



Braintree District Council's Publication Scheme

Freedom of Information Act 2000

Adopted: 15th December 2008

For further information about this Publication Scheme please contact:

The Freedom of Information Officer
Law & Governance
Braintree District Council
Causeway House
Bocking End
Braintree
Essex
CM7 9HB

Tel: 01376 552525

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www.braintree.gov.uk

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This publication scheme has been prepared using the model publication scheme as prepared and approved by the Information Commissioner.

This publication scheme commits Braintree District Council to make information available to the Public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where the information is held by the Council.

The publication scheme commits the Council:-

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this publication scheme.
- To produce and publish the methods by which the specified information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The Services we offer

The Classes of information will not generally include:

Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure

Information in draft form

Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available.

Braintree District Council will indicate clearly to the public what information is covered by this publication scheme and how it can be obtained.

Where it is in the capability of the Council, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other languages that is legally required. Where the Council is legally required to translate any information it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme.

The purpose of this Publication Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by parliament

Charges may be made for actual disbursements incurred such as:

Photocopying.

Postage and packaging.

The cost directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right to access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment is due will be given before the information is provided. Payment may be requested prior to provision of the information.

Information not covered by this Publication Scheme - Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Written requests for information not published in accordance with this scheme should be directed to:-

The Freedom of Information Officer
Law & Governance
Braintree District Council
Causeway House
Bocking End
Braintree
Essex
CM7 9HB

Fax: 01376 552626 or 557736

Email: csc@braintree.gov.uk

Complaints regarding the Publication Scheme

Should you have a complaint regarding information this publication scheme you can contact the Head of Law & Governance in writing at Law & Governance, Braintree District Council, Causeway House, Bocking End, Braintree, Essex, CM7 9HB.

Information regarding the Council's complaint procedure can be obtained from the Council and Democracy page of the Council's website www.braintree.gov.uk or by obtaining a copy of the Council's complaint procedure guide by emailing the Council's Customer Services Department at csc@braintree.gov.uk or by telephoning 01376 552525.

Key to Publication Scheme

All the information is listed in the following format

Information	Name of document or information
Description of Information	Brief description of document or information
Format	Available formats of documents i.e. Paper, Website, Electronic
Weblink	Website link to the appropriate page of the Council's website or document
Frequency of Publication	How often the document is published
Is there a charge?	
Which Department?	Which department is responsible for the documentation

Class 1 - Who we are and what we do

This section of the Publication Scheme includes organisational information, locations and contacts.

Information	Constitution
Description of Information	Sets out how the Council operates how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose
Format	Website Electronic Paper
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm (Council & Democracy)
Frequency of Publication	
Is there a charge?	Charge for paper copy only
Which Department?	Law & Governance

Information	Decision Making Process
Description of Information	
Format	Website Electronic Paper
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/Decision+Making+Arrangements.htm
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

Information	Forward Plan
Description of Information	Information on those issues to be considered and decided upon by the Executive during the forthcoming months (Available under LGA 2000)
Format	Website Electronic Paper
Weblink	http://www.braintree.gov.uk (Council & Democracy page)
Frequency of Publication	

Is there a charge?	
Which Department?	Law & Governance

Information	Organisation Structure Chart
Description of Information	Management structure and functions of the Council
Format	Electronic Paper
Weblink	
Frequency of Publication	
Is there a charge?	
Which Department?	Human Resources

Information	Location of Council Offices and opening times
Description of Information	
Format	Website Electronic Paper
Weblink	http://www.braintree.gov.uk/braintree/contact
Frequency of Publication	
Is there a charge?	
Which Department?	Customer Services

Information	Contact details for Braintree District Councillors
Description of Information	Contact details for each Braintree District Councillor, details of which ward they represent and which Committees each Councillor sits on.
Format	Website Electronic Paper
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/Councillors/
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

Information	Ward names and Information
Description of Information	Names of all wards within the Braintree District and ward profile (Information available under Representation of the Peoples Act)
Format	Website
Weblink	www.braintree.gov.uk/Braintree/councildemocracy/Councillors/
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

Information	Contact details for Council Departments
Description of Information	
Format	Website Electronic Paper
Weblink	http://www.braintree.gov.uk
Frequency of Publication	
Is there a charge?	
Which Department?	Customer Services

