

**SOUTH BUCKS DISTRICT COUNCIL
PUBLICATION SCHEME
FREEDOM OF INFORMATION ACT 2000**

[Introduction](#)

The Freedom of Information Act (FOI Act) became law in 2000 and came into force on the 1st January 2005. The Act allows people a greater level of access and enables them to dig deeper into the processes of an authority.

[Published Information](#)

The FOI Act requires all public bodies to have a Publication Scheme in place, which is in essence a directory of all the information that we already provide or intend to provide in the future. It also states how the information is provided, whether there is a charge and how to request a copy.

The list of information that is available from South Bucks District Council is shown on the following pages. The list is split into classes of information as follows:

<i>Class</i>	<i>Page</i>	<i>Details</i>
1	5	<i>Who we are and what we do</i> Council Information (inc. Constitution, Council Structure)
2	7	<i>What we spend and how we spend it</i> Annual Statement of Accounts and Budget, Procurement contracts, Financial Audit
3	9	<i>What our priorities are and how we are doing</i> Local development framework, Performance Indicators, Community Strategy
4	12	<i>How we make decisions</i> Cabinet, Committees, Meetings of the Council, Complaints Procedure, Public Consultations

5	13	<i>Our policies and procedures</i> Conduct of Council Business, Standing Orders, Committee and Sub-Committee Terms of Reference, Delegated Authority Officers, Code of Conduct, Policy Statements
6	23	<i>Lists and registers</i> Assets register Register of members interests Register of gifts and hospitality
7	27	<i>The services we offer</i> Leisure

Other information - not listed

In addition where information held that is not published under such a scheme, a person may make a written request for specific information to any public authority and the authority must deal with it in accordance with the provisions of the Freedom of Information Act. For this authority this can be achieved via email: foi@southbucks.gov.uk or by writing to The Freedom of Information Officer, South Bucks District Council, Capswood, Oxford Rd, Denham, Bucks UB9 4LH. Please state as much detail as possible about the information that you are looking for, to help us to locate it. You will receive a response to your request within 20 working days. Where any charges apply you will be informed of these before the information is provided.

Exemptions

Nothing in this Scheme shall override:

- The Council's discretion to withhold exempt information pursuant to Schedule 12A of the Local Government Act 1972; or
- The requirement to withhold confidential information pursuant to Section 100A(3) of the Local Government Act 1972.

Personal data

A great deal of the information that we hold is personal and private to individuals.

The Freedom of Information Act 2000 does not deal with this. The relevant legislation is the Data Protection Act 1998. The Freedom of Information Act does not make public any private and confidential information about peoples' private Council Tax, benefits or tenancy arrangements etc. with the Council. The individual concerned however does have access to that information under the Data Protection Act 1998. Therefore your private affairs and business with the Council as an individual is not the subject of this publication scheme.

<p><u>South Bucks District Council</u> Data Protection & FOI Officer Council Offices Capswood Oxford Road Denham Bucks UB9 4LH</p>	<p>Fax: 01895 837 277 Tel: 01895 837 357 E-mail: data.protection@southbucks.gov.uk foi@southbucks.gov.uk</p>
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Complaints

The Council has a set complaints procedure and any complaints about this scheme, the Freedom of Information Act, Data Protection or indeed any service of the Council can be raised under this procedure - a copy of which is available in reception at the Council Offices and on our website. The opportunity to complain to the Council does not limit any rights people have to complain to the Information Commissioner (again, either about Freedom of Information or Data Protection) at the following address:

<p><u>Information Commissioner</u> Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF</p>	<p>Fax: 01625 524 510 Tel: 01625 545 745 E-mail: data@dataprotection.gov.uk DX: 20819 Wilmslow</p>
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If you have any suggestions to improve or amend this scheme, please contact the FOI Officer at the Council offices (address above).

This scheme will be reviewed annually.

This publication scheme itself is on our website and at our offices. A copy is also made available to each of our town and parish councils. In deciding to distribute the scheme in this way we have taken into account the geographical nature of the District, issues of access and the public interest. The adoption of this scheme has also been the subject of various press releases and features in the South Bucks Report. The information which is the subject of this scheme relates only to South Bucks District Council.

