually	No	Ferneham Hall
Nominated caterers telephone contacts	Distributed	Annually	No	Ferneham Hall
Technical Sheets	Distributed	Annually	No	Ferneham Hall
Building Layouts	Distributed	Annually	No	Ferneham Hall
Location Map	Distributed	Annually	No	Ferneham Hall
Show Information	Website Distributed	As required	No	Ferneham Hall
Fairs and Exhibitions	Website Distributed	As required	No	Ferneham Hall
Dance Information	Website Distributed	As required	No	Ferneham Hall
Diary of Events	Website Distributed	As required	No	Ferneham Hall
General Hire Information	Website	As required	No	Ferneham Hall
Council Notice Board Information	Website	As required	No	Leisure and Community
Estates Professional work	Fees and Charges Booklet	Annually	No	Estates
Property details may be advertised	Advertise in newspapers and on website	As necessary	No	Estates
Legal				
Byelaws	Printed Available for inspection	When made; continuously available while in existence	Statutory charge for copy	Legal

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Byelaws – general information as to what byelaws are in existence	Website	Periodically	No	Legal
Statutory Orders – Traffic Regulations etc.	Website Printed Available for inspection	Periodically	Statutory charge for copy	Legal
Local Land Charges Service	Website	On going	No	Legal
Land Charges – Plans	Website	On going	Charge of £37 for supplementary questions	Legal
Enquiries of Local authorities (Con 29 or similar)		Continuous	Yes	Legal
Schedule of search fees		Continuous	No	Legal
Planning Development Control				
Planning and related applications	Website Printed copy E-mail	Summary published on receipt and on determination	Weekly list sent free of charge if stamped self-addressed envelope provided	Planning Development control
Planning and related applications – weekly list of decisions made	Website Printed copy E-mail	Summary published on receipt and on determination	Weekly list sent free of charge if stamped self-addressed envelope provided	Planning Development control

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Building Control applications	Website Decisions available for inspection	Summary published on receipt and on determination	Weekly list sent free of charge if stamped self-addressed envelope provided	Planning Development control
Planning Handbook	Booklet circulated to local libraries etc available from Planning reception	Periodically	No	Planning Development control
Pre-planning application and Building Control advice service	Website Planning Handbook	Duty planning officer service available mornings	N/A	Planning Development control
National and Local Performance Indicators	Distributed Borough wide	Annually	No	Planning Development control
Planning and Transportation				
Fareham's Cycle Guide	Website (2,859Kb)  Printed	On going	No	Planning and Transportation
Coast Protection	Printed version available for inspection	Periodically	No.	Planning and Transportation
Transportation in Fareham			No	Planning and Transportation
Town Centre Management	Publicity Material	On going	Charges apply for some services	Planning and Transportation

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Leaflets re:				
Listed Buildings Conservation Areas,	Printed publication Website	Periodically	No	Planning and Transportation
List of Tree Surgeons	Printed	Periodically	No	Planning and Transportation
Tree Pruning Guidance Notes	Website Printed	Periodically	No	Planning and Transportation
Disabled parking bays information	Printed publications	On going	No	Planning and Transportation
Town Centre Residents' Parking	Printed publication	On going	No	Planning and Transportation
Health and Regulatory				
Out of Hours Service ; noise complaints	Website Leaflets	On going	No	Health and Regulatory
Bonfire complaints service; (includes information on all other services)	Website	Periodically	No	Health and Regulatory
Water sampling results	Hill Head beach notice board Floor 6 reception area	Available May to September on weekly basis	No	Health and Regulatory
Nitrogen Dioxide	Website	Updated monthly	No	Health and Regulatory
Parking Standard Charge payment details	Website Leaflet	Periodically	No	Health and Regulatory

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Standard Charge appeal policy	Leaflet	Periodically	No	Health and Regulatory
Car Parking - Frequently asked questions	Website Leaflet	Periodically	No	Health and Regulatory
Food Hygiene Training programme	Website Leaflet	Periodically	No	Health and Regulatory
Risk* Assessment Pack	Leaflet	Periodically	No	Health and Regulatory
Consultants Solicitors Enquiries	Printed	On going	Yes	Health and Regulatory
Hazard* Analysis	Leaflet	Periodically	No	Health and Regulatory

APPENDIX A**MAKING A REQUEST FOR INFORMATION**

A request can be made either by completing an [on-line](#) 'Freedom of Information' application form, a [written application form](#) (see Appendix A), or sending an e-mail to the relevant Council department, to include a name and address for reply. It is not essential to use this form or to cite the Freedom of Information Act 2000 but please use it if you will find it helpful.

Please be as specific as possible in your request. A Council Officer will be happy to help if required.

The Council has a general duty to assist and may contact you if this will help process your request effectively.

The Council must respond to your request within 20 working days of receipt.

Sometimes a charge may apply. The Council will inform you of this and the 20-day limit will be suspended until the charge is paid.

If the cost of providing the information exceeds £450, the Council will not have to comply with the request. If this is so, the Council will inform you and see what can be done within the charge limit.

If the information you want is available elsewhere you may be redirected to the other source.

There are [exemptions](#) under which information can be withheld. For example, it may contain personal information about another individual. If any exemptions apply you will be informed.

There is a [complaints procedure](#) if you are not satisfied with the Council's response to your request.

To obtain the information you require, please email: foi@fareham.gov.uk or fill in the [FOI online form](#).

You can contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

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The Information Commissioner is independent of the Council.

Freedom of Information Act 2000

Application Form

Name

Postal address

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Email address

Telephone number

Information requested.