

WORTHING BOROUGH COUNCIL

FREEDOM OF INFORMATION PUBLICATION SCHEME

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
1. <u>Who we are and what we do</u>				
	Codes of Conduct- Members & Officers		1,2	Jeremy Cook / Julia Smith
	Council Constitution		1	Jeremy Cook / Julia Smith
Council Democratic Structure	Cabinet Member & Portfolio		1,2	Julia Smith
	Committee membership		1,2	Julia Smith
	Meeting Dates		1,2,3	Julia Smith
	Members' Allowance Scheme		1,2,3	Julia Smith
	Appointments to Outside Bodies		1,2	Julia Smith
Council Directorate Structure	Directorate Structure Charts		2	HR
	Management Structure Chart		2	HR
Location and opening times of council properties open to the public	Public Conveniences		1	Pat Wilcox
	All Council Properties		1	Help Point
Currently elected Councillors' information and contact details	List of Elected Councillors and contact details		1,2,3	Julia Smith
	Planning Department Know Your Councillors Guide		2	
Contact details for all customer-facing departments	Contact Us		1	Help Point
Relationships with other authorities	Local Members of Parliament		1	Julia Smith
Mayor of Worthing	Biography of Mayor and Mayoress		2	Julia Smith
	Guidance Notes for Mayoral Engagements		2	Julia Smith
	Mayor's Office Feedback Form		2	Julia Smith

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
1. <u>Who we are and what we do</u>				
	Mayoral Engagement Form		2	Julia Smith
Current Byelaws	Acupuncture, tattooing, semi-permanent skin colouring, cosmetic piercing and electrolysis		2	Jeremy Cook / Penelope Cronin
	Broadwater Green (Scheme of Management)		2	Jeremy Cook / Penelope Cronin
	Broadwater Green		2	Jeremy Cook / Penelope Cronin
	Broadwater Green		2	Jeremy Cook / Penelope Cronin
	Consent 55280 (buoys below high water mark, Coast Protection Act 1949)		2	Jeremy Cook / Penelope Cronin
	Dogs (various)		2	Jeremy Cook / Penelope Cronin
	Dogs (Prohibited from Grounds, Field Place, etc)		2	Jeremy Cook / Penelope Cronin
	Dogs (Composite Byelaws – footways etc)		2	Jeremy Cook / Penelope Cronin
	Dogs (Composite Byelaws – Beaches and Promenades		2	Jeremy Cook / Penelope Cronin
	Dogs: WSCC Control of Dogs Order		2	Jeremy Cook / Penelope Cronin
	Durrington Cemetery (Regulations)		2	Jeremy Cook / Penelope Cronin
	Durrington Cemetery		2	Jeremy Cook / Penelope Cronin

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1. <u>Who we are and what we do</u>				
Byelaws continued	Durrington Cemetery		2	Jeremy Cook / Penelope Cronin
	Employment of Children: WSCC		2	Jeremy Cook / Penelope Cronin
	Good Rule and Government		2	Jeremy Cook / Penelope Cronin
	Good Rule and Government		2	Jeremy Cook / Penelope Cronin
	Good Rule and Government Roller Skates etc		2	Jeremy Cook / Penelope Cronin
	Good Rule and Government (Dog Fouling/grass verges)		2	Jeremy Cook / Penelope Cronin
	Good Rule and Government (Cycling Prohibited on Certain Footpaths)		2	Jeremy Cook / Penelope Cronin
	Hackney Carriages		2	Jeremy Cook / Penelope Cronin
	Hackney Carriages (re stands)		2	Jeremy Cook / Penelope Cronin
	Hackney Carriages (re advertising)		2	Jeremy Cook / Penelope Cronin
	Hackney Carriages (re fares)		2	Jeremy Cook / Penelope Cronin
	Hairdressing and Barbers		2	Jeremy Cook / Penelope Cronin
	Pedestrianised Areas: Prohibition of Cycling etc Order – WSCC		2	Jeremy Cook / Penelope Cronin