How to contact the council

The council offices are open	Monday - Wednesday 9 am - 5.30 pm Thursday - Friday 9 am - 5 pm Saturday - Sunday CLOSED
Our address is	South Bucks District Council Capswood, Oxford Road, Denham, Bucks, UB9 4LH
Our telephone number is	01895 837200
Our fax number is	01895 832777
Our website is	http://www.southbucks.gov.uk/
Our email address is	sbdc@southbucks.gov.uk

Updated July 2011 - next review June 2012

CLASS 1**Who we are and what we do**Council Information

Council information includes the Council Constitution - a document that includes all the rules and procedures about how the Council operates and how decisions are made including contract and financial procedures, provisions as to access to information, delegation arrangements and management structure.

This class also includes information about Council Members as well as reports, agenda and minutes of Council meetings.

Details of the Council finances are available under Class 2

Details of Statutory Registers are available under Class 6

Exempt from this class are all items falling within Schedule 12A of Part I to the Local Government Act 1972 as from time to time amended.

NO.	TITLE	LEGAL REQUIREMENT	FREQ'Y	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
1.	Constitution (Parts 1-7)	S.37 Local Government Act 2000	Regularly updated	-	Hard copy & electronic	On request from contact and on Council website	Democratic & Electoral Services Manager 01895-837225	Free to inspect Charge for copies
2.	Council Structure				Hard copy & electronic	On request from contact and on Council website	Democratic & Electoral Services Manager 01895-837225	Free to inspect Charge for copies
3.	How to become a Councillor				Electronic	On request from contact and on Council website	Democratic & Electoral Services Manager 01895-837225	Free to inspect Charge for copies
4.	Local Councillors (Member) contact details etc	S.100G Local Government Act 1972	Regularly updated		Hard copy & electronic	On request from contact and on Council website	Democratic & Electoral Services Manager 01895-837225	No
5.	Local Member of Parliament				Electronic	Council website	Democratic & Electoral Services Manager 01895-837225	Free to inspect Charge for copies

6.	Monitoring Officer	Section 112 of the Local Government Act 1972 Section 5 Local Government and Housing Act 1989			Electronic	Council website	Lynne Reardon Monitoring Officer 01895-837229	
7.	Results of Elections				Hard copy & electronic	On request from contact and on Council website	Democratic & Electoral Services Manager 01895-837225	Free to inspect Charge for copies
8.	Election Wards				Hard copy	On request from contact	Democratic & Electoral Services Manager 01895-837225	Free to inspect Charge for copies
9.	Returning Officer	Notice of Elections			Electronic	On request from contact and on Council website	Chris Furness Returning Officer 01895-837200	Free to inspect Charge for copies

CLASS 2

What we spend and how we spend it

Statistical and Financial Information

This class includes details of the Council's finances, including election and member expenses.

NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
1.	Financial Strategy	No	Bi-annual	Feb 2011	Hard copy & electronic	On request from contact or on Council web-site http://www.southbucks.gov.uk/council_democracy/council_budgets_and_spending/default.aspx	Director of Resources 01895 837217	No
2.	Treasury Management Strategy	No	Annually	Feb ea year	Hard copy & electronic	On request from contact or on Council web-site http://www.southbucks.gov.uk/council_democracy/council_budgets_and_spending/default.aspx	Head of Finance & IT, 01895-837268	No
3.	Capital Strategy	No	Bi-annual	Dec 2009	Hard copy & electronic	On request from contact or on Council web-site http://www.southbucks.gov.uk/council_democracy/council_budgets_and_spending/default.aspx	Head of Finance & IT, 01895-837268	No
4.	Procurement Strategy	No	Bi-annual	May 2009	Hard copy & electronic	On request from contact or on Council web-site http://www.southbucks.gov.uk/business/how_to_do_business_with_the_council/doing_business_with_the_council.aspx	Director of Resources 01895 837217	No
5.	Budget Book	No	Annually	March each year	Hard copy	On request from contact	Head of Finance & IT 01895-837268	No

NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
6.	Annual Audit Letter	Accounts & Audit regulations	Annually	March each year	Hard copy & electronic version on website	On request from contact & on Council website http://www.southbucks.gov.uk/council_democracy/council_budgets_and_spending/default.aspx	Head of Finance & IT 01895-837268	No
7.	Statement of Accounts	Yes	Annually	June each year	Hard copy & electronic	On request from contact or on Council web-site http://www.southbucks.gov.uk/council_democracy/council_budgets_and_spending/default.aspx	Head of Finance & IT 01895-837268	No
8.	Non-Domestic Rates Valuation List	S.41 Local Government Finance Act 1988	Five yearly	2000 & 2005	Hard copy & electronic	On request from contact	Revenues Manager 01895 – 837252	Free to inspect Charge for copies
9.	Council Tax Valuation List	S.22 (b) Local Government Finance Act 1992	Regularly updated	1993	Hard copy	On request from contact	Revenues Manager 01895 – 837252	Free to inspect Charge for copies
10.	Returns and Declaration of Election Expenses	Representation of the People Acts	After election for 12 months/ 2 years depending on type of election	-	Hard copy	On request from contact	Democratic & Electoral Services Manager 01895-837225	Free to inspect Charge for copies
11.	Members Allowances – scheme and payments	Para 9 Local Authorities (Members' Allowances) (England) Regs 2001	Scheme – ASAP after making/ amending. Payments- annually (notice given in newspaper)	-	Hard copy & electronic version on website (Part 6 of the Council Constitution)	On request from contact	Democratic & Electoral Services Manager 01895-837225	Free to inspect Charge for copies

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NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
12.	Schedule of fees and charges	Yes	Annually	March each year	Hard copy & electronic version	Available on request from contact and on Council website http://www.southbucks.gov.uk/council_democracy/list_of_fees_charges.aspx	Head of Finance and IT 01895-837268	No
13.	Payments over £500	No	Quarterly	Each quarter	Excel Spreadsheet	Available on Council website http://www.southbucks.gov.uk/council_democracy/council_budgets_and_spending/council_expenditure.aspx	Head of Finance and IT 01895-837268	No

CLASS 3

What our priorities are and how we are doing

NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
1.	Forward Plan	The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Updated monthly	-	Hard copy & electronic	On request from contact and on Council website	Democratic & Electoral Services Manager 01895-837225	No
2.	Corporate Plan	Yes	Annual	Mar 2010	Hard copy & electronic version	On request from contact & from all libraries & Council website	Performance & Improvement Team Leader 01895 – 837311 & 837382	No
3.	The South Bucks District Local Plan	Town and Country Planning Act 1990	-	March 1999	Hard copy & electronic version	On request from Council offices (reception) or on Council website	Planning Policy Manager 01895- 837247	Free to inspect Charge for copies
4.	Local Development Framework – Statement of Community Involvement	Planning & Compulsory Purchase Act 2004		February 2007	Hard copy & electronic version	On request from Council offices (reception) or on Council website	Senior Planner 01895-837278	Free to inspect Charge for copies
5.	House Extensions Design Guide	No	-		Hard copy & electronic version	On request from Council offices (reception) or on Council website	Senior Planner 01895-837278	No
6.	Residential Design Guide – Supplementary Planning Document	Yes		October 2008	Hard copy & electronic version	On request from Council offices (reception) or on Council website	Senior Planner 01895 837286	Free to inspect Charge for copies
7.	Conservation Area documents and character appraisals			1969 to 2009	Hard copy & electronic version	On request from Council offices (reception) or on Council website	Conservation and Design Officer 01895-837374	Free to inspect Charge for copies

8.	Community Safety Partnership Plan	Yes	3 yearly update with annual refresh	2008-2011	Hard copy & electronic	On request from contact & on council web-site	Community Safety Manager 01895- 837365	No
9.	Domestic Abuse Strategy	No, County-wide Strategy	3 yearly update	2009-2012	Hard copy & electronic	On request from contact or link from website	Community Safety Manager 01895- 837365	No
10.	ICT Strategy	No	-	June 2008	Hard copy & electronic	On request from contact	Head of Finance and ICT 01895 – 837268	No
11.	South Bucks Sustainable Community Strategy	Yes	Annual refresh	Nov 2009-2026	Hard copy & electronic	On request from contact or on Council web-site	Performance and Improvement Team 01895 837311 & 01895 837382	No
12.	Cultural Strategy	No	-	July 2003	Hard copy	On request from contact	Head of Community 01895 837215	No
13.	Contaminated Land Strategy	No	-	2000	Hard Copy & electronic	On request from contact or on Council web-site	Senior Scientific & Health Protection Officer 01895 837326	No
14.	Sustainability & Climate Change Strategy	No		March 2008	Hard Copy & electronic	On request from Council offices (reception) or on Council website	Planner 01895 837280	Free to inspect Charge for copies
15.	Housing Strategy	Yes	3 yearly update	Under review New strategy to be published 2009	Hard copy & electronic	On request from contact	Housing Manager, 01895 – 837364	No
16.	Homelessness Strategy	Homelessness Act 2002	5 yearly	July 2008-2013	Hard copy & electronic	On request from contact	Housing Manager, 01895 – 837364	No
17.	Private sector Renewal Strategy & Policies	No	Update during 2006	2007	Hard copy & electronic	On request from contact	Housing Manager, 01895 – 837364	No
18.	Local Development Framework Annual Monitoring Report	Planning & Compulsory Purchase Act 2004	Annually	Published December each year	Hard copy & electronic version on website	On request Council Offices (reception) or Council website	Principal Planner – 01895 837315	Free to inspect Charge for copies
19.	Community Safety – Strategic Assessment	Crime & Disorder Act 1998	Annually	September 2007 – August 2008	Hard copy	On request from contact	Community Safety Manager 01895- 837365	No

