

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

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
1. <u>Who we are and what we do</u>				
Council Constitution	Constitution		1,2	Legal & Democratic Services Division 01903 221028
Council Democratic Structure	Information on Wards		1,2	Legal & Democratic Services Division 01903 221028
	Wards in Worthing		1,2	Legal & Democratic Services Division 01903 221028
	What Ward do I live in?		1,2,3	Legal & Democratic Services Division 01903 221028
	Members of Parliament		1,2,3	Legal & Democratic Services Division 01903 221028
	Members of the European Parliament		1,2	Legal & Democratic Services Division 01903 221028
Council Directorate Structure	Directorate Structure Charts		2	

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
1. <u>Who we are and what we do</u>				
Location and opening times of council properties open to the public	Council buildings		1	Property Services 01903 239999
Currently elected Councillors' information and contact details	List of Elected Councillors and contact details		1,2,3	Legal and Democratic Services 01903 221028
	Your Councillors		1	Legal and Democratic Services 01903 221028
Contact details for all customer-facing departments	'Contact Us'		1	Switchboard 01903 239999
Plans and Strategies	Freedom of Information Publication Scheme		1,2	01903 221113
Mayor of Worthing	Biography of Mayor and Mayoress		2	Democratic Services
	Guidance Notes for Mayoral Engagements		2	Democratic Services
	Mayor's Office Feedback Form		2	Democratic Services
	Mayoral Engagement Form		2	Democratic Services
Current Byelaws	List of all Worthing Byelaws		2	Legal and Democratic Services

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
2. <u>What we spend and how we spend it</u>				
Financial Statements	Annual Statements of Accounts		7	Finance 01273 263427
Budget	The Budget Book		7	Finance 01273 263427
	Quarterly budget monitoring Reports		2	Democratic Services
Financial Audit Reports	Annual report from the Audit Commission		2	Finance
	Allowances paid to Members each year		2	Finance
Pay and Grading Structure	Pay and Grading Structure		2	
Details of Contracts currently being tendered	List of current Tenders		1,2	Procurement
District Auditor's Report	Annual Audit & Inspection letter		2	Finance
Financial Reports for Individual Projects and Events	Various		2	Finance
Funding for Partnership Arrangements	Various		2	Finance
Report of Independent Remuneration Panel	Report of Independent Remuneration Panel		1,2,3	Democratic Services

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
3. <u>What our priorities are and how we are doing</u>				
Strategies and business plans for services provided by the Council	High Level Business Case for individual directorates		2	Executive Head of Service for each Directorate
	Worthing Council Homelessness Strategy		2	Housing Services
	Worthing Council Housing Strategy		2	Housing Services
Best value	Annual Review		2	Legal Services
	Best Value Performance Plan		2	Relevant Departments
	Best Value Performance & Service Plans		2	Relevant departments
	Quarterly Combined Development Control PS1/PS2 and Fee returns to the Department of Communities and Local Government			Planning
Strategies developed in partnership with other authorities	Community partnership strategies		2	Planning Regeneration and Wellbeing
	Safety and crime reduction strategies		2	Community Safety
Local Plan	Planning Worthing Local Plan – Adopted 2003	£30 + £5 pp	2,7	Planning
Forward plan	Forward Plan		1,2,3	Democratic Services
	District auditor's reports on the best value performance Plan and performance		2	Finance

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
3. <u>What our priorities are and how we are doing</u>				
	indicators			
Comprehensive Performance Assessment			2	
Inspection reports	Food/Health & Safety			Environmental Health
	Housing/HMO/EPA			Environmental Health
	Licensing			Environmental Health
Plans and Strategies	Highdown Gardens – Revised Management Plan		2	Parks
	Shoreline Management Plan		7	Technical Services
	ICT Strategy		1	ICT

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4. <u>How we make decisions</u>				
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

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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	Environmental Health 01903 221211
	Food Safety Environmental Enforcement Plan		2	Environmental Health 01903 221211
	Health and Safety Enforcement Plan		2	Environmental Health 01903 221211
	Service Standards for Environmental Health		1, 2	Environmental 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

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
5. Our policies and procedures				
Current vacancies	Variable		1	01273 263127
Working at Worthing Borough Council: Policies for staff	JNC for Chief Executive		1, 2	01273 263127
	Corporate Training Policy		1, 2	01903 221043
	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 Worthing Borough 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 Worthing Borough 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

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5. Our policies and procedures				
	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
	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 Worthing Borough 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