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
1. <u>Who we are and what we do</u>				
Byelaws continued	Pleasure Fairs		2	Jeremy Cook / Penelope Cronin
	Pleasure Grounds		2	Jeremy Cook / Penelope Cronin
	Pleasure Grounds		2	Jeremy Cook / Penelope Cronin
	Pleasure Grounds		2	Jeremy Cook / Penelope Cronin
	Pleasure Grounds		2	Jeremy Cook / Penelope Cronin
	Pleasure Grounds		2	Jeremy Cook / Penelope Cronin
	Seafront Water Buoys (see Consent 55280)		2	Jeremy Cook / Penelope Cronin
	Seaside Pleasure Boats		2	Jeremy Cook / Penelope Cronin
	Seaside Pleasure Boats		2	Jeremy Cook / Penelope Cronin
	Seashore and Esplanades		2	Jeremy Cook / Penelope Cronin
	Street Collections (Regulations)		2	Jeremy Cook / Penelope Cronin
	Worthing Pier		2	Jeremy Cook / Penelope Cronin

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
2. <u>What we spend and how we spend it</u>				
	Annual Statements of Accounts	£5, or free to view	7	Gill Payne
	Budget Book(includes revenue and capital budgets)		7	Jo-Anne Chang-Rogers
	Quarterly budget monitoring Reports		2	Julia Smith
Financial Audit Reports	Annual report from the Audit Commission		2	Sarah Gobey
	The Members' Allowance Scheme Payments		2	Sarah Gobey
	Allowances paid to Members each year		2	Sarah Gobey
Procurement Procedures	Constitution		1,2,3	Jeremy Cook
Pay and Grading Structure	Currently under review		2	John Mitchell
Details of Contracts currently being tendered	List of current Tenders		1,2	Steve Spinner
District Auditor's Report	Annual Audit & Inspection letter		2	Sarah Gobey
Financial Reports for Individual Projects and Events	Various		2	Jo-Anne Chang-Rogers
Internal Financial Regulations	Constitution		2	Jeremy Cook
Funding for Partnership Arrangements	Various		2	Sarah Gobey
Report of Independent Remuneration Panel	Report of Independent Remuneration Panel		1,2,3	Julia Smith

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	Amanda Lowes
	Worthing Council Housing Strategy		2	Amanda Lowes
Best value	Annual Review		2	Jeremy Cook
	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			
Strategies developed in partnership with other authorities	Community partnership strategies		2	Anne Jones / Claire Mangan/ Tina Favier
	Safety and crime reduction strategies		2	Tina Favier
Local Plan	Planning Worthing Local Plan – Adopted 2003	£30 + £5 pp	2,7	
Forward plan	Forward Plan		1,2,3	Julia Smith
	District auditor's reports on the best value performance plan and performance indicators		2	Sarah Gobey
Comprehensive Performance			2	Ian Lowrie

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
3. <u>What our priorities are and how we are doing</u>				
Assessment				
Inspection reports	Food/Health & Safety			Dave Bowen
	Housing/HMO/EPA			Gary Cushing
	Licensing			Dave Bowen /Simon Jones
Plans and Strategies	Highdown Gardens – Revised Management Plan		2	Chris Beardsley
	Shoreline Management Plan		7	Pat Willcox
	ICT Strategy		1	Mark Gawley

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
4. <u>How we make decisions</u>				
Timetable of Council meetings	Meetings Schedule		1,2,3	Julia Smith
Committee Agendas, officer reports, background papers and minutes of council committees, sub committees and standing forum meetings	Agendas, reports and minutes		1,2,3	Julia Smith
Current Public consultations	Various		website	Various
Internal communications Manuals	Administrative Procedures Manual			Jo-Anne Chang- Rogers

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
5. <u>Our policies and procedures</u>				
	Service Level Agreement- legal services		2	Jeremy Cook
	Records Management Policy		2	Mark Gawley
Policies and procedures for conducting council business	Constitution		1	Julia Smith
Register of Councillors' financial and other interests	Register of Members' Interests		7	Julia Smith
Register of gifts and hospitality	Register of Gifts and Hospitality		7	Jeremy Cook
Current vacancies	List of current vacancies		1	HR
Working at Worthing Borough Council Polices for Staff	Additional duties and honorarium payments		2	HR
	Aggression		2	HR
	Alcohol – Managers		2	HR
	Alcohol – staff guide 01092004		2	HR
	Buying and Selling of Annual Leave		2	HR
	Capability Policy		2	HR
	Car Loans		2	HR
	Children and Young People Safeguarding Policy Statement		2	HR
	Code of Conduct		2	HR
	Data Protection - Employees		2	HR
Working at Worthing Borough Council Polices for Staff cont'd	Dignity at Work Policy		2	HR
	Disciplinary Policy		2	HR
	Equalities Policy		2	HR

