

**Freedom of information
Publication Scheme
@ May 2014**

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>1. Who we are and what we do</u>				
Council Constitution	The Constitution		1, 2	Legal & Democratic Services Division 01903 221028
Council Democratic Structure	Information on Wards		2	Legal & Democratic Services Division 01903 221028
	Wards in Adur		1	Legal & Democratic Services Division 01903 221028
	What Ward do I live in?		1	Legal & Democratic Services Division 01903 221028
	Parishes in Adur – Contact Details		1	Legal & Democratic Services Division
	Members of Parliament		1	Legal & Democratic Services Division
	Members of the European Parliament		1	Legal & Democratic Services Division
	County Councillors for Adur		1	Legal & Democratic Services Division
Council Directorate Structure	Directorate Structure Chart		1	01273 263000
Location and opening times of council properties open to the public	Council buildings		1	01273 263000

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
1. Who we are and what we do				
Currently elected Councillors' information and contact details	Name and address contacts for Adur Councillors		2	Legal & Democratic Services Division
	Your Councillors		1	Legal & Democratic Services
Contact details for all customer-facing departments	'Contact us'		1	Switchboard 01273 263000
	Adur Services & Departments		1	Switchboard 01273 263000
	Emergency (Out of Hours) Contact Number		1	Switchboard 01273 263000
	Switchboard		1	01273 263000
	Facts and Figures about Adur		1	Switchboard 01273 263000
	Foreign Translation of the Website – French / German / Spanish / Italian / Portugese		1	Switchboard 01273 263000
	Where is Adur?		1	Switchboard 01273 263000
	Population – Facts and Figures		1	Switchboard 01273 263000
	Adur District Twinning Association		1	Switchboard 01273 263000
	Information on the Council's complaints procedure		1, 2	Performance Scrutiny and Communication
	How do I complain about a Councillor (Standards Board)		1	Legal & Democratic Services
	The Chairman's Diary		2	Craig Morris 01273 263023
	The Chairman's Charity (Old Shoreham Toll Bridge)		1	Switchboard 01273 263000
Most recent election results	Election Results Pack		1, 2	Legal & Democratic Services
Relationships with other authorities	WSCC Social Services – Contact Details		1	Switchboard 01273 263000
	Adur Carers Association – Contact Details		1	Switchboard 01273 263000

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
1. <u>Who we are and what we do</u>				
	Adur Carers Home Support Scheme – Contact Details		1	Switchboard 01273 263000
	Adur CVS – Contact Details		1	Switchboard 01273 263000
	Bereavement Services – Contact Details		1	Switchboard 01273 263000
Plans and Strategies	Freedom of Information Publication Scheme		1,2	01903 221113
Local Byelaws	List of all Adur Byelaws		2	Legal & Democratic Services Division 01903 221028

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
2. <u>What we spend and how we spend it</u>				
Financial statements	Statement of Accounts		2	Finance 01273 263427
Budgets and variance reports	The Budget Book		2	Finance 01273 263427
Capital programme	Various		7	Finance 01273 263427
Spending Reviews	Fees and Charges Leaflet		2	Switchboard 01273 263000
Financial Audit Reports	Annual report from the Audit Commission		7	Switchboard 01273 263000
The Members' Allowance Scheme	The Members' Allowance Scheme		7	
The Allowances paid to councillors each year	The Allowances paid to councillors each year		7	
Pay and Grading Structure	Pay and Grading Structure		2	
District Auditor's Report	Annual Audit and Inspection letter		2	
Financial Statements for Projects and Events	Various		2	
	AWCS Management Board Minutes		2	01273 263052 or 01273 263409
Internal Financial Regulations			2	Finance 01903 221221
Funding for Partnership Arrangements	Various		2	Finance 01903 221221

