

NORTH WILTSHIRE DISTRICT COUNCIL

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME – January 2005

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1. INTRODUCTION

- 1.1. North Wiltshire District Council is responsible for delivering a range of services to residents of, and visitors to, the North Wiltshire area. These include development control and other planning functions; economic development; the administration of council tax and housing benefit; electoral registration and the administration of elections; environmental health; refuse collection and street cleansing and various housing functions, including the provision of accommodation to homeless persons.
- 1.2. The Freedom of Information Act 2000 requires all public bodies, including local authorities, such as North Wiltshire District Council, to produce and maintain a document known as a Publication Scheme.
- 1.3. The purpose of a Publication Scheme is to set out the classes of information which the Council routinely publishes, or intends to publish, and to specify how such information can be obtained. The Freedom of Information Act

also, from January 2005, gives the public additional rights of access to information held by public bodies. These rights are discussed further in paragraph 2 below.

2. OTHER RIGHTS OF ACCESS TO INFORMATION HELD BY THE COUNCIL

- 2.1. The public already have a number of rights to obtain or access information which is held by the Council, in addition to the new provisions which are introduced by the Freedom of Information Act 2000. In particular, members of the public should be aware of the existing legal rights, which arise under the following legislation:-

Data Protection Act 1998

The Data Protection Act 1998 gives all individuals the right, subject to certain specified exemptions, to obtain a copy of any information which is held about them by the Council on computer or in certain types of manual filing systems. Any individual can request a copy of information held about them by the Council, on payment of a fee, currently £10. Anyone wishing to exercise these rights in relation to information held by North Wiltshire District Council should contact The Data Protection Officer at the main Council address.

Local Government Act 1972 – s.100A

Under the provisions in s.100A of the Local Government Act 1972, members of the public have the right to attend meetings of the Council and its committees. The public can only be excluded from those meetings in certain specified circumstances, when there is likely to be discussion of so-called 'exempt' information. (This includes information relating to the personal or business affairs of individuals or organisations). In addition, the agendas for these meeting are required to be available to the public (at the Council offices and in local libraries) at least five clear days before the date of the meeting concerned. Contact the Policy & Democratic Services Team Leader at the Council offices for more information regarding meetings of the Council and its committees.

Town & Country Planning Act 1990

This Act, and Regulations made under it, give the public a number of rights to information held by the Council relating to its functions as a local planning

authority. In particular, copies of both pending and determined applications for planning permission are available for inspection by the public. Please contact the Planning Services Administration Team at the Council for further information regarding these rights.

Future Rights Under the Freedom of Information Act

In January 2005 the remaining provisions of the Freedom of Information Act came into effect for local authorities. From that date anyone has a right of access to all recorded information held by the Council, except where that information is covered by one or more of the statutory exemptions.

3. PUBLICATION SCHEME – STRUCTURE

- 3.1. As stated above, the purpose of this Publication Scheme is to set out the types of information which the Council routinely publishes or otherwise makes available to the public. This information is grouped together in a number of classes, which are organised in a way which is hopefully clear to anyone seeking such information. There is a brief description of each class of information, followed by details as to how that information can be obtained and whether there will be a charge for it to be provided.
- 3.2. In some instances the information is available via the Council's web-site as well as in a hard copy. The Council's web-site can be found at www.northwilts.gov.uk

4. CHARGING POLICY

- 4.1. In many cases, copies of the information in this Publication Scheme will be provided free of charge on request. This will generally be the case with leaflets and application forms. Larger printed publications may be charged for. In addition, the Council may make a photocopying charge where information is printed off or copied in response to a specific request. Where

the information is available on the Council's website, this may be downloaded without charge.

5. COMMENTS/COMPLAINTS

- 5.1. The Council has a duty to keep this Publication under review and to update it as necessary. The Council is also keen to try to ensure that the Scheme is accessible and helpful to those who wish to make use of it to obtain information about the Council and its services. The Council therefore welcomes comments and suggestions as to how the Scheme might be improved. In particular, we would be interested in any views you may have as to how easy it was to use the Scheme to identify, locate and obtain any information you were seeking.

- 5.2. If you have any comments about this Publication Scheme or any queries about your rights to access information held by North Wiltshire District Council under the Freedom of Information Act or other legislation, please contact the Freedom of Information Officer in Legal Services at the Council.