Information	Recent Election results
Description of Information	Result of recent Parliamentary, District, Town and Parish Council elections
Format	Website
Weblink	http://www.braintree.gov.uk (Council & Democracy page)
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance (Elections)

Information	Elections - Returning Officer - Part 3 of the Council's Constitution
Description of Information	Duties and powers of the Returning Officer.
Format	Website Electronic Paper
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm (Council & Democracy)
Frequency of Publication	
Is there a charge?	Charge for paper copy only

Which Department?	Law & Governance
Information	Monitoring Officer Protocol - Part 5 of the Council's Constitution
Description of Information	Outlines the arrangements and responsibilities and duties of the Monitoring Officer and set out the working arrangements/understandings between the Monitoring Officer, Members and senior officers of the Council
Format	Website Electronic Paper
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm (Council & Democracy)
Frequency of Publication	
Is there a charge?	Charge for paper copy only
Which Department?	Law & Governance

Class 2 - What we spend and how we spend it

Financial information relating to projected an actual income and expenditure, tendering, procurement and contracts

Information	Capital Programme
Description of Information	Expenditure on the Council's asset. Part of the Council's Budgetary process during December to February each year. Reports are received by Cabinet and Council. Agreed at Full Council in February
Format	Paper Website
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/committees/Cabinet/ http://www.braintree.gov.uk/Braintree/councildemocracy/committees/
Frequency of Publication	
Is there a charge?	
Which Department?	Finance

Information	Quarterly Performance Management Reports
Description of Information	
Format	Paper website
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/committees/Cabinet/default.htm
Frequency of Publication	
Is there a charge?	
Which Department?	Policy

Information	Statement of Accounts
Description of Information	
Format	Paper Website Electronic
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/finances/
Frequency of Publication	Annual (October)
Is there a charge?	Charge for paper copy only
Which Department?	Finance

Information	Financial Audit Review
Description of Information	Reports to the Audit Committee
Format	Paper Website Electronic
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/committees/Audit+Panel/
Frequency of Publication	
Is there a charge?	
Which Department?	Finance /Audit

Information	Member Allowances Scheme
Description of Information	The Council's Members Allowance Scheme is contained within Part 6 of the Council's Constitution. The Members Allowance Scheme sets out allowance a Member may claim in the course of their duties
Format	Website Electronic Paper
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm (Council & Democracy)
Frequency of Publication	
Is there a charge?	Charge for paper copy only
Which Department?	Law & Governance

Information	Allowances paid under Member Allowance Scheme
Description of Information	Total allowances paid to Members over the financial year in accordance with Council's Member Allowance Scheme.
Format	Website Electronic Paper
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/finances/
Frequency of Publication	Annual (October)
Is there a charge?	Charge for paper copy only
Which Department?	Finance

Information	Financial Procedure Rules - Part 4 of the Constitution
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Description of Information	Financial Procedure Rules and Regulations of the Council, having due regard to the overall regulatory framework of the Council and its approach to financial management and contracting processes.
Format	Paper Website
Weblink	http://www.braintree.gov.uk/NR/rdonlyres/58D1AADE-48DF-4842-B5CD-86C0C5A864C4/0/Part4.pdf http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm
Frequency of Publication	
Is there a charge?	
Which Department?	Finance/ Law & Governance

Information	Contract Procurement Rules – Part 5 of the Constitution
Description of Information	
Format	Paper Website
Weblink	http://www.braintree.gov.uk/NR/rdonlyres/3FA276BD-104B-4B77-85A4-724BB28E802A/0/Part5.pdf http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance/ Procurement

Class 3 - What our Priorities are and how we are doing

Strategies and performance information, plans, assessment, inspections and reviews

Information	Priorities and Budget
Description of Information	
Format	Paper, Website, Electronic
Weblink	http://www.braintree.gov.uk/NR/ronlyres/EAD4F871-355E-4971-88BD-6E41236B2B4F/0/PrioritiesandBudget.pdf
Frequency of Publication	
Is there a charge?	
Which Department?	Finance