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
3. <u>What our priorities are and how we are doing</u>				
Annual reports	National Indicator figures for recycling, waste collection and street cleansing.		2	01903 221005
Strategies and business plans for services provided by the Council	Local Development Scheme		2	01273 263183 or 01273 263247
	High level business plans for each service		2	Executive Heads of Service
	Enabling Investment in Council Housing		2	Adur Homes 01273 263358
	Housing Revenue Account Business Plan		2	Adur Homes 01273 263358
	Quarterly Performance Reports		2	
Internal and external organisation performance reviews	AWCS Management Board Minutes		2	01273 263052
Strategies developed in partnership with other authorities	Joint Waste Strategy (published in partnership with other Waste Collection Authorities, Waste Disposal Authority and Waste Regulatory Authority)		1	01273 263052
Forward plan	Forward Plan		2	01903 221002
Capital strategy	Capital Strategy		7	01903 221221
	Natural Indicators		1,2	
	Audit Commission Annual Reports		1	Audit Commission website
	Comprehensive Area Assessment		2	01903 221005
Local Area Agreement	Various		7	01273 263401
Statistical information	Population Statistics		1	01273 263242

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
4. How we make decisions				
Timetable of Council meetings	Calendar of Committee Meetings		1	Legal & Democratic Services Division
Agendas, officers' reports, background papers and minutes of council committee, sub committee and standing forum meetings	Copies of Council Agendas & Reports		1,2	Legal & Democratic Services Division
	Committee Information		1	Legal & Democratic Services Division
	Published Minutes		1, 2	Legal & Democratic Services
Current Public consultations	Variable		1	01903 221109
	All Planning Policy Public Consultation Results		2	01273 263183 01273 263247
Internal communications manuals	Administrative Procedures Manual		2	01903 221232
Scrutiny guidelines	Making the most of Scrutiny Meetings			01903 221009

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
5. Our policies and procedures				
Policies and procedures for conducting council business	Constitution		1	Legal Services 01903 221028
Policies and procedures for delivering Council services	Enforcement Policy		1, 2	01903 221211
	Infectious Disease Control		1	Environment al Health 01903 221211
	Food Safety Environmental Enforcement Plan		2	Environment al Health 01903 221211
	Health and Safety Enforcement Plan		2	Environment al Health 01903 221211
	Service Standards for Environmental Health		1, 2	Environment al Health 01903 221211
	Race Equality Scheme		1	Switchboard 01273 263000
	Health and Development		1	Switchboard 01273 263000
	Infectious Disease Control		1	Switchboard 01273 263000
	Shoreham Renaissance Strategy		2	01273 263242
	Housing Strategy		2	Health and Housing 01273 263363
	Empty Homes Strategy		2	Health and Housing 01273 263363
	Property & Technical Services Management Plans		2	Property services 01903 221370
	Local area agreement, memoranda and policies..		2	01273 263401
Current vacancies	Variable		1	01273 263127
Working at Adur District Council : Policies for staff	JNC for Chief Executive		1, 2	01273 263127
	Corporate Training Policy		1, 2	01903 221043

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
5. <u>Our policies and procedures</u>				
	Corporate Training Programme		1, 2	01903 221043
	National Agreement on Pay & Conditions of Service for Local Government Services (NJC)		1, 2	01903 221043
	Allowances and Other Benefits		1, 2	01273 263127
	Terms and Conditions of Employment Booklet		1, 2	01273 263127
	National Pay Awards		1, 2	01273 263127
	Salary Grades & Pay Scales		1, 2	01273 263127
	Induction Pack		1, 2	01273 263127
	Information re: Adur Staff Social Club		1, 2	01273 263127
Working at Adur District Council Policies for staff	Vacancy List		1, 2	01273 263127
	Careers Advice – Contact Details		1	01273 263127
	Employment Service – Contact Details		1	01273 263127
Working at Adur District Council Policies for staff	Application Form		1, 2	01273 263127
	Specific Information relating to jobs advertised: Job Description		1, 2	01273 263127
	Information for Candidates Prior to Interview Booklet		1, 2	01273 263127
	Adur District Council Equal Opportunities Policies		1, 2	01273 263127
	Additional Duties and Honorarium Payments Policy		1, 2	01273 263127
	Capability Policy		1, 2	01273 263127
	Dignity at Work Policy		1, 2	01273 263127
	Disciplinary Policy		1, 2	01273 263127
	e-mail and Internet Policy		1, 2	01273 263127
	Equalities Policy		1, 2	01273 263127
	Grievance Policy		1, 2	01273 263127
	Relocation Expenses Scheme		1, 2	01273 263127