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5. <u>Our policies and procedures</u>				
	Equality Standard revision v1 1		2	HR
	Flexible Retirement Policy		2	HR
	Freedom of Information Leaflet 1 for all staff		2	HR
	Grievance Policy		2	HR
	Harassment Oct 91		2	HR
	Interim Recruitment Procedures 01.04.08 – 31.03.09		2	HR
	Management of Stress in the Workplace		2	HR
	Market Related Additional Payments Policy		2	HR
	Maternity Guide – March 2007		2	HR
	Mobile Phone Policy 03 08 06		2	HR
	Probation Review March 06		2	HR
	Quick Guide – Online Applications		2	HR
	Quick Guide to Leavers		2	HR
	Quick Guide to Recruitment		2	HR
Working at Worthing Borough Council Polices for Staff cont'd	Quick Guide to References		2	HR
	Racist Incident Policy WBC Nov 06		2	HR
	Recruitment Selection Policy Apr 08		2	HR
	Recruitment of Ex-Offenders		2	HR

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5. <u>Our policies and procedures</u>				
	Redundancy Policy (Final)		2	HR
	Regrading Guidelines		2	HR
	Relocation Information for candidates		2	HR
	Retention of Disabled Employees Policy		2	HR
	Retirement Policy		2	HR
	Risk Assessment for New and Expectant Mothers		2	HR
	Season Ticket Loan Scheme		2	HR
	Secondment Policy		2	HR
	Secure storage of CRB records – policy statement		2	HR
	Sickness Absence Policy		2	HR
	Smoking Policy 2007		2	HR
	Staff Leisure Concessions 201004		2	HR
	Staff Performance and Development Review Scheme May 2006		2	HR
Working at Worthing Borough Council Polices for Staff cont'd	Stress at Work Policy		2	HR
	Training and Learning		2	HR
	Voluntary Redundancy Checklist		2	HR
	Voluntary Redundancy Criteria		2	HR
	Vulnerable Adult Protection Policy		2	HR
	Whistleblowing Policy		2	HR

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5. <u>Our policies and procedures</u>				
	Work Base Relocation Scheme (C) Jul 08		2	HR
	Work Experience Policy		2	HR
	Work Life Balance Policy		2	HR
	Worthing Booklet 0405		2	HR

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	Gary Cushing
	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	Gary Cushing
	Premises Licences		7	Dave Bowen / Simon Jones
	Houses in Multiple Occupation		7	Gary Cushing / Chris Halinan
	Food Premises		7	Dave Bowen/Mike Sims
	House Renovation Grants		7	Gary Cushing Paul Cleaver
	Housing Act 1985 Section 352 Notices – Houses in Multiple Occupation Enforcement Action		7	Gary Cushing
	Register of Cooling Towers		7	Joe Ashford
	Land Charges con 29 Enquiries	Standard Charge	2	Sarah Woodflowers
	Legal Services Land Charges Register	Basic cost of Local Search	2	Sarah Woodflowers
	Personal Search Guidelines		2	Sarah Woodflowers
	Planning Applications Register		7	
	Planning Register		7	

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6. <u>Lists and Registers</u>				
Public Registers and Registers held as public records, cont'd	Hazardous Substances Register		7	
	Planning Enforcement Register		7	Satinder Tamber
	Public Register of Hackney Carriage Owners/Drivers		7	Tony Armstrong
	Public Register of Private Hire Drivers		7	Tony Armstrong
	Register of Outstanding Applications for New/Variation to Premises Licences		7	Simon Jones
	Register of Premises Licences – Bingo, Betting, Adult Gaming Centres		7	Simon Jones
	Register of Permits (Licensed Premises and Unlicensed Family Entertainment Centres)		7	Simon Jones
	Register of Amusements with Prizes still in place under 1964 Act		7	Simon Jones
	Radio Active Substances Act Register		7	Gary Cushing
	Register of Members' Interests		1,2,8	Jeremy Cook
	Asbestos Register	Free online or copying charge	1,2	Pat Willcox
	Asset Register		7	Andrew Gardiner

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	
	Development Control Service		2	
	Building Regulation Service		2	Garry Goacher
	Making a Planning Application		2	
	Planning Application – Can I Comment?		2	
	Planning Dealing with written enquiries from the public in Planning Applications		2	
	Planning Design		2	
	Planning Handbook		2	
	Planning Publicity for Planning Applications		2	
	Processing of Planning Applications		2	

