

# FAREHAM

## BOROUGH COUNCIL

Freedom of Information Act 2000

Publication Scheme

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# THE PUBLICATION SCHEME

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## 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 under regular review.

## **Charges**

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](mailto: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.

## WHO WE ARE AND WHAT WE DO







Information	How Published	When Published	Charge Applied	Department /Section Responsible
<a href="#">Constitution and Summary Overview</a>	Printed Website	Continuous	Yes for paper copies	Democratic Services
<a href="#">Council Committees</a>	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
<a href="#">Code of conduct for members</a>	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
<a href="#">Code of conduct and disciplinary rules and procedures relating to staff</a>	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






<b>Information</b>	<b>How Published</b>	<b>When Published</b>	<b>Charge Applied</b>	<b>Department /Section Responsible</b>
<a href="#">List of Councillors</a> - contact names and address, political parties; term of office	Website Printed	Continuous	No	Democratic Services
<a href="#">Political composition of Council</a>	Website Printed;	Continuous	No	Democratic Services
<a href="#">Political Group Membership</a>	Website Printed;	Continuous	No	Democratic Services
<a href="#">Contact details MP's and MEP's</a>	Website	Continuous	No	Democratic Services
<a href="#">Contact details - County Councillors for Fareham divisions</a>	Website	On application	No	Democratic Services
Management Structure	Printed; other formats supplied	Continuous	Part of the Constitution document Yes for printed copies	Democratic Services
<a href="#">Election Results</a>	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
<a href="#">Statement of Accounts</a>	(190 Kb)  Distributed Available for inspection	Annually	No	Financial Services
<a href="#">Budget Book</a>	(43 Kb)  Distributed		No	Financial Services
<a href="#">Fees and Charges applied</a>	(75 Kb)  Distributed Available for inspection	Annually	No	Financial Services
<a href="#">Planning and Building Control fees</a>	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
<a href="#">Capital Summary</a>	Website (3 Kb) 	Annually	No	Financial Services
<a href="#">Paying for Services in Fareham</a>	Website (126 Kb) 		No	Financial Service
<a href="#">Audit Management Letter</a>	Website (152 Kb) 	Annually	No	Financial Services

<b>Information</b>	<b>How Published</b>	<b>When Published</b>	<b>Charge Applied</b>	<b>Department /Section Responsible</b>
<a href="#">Summary of Accounts</a>	Website (2 Kb) 	Annually	No	Financial Services
Members' allowances scheme	Printed, other formats available	Continuous	Yes for paper copies	Democratic Services
<a href="#">Staff allowances and expenses</a>	Website 'Job Packs' supplied to job applicants	As and when requested	Charge for printed copies	Human Resources
<a href="#">Pay and grading structure</a>	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
<a href="#">Corporate vision and objectives</a>	Website	Annually	Yes for paper copies	Chief Executive
<a href="#">Strategies</a>	Website	Periodically	Yes for paper copies	Chief Executive
<a href="#">Community Strategy</a>	Website	Periodically	Yes for paper copies	Chief Executive
<a href="#">Economic Development Strategy</a>	Website	Periodically	Yes for paper copies	Chief Executive
<a href="#">Forward Plan</a>	Website (78.0Kb) 	Monthly	Yes for paper copies	Democratic Services
<a href="#">Anti- Fraud Strategy</a>	Website (377 Kb) 		Yes for paper copy	Chief Executive
<a href="#">Asset Management Plan</a>	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
<a href="#">Homelessness Strategy</a>	Website (245 Kb)  Booklet	Periodically	No	Strategic Housing
<a href="#">Homeless Review</a>	Website Booklet	Periodically	No	Strategic Housing
<a href="#">Housing Strategy</a>	Website (152 Kb) 	Periodically	No	Strategy Housing
<a href="#">Sport and Recreation Strategy</a>	Website (31 Kb) 	Periodically	No	Leisure and Environment
<a href="#">Parks and Open Spaces Strategy</a>	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
<a href="#">Biodiversity Action Plan</a>	Website (2,719Kb) 	Periodically	No	Planning and Transportation



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

## OUR POLICIES AND PROCEDURES

Information	How Published	When Published	Charge Applied	Department /Section Responsible
<a href="#">Annual Governance Statement</a>	Website 243 Kb) 	Annually	Yes for paper copies	Chief Executive
<a href="#">Code of Corporate Governance</a>	Website (48 Kb) 	Periodically	Yes for paper copies	Chief Executive
<a href="#">Standing orders with respect to meetings</a>	Website (199 Kb)  Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
<a href="#">Standing orders with respect to appointment, dismissal and discipline of employees</a>	Website (664 Kb)  Printed; other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
<a href="#">Standing orders with respect to contracts</a>	(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
<a href="#">Code of Practice Confidential reporting</a>	Website (62 Kb) 	Every three years	Part of the Constitution document Yes for paper copies	Chief Executive
<a href="#">Anti-fraud and corruption policy</a>	Website (337 Kb)  other formats supplied	Continuous	Part of the Constitution document Yes for paper copies	Democratic Services
<a href="#">Data Protection</a>	Website	Periodically	No	Chief Executive
Nominations Scheme Booklet	Booklet	Periodically	No	Strategic Housing
<a href="#">Enforcement Policy</a>	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		
<a href="#">Mutual Exchange Register</a>	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
<b>Elections</b>				
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
<a href="#">Guidance on how to apply for a postal vote</a>	Website Printed	Continuous	No	Democratic Services
<a href="#">Information on next election etc</a>	Website Printed	Continuous	No	Democratic Services
<a href="#">Guidance on becoming a Councillor</a>	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
<a href="#">Guidance on how to vote</a>	Website Printed; Polling Stations	Continuous	No	Democratic Services