- 5.3. If you have any complaints about the way the Council dealt with any request for information under this Publication Scheme, please ask for a copy of the Council's Complaints Procedure, which will tell you how to make your complaint and how it will be dealt with. If you remain dissatisfied and consider that the Council is failing in its duties under the Act you may contact the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

North Wiltshire District Council Freedom of Information Act 2000 Publication Scheme

Introduction

The classes of information which North Wiltshire District Council publishes are divided into two broad categories.

1 North Wiltshire District Council as an Organisation: The Corporate Body Structure and organisation.

- 1.1 Structure
- 1.2 General Council Policies
- 1.3 Council Decisions
- 1.4 Elected Members
- 1.5 Performance
- 1.6 Finances
- 1.7 Staff
- 1.8 News
- 1.9 Complaints & Comments

2 Services Provided by North Wiltshire District Council:

- 2.1 Benefits & Council Tax
- 2.2 Concessionary Travel
- 2.3 Electoral Registration
- 2.4 Public Health/Environmental Health
- 2.5 Environment: Natural & Built/ Countryside Management/ Historic Buildings
- 2.6 Refuse & Recycling
- 2.7 Planning
- 2.8 Housing & Community/ Homelessness/ Home Improvement Grants/ Disabled Facilities Grant
- 2.9 Leisure
- 2.10 Economic Development & Tourism

Within each class there is a list of the information which the Council makes available and the format in which it is published . Where, under the heading 'Availability' the term 'On Request' is used, this means that a hard copy of the information concerned is available from the Council. To obtain a copy of any publication, please contact in the first instance:-

**North Wiltshire District Council
Monkton Park
Chippenham
Wiltshire
SN15 1ER**

Telephone 01249 706111

If there is any charge for the provision of the information, this will be stated in the final column. Information on specific charges will be provided on request.

Where the information is stated to be available on the NWDC Website (usually in addition to a hard copy being available on request from the contact person) this means that the information can be found on the North Wiltshire District Council web page, whose address is www.northwilts.gov.uk

Apart from this Publication Scheme, it should be noted that there is additional information is available on the NWDC Website, which also includes an A to Z of Services provided by North Wiltshire District Council.

Where, under the 'Cost' column, it indicates that a copying charge may be made for a particular document, this relates to the provision of a hard copy of the document. All information on the Council's website can be downloaded without charge. Please refer to the Charges section above for further details.

DETAILED CLASSES

1.1 Class: Structure of the Council

This Class covers information that is made available to the public about the structure of the Council and the decision making process:

Document Name & Description	Availability	Cost
Council Constitution – Includes Standing Orders governing the conduct of meetings; scheme of delegation to committees and officers	On request	Copying charge

1.2 Class: General Council Policies

This Class covers those general Council policies that are made available to the public, including those relating to IT systems, but excluding those dealing with staffing matters, which are included in 1.7 below:

Document Name & Description	Availability	Cost
Emergency Plan	NWDC Website On request	Copying charge
Race Equality Scheme	NWDC Website On request	Copying charge
Equal Opportunities Policy Statement	NWDC Website On request	Copying charge
Treasury Policy Statement	On request	Copying charge

Community Safety Strategy	On request	Copying charge
Economic Development & Tourism Strategy	On request	Copying charge
Leisure Facilities Strategy	On request	Copying charge
IEG Statement	On request Website	Copying charge

1.3 Class: Council Decisions

This Class covers the Agenda and Minutes of meetings of the Council and its committees, excluding any excluding confidential or exempt reports under s. 101 Local Government Act 1972:

Document Name & Description	Availability	Cost
Council & Committee Minutes	On request	Copying charge
Council & Committee Agendas, excluding confidential or exempt reports under s. 101 Local Government Act 1972	On request	Copying charge
Executive Work Plan	On request	Copying charge

1.4 Class: Elected Members

This Class covers publicly-available information on elected members of the Council:

Document Name & Description	Availability	Cost
List of District Councillors by name and by Ward	NWDC website On request	Copying charge
Members Allowance Scheme	On request	Copying charge
Register of Members Interests	On request	Copying charge

1.5 Class: Performance

This Class covers published information about the Council's performance, including Best Value plans and reports:

Document Name & Description	Availability	Cost
Best Value Performance Plan	On NWDC Website	Copying charge
Best Value Performance Plan Summary	On request	Copying charge