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5. Our policies and procedures				
	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
	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. <u>Lists and Registers</u>				
Public Registers and Registers held as public records	Contaminated Land Register		7	Environmental Health
	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	Environmental Health
	Premises Licences		7	Environmental Health
	Houses in Multiple Occupation		7	Environmental Health
	Food Premises		7	Environmental Health
	House Renovation Grants		7	Environmental Health
	Housing Act 1985 Section 352 Notices – Houses in Multiple Occupation Enforcement Action		7	Environmental Health
	Register of Cooling Towers		7	Environmental Health
	Land Charges con 29 Enquiries	Standard Charge	2	Land Charges
	Legal Services Land Charges Register	Basic cost of Local Search	2	Land Charges
	Personal Search Guidelines		2	Land Charges

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
6. <u>Lists and Registers</u>				
	Planning Applications Register		7	Planning
	Planning Register		7	Plannnig
Public Registers and Registers held as public records, cont'd	Hazardous Substances Register		7	
	Planning Enforcement Register		7	Legal Services
	Public Register of Hackney Carriage Owners/Drivers		7	Environmental Health
	Public Register of Private Hire Drivers		7	Environmental Health
	Register of Outstanding Applications for New/Variation to Premises Licences		7	Environmental Health
	Register of Premises Licences – Bingo, Betting, Adult Gaming Centres		7	Environmental Health
	Register of Permits (Licensed Premises and Unlicensed Family Entertainment Centres)		7	Environmental Health
	Register of Amusements with Prizes still in place under 1964 Act		7	Environmental Health
	Radio Active Substances Act Register		7	Environmental Health

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6. <u>Lists and Registers</u>				
	Register of Members' Interests		1,2,8	Legal Services
	Asbestos Register	Free online or copying charge	1,2	Property Services
	Asset Register		7	Customer Services

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u> 7.1 Regulatory responsibilities (for licensing see page 21)				
	Complaints Guide-Planning		2	Planning
	Development Control Service		2	Planning
	Building Regulation Service		2	Planning
	Making a Planning Application		2	Planning
	Planning Application – Can I Comment?		2	Planning
	Planning Dealing with written enquiries from the public in Planning Applications		2	Planning
	Planning Design		2	Planning
	Planning Handbook		2	Planning
	Planning Publicity for Planning Applications		2	Planning

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7. <u>The services we offer</u> 7.1 Regulatory responsibilities (for licensing see page 21)				
	Processing of Planning Applications		2	Planning

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u> 7.2 Services for local businesses				
	BIG Conference Report		10	Planning, Regeneration and Wellbeing
	Business Advice Leaflet		2	Planning, Regeneration and Wellbeing
	Commercial Property Register		11, 16	Planning, Regeneration and Wellbeing
	Draft Economic Development Strategy		10	Planning, Regeneration and Wellbeing
	Employer/Employee Lists		11,16	Planning, Regeneration and Wellbeing
	Promotional Video		1	Planning, Regeneration and Wellbeing
	Statistics Bulletin		1	Planning, Regeneration and Wellbeing
	Worthing Folder		2	Planning, Regeneration and Wellbeing
	Worthing Profile		11,16	Planning, Regeneration and Wellbeing

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7. <u>The services we offer</u> 7.2 Services for local businesses				
	Worthing Street Map		2	Planning, Regeneration and Wellbeing

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u> 7.3 Services for other organisations				
	Community Development		11	Planning, Regeneration and Wellbeing
	Application for Charity Relief		2	Revenues and Benefits

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u> 7.4 Services for members of the public:				
Parking Information	On Street Parking – Controlled Parking Zones		1	Parking Services
	On Street Parking – Civil Parking Enforcement		1	Parking Services
	On Street Parking – Where to Park		1	Parking Services
	On Street Parking – Observation Grace Period		1	Parking Services
	On Street Parking – Advice for Blue Badge Holders		1	Parking Services
	On Street Parking – Appeals and Representation – Countrywide Procedure		1	Parking Services
Housing and Council Tax Benefits	Appeal against Benefit Determination		2	Revenues and Benefits
	Application for Benefit		2	Revenues and Benefits