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7. <u>The services we offer</u>				
7.2 Services for local businesses				
	BIG Conference Report		10	Tina Barker / Suzy Bastable
	Business Advice Leaflet		2	Tina Barker / Suzy Bastable
	Commercial Property Register		11, 16	Tina Barker / Suzy Bastable
	Draft Economic Development Strategy		10	Tina Barker / Suzy Bastable
	Employer/Employee Lists		11,16	Tina Barker / Suzy Bastable
	Promotional Video		1	Tina Barker/Suzy Bastable
	Statistics Bulletin		1	Tina Barker/Suzy Bastable
	Worthing Folder		2	Tina Barker/Suzy Bastable
	Worthing Profile		11,16	Tina Barker/Suzy Bastable
	Worthing Street Map		2	Janice Fraser

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u> 7.3 Services for other organisations				
	Community Development		11	Tina Favier
	Application for Charity Relief		2	Julie Belcher

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	Mandy Ainsworth
	On Street Parking – Civil Parking Enforcement		1	Mandy Ainsworth
	On Street Parking – Where to Park		1	Mandy Ainsworth
	On Street Parking – Observation Grace Period		1	Mandy Ainsworth
	On Street Parking – Advice for Blue Badge Holders		1	Mandy Ainsworth
	On Street Parking – Appeals and Representation – Countrywide Procedure		1	Mandy Ainsworth
Housing and Council Tax Benefits	Appeal against Benefit Determination		2	Julie Belcher
	Application for Benefit		2	Julie Belcher
	Application for Charity Relief		2	Julie Belcher
	Application for Council Tax Discount		1, 2, 3	Julie Belcher
	Application for disabled reduction		1,2	Julie Belcher
	Application for discount for care-workers		2	Julie Belcher
	Application for discount on religious grounds		2	Julie Belcher
	Application for disregard for apprentices		2	Julie Belcher
	Application for disregard for hostels		2	Julie Belcher
	Application for exemption as in prison		2	Julie Belcher

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.4 Services for members of the public:				
Housing and Council Tax Benefits cont'd	Application for exemption as severely mentally impaired		2	Julie Belcher
	Application for exemption of Council Tax		2	Julie Belcher
	Application for refund of Council Tax		2	Julie Belcher
	Application for Student Discount or exemption for		2	Julie Belcher
	Council Tax		2	Julie Belcher
	Application for Uninhabitable status		2	Julie Belcher
	Attachment of Earnings		2	Julie Belcher
	Completion of Notice		2	Julie Belcher
	Council Tax Bands		2	Julie Belcher
	Council Tax Explanatory Leaflet		2	Julie Belcher
	Council Tax Newly Erected or Altered Buildings		2	Julie Belcher
	Explanatory Notes		2	Julie Belcher
	Guidance Notes re committal		2	Julie Belcher
	How to Pay		2	Julie Belcher
	Income and Expenditure Form		2	Julie Belcher
	Newly Erected or Altered Buildings		2	Julie Belcher
	Notes for concessionary fares for disabled people		2	Julie Belcher
	Notes re liability letter		2	Julie Belcher
	Notes re Summons		2	Julie Belcher

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.4 Services for members of the public:				
Housing and Council Tax Benefits cont'd	Notification of Change		2	Julie Belcher
	Request for reconsideration		2	Julie Belcher
	Right of Appeal		2	Julie Belcher
	Severely Mentally Impaired			Julie Belcher
	Sole or Main Residence		2	Julie Belcher
	Statements of Accounts		2	Julie Belcher
	Ticket to Ride		2	Julie Belcher
	Why Have I Received a Reminder Notice?		2	Gill Payne
Customer Services	Comments, Compliments and Complaints		2	John Mitchell
	Help Points – Who Are We and Where Are We?		2	Felicity Hunt
	Help Points in West Sussex		2	Felicity Hunt
	Customer Service Charter		2	Felicity Hunt
	Deeds of Council-Owned Properties			Jeremy Cook / Penelope Cronin
Health Housing and Community Safety	Access to Social Housing Policy		2	Amanda Lowes
	Access to Social Housing Register Form		2	Amanda Lowes
	Can I get help buying a property		2	Amanda Lowes
	Social Housing in Worthing - Location Map		2	Amanda Lowes
Dogs and Animal Welfare	Dog Control Byelaws Explained		1	Gary Cushing