ICT Best Value Review	On request	Copying charge
ICT Best Value Improvement Plan	On request	Copying charge
ICT Input into Local & National Performance Indicators	On request	Copying charge

1.6 Class: Finances

This Class covers published information about the Council's financial regulations, budget plans and performance:

Document Name & Description	Availability	Cost
NWDC Annual Statement of Accounts- Printed Booklet - for last 2 financial years	On request	£10.00
NWDC Revenue Estimates & Capital Programmes - Printed Booklet for Current & last financial year	On request	£10.00
External Auditors Annual letter - for year previous to the last financial year.	On request	Copying charge
NWDC Financial Standing Orders and Financial Regulations	On request	Copying charge.
NWDC Contract Procedure Rules (Sept. 2003)	On request	Copying charge.

1.7 Class: Staff

This Class covers general information about the Council's staffing policies, but excludes information relating to identifiable individual employees :

Document Name & Description	Availability	Cost
Employment Policies, Procedures & Codes of Practice	On request	Copying charge
Employment Matters- General Terms & Conditions	On request	Copying charge
Stress Management Policy	On request	Copying charge
Job Application Packs & Job description packs	On NWDC Website On request	Copying charge

1.8 Class: News

This Class covers information provided to residents and the media about the Council's activities:

Document Name & Description	Availability	Cost
Newsletter- Bi-annual Council Review	Delivered to all addresses in NWDC	No charge
Press releases	Published in the Local Newspapers	No charge

1.9 Class: Complaints & Comments

This Class covers procedures for the public to comment or complain about the activities of the Council

Document Name & Description	Availability	Cost
Customer Comment Cards	On request	No charge
NWDC Customer Complaint Form	On request	No charge

2 SERVICES

2.1 Class: Benefits & Council Tax

2.1.1 Sub-Class: Benefits

This Class covers published information about Benefits administered by the Council, including all relevant blank application forms and explanatory leaflets:

Document Name & Description	Availability	Cost
Council Tax Valuation List	On request	Copying charge
Procedures:		
Service Level Agreement with Rent Service	On request	Copying charge
Service Level Agreement with Benefit Agency	On request	Copying charge
Leaflets:		
Information on Exemptions Six Month Exemption expired	On request	No charge

List of Dwellings exempt from Council Tax List of Groups Disregarded Further Information about your Benefit Payment on Account Leaflet Student Information Discretionary Housing Payment Information Council Tax Leaflet Parish Leaflets Notes with Band Change		
Forms:		
Council Tax & Housing Benefit Application Discretionary Housing Payment Application Form Application for replacement Housing Benefit Cheque Supplementary Claim Form Single Occupier Discount Payment on Account Change of Tenancy Deductions from Salary/Wages Residential Care Advice of death 18 Still at School- Disregard A 19 In education – Disregard B Patient in Hospital – Disregard C Patient in Care – Disregard D Severely mentally impaired – Disregard E Care worker employed by Charity- Disregard F Care Worker – Disregard G Member of Religious Community – Disregard H Person in Detention – Disregard I Member of International HQ – Disregard J Student – Disregard K Student Nurse Disregard L Apprentice Disregard M YT Trainee Disregard N Member of Visiting Forces Disregard O Disabled Reduction Review 25% Discount Review 50% Discount Review Disabled Reduction	On request	No charge

Review Exemptions Dwelling Occupied by Minister of Religion Religious Communities Dwelling occupied only by Resident Staff Application to pay Council Tax through Salary/Wages Second Home Form Certificate of Earnings Self employed Earnings Information		
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2.1.2 Sub-Class: Council Tax

This Class covers published information about Council Tax and Non-Domestic rating valuations:

Document Name & Description	Availability	Cost
Publications:		
NDR Rating List	On Request	Copying charge
Council Tax Valuation List	On Request	Copying charge
Leaflets:		
NDR Leaflet	On Request	No charge
Council Tax :Leaflet	On Request	No charge

2.2 Sub-Class: Concessionary Travel

This Class covers published information about the Concessionary Travel scheme operated by the Council:

Document Name & Description	Availability	Cost
Concessionary Travel Application Form	At Customer Services Main Reception	No charge
Concessionary Travel Information Leaflet	At Customer Services Main Reception	No charge

2.3 Sub-Class: Electoral Registration

This Class covers published information on the electoral register which is open to public inspection as well as relevant blank registration and voting forms:

Document Name & Description	Availability	Cost
Publications:		
Electoral Role Full – Limited Access	For inspection on Request and at local libraries	No charge
Electoral Roll - A	For inspection on Request	£10.00
Document Name & Description	Availability	Cost
Electoral Roll – A (New 2002 is first year of Publication)	On Request	£20.00
Forms:		
Form A – Annual Registration of Electors Form ER 3 – Rolling Registration Postal Vote Application Proxy Vote Application Postal Proxy Vote Application Services Declaration- Crown Servant Form Overseas Declaration Form	On Request	No charge

2.4. Class: Public Health, Environmental Health & Safety, Food, Pest Control & Pollution

2.4.1 Sub-Class: Food

This Class covers published policy documents relating to food safety inspections that are carried out by the Council, together with related registers maintained by the Council that are open to public inspection and application forms:

Document Name & Description	Availability	Cost
Policies & Procedures:		
NWDC Enforcement Policy	On Request On Web Site	No charge
Registers, Forms, Leaflets:		
Register of Licensed Butchers shops	On Request	£5.00
Food Premises Registration List	On Request	£50.00
Food Premises Registration form	On Request On Web Site	No charge

Butchers Shop licence application forms	On Request On web- site	No charge
Hygiene advise pamphlet – BBQs	On Request	No charge
Various Food hygiene advice leaflets	On Request	No charge
Basic Food Hygiene Course- Application Forms	On Request	No charge
Game dealers application form	On Request	No charge

2.4.2 Sub-Class: Health & Safety

This class covers policy and procedure documents related to the Council's role in enforcing health & safety legislation :

Document Name & Description	Availability	Cost
Policies:		
Enforcement Policy	On request	Copying charge
Forms, Leaflets:		
Document Name & Description	Availability	Cost
Various Health & Safety Advice leaflets	On request	No charge
Office, Shops and Railway Premises Act- Application forms	On Web Site	No charge
Basic Health & Safety Course Information	On request On web Site	No charge

2.4.3 Sub-Class: Animal Control & Pollution

This Class contains the statutory registers maintained by the Council relating to its various licensing functions, together with relevant policies and application forms:

Document Name & Description	Availability	Cost
Bye-laws, Registers,		
Register of Acupuncturists Register of Animal Boarding Licences Register of Cooling Towers Register of Dangerous Wild Animal Licences Register of Dog Breeders Register of Ear Piercing Licences Register of Electrolysis Licences Register of Pet shop Licences Register of Public Entertainment Licences Register of Riding Establishments Register of Scrap Metal dealers	On Request	£5.00 in respect of each Register

Register of Stage Play Licences Register of Street Trading Consents Register of Tattooists Register of Cinemas Register of Caravan Site Licences Register of Motor Salvage operators Register of Sunday Trading Retailers		
Acupuncture Bye-laws Ear-Piercing Bye-laws Electrolysis Bye-laws Tattooists Bye-laws	On request On web-site	No Charge
Procedures, Forms, Leaflets:		
Taxi Licence Conditions	On request On web site	£5.00
Private Hire Operator's Application Form Hackney Carriage Vehicle/Private Hire Vehicle Drivers Application Form Hackney Carriage Vehicle/Private Hire Vehicle Application Form Acupuncture Application Form Tattooists Application Form Animal Boarding Application Form Dangerous Wild Animals Application Form Dog Breeders Application Form Pet Shop Application Form Riding Establishment Licence Application Form Stage Play Application Cinema Application Lotteries & Amusements Applications Caravan Site Application Scrap Metal Dealer Application Street Collection Application Form House to House Collection Application Form Street Collection Statement of Income Form Env Protection Act-Application for Vapour Recovery Env Protection Act-Application for Waste Oil Burner Env Protection Act-Application for All Other Processes	On request On web site	No charge