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u> 7.4 Services for members of the public:				
	Application for Charity Relief		2	Revenues and Benefits
	Application for Council Tax Discount		1, 2, 3	Revenues and Benefits
	Application for disabled reduction		1,2	Revenues and Benefits
	Application for discount for care-workers		2	Revenues and Benefits
	Application for discount on religious grounds		2	Revenues and Benefits
	Application for disregard for apprentices		2	Revenues and Benefits
	Application for disregard for hostels		2	Revenues and Benefits
	Application for exemption as in prison		2	Revenues and Benefits
	Application for exemption as severely mentally impaired		2	Revenues and Benefits
	Application for exemption of Council Tax		2	Revenues and Benefits
	Application for refund of Council Tax		2	Revenues and Benefits
	Application for Student Discount or exemption for		2	Revenues and Benefits
	Council Tax		2	Revenues and Benefits
	Application for Uninhabitable status		2	Revenues and Benefits
	Attachment of Earnings		2	Revenues and Benefits

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.4 Services for members of the public:				
	Completion of Notice		2	
	Council Tax Bands		2	
	Council Tax Explanatory Leaflet		2	
	Council Tax Newly Erected or Altered Buildings		2	
	Explanatory Notes		2	
	Guidance Notes re committal		2	
	How to Pay		2	
	Income and Expenditure Form		2	
	Newly Erected or Altered Buildings		2	
	Notes for concessionary fares for disabled people		2	
	Notes re liability letter		2	
	Notes re Summons		2	
	Notification of Change		2	
	Request for reconsideration		2	
	Right of Appeal		2	
	Severely Mentally Impaired			
	Sole or Main Residence		2	
	Statements of Accounts		2	
	Ticket to Ride		2	

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u> 7.4 Services for members of the public:				
	Why Have I Received a Reminder Notice?		2	
Customer Services	Comments, Compliments and Complaints		2	Customer Services
	Help Points – Who Are We and Where Are We?		2	
	Help Points in West Sussex		2	
	Customer Service Charter		2	
	Deeds of Council-Owned Properties			
Health Housing and Community Safety	Access to Social Housing Policy		2	Health Housing and Community Safety
	Access to Social Housing Register Form		2	
	Can I get help buying a property		2	
	Social Housing in Worthing - Location Map		2	
	Dog Owners Handbook		2	
	The Running Chain		2	
Environmental Health	A Guide to Noise Nuisance		2	Environmental Health
	Customer Guide to Disabled Facilities Grant Scheme		2	

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u> 7.4 Services for members of the public:				
	Disabled Facilities Grant Scheme Preliminary Test of Resources		2	
	Free Insulation for Lofts and Cavity Walls		1	
Housing	Housing Renewal Assistance Scheme (Summary)		2	Housing
	Safe Housing for 16-25's		2	
	Housing, Houses in Multiple Occupation Categories A, B, C, D, E and F		2	
Charity Collection Licensing	Street Collections Guidance and Regulations		1, 2, 3	Licensing
	Application Form		1, 2, 3	
	Town Centre Space Booking Form		1, 2, 3	
	Street Collections		1, 2, 3	
	House to House Collections		1, 2, 3	
	Direct Debit Collections		1, 2, 3	
Licensing	WBC Statement of Licensing Policy		2	Licensing
Licensing	Guidance for Private Members Clubs		7	
	Guidance to Entertainment Licensing		2	
	Personal Licence application forms		2	Licensing

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u> 7.4 Services for members of the public:				
	Premises Licence application forms		2	
	Club Premises Certificates application forms		2	
	Guidance to the Licence Review Process and application form		2	
	Temporary Event Notice form		1,2	
	Guidance to Licensing Fees under the Licensing Act 2003		2	
	Register of Outstanding Applications for New/Variation to Premises Licences		1, 2, 3	
	Register of Premises Licences		7	
	Register of Personal Licences		7	
	Register of Temporary Event Notices		7	
Gambling Act 2005	WBC Statement of Gambling Licensing Policy		1, 2, 3	
	Premises Licence – all relevant application forms		1, 2, 3	
Health Housing and Community Safety	Premises Licence review application form		1, 2, 3	
	Permits – all the relevant application forms		2	Licensing

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u> 7.4 Services for members of the public:				
	Guidance to WBC's Licensing Fees under the Gambling Act 2005		1, 2, 3	
Lottery Licensing under the Gambling Act 2005	WBC's guide to small Lotteries		1, 2, 3	
	Lottery registration application form		1, 2, 3	
	Lottery return		1, 2, 3	
Street Trading Licensing	Street Trading application forms		1, 2, 3	
	Fees list		1, 2, 3	
	A Guide to Worthing's Street Trading Controls		1, 2, 3	
	Street Traders		1, 2, 3	
	Guidance to Sunday Trading		1, 2, 3	
Sex Shops	Guidance to Sex Shop Licensing		1, 2, 3	
	Sex Establishment Licence Application		1, 2, 3	
	Outstanding Applications for New/Variation to Sex Shop Licences		1, 2, 3	
Game Licensing	Game Licence Application Form		2	
Taxi Licensing	WBC Taxi & Private Hire Handbook		2	
Health Housing and Community Safety	Guide to Licence Fees		1, 2, 3	
	Hackney Carriage Driver –application forms		1, 2, 3	Licensing