20.	Planning Application files	Local Government Act 1972 as amended.	Up to date	-	Hard copy – old files on microfiche and electronic version of newer files	Available on request at Council Offices and Council website for more recent applications	Team Leader – Planning Administration 01895 837284 & 837283	Free to inspect Charge for copies
21.	Core Strategy			February 2011		Available on request at Council Offices and Council website for more recent applications		Free to inspect Charge for copies

CLASS 4

How we make decisions

NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
1	Agenda / Reports for Council / Committee meetings	S.100B Local Government Act 1972	5 clear days before meeting	-	Hard copy & electronic	On request from contact and on Council website	Democratic & Electoral Services Manager 01895-837225	Free to inspect Charge for copies
2	Minutes / records of Decisions	S.100C local Government Act 1972	-	-	Hard copy & electronic	On request from contact and on Council website	Democratic & Electoral Services Manager 01895-837225	Free to inspect Charge for copies
<p><u>Note</u> Agendas, etc and minutes/decisions are available up to 6 years after the date of the relevant meeting/decision. Background papers listed in reports are available from publication of report until 4 years after date of meeting. Section 100D Local Government Act 1972 - apply to relevant author/chief officer for inspection (free of charge) - a charge will be made if copies are permitted.</p>								
3	Meetings timetable		-	-	Hard copy & electronic	On request from contact and on Council website	Democratic & Electoral Services Manager 01895-837225	Free to inspect Charge for copies

CLASS 5

Our policies and procedures

Policies and procedures - conduct of council business, standing orders, committee and subcommittee terms of reference, delegated authority officers, code of conduct, policy statements

(Internal policies - equality & diversity, H&S, Recruitment, FOI, complaints, info security policy, records management policies, data protection policies, schedule of charges)

NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
1	Conduct of Council business, Standing Orders, Committee terms of reference, Delegated authority to Officers Constitution (Parts 1-5)	S.37 Local Government Act 2000	Regularly updated	-	Hard copy & electronic	On request from contact and on Council website	Democratic & Electoral Services Manager 01895-837225	Free to inspect Charge for copies
2	Code of Conduct Constitution (Part 5)	S.37 Local Government Act 2000	Reviewed periodically	-	Hard copy & electronic	On request from contact and on Council website	Democratic & Electoral Services Manager 01895-837225	Free to inspect Charge for copies
3	Complaints Procedure	None	Reviewed periodically		Hard copy and electronic version	Available at Council Offices, local libraries and on Council website	Team Leader – Corporate Support 01895 837363	None
4.	'Your Right to Know' -Leaflet explaining the rights of the public to see personal info.	Data Protection Act 1998	-	2002	Hard Copy	Available on request from contact, Council offices, Council sports centres and golf courses and Council website	Corporate Information Officer 01895-837357	No
5.	South Bucks Report	No	Three times a year		Hard copy and electronic version	Available on request from contact and on Council web-site	Community & Partnerships Officer, 01895 – 837 318	No
6.	The District Guide – inc street map of District and A-Z of services	No	Produced bi-annually	TBA	Hard copy	Available on request from contact, Council offices reception and local libraries – limited A-Z of Council services on Council web-site.	Community & Partnerships Officer, 01895 – 837 318	No

NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
7.	Press Releases – “Latest News”	No	Updated frequently		Electronic version	Available on request from contact and on Council web-site	Community & Partnerships Officer, 01895 – 837 318	No
8.	House Extensions Design Guide	No	-	-	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Principal Planner, 01895 837315	No
9.	Outdoor Playing Space in South Bucks	Planning Policy Statement 17	-	Sept. 2000	Hard copy	Available on request at Council Offices (reception)	Planning Policy Manager 01895 837247	Free to inspect Charge for copies
10.	<ul style="list-style-type: none"> • Chilterns Building Design Guide • Chilterns Flint Technical Note • Brick Technical Note 	No	-	<ul style="list-style-type: none"> • April 1999 • May 2003 • Jan 2006 	Hard copy	Available on request at Council Offices and website of Chilterns Areas of Outstanding Natural Beauty. www.chilternsaonb.org	Conservation & Design Officer, 01895 837374	Free to inspect Charge for copies
11.	Local Development Framework – Statement Of Community involvement – Statement of Pre-Submission Consultation and Public Participation	Yes		September 2010	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Senior Planner 01895-837278	Free to inspect Charge for copies
12.	Local Development Framework – Statement Of Community Involvement – Representations Statement (Regulation 31 Statement)	Yes		August 2006	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Senior Planner 01895-837278	Free to inspect Charge for copies
13.	Local Development Framework – Statement Of Community Involvement _ Responses to Representations made at Submission Stage	Yes		October 2006	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Senior Planner 01895-837278	Free to inspect Charge for copies
14.	Local Development Framework – Statement Of Community involvement – Inspectors Report	Yes		June 2006	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Senior Planner 01895-837278	Free to inspect Charge for copies

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NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
15.	Local Development Framework – Local Development Scheme	Yes	Annual	March 2007	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Planning Policy Manager 01895-837247	Free to inspect Charge for copies
16.	Scoping Report for the South Bucks District Core Strategy	Yes		May 2005	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Principal Planner 01895-837315	Free to inspect Charge for copies
17.	Local Development Framework – Core Strategy - Issues and Options	Yes		January 2006	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Principal Planner 01895-837315	Free to inspect Charge for copies
18.	Local Development Framework – Core Strategy - Issues and Options – Summary Leaflet	Yes		January 2006	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Principal Planner 01895-837315	Free to inspect Charge for copies
19	Local Development Framework – Core Strategy – Issues and Options – Statement of Public Participation	Yes		September 2006	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Principal Planner 01895-837315	Free to inspect Charge for copies
20.	Local Development Framework – Core Strategy Preferred Options Document	Yes		September 2006	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site. The Council is working on a revised Preferred Options document which will be published in May 2008	Principal Planner 01895-837315	Free to inspect Charge for copies
21.	Local Development Framework – Core Strategy Preferred Options Document –Sustainability Appraisal	Yes		September 2006	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site.	Principal Planner 01895-837315	Free to inspect Charge for copies
22.	Appropriate Assessment – South Bucks Core Strategy Preferred Options			May 2007	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site.	Planner 01895 837280	Free to inspect Charge for copies
23.	Local Development Framework – Core Strategy Preferred Options Document – Summary of Responses	No		April 2007	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site.	Principal Planner 01895-837315	Yes

NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
24.	Local Development Framework – Core Strategy Preferred Options Document Emerging Approach	Yes		March 2009	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site.	Principal Planner 01895-837315	Yes
25.	Local Development Framework – Core Strategy Preferred Options Document Emerging Approach – Newsletter	No		March 2009	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site.	Principal Planner 01895-837315	No
26.	Local Development Framework – Core Strategy Emerging Approach – Sustainability Appraisal report	Yes		March 2009	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site.	Principal Planner 01895-837315	Free to inspect Charge for copies
27.	South Bucks Local Development Framework – Stage 1 Appropriate Assessment Review	Yes		March 2009	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site.	Planner 01895-837280	Free to inspect Charge for copies
28.	South Bucks District Council – Strategic Flood risk assessment (SFRA) level 1	No		February 2008	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site.	Senior Planner 01895-837278	Free to inspect Charge for copies
29.	South Bucks District Council – Strategic Flood risk assessment (SFRA) level 2	No		August 2008	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site.	Senior Planner 01895-837278	Free to inspect Charge for copies
30.	South Bucks District Council (& Chiltern District Council) – Joint Retail/Town Centre Study	No		December 2007	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site.	Planning Policy Manager 01895-837247	Free to inspect Charge for copies
31.	South Bucks Development Economics study	No		November 2007	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site.	Planning Policy Manager 01895-837247	Free to inspect Charge for copies

NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
32.	Buckinghamshire Strategic Housing Market Assessment	No		July 2008	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site.	Planning Policy Manager 01895-837247	Free to inspect Charge for copies
33.	Strategic Housing Land Availability Assessment – various documents	No		Various dates	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site.	Senior Planner 01895-837278	Free to inspect Charge for copies
34.	Buckinghamshire Infrastructure Study phase 2 – South Buckinghamshire	No		April 2008	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site.	Planning Policy Manager 01895-837247	Free to inspect Charge for copies
35.	South Bucks Local Development Framework – Settlement Hierarchy Study.	No		March 2009	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site.	Senior Planner 01895-837278	Free to inspect Charge for copies
36.	Buckinghamshire Employment Land Review	No		August 2006	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Principal Planner 01895-837315	Free to inspect Charge for copies
37.	Accessibility and Infrastructure Study	No		August 2006	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Planning Policy Manager 01895-837247	Free to inspect Charge for copies
38.	South Bucks Local Development Framework Technical Paper - Urban Capacity (Potential) Study 2003-2006 – draft for initial publication	No		September 2006	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Senior Planner 01895-837278	Free to inspect Charge for copies
39.	South Bucks Landscape Character Assessment Report	No		July 2003	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Planning Policy Manager 01895-837315	Free to inspect Charge for copies
40.	Planning – Working from Home Guide	No		November 2006	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Technical Support Officer 01895-837279	No

NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
41.	Planning – Design & Access Statements	No		November 2006	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Technical Support Officer 01895-837279	No
42.	Planning – Commenting on Planning Applications	No			Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Technical Support Officer 01895-837279	No
43.	South Bucks Local Development Framework - Residential Design Guide Supplementary Planning Document – Regulation 18 (4) (b) Statement	Yes		October 2008	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Senior Planner 01895 837286	Free to inspect Charge for copies
44.	South Bucks District Council - Residential Design Guide Supplementary Planning Document – Sustainability Appraisal Scoping Report	Yes		June 2007	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Senior Planner 01895 837286	Free to inspect Charge for copies
45.	South Bucks District Council – Interim Interpretation Guidance on Residential Parking Standards			July 2008	Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Senior Planner 01895 837278	Free to inspect Charge for copies
46.	Fees and Charges for Plans Policies and Published Information 2009/10	Yes	Annually	March 2009	Hard copy and electronic version	Available on request at Council Offices (reception) And on Council Web-site	Head of Finance and IT 01895-837268	No
47.	Do you need Building Regulations				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
48.	Making an application to Building Control				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
49.	Buildings that do not need applications				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	

NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
50.	Buildings that are Exempt Online Form				Electronic version	Link from Council Web-site	Building Control Manager 01895 837211	
51.	Conservatories & Porches and Conservatories & Porches Exempt Online Form				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
52.	Regularisation Guidance				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
53.	Roofspace Guidance				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
54.	Party Wall Act Guidance				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
55.	Choosing Your Builder				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
56.	Smoke Detectors				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
57.	Information to be shown on Drawings				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
58.	Domestic Heating Appliances				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
59.	Home Owners Checklist				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	

NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
60.	Home Security				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
61.	Electrical Safety				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
62.	Replacement Windows & Doors				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
63.	Full Plans Application Form				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
64.	Full Plans Submission Online Form				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
65.	Replacement Doors and Windows Application Form				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
66.	Regularisation Online Form				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
67.	Fee Sheet Charges From April 2009				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
68.	Demolition Form				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	
69.	Accessibility By Design 2007				Hard copy and electronic version	Available on request at Council Offices (reception) and on Council Web-site	Building Control Manager 01895 837211	

NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
70.	South Bucks District Council' Building Control Applications.	Building Control provides a public register, but this is not a legal requirement yet.			Electronic version	On Council Web-site via PublicAccess	Building Control Manager 01895 837211	
71.	South Bucks Anti-Social Behaviour Minimum Standards	no			Electronic and Hard copy	On Council Web-site or on request from contact	ASB Officer 01895 8373253	No
72	Policy for the Removal of Graffiti South Bucks District Council	no			Electronic and Hard copy	request from contact	Community Safety Manager 01895 837365	No
73.	Tackling Antisocial Behaviour in Buckinghamshire	no			Hard copy usually available and electronic copy available on BCC Webpage	Request from contact or visit BCC website	ASB Officer 01895837253	No
74.	Planning Enforcement and Condition Monitoring Policy and Practice Note	No	Annually	Nov 2008	Hard Copy & electronic	On request from Council offices (reception) or on Council website	Enforcement and Conservation Manager 01895 837270	Free to inspect Charge for copies
75.	Licensing Policy	Licensing Act 2003	3 yearly	Dec 2007	Hard copy & electronic	On request from contact & Council web-site	Licensing Team Leader 01895-837222	No
76	Taxi Licensing Policy				Hard copy	On request from contact	Licensing Officer 01895 837217	No
77.	Statement of Principles Gambling	Gambling Act 2005		2009	Hard copy & electronic	On request from contact & Council web-site	Licensing Officer 01895 837222	No
78	Procurement Strategy	No	Bi-annual	2009	Hard copy & electronic	On request from contact and on Council website http://www.southbucks.gov.uk/includes/documents/cm_docs/2009/s/	Head of Finance & IT, 01895-837268	No

NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
79.	Race Equality Scheme	No	-	2002	Hard copy & electronic	On request from contact -& Council web-site	Personnel & Training Services 01895 - 837288	No
80.	Equal Opportunities Policy	Yes	-	2002	Hard copy & electronic	On request from contact & web-s ite	Personnel & Training Services 01895 - 837288	No
81.	Benefits Counter Fraud Policy	No	3 yearly	May 2005	Hard copy & electronic	On request from contact & web-s ite	Senior Contracts Officer (Revs & Bens) 01895 837240	No

CLASS 6

Lists and registers

All public registers

Assets register

Register of members interests

Register of gifts and hospitality

NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
1.	Register of Member Interests	S.81 Local Government Act 2000	Up to date	-	Hard copy	<u>Inspection only</u> on request from contact	Democratic & Electoral Services Manager 01895-837225	No
2.	Contracts Register	No	-	Ongoing	Hard copy & electronic	On request from contact or on Council web-site http://www.southbucks.gov.uk/business/how_to_do_business_with_the_council/doing_business_with_the_council.aspx	Head of Finance & IT, 01895-837268	No
3.	Register of Gifts and Hospitalities for Officers	Local Government Act 2000	Up to date	-	Hard copy	<u>Inspection only</u> on request from contact	Team Leader – Corporate Support 01895 837363	No

4.	Register of Electors	Representation of the People Acts & Regulations	Monthly update	1 st Dec each year	Hard copy	Inspection <u>only</u> on request from contact	Democratic & Electoral Services Manager 01895-837225	No
		[Note: Edited version of register also available 1.12.02 for inspection (free of charge) or copies (charge made)]						
5.	Register of Local Land Charges	Land Charges Act 1975	Up to date	-	Hard copy	Inspection/search on request from contact	Local Land Charges 01895 - 837329	Yes
6.	Register of owners / drivers of taxis	Town Police Clauses Act 1847	Up to date	-	Hard copy	Inspection on request from contact	Licensing Team Leader, 01895 - 837222	No charge for inspection
7.	Licences issued for Amusement machines	S. 34 Governing Act 1968	Up to date	-	Hard copy	(Note: nil return to date for SBDC)	Licensing Team Leader, 01895 837222	No-
8.	Food Premises Register	Food Safety Act 1990	Up to date	-	Hard copy	Inspection on request from contact	Environmental Health General Office 01895 - 837264	No
9.	Waste Management Licences	Environmental Protection Act 1990	Up to date	-	Hard copy	Inspection on request from contact	Environmental Health General Office 01895 - 837264	No
10.	Radioactive Substances Register	Radioactive Substances Act 1993	Up to date	-	Hard copy	Inspection on request from contact	Environmental Health General Office 01895 - 837264	No
11.	Health and Safety Statutory Notices	Health and Safety at Work etc Act 1974	Up to date	-	Hard copy	Inspection on request from contact	Environmental Health General Office 01895 - 837264	No
12.	Register of Large Shops	Sunday Trading Act 1994	Up to date	-	Hard copy	Inspection on request from contact	Environmental Health General Office 01895 - 837264	No
13.	Private Water Suppliers	Public Water Suppliers Regs 1992	Up to date	-	Hard copy	Inspection on request from contact	Environmental Health General Office 01895 - 837264	No