Information	Corporate Strategy 2008-2012
Description of Information	This document that summarises the Council's aims and ambitions for a four-year term.
Format	Paper, Website, Electronic
Weblink	http://www.braintree.gov.uk/NR/ronlyres/75DBBF73-95F9-4E82-8212-F3E51E8907A3/0/CorporateStrategy_Layout1.pdf http://www.braintree.gov.uk/Braintree/councildemocracy/performance/
Frequency of Publication	
Is there a charge?	
Which Department?	Policy

Information	Corporate Action Plan
Description of Information	Braintree District Council's Vision, Directions and Ambitions from the Corporate Plan are converted into more immediate plans and indicators in our Corporate Action and Corporate Performance plans.
Format	Paper, Website, Electronic
Weblink	http://www.braintree.gov.uk/NR/ronlyres/D66C1FE8-E538-4F9B-BA63-ECDF6B2C3276/0/CorporateActionPlan20082009pdf.pdf http://www.braintree.gov.uk/Braintree/councildemocracy/performance/

Frequency of Publication	Annually
Is there a charge?	
Which Department?	Policy

Information	Best Value Performance Plan
Description of Information	
Format	Paper, Website, Electronic
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/performance/
Frequency of Publication	
Is there a charge?	
Which Department?	Policy

Information	Annual Audit and Inspection Letter
Description of Information	Audit Commission's Annual Audit - Overall summary of the Audit Commission's assessment of the Council, drawing on audit, inspection and performance assessment work.
Format	Paper, Website, Electronic
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/performance/
Frequency of Publication	
Is there a charge?	
Which Department?	Finance

Information	Quarterly Monitoring Reports
Description of Information	
Format	Paper, Website, Electronic
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/performance/QuarterlyMonitoringReports.htm
Frequency of Publication	
Is there a charge?	

Which Department?	Policy
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Information	Asset Management Plan & Capital Strategy
Description of Information	
Format	Paper, Website, Electronic
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Finance – Asset Management

Information	Code of Corporate Governance
Description of Information	
Format	Paper, Website, Electronic
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

Information	Communications Strategy
Description of Information	
Format	Paper, Website, Electronic
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Policy

Information	Community Strategy
Description of Information	
Format	Paper, Website, Electronic
Weblink	www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/ www.braintree.gov.uk/Braintree/community/default.htm
Frequency of Publication	
Is there a charge?	Policy
Which Department?	Community Safety

Information	Community Safety Strategy
Description of Information	
Format	Paper, Website, Electronic
Weblink	www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/ www.braintree.gov.uk/Braintree/community/community+safety/default.htm
Frequency of Publication	
Is there a charge?	
Which Department?	Community Safety

Information	Cultural Strategy
Description of Information	
Format	Paper, Website, Electronic
Weblink	www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Development Services – Enterprise & Culture

Information	Economic Development Strategy
Description of Information	
Format	Paper, Website,

	Electronic
Weblink	www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Development Services – Enterprise & Culture

Information	Homelessness Strategy - Braintree District Council Homelessness Review and Strategy 2008 – 2013 Executive Summary
Description of Information	This strategy set out the Council's key priorities for preventing and tackling homelessness for a five-year period.
Format	Paper, Website, Electronic
Weblink	www.braintree.gov.uk/NR/ronlyres/66907E36-AC58-47E9-BAC6-CDBC1EEBC3B3/0/HomelessStrategy2008.pdf http://www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Strategic Housing

Information	Housing Strategy 2001 -2005
Description of Information	
Format	Paper, Website, Electronic
Weblink	www.braintree.gov.uk/NR/ronlyres/26A18A5B-8A93-45DD-8170-46102FFFE379/0/Housing_Strat_200304.pdf www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Strategic Housing Services

Information	Braintree District Local Plan Review Adopted 25th July 2005
Description of Information	The current Local Plan, the Braintree District Local Plan Review, was adopted by the Council on 25th July 2005. It provides a framework for the development of the Braintree District. All of the plan, except for 11 policies which expired on 24.7.08, is saved until 2011, or until it is replaced in whole, or part, by the Local Development Framework documents as they are produced
Format	Paper Website - electronic version of the Local Plan has been produced to improve accessibility to the Local Plan document. However the printed version is the official version and takes precedence over the electronic copy in all cases