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
5. <u>Our policies and procedures</u>				
	Sickness Absence Policy		1, 2	01273 263127
	Smoking Policy		1, 2	01273 263127
	Staff Code of Conduct		1, 2	01273 263127
	Staff Transport Strategy		1, 2	01273 263127
	Statement of Safety Policy (Health and Safety)		1, 2	01273 263127
	Workforce Development Policy		1, 2	01273 263127
Working at Adur District Council Policies for staff	Worklife Balance Policy		1, 2	01273 263127
	Child Protection Policy		1, 2	01273 263127
	Domestic Violence Policy – Draft		1, 2	01273 263127
	Employee Assistance Programme (EAP)		1, 2	01273 263127
	Employment Stability Policy		1, 2	01273 263127
	Flexible Retirement Policy		1, 2	01273 263127
	Human Resource Strategy		1, 2	01273 263127
	Market Related Additional Payments Policy		1, 2	01273 263127
	Recruitment and Selection Policy		1, 2	01273 263127
	Recruitment of Ex-offenders		1, 2	01273 263127
	Redundancy Policy and Procedure		1, 2	01273 263127
	Redundancy Policy and Procedure		1, 2	01273 263127
	The Local Government Pension Scheme and Early Termination of Employment Discretions Policy		1, 2	01273 263127
	APT&C staff (including Appeal Procedure)		1, 2	01273 263127
	Retention of Disabled Employees Policy		1, 2	01273 263127
	Retirement Policy		1, 2	01273 263127
	Secondment Policy		1, 2	01273 263127
	Secure storage of CRB records		1, 2	01273 263127

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
5. <u>Our policies and procedures</u>				
	Vulnerable Adults Protection Policy		1, 2	01273 263127
Working at Adur District Council Policies for staff	Whistleblowing policy		1,2	01273 263127
	Workbase Relocation Scheme		1, 2	01273 263127
	Work Experience Policy		1, 2	01273 263127
	Health & Safety policy and guidance documents		1, 2	01273 263127
	The Adur Manager: Coreskills for Managers		1, 2	01273 263127
	Self-Certification Sickness Certificate and return to work form		1, 2	01273 263127
Records Management and personal data policies	Data Protection Policy		2	01903 221113
	Records Management Policy		2	01903 221232
	Archive Policy		2	01903 221232
	Data Sharing Policy		2	01903 221113
Charging regimes and policies	Charging Regimes			01903 221113

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
6. Lists and Registers				
Public registers and registers held as public records	Publication Scheme		1, 2	01903 221036
	Freedom of Information Introduction to our Scheme		1	01903 221113
	Recycling and refuse collection calendars, (which include information on acceptable materials collected for recycling)		1	01273 263052
	Register of Burials		7	01273 263058
	Cremations		1	01903 872678
	Registrar of Births, Deaths and Marriages		1	Switchboard 01273 263000
	Radioactive Substances Act Register		7	01273 263332
	Asset registers and information asset register		7	Customer Services
	Register of Councillors' financial and other interests		1	Legal and Democratic Services 01273 221028
	Register of gifts and hospitality		1	Legal and Democratic Services 01273 221028
	Contaminated Land Strategy		1	Switchboard 01273 263000
	Environmental Protection Act 1990 Part 1 Register – Integral Pollution Control/Local Authority Air Pollution Control and Authorisation Under Pollution Penetration and Control Regulations 2002		7	Health, Housing & Community Safety 01273 263332
	Housing Act 1985 Section 352 Notices – Houses in Multiple Occupation Enforcement Action		7	Environmental Support 01273 26331 or 26332

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
6. <u>Lists and Registers</u>				
Public Registers and Registers held as Public Records	Land Charges con 29 Enquiries	Standard Charge	3	01903 221037
	Legal Services Land Charges Register	Basic cost of Local Search	3	01903 221037
	Planning Applications Register		7	Planning 01903 221333
	Planning Enforcement Register		7	Planning 01903 221333
	Public Register of Hackney Carriage Owners/Drivers		7	Environmental Health 01903 221211
	Public Register of Private Hire Drivers		7	Environmental Health 01903 221211
	Radio Active Substances Act Register		7	Planning 01903 221333
	Radon		1	Building control 01903 221336
	Radiation Monitoring		1	Switchboard 01273 263000
	Register of Members' Interests		7	Legal and Democratic Services 01903 221028
	WBC Asbestos Register		7	Property 01903 221370