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.4 Services for members of the public:				
Health Housing and Community Safety cont'd	Dog Owners Handbook		2	Gary Cushing
	The Running Chain		2	Gary Cushing
<i>Environmental Health</i>	A Guide to Noise Nuisance		2	Gary Cushing
	Customer Guide to Disabled Facilities Grant Scheme		2	Gary Cushing
	Disabled Facilities Grant Scheme Preliminary Test of Resources		2	Gary Cushing
	Free Insulation for Lofts and Cavity Walls		1	Gary Cushing
<i>Housing</i>	Housing Renewal Assistance Scheme (Summary)		2	Gary Cushing
	Safe Housing for 16-25's		2	Gary Cushing
	Housing, Houses in Multiple Occupation Categories A, B, C, D, E and F		2	Gary Cushing
<i>Charity Collection Licensing</i>	Street Collections Guidance and Regulations		1, 2, 3	Simon Jones
	Application Form		1, 2, 3	Simon Jones
	Town Centre Space Booking Form		1, 2, 3	Sharon Clarke
	Street Collections		1, 2, 3	Simon Jones
	House to House Collections		1, 2, 3	Simon Jones
	Direct Debit Collections		1, 2, 3	Simon Jones
Licensing	WBC Statement of Licensing Policy		2	Simon Jones
Health Housing and Community Safety cont'd	Guidance for Cinemas & Theatres		2	Simon Jones

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7. <u>The services we offer</u>				
7.4 Services for members of the public:				
<i>Licensing contd</i>	Guidance for Private Members Clubs		7	Simon Jones
	Guidance to Entertainment Licensing		2	Simon Jones
	Personal Licence application forms		2	Simon Jones
	Premises Licence application forms		2	Simon Jones
	Club Premises Certificates application forms		2	Simon Jones
	Guidance to the Licence Review Process and application form		2	Simon Jones
	Temporary Event Notice form		1,2	Simon Jones
	Guidance to Licensing Fees under the Licensing Act 2003		2	Simon Jones
	Register of Outstanding Applications for New/Variation to Premises Licences		1, 2, 3	Simon Jones
	Register of Premises Licences		7	Simon Jones
	Register of Personal Licences		7	Simon Jones
	Register of Temporary Event Notices		7	Simon Jones
<i>Gambling Act 2005</i>	WBC Statement of Gambling Licensing Policy		1, 2, 3	Simon Jones
	Premises Licence – all relevant application forms		1, 2, 3	Simon Jones
Health Housing and Community Safety cont'd	Premises Licence review application form		1, 2, 3	Simon Jones

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7. <u>The services we offer</u>				
7.4 Services for members of the public:				
	Permits – all the relevant application forms		2	Simon Jones
	Guidance to WBC's Licensing Fees under the Gambling Act 2005		1, 2, 3	Simon Jones
<i>Lottery Licensing under the Gambling Act 2005</i>	WBC's guide to small Lotteries		1, 2, 3	Simon Jones
	Lottery registration application form		1, 2, 3	Simon Jones
	Lottery return		1, 2, 3	Simon Jones
<i>Street Trading Licensing</i>	Street Trading application forms		1, 2, 3	Simon Jones
	Fees list		1, 2, 3	Simon Jones
	A Guide to Worthing's Street Trading Controls		1, 2, 3	Simon Jones
	Street Traders		1, 2, 3	Simon Jones
	Guidance to Sunday Trading		1, 2, 3	Dave Bowen
<i>Sex Shops</i>	Guidance to Sex Shop Licensing		1, 2, 3	Simon Jones
	Sex Establishment Licence Application		1, 2, 3	Simon Jones
	Outstanding Applications for New/Variation to Sex Shop Licences		1, 2, 3	Simon Jones
<i>Game Licensing</i>	Game Licence Application Form		2	Simon Jones
<i>Taxi Licensing</i>	WBC Taxi & Private Hire Handbook		2	Tony Armstrong Simon Jones
Health Housing and Community Safety cont'd	Guide to Licence Fees		1, 2, 3	Tony Armstrong Simon Jones