Weblink	www.braintree.gov.uk/local_plan/plan_index.htm
Frequency of Publication	
Is there a charge?	£65.00 plus £7.50 postage Please also refer to the Planning Departments "Publications for Sale"
Which Department?	Development Services

Information	Medium Term Financial Strategy 2008/09 to 2011/12
Description of Information	Provide a financial expression of the framework set out by the Corporate Strategy. Set out the links between financial plans and other key corporate plans, strategies and business plans. Bring together the key planning assumptions around financial resources and spending pressures. Provide a summary view of financial modelling. Formalise assumptions around the desired level of council tax. Inform the setting of service financial targets. Provide a basis for budget consultations with key stakeholders and the public. Set out the arrangements for managing financial risks in the short and medium term. The strategy comprises a short executive summary addressing the issues set out above plus a number of detailed technical appendices.
Format	Paper Website
Weblink	www.braintree.gov.uk/NR/ronlyres/DA01B3A6-4AB1-4941-8BFA-B4566B23C17F/0/MTFSExecutiveSummary20082012pluscontentsv2.pdf www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Finance Department

Information	People Strategy
Description of Information	
Format	Paper Website
Weblink	www.braintree.gov.uk/NR/ronlyres/E43C9AA5-D4AA-43ED-B883-0D446A8359E2/0/PeopleStrategyMay05.pdf www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Human Resources

Information	Prosecution Policy
Description of Information	
Format	Paper Website

Weblink	www.braintree.gov.uk/NR/rdonlyres/9514D1C4-A36B-4950-A804-8E0E777EF5B5/0/ProsecutionPolicyNov2007.pdf www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Finance

Information	Procurement Strategy
Description of Information	This Procurement strategy, incorporating Braintree's e-procurement strategy, is based on the National Procurement strategy, and includes the 'new focus' recommendations in the IDeA document 'One year on'. It is aimed at key decision-makers
Format	Paper Website
Weblink	www.braintree.gov.uk/NR/rdonlyres/5778C60E-99F5-4DB0-A93A-D4EDF5D79D8C/0/DraftProcurementStrategy20052008.pdf www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Finance /Procurement

Information	Risk Management Strategy
Description of Information	The purpose of this policy statement is to recognise the Council's responsibility for the management of both external and internal risks and to set out its commitment to embed risk management into the daily operations of the Council from the setting of objectives, to service planning through to departmental processes
Format	Paper Website
Weblink	www.braintree.gov.uk/NR/rdonlyres/FEBC7ED1-E06B-4AAF-AB81-93B182F9192D/0/RiskManagementstrategyv1.pdf www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Finance

Information	Rural Policy & Action Statement 2005
Description of Information	The Braintree District Council Rural Policy and its Action Statement aims to assist the Council in achieving its vision for the

	rural parts of the District and in particular it will help towards meeting the Council's Directions and Ambitions.
Format	Paper Website
Weblink	http://www.braintree.gov.uk/NR/rdonlyres/1C7921B5-1AC0-4F84-92A4-1C3BEA301F78/0/BraintreeDistrictCouncilruralpolicyandactionstatement.pdf www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

Information	Sustainable Energy Strategy
Description of Information	
Format	Paper Website
Weblink	www.braintree.gov.uk/NR/rdonlyres/7FA17B72-DDCA-4620-AF1E-6D306921963E/0/SustainableEnergyStrategy.pdf www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Environmental Services

Information	Sustainable energy implementation plan
Description of Information	This is to be read in conjunction with the original Sustainable Energy Strategy
Format	Paper Website
Weblink	www.braintree.gov.uk/NR/rdonlyres/218BE544-769D-47B3-BA2A-31F6F0869A3B/0/Sustainableenergyimplementationplan.pdf www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Environmental Services

Information	Uttlesford & Braintree joint protocol on climate change
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Description of Information	
Format	Paper Website
Weblink	www.braintree.gov.uk/NR/ronlyres/21B19300-C7D0-4A3B-BFEC-6E316584B91E/0/uttlesfordandbrainteeclimatechange.pdf www.braintree.gov.uk/Braintree/environment/Climate+Change/default.htm www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Environmental Services