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. The services we offer				
Services for local businesses:	When an Inspector Calls		1, 2	Environmental Health 01903 221211
	Business Conference Facilities		1	Switchboard 01273 263000
	Business & Conference Facilities – Lancing & Southwick Leisure Centres		1,2	Switchboard 01273 263000
Services for the public: Car Parking	Car Park Patrols		1	Car Parking 01903 221370
	Blue Badge Parking Scheme – WSCC – Contact Details		1	01243 777100
	Car Park Information		1	01903 221370
	Car Parking Standards		1	01903 221370
	Car Park Orders		2	01903 221370
Services for the public: Adur Homes	Housing Advice		1	01273 263358
	Tenancy Agreement		2	Switchboard 01273 263000
	Repairs and Maintenance Leaflet		2	Switchboard 01273 263000
	Low Cost Home Contents Insurance		1	Switchboard 01273 263000
	Tenants' Participation Services		1	Tenant's Participation Officer 01273 594134
	Tenants' Participation Compact		2	Tenant's Participation Officer 01273 594134
	Facts and Figures for Housing		2	Switchboard 01273 263000
	Freephone Repairs Poster		2	Switchboard 01273 263000
	How you can pay your rent		2	Switchboard 01273 263000
	Your Rent		2	Switchboard 01273 263000
	Your Rights		2	Switchboard 01273 263000
Services for the public: Adur Homes	Ending your Tenancy		2	Switchboard 01273 263000
	Consultation and Involvement		2	Housing Administration Manager 01273 263273
	Right to Buy Explanatory Note		2	Right to Buy 01273 263283
	Housing Matters – Right to Buy		1	Right to Buy 01273 263283

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>7. The services we offer</u>				
	Right to Buy – Purchaser Guide to Service Charges		2	Right to Buy 01273 263283
	Housing Register and Allocation Scheme		2	Lettings 01273 263316 /263317
	Allocations		1	Lettings 01273 263316 /263317
	Application Form/Guidance Notes		2	Lettings 01273 263316 /263317
	Transfer Incentive Scheme		2	Lettings 01273 263316 /263317
	Leaseholders' Handbook		1, 2	Leaseholders' Properties 01273 263284
	Housing Matters – Contents Insurance for Tenants and Leaseholders		1	Leaseholders' Properties 01273 263284
	Housing Matters – Council Residential Leaseholders		1	Leaseholders' Properties 01273 263284
	Leaseholder's Newsletter		2	Leaseholders' Properties 01273 263284
	Service Charges		2	Switchboard 01273 263000
	Housing Private Tenants		1	Environmental Support 01273 263331 or 263332
	Housing Associations – contact Details		1	Lettings 01273 263316
	Rent Officer – Contact Details		1	Housing Advice 01273 263223 or 263010
	Housing Strategy		2	Health, Housing & Community Safety 01273 263017
	Empty Homes Strategy		2	Health, Housing & Community Safety 01273 263017
	Sheltered Housing		1	Adur Homes 01273 263286
Services for the public: Adur Homes	Housing Voice		2	Adur Homes 01273 263273

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>7. The services we offer</u>				
	Adur Consultative Forum – Contact Details		1	01273 594134
	The Forum Tenants' and Leaseholders' Newsletter		2	Adur Homes 01273 594136
	Community Alarm Newsletter		2	Adur Homes 01273 263393
	Community Alarm Information Pack		2	Adur Homes 01273 263393
	Housing Services Annual Report		2	Adur Homes 01273 263273
	Housing Matters		1	Housing Strategy 01273 263363
	Housing Strategy		2	Housing Strategy 01273 263363
	Empty Homes Strategy		2	Housing Strategy and Empty Homes 01273 263017
	Housing Register and Allocation Scheme		2	Housing Strategy 01273 263060
	Homelessness Review		2	Homelessness Strategy 01273263204
	Homelessness Strategy (expected July 2003)		2	Homelessness 01273 263204 /263352
Services for the public: Recycling & Waste Management	Refuse Rounds and collection timetable		1	Recycling & Waste Management Services 01273 263144
	Flooded Areas		2, 7	Engineering 01903 221370
	Coastline Defence and Flood Policy		1, 2	Engineering 01903 221370
	Waste and Recycling		1	Recycling & Waste Management Services 01273 263144
	Disposal of Old Fridges		1	Recycling & Waste Management Services 01273 263144
	Adur Furniture Network – Contact Details		1	Recycling & Waste Management Services 01273 263144