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14.	Skin Piercers	No	Up to date	-	Hard copy	Inspection on request from contact	Environmental Health General Office 01895 - 837264	No
15.	Scrap Metal Dealers	Scrap Metal Dealer Act	Up to date	-	Hard copy	Inspection on request from contact	Environmental Health General Office 01895 - 837264	No
16.	Motor Salvage Operators	Motor Salvage Operators Regs 2002	Up to date	-	Hard copy	Inspection on request from contact	Environmental Health General Office 01895 - 837264	No
17.	Contaminated Land	Environmental Protection Act 1990	Up to date		Hard copy	On request from contact	Senior Scientific & Health Protection Officer, 01895 837326	No
18.	Schedule B Processes	Environmental Protection Act 1990	Up to date	-	Hard copy	On request from contact	Environmental Health General Office 01895 - 837264	No
19.	Registration with Office of the Information Commissioner	Data Protection Act 1998	Annual	-	Hard Copy	Extract of public register available from contact or direct from Commissioners' website www.ico.gov.uk	Corporate Information Officer 01895-837357	No
20.	Planning Register	Town and Country Planning Act 1990 (General Development Procedure – Order 1995)	Up to date	-	Hard Copy	Hard copy & electronic version on website	Available to inspect in reception and on website	Free to inspect
21.	Register of Planning and Enforcement Notice Appeals	Town and Country Planning Act 1990	Up to date	-	Hard Copy	Inspection on request from contact	Enforcement & Conservation Manager 01895 837270	Free to inspect
22.	Hazardous Substances Consent Register	Planning (Hazardous Substances) Act 1990	Up to date	-	Hard Copy	Inspection on request from contact	Ask at reception at Council Offices	Free to inspect

23.	Register of Grants of Exclusive Rights of Burial	Local Authorities Cemeteries Order 1977	Up to date	-	Hard Copy	Inspection on request from contact	Available from Memorial Gardens 01753 523744 & Cemeteries Superintendent 01753 662426	Free to inspect. Fee charged for searches & copies
24.	Licensing register- Licensing Act 2003	Licensing Act 2003	Up to date	-	Hard copy	Applications and licences granted available on request from contact	Licensing Team Leader, 01895 - 837222	No
25.	Animal Welfare Licence Register	No	Up to date	-	Hard copy	Inspection on request from contact	Licensing Team Leader, 01895 - 837222	No
26.	Stray Dogs Register	Environmental Protection Act 1990	Up to date	-	Hard copy	Inspection on request from contact	Environmental Health General Office 01895 - 837264	No

CLASS 7**The services we offer**

Leisure

NO	TITLE	LEGAL REQUIREMENT	FREQUENCY	DATE	FORMAT	AVAILABILITY	OFFICER CONTACT	CHARGE
1	Whats On Guide	No	3 times per year	N/A	Booklet	Distributed to every household also available on web site and available on request.	Rachael Winfield /Harjit Tak	No

Council Services - information, publications, leaflets, guidance about services and newsletters

Information provided by the Council about our services and guidance about applying for, or complaining about, those services. Requests for information/leaflets/guidance should be made to the relevant service unit - a number can be found on the Council web-site.

Details are also available within class 3 of planning applications, consents, Tree Preservation Orders and notices/applications made hereunder - please contact our main reception they are free to inspect but there is a charge for copies. Also leaflets relating to Conservation Areas.

Details of, and application to participate in, our various leisure pursuits i.e. golf and children's schemes' are available from our Leisure and Environment Section - 01895 837 356.

Details are also available about various licences granted, (see various registers under Class 6).

Author:	Corporate Information Officer	Sign & Date:	<on original>	30 June 2011
Head of Service:	Director of Resources	Sign & Date:		
Equality Impact Assessment: (EIA)	Date undertaken:			
	Issues (if any):	Work continues to be carried out to ensure that more information is accessible on the website and available in hard copy in accessible formats		

Change History

Version	Date	Description	Change ID
1.0	10/01/03	Publication Scheme	
2.0	09/08/05	Publication Scheme - revised	
3.0	24/12/08	Publication Scheme - revised draft	
4.0	18/05/09	Publication Scheme - approved model	
5.0	24/06/09	Publication Scheme - accepted	
6.0	02/02/10	Publication Scheme - revised	
7.0	30/06/10	Publication Scheme - second revision	