Taxi Driver Medical Form	On request	No charge
Private Entertainment Licence- Indemnity Form		
Private Entertainment Licence- Explanatory Notes		
Acupuncture Procedure		
Animal Boarding Procedure		
Animal Boarding Vet Inspection Form		
Dangerous Wild Animals Procedure		
Dog Breeders Procedure		
Riding Establishment Vet Inspection		
Public Entertainment Licence Application Form		
Stage Play Explanatory Notes		
Lotteries & Amusements Procedure		
Lotteries & Amusements Explanatory Notes		
Lotteries & Amusements –Scheme Form		
Lotteries & Amusements –Scheme Form		
Lotteries & Amusements Returns Form		
Gaming Machines Licence Regulations 1 & 2		
Gaming Machine Licence Application		
Street Trading Consent Application		
Street Collections & House to House Collections Policy		
Street Collection Regulations		
House to House Collection Regulations		
Street Collections Procedure		
House to House Collection Procedure		
House to House Collection Statement Form		
House to House Transitory Application		
Env Protection Act-Procedure		
Env Protection Act-Vapour Recovery Questionnaire		
Variety of Pollution Advice Leaflets		
Cooling Towers Application		
Cooling Tower Notification Procedure		
Environmental Protection Act 1990 Authorisation Register	On request	£300.00

2.5 Class: Environment – Natural & Built, Conservation, Countryside Management, Historic Buildings

2.5.1 Sub-Class: Conservation & Urban Design & Development

This Class covers Conservation Area Statements published by the Council, together with Development Briefs and conservation leaflets published by the Council:

Document Name & Description	Availability	Cost
Publications, Leaflets		
Conservation Area Statement - Allington	On Request	£5.00
Conservation Area Statement - Ashton Keynes	On Request	£5.00
Conservation Area Statement - Calne	On Request	£5.00
Conservation Area Statement -Cherhill	On Request	£5.00
Conservation Area Statement -Corsham	On Request	£5.00
Conservation Area Statement-Cricklade	On Request	£5.00
Conservation Area Statement-Rowden	On Request	£1.00
Conservation Area Statement-Sherston	On Request	£5.00
Little Somerford Joint Design & Conservation area Statement	On Request	£5.00
Flowers Yard & Riverside Development Brief	On Request	£15.00
Various Technical Leaflets: External Render Stone tiling Limewash Repointing rubble walls Vegetation on stone & brick DDA <u>HARDCOPY ONLY</u> Masonry repairs Repairing wooden windows	On Request On website	No charge

2.5.2 Historic Buildings

This Class covers leaflet relating to the repair and conservation of historic buildings:

Document Name & Description	Availability	Cost
Various leaflets on Repairs on Historic Buildings (See above)	On Request	No charge

2.6 Class: Refuse & Street Cleansing, Parking

2.6.1 Refuse & Recycling

This Class covers published information relating to the collection of household and trade refuse:

Also note that a listing of various services e.g. Recycling Banks, Car Parks, etc. are available on the NWDC website, under A to Z of Services.

Document Name & Description	Availability	Cost
Forms, Leaflets, Publications		
Bank Holiday Refuse Collection Arrangements Provision of free Refuse Sacks –Form Request for assisted Refuse Collection Wootton Bassett Recycling Leaflet Pewsham Community Compost Project Trade Refuse Contract –Form Trade Refuse Collection Service-Leaflet Trade Waste Transfer Notes – Form	On request	No charge

2.6.2 Sub-Class: Parking

This Class covers the Parking Orders which regulate parking in the Council-controlled parking areas:

Document Name & Description	Availability	Cost
Parking Orders	On request	Copying charge

2.7 Class: Planning

This Class covers publicly available information relating to applications for planning permission and building control approval as well as statutory planning documents prepared by the Council. In relation to information in this Class, the following photocopying charges will be made, where applicable, unless otherwise stated:

Plans	Cost
A4 size	£1.00
A3 size	£2.00
A2 size	£3.00
A1 and A0 size	£5.00
Correspondence	
A4 – per sheet	50p
A3 per sheet	£1.00

Document Name & Description	Availability	Cost
Planning Services Charter	On request. On web site	£0.00
Planning Application Forms and Guidance Notes	On request On web site	£0.00
Building Regulations Applications Forms	On request On web site	£0.00
Weekly List of Planning Applications	Available on web site, can be emailed or sent hard copy on request	Hard copy £150.00 per year
Weekly List of Determined Applications	Available on web site, can be emailed or sent hard copy on request	Hard Copy £50.00 per year
Current Planning Applications (application forms, plans, correspondence)	On request by visit to office	Photocopy charges apply
Completed Planning Applications application forms, plans, correspondence)	On request by visit to office	Photocopy charges apply
Ordnance Survey Location Plans (scale of 1:1250 or 1:2500)	On request	£17.00 for 5 copies + 50p for each copy thereafter
Planning Register of Decisions (copies of Decision Notices)		£15.00 per Decision Notice
Copy of Tree Preservation Order	On request	£15.00 per copy
Planning Inspector Decisions	On request	£15.00 per copy
Micro-fiche Copies	On request	£15.00 per copy
Section 52 Agreements	On request	£15.00 per copy
Section 33 Agreements	On request	£15.00 per copy
Section 106 Agreements	On request	£15.00 per copy
Copy of Land Charges Search	On request	£20.00 per copy
Various Planning Information Leaflets	On request	£0.00