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>7. The services we offer</u>				
	Bulky Household Waste		1, 2	Recycling & Waste Management Services 01273 263144
	Recycling and waste collection arrangements			Recycling & Waste Management 01903 851729
	Recycling of calendars			01273 263155
	Acceptable recycling material information			01273 263155
Services for the public: Customer Services	Complaints Guide		1	Customer Services 01903 221005
Services for the public: Legal & Democratic Services	The Adur Youth Council		1	Legal & Democratic Services Division 01903 221150
	Guidance Information on Street / Road Closures		2	Legal & Democratic Services Division 01903 221150
	Copies of Current Adur Byelaws		2	Legal & Democratic Services Division 01903 221036
Services for the public: Leisure & Cultural Services	Leisure Grant Aid – Contact Details		1	Community Wellbeing 01273 263311
	Adur Watch – South Downs Countryside Nature Reserve Patrols		1	01273 263157 or 263040 (24 hr)
	The Sussex Downs Conservation Board		1	Community Wellbeing 01273 263311
	South Downs National Park – Consultation		1	01273 263137
	Benches (including memorial)		1	01273 263136
	Sports Directory		1	Community Wellbeing 01273 263074
	Leisure Grant Aid – Contact Details		1	Community Wellbeing 01273 263311
	Beach Patrols		1	Adur Watch 01273 263157 (or 263040 – 24 hr)
	Beach Huts		1	Estates Section 01903 221494

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. The services we offer				
	Sports Development in Adur		1	Community Wellbeing Officer 01273 263319
	Leisure Development		1	01273 263293
	Churches and Current Places of Worship		1	Community Wellbeing 01273 263311
	History of Adur		1	01273 263000
	Adur Arts Directory		1	Arts Development Officer 01273 263274
	West Sussex Records Office – Contact Details		1	01243 753600
	Arts Funding Service		1	Community Wellbeing 01273 263298
	Adur Festival Programme		1, 2	01273 263311
Services for the public: Leisure & Cultural Services	Calendar of Events in Adur		1	TIC Events 01903 221066
	Car Boot Sales – Information		1	Events 01903 221066
	Leisure, Grant Aid		1	Community Wellbeing 01273 263311
	Contact Us Commerce Way		1	01903 221067
	Leisure Development		1	01273 263104
	Leisure Centre Opening Hours		1, 2	01273 263104
	Lancing Manor & Southwick Leisure Centres Catering Facilities		1, 2	01903 524624
	Leisure in Adur – Venues		1	Impulse 01903 524624
	Childrens' Parties		2	Lancing Mannor 01903 524624
	Food and Drink		1	Lancing Mannor 01903 524624
	Leisure Centre Brochure – Catering & Functions		2	Lancing Mannor 01903 524624
	Allotments		1	Parks Services 01273 263159
	Vandalism and Graffiti		1	Adur Watch 01273 263138
	Adur Festival Programme		2	Community Wellbeing 01273 263311

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>7. The services we offer</u>				
	Gravity Project		1	Community Wellbeing 01273 263311
	Tourism in Adur		1	Tourist Information 01903 221066
	Cemeteries		1, 2	01273 63058
	Sports Clubs and Activities		1	Leisure & Tourism 01273 263311
	Information on the Council's Dog Warden Service		1, 2	Health Housing and Community Safety 01273 263332
	Public Conveniences		1	Health, Housing & Community Safety 01273 263332
Services for the public: Cemeteries and Crematoriums	List of Cemeteries and Crematoriums		1,2	01273 263058
Services for the public: Planning, Wellbeing & Regeneration	Planning Application Form		1, 2	Policy & Planning Division 01273 263239
	Planning Applications Listings		1	Policy & Planning Division 01273 263239
Services for the public: Planning, Wellbeing & Regeneration	Flat Conversions		1, 2	Policy & Planning Division 01273 263239
	Development Control		1	Policy & Planning Division 01273 263239
	Space around new dwellings and flats		1, 2	Policy & Planning Division 01273 263239
	Car Parking Spaces		1	Policy & Planning Division 01273 263239
	Extensions and alterations to dwellings		1	Policy & Planning Division 01273 263239
	Shoreham Maritime Project		1	Policy & Planning Division 01273 263239