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7. <u>The services we offer</u> 7.4 Services for members of the public:				
	Private Hirer Driver – application forms		1, 2, 3	
	Hackney Carriage Vehicle –application forms		1, 2, 3	
	Private Hire Vehicle – all relevant forms		1, 2, 3	
	Private Hire Operator – all relevant forms		1, 2, 3	
	A Guide to Wheelchair Accessible Vehicles		1, 2, 3	
	Register of Hackney Carriage Licences		7	
	Register of Private Hire Vehicle Licences		7	
Acupuncture, Skin Piercing & Tattooing	Application for Registration		2	
Animal Boarding, Pet Shops & Dangerous Animals	Standard Licence Conditions – boarding cats		2	
	Standard Licence Conditions – boarding dogs		2	
	Standard Licence Conditions – home boarding dogs		2	
	Standard Licence Conditions – home boarding cats		2	
	List of Dangerous Wild Animals		2	
Busking and Entertainment Activities on the Highway	Guidance		1	Licensing

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u> 7.4 Services for members of the public:				
Housing Issues	I am Looking for a Private Rented Landlord – can you help me?		2	Housing
Health Housing and Community Safety	I need somewhere to stay for the night		2	Health Housing and Community Safety
	Is there anyone else who might be able to help?		7	
	Mental Health Pack		1, 2	
	What about Housing Associations – can they help me find a Home		2	
	What if I am 16 or 17?		1,2	
	What type of accommodation can I expect?		1,2	
	A Guide for Landlords		1,2	
	Homelessness		2	
	Homelessness Sheet		2	
	Housing A Guide for Tenants		1	
Planning, Regeneration and Wellbeing	Automatic Fire & Detection & Alarms System		1,2	Planning, Regeneration and Wellbeing
	Basic Radon Protection		2	
	Building Notice Procedure		1	
	Building Regulations Approval		1,2	Planning, Regeneration and Wellbeing

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7. <u>The services we offer</u> 7.4 Services for members of the public:				
	Building Regulations Site Inspections		2	
	Choosing Your Builder Guidance Note		2	
	Dangerous Structures		1,2	
	Disabled Access		2	
	Emergency Escape Windows		2	
Planning, Regeneration and Wellbeing	Emergency Lighting BS5266 Part 1		2	
	Enforcement of Building Regulations		2	
	Fire Brigade Access Road		2	
	Fire Safety Signage		2	
	Garage Conversion – Door In-Fill		2	
	Garage Conversions		2	
	Garage Conversions – Wall Treatment		2	
	Loft Conversions		2	
	Local Development Frame work		2	
	Movement Joints		1	
	New or Replacement control Services & Fittings		2	Planning, Regeneration and Wellbeing
	Notching and Drilling of Timber Joints		1,2	

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7. <u>The services we offer</u>				
7.4 Services for members of the public:				
	Procedures to be Followed on Notification of a Dangerous Building Structure		2	
	Processing of Building Regulation Applications & Notices		2	
	Recovering of Pitched Roofs		2	
	Research re Local Development Framework		2	
	Regularisation Application Procedure		2	
	Replacement Windows		2	
	Smoke Detectors in the Home		2	
	Sound Insulation		2	
	Sound Testing		2	
	Testing of Emergency Lighting & Fire Alarm Equipment		2	
	The Building (Local Authority Changes) Regulations 1998		1	
	Thermal Insulations to Floors		2	
	Thermal Insulation to Roofs		1	Planning, Regeneration and Wellbeing
	Thermal Insulation to Walls		2	

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7. <u>The services we offer</u> 7.4 Services for members of the public:				
	Use of Mineral Fibre Insulation		1	
	Ventilation for Rooms in Dwellings		1	
	Code of Practice for:		1	
	Processing of Planning Applications		2	
	Publicity of Planning Applications		2	
	Processing Planning Appeals		1	
	Enforcement of Planning Controls		1	
	Conservation Grant Aid		2	
	Distinction in Building Awards		1	
	Building Regulations Applications		1	
	Building Regs Site Inspections		1	
	Enforcement of Building Regulations		1	
	Dangerous Buildings/Structures		1	
	Planning Applications Can I Comment?		1	Planning, Regeneration and Wellbeing
	Tree Preservation Orders		1	
	Should I Appeal? A Summary of the Process		2	