	On web site	
Planning Policy Guidance	Links to ODPM website via our website	£0.00
Cocklebury Road Development Brief North and South Site	On request	£10.00 for 1 site £15.00 for both
Listed Building Descriptions	On request	£1.00
Building Control Certificate of Completion	On request	£15.00 per copy
Building Control Conditional Passing of Plans	On request	£15.00 per copy
Public Sewer Maps	Viewing only at office	£0.00
Various Building Control Leaflets	On request	£0.00
North Wiltshire Adopted Local Plan 2001 Written statements and Proposal Maps	On request (text on web site)	£65.00 + £7.00 p&p
Adopted NW Local Plan Review 2001 Individual Proposal Maps (11 in total)	On request On Web Site	£70 hard copy +£5 p&p £5 each inc p&p
Revised Deposit draft 2011 local Plan	On Request in CD format only On Web Site	£10
Local Plan Inquiry Inspector's Report Inspector's Appendices Schedule of Proposed Modifications – July 1999 Environmental Appraisal (Summary Report) Environmental Appraisal (Appendix C)	On request	£25 hard copy + £5 p&p £15 hard copy + £5 p&p £15 hard copy + £5 p&p FOC £15 hard copy + £5 p&p
Local Development Scheme (available mid April 2005)	On Request	£5.00
Development Plan documents (available on publication from 2005/6)	On request	To be advised

Supplementary Planning Documents (available on publication from 2005/6)	On request	To be advised
Supporting Research Documents (available on publication)	On request	Copying charge
Individual Proposal Maps (11 in total)	On request	£7.50 each inc p & p
2004 Employment Study (Nathaniel Lichfield)	On request	£50.00 hard copy + £2.00 p & p £12.00 CD inc p & p
2004 Landscape Character Assessment (White Consultants)	On request	£40.00 hard copy + £2.00 p & p £10 CD inc p&p
2004 Retail Needs Assessment (Donaldsons)	On request	£50 hard copy + £2 p&p £12 CD inc p&p

2003 Urban Capacity Study Review (Nathaniel Lichfield) UCS Review – Assessment of Additional Sites for Allocation	On request	£60 hard copy + £ 2 p&p £30 hard copy inc p&p £20 CD both inc p&p
2002 Urban Capacity Study (Chestertons) Methodology Report	On request	£3.50 hard copy inc p&p
2002 Urban Capacity Study (Chestertons) Analysis Report	On request	£40 hard copy + £5 p&p
Rural Buffers Study Issues Paper Issues Paper Report (January 02)	On request	£25 hard copy + £2 p&p FOC FOC
Rural Buffers Study Issues Paper Report (September 01)		£10 hard copy + £2 p&p
Sustainability Appraisal Matrices C, D & E Statement of Consultation	On request	£5 hard copy inc p&p £11.50 hard copy + £5 p&p £5 inc p&p
Sustainable Development Framework	On request	£7 hard copy + £1 p&p
Urban Area Assessments	On request	£7 hard copy + £1 p&p
Affordable Housing Supplementary Planning Guidance: 2004	On request	1 ST copy Free of charge further copies £2 inc p&p

Residential Briefs: Rowden Lane Concrete Batching Plant, Christian Malford Development Brief-St Ivel Factory Site, Wootton Bassett	On request On Web site	All £2 inc p&p
Searches		
Land Charges :		
ENLIS Residential	On request	£139.00
ENLIS Non Residential	On request	£149.00
Land Charge Residential	On request	£160.00
Land Charges Non Residential	On request	£180.00
Con 29 Additional Questions	On request	£12.00 per question
Additional parcels of Land	On request	£15.00
Personal Searches	On request	£11.00 per search
Planning Searches	On request	£40.00 for the first hour, £25.00 thereafter