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>7. The services we offer</u>				
	Planning Conditions and Reasons for Refusal		1, 2	Policy & Planning Division 01273 263239
	Extensions and Alterations to Dwellings		1, 2	Policy & Planning Division 01273 263239
	Altering or extending your house : is planning permission required?		1, 2	Policy & Planning Division 01273 263239
	How to apply for planning permission for an extension to your home		1, 2	Policy & Planning Division 01273 263239
	Satellite antennae: is planning permission needed?		1, 2	Policy & Planning Division 01273 263239
	Shopfronts		1, 2	Policy & Planning Division 01273 273239
	Development involving horses		1, 2	Policy & Planning Division 01273 263239
	Hedgerow Removal Notice		1, 2	Policy & Planning Division 01273 263239
	Listed Buildings – Alphabetic List		1, 2	Policy & Planning Division 01273 263239
Services for the public: Planning, Wellbeing & Regeneration	Historic Buildings		1	Policy & Planning Division 01273 263239
	Listed Building Application Form		1, 2	Policy & Planning Division 01273 263239
	Trees and Landscape		1, 2	Policy & Planning Division 01273 263239
	Your Environment, Trees & Tree Preservation Orders		1	Policy & Planning Division 01273 263239
	Your Environment, Memorial Benches & Trees		1	Policy & Planning Division 01273 263239

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>7. The services we offer</u>				
	BRI Building Control Charges		1, 2	Policy & Planning Division 01273 263237
	Building Regulations Submission Form		1, 2	Policy & Planning Division 01273 263237
	Building Control Charges for Houses		1, 2	Policy & Planning Division 01273 263237
	Exempt Building Works		1, 2	Policy & Planning Division 01273 263237
	Building Regulation Procedures		1, 2	Policy & Planning Division 01273 263237
	Building Regulation Submissions		1, 2	Policy & Planning Division 01273 263237
	Fire Safety Symbols		1, 2	Policy & Planning Division 01273 263237
	Regularisation Fees		1, 2	Policy & Planning Division 01273 263237
	Replacement Windows		1, 2	Policy & Planning Division 01273 263237
	Safety of Garden Walls		1, 2	Policy & Planning Division 01273 263237
Services for the public: Planning, Wellbeing & Regeneration	The Party Wall Act		1, 2	Policy & Planning Division 01273 263237
	Carbon Monoxide Poisoning		1, 2	Policy & Planning Division 01273 263237
Services for the public: Health Housing and Community Safety	Public Conveniences		1	Health, Housing & Community Safety 01273 263332

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>7. The services we offer</u>				
	Bus Shelter Cleaning			Adur Town Centre Street Scene Co-ordinator 01273 263152
	Disabled Facilities Grant		1	01273 263332
	Housing Advice Information		1	01273 263223
	Adur District Noise Guide		2	Health, Housing & Community Safety 01273 263332
	Noise Control and Neighbour Complaints		2	Health, Housing & Community Safety 01273 263332
	Adur Watch Dog Warden Service		2	01273 263137
	Garden Bonfires		1, 2	Health, Housing & Community Safety 01273 263332
	Air Quality Review & Assessment		2	Health, Housing & Community Safety 01273 263332
	Pest Control Service		1, 2	Health, Housing & Community Safety 01273 263332
	Pest Control – Fleas		1, 2	Health, Housing & Community Safety 01273 263332
	Pest Control – Foxes		1, 2	Health, Housing & Community Safety 01273 263332
	Pest Control – Seagulls		1, 2	Health, Housing & Community Safety 01273 263332
	Pest Control – Wasps and Bees		1, 2	Health, Housing & Community Safety 01273 263332