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7. <u>The services we offer</u> 7.4 Services for members of the public:				
	Displaying Advertisements – Do I Need Consent		1	
	Listed Buildings - A Guide		2	
	Conservation Areas – A Guide		9	
	Planning Enforcement		18	
	Estate Agents Boards		2	
	Building Regulation Approval		2	
	Building Notice Procedure		2	
	Regularisation Applications		2	
	The Building (Local Authority charges) Regulations 1998		2	
	Dangerous Structures and Demolitions		2	
	Smoke Detectors in the Home		2	
	Loft Conversions		2	
	Garage Conversions		2	Planning, Regeneration and Wellbeing
	Recovering of Pitched Roofs		2	
	Technical Guidance Notes		2	

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7. <u>The services we offer</u>				
7.4 Services for members of the public:				
Leisure & Cultural Services	Customer Promise – Leisure Centre, Aquarena and Field Place		2	
	Customer Promise – Leisure Development		2	
	Customer Promise - Parks		2	
	Customer Promise - Theatres		2	
	Worthing in Bloom Competition - Posters		2	
	Bowls Information Pack		2	
	Child's Wristband (Lost and Found)		2	
	Activate		2	
	Activate Programme		2	
	Adult Activity Sessions		2	
	Amazon Adventure Timetable		2	
	Application form for Casual Hire		2	
	Application form for Club Affiliation		2	
	Application form for hire of Shaftesbury Room		2	
	Aquarena – Customer Comment Form		2	
Leisure & Cultural Services cont'd	Aquarena – Studio Timetable		2	

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.4 Services for members of the public:				
	Aquarena – User's Declaration		2	
	Basketball Club		2	
	Bodywork		1	
	Buttercup and Daisy's Creche		2	
	Children's Parties		2	
	F.A.N.S. –Free Admission for National Sports People		2	
	Fast Tan UVA Sunbeds		2	
	General Conditions and Regulations of Hiring		2	
	Guidelines for a Successful Party at Worthing Leisure Centre		2	
	Junior Activity Session		2	
	Junior Sports Club		2	
	Leisure Card Scheme		2	
	Leisure Centre		2	
	Leisure Venues		2	
	Lotus Health and Fitness Suite		2	
Leisure & Cultural Services cont'd	Main Swimming Lanes Timetable		2	
	Phoenix Club		2	
	Pool Opening Times		2	
	Pulse City – Health and Fitness		2	

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.4 Services for members of the public:				
	Pulse City – Membership Form		2	
	Saunas		2	
	Sports Club Database		2	
	Sports Programmes for Boys and Girls Ages 7-8		2	
	Sports Volunteers Needed		2	
	The Shaftesbury Room Function Availability		2	
	Tumbling Tinies		2	
	Weight Training Course		2	
	WLC Fire Instructions		2	
	WLC – Group Fitness Programme		2	
	WLC – Information and Activities 2008-2009		2	
	WLC – Junior Courses		2	
Leisure & Cultural Services cont'd	WLC Lotus Health and Fitness Suite – Junior Fit		2	
	WLC – Rocky The Croc's Birthday Parties		2	
	WLC – The Shaftesbury Room – Hire Charges		2	
	Worthing Scholarships for Sports Coaches		2	
	Worthing Specials		2	
	Worthing Specials – Football for Children		2	

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u> 7.4 Services for members of the public:				
	Worthing Youth Dance Company - Flyer		1	
	Application or holding a Beach Barbeque or Bonfire		2	Parks and Foreshore
	Application form to go on Council Beach Hut and Chalet Waiting List		2	
	Beach Huts and Chalets – Seasonal Changes		2	
	Council Beach Hut and Chalet Information Sheet		2	
	Private Beach Hut – Site Licence Conditions		2	
	Private Beach Hut – Supplementary Guidance		2	
	Safety Boat Service 2004		2	
	Tide Timetable		2	
Recycling & Waste Management	Green Sack Scheme		2	
	Recycling Banks		2	
	Recycling Scheme		2	
Recycling & Waste Management cont'd	Refuse Collection		2	
	Refuse Collections Rounds		2	