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

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7. <u>The services we offer</u>				
7.4 Services for members of the public:				
<i>Housing Issues</i>	I am Looking for a Private Rented Landlord – can you help me?		2	Amanda Lowes
Health Housing and Community Safety cont'd	I need somewhere to stay for the night		2	Amanda Lowes
	Is there anyone else who might be able to help?		7	Amanda Lowes
	Mental Health Pack		1, 2	Amanda Lowes
	What about Housing Associations – can they help me find a Home		2	Amanda Lowes
	What if I am 16 or 17?		1,2	Amanda Lowes
	What type of accommodation can I expect?		1,2	Amanda Lowes
	A Guide for Landlords		1,2	Amanda Lowes
	Homelessness		2	Amanda Lowes
	Homelessness Sheet		2	Amanda Lowes
	Housing A Guide for Tenants		1	Amanda Lowes
Planning, Regeneration and Wellbeing	Automatic Fire & Detection & Alarms System		1,2	Gary Goacher
	Basic Radon Protection		2	Gary Goacher
	Building Notice Procedure		1	Gary Goacher
	Building Regulations Approval		1,2	Gary Goacher
	Building Regulations Site Inspections		2	Gary Goacher
	Choosing Your Builder Guidance Note		2	Gary Goacher
	Dangerous Structures		1,2	Gary Goacher

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7. <u>The services we offer</u>				
7.4 Services for members of the public:				
	Disabled Access		2	Gary Goacher
	Emergency Escape Windows		2	Gary Goacher
Planning, Regeneration and Wellbeing cont'd	Emergency Lighting BS5266 Part 1		2	Gary Goacher
	Enforcement of Building Regulations		2	Gary Goacher
	Fire Brigade Access Road		2	Gary Goacher
	Fire Safety Signage		2	Gary Goacher
	Garage Conversion – Door In-Fill		2	Gary Goacher
	Garage Conversions		2	Gary Goacher
	Garage Conversions – Wall Treatment		2	Gary Goacher
	Loft Conversions		2	Gary Goacher
	Local Development Framework		2	Clare Mangan
	Movement Joints		1	Gary Goacher
	New or Replacement control Services & Fittings		2	Gary Goacher
	Notching and Drilling of Timber Joints		1,2	Gary Goacher
	Procedures to be Followed on Notification of a Dangerous Building Structure		2	Gary Goacher
	Processing of Building Regulation Applications & Notices		2	Gary Goacher
	Recovering of Pitched Roofs		2	Gary Goacher
	Research re Local Development Framework		2	Gary Goacher

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7. <u>The services we offer</u>				
7.4 Services for members of the public:				
	Regularisation Application Procedure		2	Gary Goacher
	Replacement Windows		2	Gary Goacher
Planning, Regeneration and Wellbeing cont'd	Smoke Detectors in the Home		2	Gary Goacher
	Sound Insulation		2	Gary Goacher
	Sound Testing		2	Gary Goacher
	Testing of Emergency Lighting & Fire Alarm Equipment		2	Gary Goacher
	The Building (Local Authority Changes) Regulations 1998		1	Gary Goacher
	Thermal Insulations to Floors		2	Gary Goacher
	Thermal Insulation to Roofs		1	Gary Goacher
	Thermal Insulation to Walls		2	Gary Goacher
	Use of Mineral Fibre Insulation		1	Gary Goacher
	Ventilation for Rooms in Dwellings		1	Gary Goacher
	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	

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.4 Services for members of the public:				
	Distinction in Building Awards		1	
	Building Regulations Applications		1	Gary Goacher
Planning, Regeneration and Wellbeing cont'd	Building Regs Site Inspections		1	Gary Goacher
	Enforcement of Building Regulations		1	Gary Goacher
	Dangerous Buildings/Structures		1	Gary Goacher
	Planning Applications Can I Comment?		1	
	Tree Preservation Orders		1	
	Should I Appeal? A Summary of the Process		2	
	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	Gary Goacher
	Building Notice Procedure		2	Gary Goacher
	Regularisation Applications		2	
	The Building (Local Authority charges) Regulations 1998		2	Gary Goacher
	Dangerous Structures and Demolitions		2	Gary Goacher