Information	How Published	When Published	Charge Applied	Department /Section Responsible
<a href="#">Index of Streets/Wards</a>	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
<a href="#">Deputation Scheme</a>	Website Printed; other formats supplied	Continuous	Part of the Constitution document. Yes for paper copies	Democratic Services
<a href="#">Deputation Form</a>	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
<b>Human Resources</b>				
<a href="#">Letter to applicants</a>	Website	Periodically	No	Human Resources
<a href="#">A guide to applicants</a>	Website	Periodically	No	Human Resources
<a href="#">Application form</a>	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
<b>Customer Services</b>				
<a href="#">‘Act Now’ cards</a>	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
<a href="#">Fareham Today</a>	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	
<b>Tenancy Services</b>				
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


<b>Information</b>	<b>How Published</b>	<b>When Published</b>	<b>Charge Applied</b>	<b>Department /Section Responsible</b>
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
<a href="#">Housing Advice Service Information</a>	Website Printed	Updated on a regular basis	No	Housing
<a href="#">Renting in the Private Sector Information</a>	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
<a href="#">Adaptations for Persons with Disabilities</a>	Website Printed	Updated on a regular basis	No	Strategic Housing
Housing in Fareham (Statistical Data)	Printed	Periodically	No	Strategic Housing
<b>Cemeteries</b>				
<a href="#">Cemeteries Information</a>	Website Brochure	Annually	Yes	Leisure and Community

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

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




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

Information	How Published	When Published	Charge Applied	Department /Section Responsible
<a href="#">Round the Harbours – Family sponsored bike ride</a>	Website	Annually	No	Leisure and Community
<a href="#">Sports Development</a>	Website	Annually	No	Leisure and Community
<b>Parks, Open Spaces and Play Areas</b>				
<a href="#">General Introduction</a>	Website	Periodically	No	Leisure and Community
<a href="#">Parks, Gardens and Open Spaces A-Z</a>	Website	Periodically	No	Leisure and Community
<a href="#">Play areas and general information</a>	Website	Periodically	No	Leisure and Community
<a href="#">Play areas site list</a>	Website	Periodically	No	Leisure and Community
<b>Ferneham Hall</b>				
Tickets	Distributed	As required	No	Ferneham Hall
<a href="#">Brochure</a>	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
<a href="#">Terms and Conditions</a>	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
<a href="#">Show Information</a>	Website Distributed	As required	No	Ferneham Hall
<a href="#">Fairs and Exhibitions</a>	Website Distributed	As required	No	Ferneham Hall
<a href="#">Dance Information</a>	Website Distributed	As required	No	Ferneham Hall
<a href="#">Diary of Events</a>	Website Distributed	As required	No	Ferneham Hall
<a href="#">General Hire Information</a>	Website	As required	No	Ferneham Hall
<a href="#">Council Notice Board Information</a>	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
<b>Legal</b>				
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
<a href="#">Byelaws – general information as to what byelaws are in existence</a>	Website	Periodically	No	Legal
<a href="#">Statutory Orders – Traffic Regulations etc.</a>	Website Printed Available for inspection	Periodically	Statutory charge for copy	Legal
<a href="#">Local Land Charges Service</a>	Website	On going	No	Legal
<a href="#">Land Charges – Plans</a>	Website	On going	Charge of £37 for supplementary questions	Legal
Enquiries of Local authorities (Con 29 or similar)		Continuous	Yes	Legal
<a href="#">Schedule of search fees</a>		Continuous	No	Legal
<b>Planning Development Control</b>				
<a href="#">Planning and related applications</a>	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
<a href="#">Planning and related applications – weekly list of decisions made</a>	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
<a href="#">Building Control applications</a>	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
<a href="#">Pre-planning application and Building Control advice service</a>	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
<b>Planning and Transportation</b>				
<a href="#">Fareham's Cycle Guide</a>	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
<a href="#">Town Centre Management</a>	Publicity Material	On going	Charges apply for some services	Planning and Transportation

Information	How Published	When Published	Charge Applied	Department /Section Responsible
Leaflets re:				
<a href="#">Listed Buildings Conservation Areas.</a>	Printed publication Website	Periodically	No	Planning and Transportation
List of Tree Surgeons	Printed	Periodically	No	Planning and Transportation
<a href="#">Tree Pruning Guidance Notes</a>	Website Printed	Periodically	No	Planning and Transportation
<a href="#">Disabled parking bays information</a>	Printed publications	On going	No	Planning and Transportation
<a href="#">Town Centre Residents' Parking</a>	Printed publication	On going	No	Planning and Transportation
<b>Health and Regulatory</b>				
<a href="#">Out of Hours Service ; noise complaints</a>	Website Leaflets	On going	No	Health and Regulatory
<a href="#">Bonfire complaints service;</a> (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
<a href="#">Nitrogen Dioxide</a>	Website	Updated monthly	No	Health and Regulatory
<a href="#">Parking Standard Charge payment details</a>	Website Leaflet	Periodically	No	Health and Regulatory

<b>Information</b>	<b>How Published</b>	<b>When Published</b>	<b>Charge Applied</b>	<b>Department /Section Responsible</b>
Standard Charge appeal policy	Leaflet	Periodically	No	Health and Regulatory
<a href="#">Car Parking - Frequently asked questions</a>	Website Leaflet	Periodically	No	Health and Regulatory
<a href="#">Food Hygiene Training programme</a>	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

## 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](mailto: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

Tel: 01625 545 700

email: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

The Information Commissioner is independent of the Council.

## Freedom of Information Act 2000



# Request for Information

## Application Form

Name .....

Postal address .....

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Email address .....

Telephone number .....

Information requested.