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u> 7.5 Services for which the Council is entitled to recover a fee, together with those fees::				
Health Housing & Community Safety	Dealing with Pests		2	Environmental Health
Planning, Regeneration & Wellbeing	Development Control – Planning Application Fees: List of charges			Planning Policy
Miscellaneous	Town Centre and Seafront Masterplan		1	Planning Policy
	East Worthing Access Road Viability Study		1	Planning Policy
	PPG17 Open Space Assessment		1	Planning Policy
	Urban Potential Study		1,2	Planning Policy
	Housing Needs Study		1,2	Planning Policy
	Retail Capacity & Healthchecks		1	Planning Policy
	Employment Land Review		1,2	Planning Policy
	Worthing Gap and Landscape Capacity Study		1	Planning Policy
	Gypsies and Travellers		2	Planning Policy
	Seafront Strategy		1	Planning Policy
	Public Realm Strategy		1	Planning Policy
	Strategic Housing Land Availability Assessment		1,2	Planning Policy
	Strategic Housing Market Assessment		1,2	Planning Policy

	Strategic Flood Risk Assessment Study		1	Planning Policy
	Transport Strategy and Travel Model		1	Planning Policy

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.6 Information for visitors to the area				
Coastal	Coastguard Information for Beach Visitors		2	Foreshore
	Dolly the Dolphin – Keep Safe on the Beach	Free	6	Foreshore
	Dolly the Dolphin Danger Quiz		2	Foreshore
	Dolly the Dolphin Safety Scenario		2	Foreshore
	Worthing Pier Information Pack	Free		Foreshore
	Coastal Issues Student Pack		1	Forehore
Leisure Information	Group Travel Guide			Tourist Information Centre
	Information Sheets			Tourist Information Centre
	Out and About Walking		2	Tourist Information Centre
	Pocket Guide – Attractions Shopping, Eating Out etc		1, 2, 3	Tourist Information Centre
	Visitor Guide – Holidays, Short Breaks to Worthing, Sussex Coast & Downs		1, 2, 3	Tourist Information Centre
	Worthing & Adur Events Poster		1, 2, 3	Tourist Information Centre

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u> 7.6 Information for visitors to the area				
	Worthing Events Booklet (summer 2010)		1, 2, 3	
Parks and Gardens	Highdown Gardens – Summer Newsletter			Parks
	Open Spaces – Hirer's Liability Insurance			Parks
	Worthing in Bloom			Parks
Museum	Inside Worthing Museum Museum Contact & Availability Sheet Museum Matters – Museum & Art Gallery News School Report – Museum & Art Gallery's Education Service News Visitor Survey Welcome to Worthing Museum Worthing Museum & Art Gallery – Children's		2	Museum
Theatres	Playsaver Spring Season Theatre Events Brochure Worthing Theatres – A Hirer's Guide Worthing Theatres – Hirer's Liability Insurance Form Worthing Theatres Schedule of Charges			Theatres

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.7 Advice and guidance:				
Development Control	Appeals Guidance		2	Development Control
	Design Wise – Design Principles of Shop Front & Signs		2	Development Control
	Displaying Advertisements		2	Development Control
	Enforcement of Planning Controls		2	Development Control
	Estate Agents Boards Guidance			Development Control
	Guidance Note – Replacement Windows		2	Development Control
	Landscaping Guide			Development Control
	Part A – Parking Standards			Development Control
	Planning Signs		2	Development Control
	Planning Appeals		1	Development Control
	Planning Enforcement Guidance			Development Control
	Processing Planning Applications		2	Development Control
	Providing for Play	Free	2	Development Control
Leisure and Cultural Services	The Provision of Service Infrastructure related to New Development in West Sussex – Part 2 (February 2000)		2	Leisure

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.7 Advice and guidance:				
	A Course Leading to ASA Level 1 Teacher Certificate (Swimming)		2	Leisure
	Advice Beginners and Improvers Tables Tennis Courses at West Worthing Tennis and Squash Club		2	Leisure
	Come into Coaching			Leisure
	Help Make Cycling in Worthing Safer		2	Leisure
	Hockey Summer Fun Days for Boys and Girls aged 11-13 years		2	Leisure
	Prescription for Health Scheme		2	
	Promenade to Health – Walking to Health on Worthing		2	
	Sun Know How	Free	2	
	Volunteer Health Walk Leader Training Day	Free	2	
	Volunteer Health Walk Leaders Training Day		2	
	Walking to Health		2	
	Walking to Health in Worthing – Evaluation Report October	Free		

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
8. Election Information				
	Electoral Register	Charges	4	Elections

	General Information	Free	2	Elections
	Poll Cards	Free	2	Elections

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