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.4 Services for members of the public:				
	Smoke Detectors in the Home		2	Gary Goacher
	Loft Conversions		2	Gary Goacher
	Garage Conversions		2	Gary Goacher
Planning, Regeneration and Wellbeing cont'd	Recovering of Pitched Roofs		2	Gary Goacher
	Technical Guidance Notes		2	Gary Goacher
Leisure & Cultural Services	Customer Promise – Leisure Centre, Aquarena and Field Place		2	John Thorpe
	Customer Promise – Leisure Development		2	John Thorpe
	Customer Promise - Parks		2	John Thorpe
	Customer Promise - Theatres		2	John Thorpe
	Worthing in Bloom Competition - Posters		2	John Thorpe
	Bowls Information Pack		2	John Thorpe
	Child's Wristband (Lost and Found)		2	John Thorpe
	Activate		2	Duncan Anderson
	Activate Programme		2	Duncan Anderson
	Adult Activity Sessions		2	Duncan Anderson
	Amazon Adventure Timetable		2	Duncan Anderson
	Application form for Casual Hire		2	Duncan Anderson
	Application form for Club Affiliation		2	Duncan Anderson

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.4 Services for members of the public:				
	Application form for hire of Shaftesbury Room		2	Duncan Anderson
	Aquarena – Customer Comment Form		2	Duncan Anderson
Leisure & Cultural Services cont'd	Aquarena – Studio Timetable		2	Duncan Anderson
	Aquarena – User's Declaration		2	Duncan Anderson
	Basketball Club		2	Duncan Anderson
	Bodywork		1	Duncan Anderson
	Buttercup and Daisy's Creche		2	Duncan Anderson
	Children's Parties		2	Duncan Anderson
	F.A.N.S. –Free Admission for National Sports People		2	Duncan Anderson
	Fast Tan UVA Sunbeds		2	Duncan Anderson
	General Conditions and Regulations of Hiring		2	Duncan Anderson
	Guidelines for a Successful Party at Worthing Leisure Centre		2	Duncan Anderson
	Junior Activity Session		2	Duncan Anderson
	Junior Sports Club		2	Duncan Anderson
	Leisure Card Scheme		2	Duncan Anderson
	Leisure Centre		2	Duncan Anderson

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.4 Services for members of the public:				
	Leisure Venues		2	Duncan Anderson
	Lotus Health and Fitness Suite		2	Duncan Anderson
Leisure & Cultural Services cont'd	Main Swimming Lanes Timetable		2	Duncan Anderson
	Phoenix Club		2	Duncan Anderson
	Pool Opening Times		2	Duncan Anderson
	Pulse City – Health and Fitness		2	Duncan Anderson
	Pulse City – Membership Form		2	Duncan Anderson
	Saunas		2	Duncan Anderson
	Sports Club Database		2	Duncan Anderson
	Sports Programmes for Boys and Girls Ages 7-8		2	Duncan Anderson
	Sports Volunteers Needed		2	Duncan Anderson
	The Shaftesbury Room Function Availability		2	Duncan Anderson
	Tumbling Tinies		2	Duncan Anderson
	Weight Training Course		2	Duncan Anderson
	WLC Fire Instructions		2	Duncan Anderson
	WLC – Group Fitness Programme		2	Duncan Anderson

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.4 Services for members of the public:				
	WLC – Information and Activities 2008-2009		2	Duncan Anderson
	WLC – Junior Courses		2	Duncan Anderson
Leisure & Cultural Services cont'd	WLC Lotus Health and Fitness Suite – Junior Fit		2	Duncan Anderson
	WLC – Rocky The Croc's Birthday Parties		2	Duncan Anderson
	WLC – The Shaftesbury Room – Hire Charges		2	Duncan Anderson
	Worthing Scholarships for Sports Coaches		2	Duncan Anderson
	Worthing Specials		2	Duncan Anderson
	Worthing Specials – Football for Children		2	Duncan Anderson
	Worthing Youth Dance Company - Flyer		1	Duncan Anderson
	Application or holding a Beach Barbeque or Bonfire		2	William Boyd
	Application form to go on Council Beach Hut and Chalet Waiting List		2	William Boyd
	Beach Huts and Chalets – Seasonal Changes		2	William Boyd
	Council Beach Hut and Chalet Information Sheet		2	William Boyd
	Private Beach Hut – Site Licence Conditions		2	William Boyd
	Private Beach Hut – Supplementary Guidance		2	William Boyd
	Safety Boat Service 2004		2	William Boyd

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.4 Services for members of the public:				
	Tide Timetable		2	William Boyd
Recycling & Waste Management	Green Sack Scheme		2	Paul Willis
	Recycling Banks		2	Paul Willis
	Recycling Scheme		2	Paul Willis
Recycling & Waste Management cont'd	Refuse Collection		2	Paul Willis
	Refuse Collections Rounds		2	Paul Willis