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>7. The services we offer</u>				
	Environment Agency – Contact Details		1	Switchboard 01273 263000
	Community Alarm Scheme		1	Community Alarm Scheme 01273 263390
Services for the public: Licensing	Lottery Licensing		1	01903 221407
	Vehicle Information		2	01903 221407
	Hackney Carriage & Private Hire Licensing		2	01903 221407
Services for the public: Housing & Council Tax	Application form pack – Housing Benefit		2	Switchboard 01273 263000
	Benefits Agency – Contact Details		1	Benefits 012783 263444
	Housing & Council Tax Benefit Form		1	Benefits 01273 263444
	Application form pack – Council Tax Benefit		2	Benefits 01273 263444
	Council Tax & Rates – Housing & Council Tax Benefit Form		1	Council Tax & Rates 01273 263111
	Local Office Contacts		1	Switchboard 01273 263000
	Breakdown of Council Tax bands		1, 2	Council Tax (Breakdown) 01273 263111
	Council Tax and Non-Domestic Rates – Opening hours etc		1	Switchboard 01273 263000
	Council Tax Valuation List		2	Switchboard 01273 263000
	Memorial Guidance		1, 2	Switchboard 01273 263000
<u>Services for which the Council is entitled to recover a fee, together with those fees:</u>	This section still under construction			Switchboard
	Schedule of charges currently under review			Switchboard
<u>Information for visitors to the area: (see also services for the public)</u>	Tourist Information			01903 221066
	Beaches in Adur		1	Parks & Foreshore 01273 263134
	Bathing Water Monitoring		1	Environmental Support 01273 263331 or 263332
	Watersports – Contact Details		1	Community Wellbeing 01273 263311

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>7. The services we offer</u>				
	Health & Fitness Facilities		1	01273 263311
	Fishing – in Adur		1	Community Wellbeing 01273 263311
	Countryside and the Downs		1	01273 263060
	Parks, Playgrounds and Open Spaces		1	Parks Services 01273 263159
	Parks, Playgrounds and Recreation Grounds		1	Parks Services 01273 263159
	Sports Pitches and Bookings		1	Parks Services 01273 263159
	Adur Outdoor Activities		1	01903 221103
	Sports Clubs and Activities		1	Community Wellbeing 01273 263311
	Major Events in Adur		1	Leisure & TIC 01273 263311
	Tourism in Adur		1	TIC 01903 221066
	Leisure in Adur		1	TIC & Leisure 01273 263311
	Historic Churches to Visit		1	Community Wellbeing 01273 263311
<u>Information for visitors to the area: (see also services for the public)</u>	Attractions in Adur (and nearby)		1	TIC 01903 221066
	Places of Interest in Adur		1	Community Wellbeing 01273 263311
	Leisure Centre – Junior Activities		1	01273 263000
	Holiday Activities		2	01273 263000
	Wadurs Swimming Pool		1	01273 263000
	Accommodation		1,2	01903 221103
	Places to Stay		1	TIC 01903 22106

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
<u>7. The services we offer</u>				
	Major Events in Adur		1	Leisure & Tourism 01273 262211
	Extreme Holiday Programme		1	Community Wellbeing 01273 263319
	Details of local museums		1	TIC 01903 221066
	West Sussex County Council library sites		1	General Service Enquiries 01243 642111
Media releases	Various		1	Communications Team 01903 221017

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
8 Election Information				
Forthcoming elections Information	Election Information		2	Legal and Democratic Services Division 01903 221014
Election results	Election results		2	Legal and Democratic Services Division 01903 221014
Review of polling stations	Voting & Polling Stations		1	Legal & Democratic Services Division 01903 221014
Information on becoming a councillor	Mayoral Petition Information		1, 2	Legal & Democratic Services Division 01903 221150
Voting procedures	Postal & Proxy Voting		1	Legal & Democratic Services Division 01903 221014
	The Electoral Register		1, 2	Legal & Democratic Services Division 01903 221014
	Electoral Registration and Voting		1	Legal & Democratic Services Division 01903 221014

Please note the following:

- (i) the numbers shown in the column marked “media” relate to the media types in the document list below;
- (ii) if there is no item shown in the column ‘Price’, the item is available free of charge.

<i>Media Code No.</i>	<i>Media Format</i>
1	Website
2	Leaflet/magazine/pamphlet
3	Electronic copy
4	Database
5	Wristband
6	Poster Advertisement
7	Available to inspect by appointment