2.8 Class: Housing & Community/ Homelessness/ Home Improvement Grants/ Disabled Facilities Grant

2.8.1 Sub-Class: Homelessness

Document Name & Description	Availability	Cost
Publications, Procedures:		
Housing Strategy Document 2002-2005	On request	Copying charge
Previous Housing Strategy Document 2001-2004	On request	Copying charge
The Unfolding year- Housing Strategy Update for 2001	On request	Copying charge
District Wide Needs Survey 2000	On request	£25.00
Bed & Breakfast Checklist	On request	No charge
Homelessness Checklist	On request	No charge
Leaflets:		
Affordable Home Ownership Leaflet	On request	No charge

Regulated Tenancies (DETR) Assured & Assured Shorthold Tenancies (DETR) Long Residential Tenancies Repairs - a Guide for landlords & Tenants Residential Care (help the Aged) Housing Matters (Help the Aged) The Housing Applicant's Charter (The Housing Corporation) Important Changes to Housing Benefit & Council Tax He wants me out (DETR) Do You Rent or think of renting from a private landlord (DETR) Housing Options SWISH – Swindon & Wilts Integrated Support & Housing Advice Understanding Your Rights to a Home Threshold Housing Link	On request	No charge
Carers Support	On request	No charge
Forms:		
Homeless Application form	On request	No charge
Housing Register Application Form	On request	No charge
Bed & Breakfast Agreement to pay	On request	No charge

2.8.2 Sub-Class: Home Improvement Grants & Other Grants

The documents that are made available to the public under this class are:

Document Name & Description	Availability	Cost
Small Grants Application Form	On Request	No charge
Small Grants – Guidance Notes	On Request	No charge
House Renovation Grants	On request	No charge
Home Repair Assistance	On request	No charge
Mobile Homes – a Guide for residents & Site Owners (DETR)	On request	No charge
Install Cavity Wall Insulation – The Energy Efficiency Trust	On request	No charge
Energy Efficiency is good for your Health	On request	No charge
Anchor Staying Put	On request	No charge

2.9 Sub-Class: Leisure

The documents that are made available to the public under this class are:

Document Name	Availability	Cost
Leisure Guide to North Wiltshire	On Request	No charge

North Wiltshire Leisure Plan, 2001-2007	On Request	£10.00
Leisure provision in North Wiltshire-a summary of the Leisure Plan	On Request	No charge
Playing Pitch – Strategy for North Wiltshire	On Request	£10.00
Leisure Facilities Strategy	On Request	£10.00
North Wiltshire Rivers Route	On Request	No charge
Advice on Playground Development	On Request	No charge

2.10 Sub-Class: Economic Development & Tourism

The documents that are made available to the public under this class are:

Document Name & Description	Availability	Cost
Policy, Strategy, Publications & Procedures:		
Community Safety Audit- Publication	On Request	No charge
Products & Services Directory – 2004- Publication	On Request	£10.00
Wiltshire Conference Directory – Publication	On Request	No charge
Economic Development & Tourism Strategy- 2000/01 A Publication	On Request	No charge
North Wiltshire Visitor Guide – 2004	On Request	No charge
Commercial Land & Property Register	On Request	No charge
Guidance to applicants of Town Centre Management Funds	On Request	No charge
North Wiltshire Welcome Pack	On Request	No charge
Flowers & Riverside Development brief	On Request	No charge
Wiltshire Food Directory	On Request	No charge
Leaflets & Forms:		
Business Start Up Scheme Application Pack	On Request	No charge
North Wiltshire What's on Guide - 2004	On Request	No charge
Wiltshire Food links – Biennial Newsletters	On request	No charge
Community Area Action Plan - Malmesbury	On Request	No charge
Tourism Information Centre Newsletters – Quarterly	On Request	No Charge
Community Fund Award Criteria	On request	No charge
Community Fund Application Forms	On Request	No charge
Made in the Malmesbury Area Directory 2003	On Request	No charge
Made in the Calne Area – Directory 2004	On Request	No charge
Made in the Corsham Area Directory 2004	On Request	No charge
Wiltshire Local Food Directory 2004	On Request	No charge

A Walkers Guide to Malmesbury	On Request	No charge
North Wilts. Walking Routes	On Request	£3.00
Historic Corsham – An Illustrated Guide	On Request	No charge
Starting an Accommodation Business in North Wiltshire	On Request	No charge