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	Gary Cushing
Planning, Regeneration & Wellbeing	Development Control – Planning Application Fees: List of charges			Paul Pennicott
Miscellaneous	Town Centre and Seafront Masterplan		1	Ken Costello
	East Worthing Access Road Viability Study		1	Ken Costello
	PPG17 Open Space Assessment		1	Ken Costello
	Urban Potential Study		1,2	Ken Costello
	Housing Needs Study		1,2	Ken Costello
	Retail Capacity & Healthchecks		1	Ken Costello
	Employment Land Review		1,2	Ken Costello
	Worthing Gap and Landscape Capacity Study		1	Ken Costello
	Gypsies and Travellers		2	Ken Costello
	Seafront Strategy		1	Ken Costello
	Public Realm Strategy		1	Ken Costello
	Strategic Housing Land Availability Assessment		1,2	Ken Costello
	Strategic Housing Market Assessment		1,2	Ken Costello
	Strategic Flood Risk Assessment Study		1	Ken Costello
	Transport Strategy and Travel Model		1	Ken Costello

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	Graham Cherrett
	Dolly the Dolphin – Keep Safe on the Beach	Free	6	Graham Cherrett
	Dolly the Dolphin Danger Quiz		2	Graham Cherrett
	Dolly the Dolphin Safety Scenario		2	Graham Cherrett
	Worthing Pier Information Pack	Free		Graham Cherrett
	Coastal Issues Student Pack		1	Graham Cherrett
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
	Worthing Events Booklet (summer 2010)		1, 2, 3	
Parks and Gardens	Highdown Gardens – Summer Newsletter			Chris Bradley

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u> 7.6 Information for visitors to the area				
	Open Spaces – Hirer's Liability Insurance			Chris Bradley
	Worthing in Bloom			Chris Bradley
Museum	<p>Inside Worthing Museum</p> <p>Museum Contact & Availability Sheet</p> <p>Museum Matters – Museum & Art Gallery News</p> <p>School Report – Museum & Art Gallery's Education Service News</p> <p>Visitor Survey</p> <p>Welcome to Worthing Museum</p> <p>Worthing Museum & Art Gallery – Children's</p>		2	Diana Peek
Theatres	<p>Playsaver Spring Season</p> <p>Theatre Events Brochure</p> <p>Worthing Theatres – A Hirer's Guide</p> <p>Worthing Theatres – Hirer's Liability Insurance Form</p> <p>Worthing Theatres Schedule of Charges</p>			Peter Bailey

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	
	Design Wise – Design Principles of Shop Front & Signs		2	
	Displaying Advertisements		2	
	Enforcement of Planning Controls		2	
	Estate Agents Boards Guidance			
	Guidance Note – Replacement Windows		2	
	Landscaping Guide			
	Part A – Parking Standards			
	Planning Signs		2	
	Planning Appeals		1	
	Planning Enforcement Guidance			
	Processing Planning Applications		2	
	Providing for Play	Free	2	
Leisure and Cultural Services	The Provision of Service Infrastructure related to New Development in West Sussex – Part 2 (February 2000)		2	
	A Course Leading to ASA Level 1 Teacher Certificate (Swimming)		2	
	Advice Beginners and Improvers Tables Tennis Courses at West Worthing Tennis and Squash Club		2	
	Come into Coaching			

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
7. <u>The services we offer</u>				
7.7 Advice and guidance:				
	Help Make Cycling in Worthing Safer		2	
	Hockey Summer Fun Days for Boys and Girls aged 11-13 years		2	
	Prescription for Health Scheme		2	
	Promenade to Health – Walking to Health on Worthing		2	
	Sun Know How	Free	2	Annabelle Trent
	Volunteer Health Walk Leader Training Day	Free	2	Graham Cherrett
	Volunteer Health Walk Leaders Training Day		2	
	Walking to Health		2	Annabelle Trent
	Walking to Health in Worthing – Evaluation Report October	Free	15	Annabelle Trent

CLASSES OF INFORMATION	TITLE	COST	FORMAT	CONTACT DETAILS
8. Election Information				
	Electoral Register	Charges	4	Teresa Bryant
	General Information	Free	2	Teresa Bryant
	Poll Cards	Free	2	Teresa Bryant

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