Information	Treasury Management Strategy
Description of Information	
Format	Paper Website
Weblink	www.braintree.gov.uk/NR/ronlyres/18DFDCBA-6B56-4B4F-974E-0575FAD8F4A1/0/PrudentialIndicatorandTreasuryStrategyAppendix0506.pdf www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Finance

Information	Statutory Contaminated Land Strategy Framework Document (Revision 1)
Description of Information	Required under the provisions of the Environmental Protection Act 1990 Section 78B
Format	Paper Website
Weblink	http://www.braintree.gov.uk/NR/ronlyres/C1CA7BE7-9076-4E92-80B2-72F2E568D492/0/ContaminatedLandStrategyRev1.pdf http://www.braintree.gov.uk/Braintree/environment/
Frequency of Publication	
Is there a charge?	
Which Department?	Environmental Services

Information	Street Scene Customer Charter
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Description of Information	Service Standards
Format	Paper Website
Weblink	http://www.braintree.gov.uk/NR/rdonlyres/611D1FBA-104D-4E25-9F18-A886BD2ECD96/0/STREETSCENESERVICESTANDARDSJuly07.pdf http://www.braintree.gov.uk/Braintree/environment/streetscene/
Frequency of Publication	
Is there a charge?	
Which Department?	Environmental Services - Street Scene

Class 4 - How we make decisions

Decision-making processes and records of decisions.

Information	Timetable of Council Meetings
Description of Information	Dates and times of Council meetings.
Format	W P
Weblink	www.braintree.gov.uk (Council & Democracy)
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

Information	Agendas. Reports, background papers and minutes of Council committees, sub-committees.
Description of Information	Public copies of Agendas and associated papers and Minutes
Format	Website Paper
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/committees/default.htm (Council & Democracy)
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

Information	Public Consultations
Description of Information	Details of current and resent consultations
Format	
Weblink	www.braintree.gov.uk/Braintree/councildemocracy/consultation/
Frequency of Publication	
Is there a charge?	
Which Department?	Policy

Class 5 - Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

Information	Licensing Act 2003 Statement of Licensing Policy
Description of Information	
Format	Paper Electronic Website
Weblink	www.braintree.gov.uk/NR/rdonlyres/BE30B2F7-81D8-4206-8FD1-629D5B6CDC69/0/BDCStatementofLicensingPolicyRev1.pdf www.braintree.gov.uk/Braintree/business/licensing/Licensing+Act+2003/
Frequency of Publication	Reviewed every 3 years
Is there a charge?	
Which Department?	Licensing – Environmental Services

Information	Food Complaint Policy
Description of Information	
Format	Website
Weblink	www.braintree.gov.uk/Braintree/environment/food/food+complaints.htm
Frequency of Publication	
Is there a charge?	
Which Department?	Environmental Services

Information	Health And Safety Enforcement Policy
Description of Information	This document will be made freely available to businesses and individuals who are regulated by the Health and Safety at Work etc Act 1974 and to anyone who has an interest in this area of Environmental Health Work Braintree District Council has a statutory duty to make adequate arrangements for the enforcement of health and safety within legally defined areas of responsibility. This document outlines the Council's policy on how it will fulfil its statutory obligations.
Format	Paper Website
Weblink	http://www.braintree.gov.uk/NR/rdonlyres/9C4A883C-4A98-4D7B-9E64-1D123C2170E9/0/BraintreeHSEnforcementpolicy06finalversion.pdf http://www.braintree.gov.uk/Braintree/environment/health+and+safety/
Frequency of Publication	

Is there a charge?	
Which Department?	Environmental Services

Information	Race Equality Scheme
Description of Information	
Format	Paper Website, Electronic
Weblink	www.braintree.gov.uk/NR/ronlyres/F8284448-8E25-45C3-AE0F-ED0D86262CC8/0/RESapprjuly02.pdf
Frequency of Publication	
Is there a charge?	
Which Department?	Human Resources

Information	Disability Equality Scheme
Description of Information	
Format	Paper Website, Electronic
Weblink	www.braintree.gov.uk/NR/ronlyres/E004B9C2-6264-409E-8B2C-78907165B88A/0/DESNov062.pdf
Frequency of Publication	
Is there a charge?	
Which Department?	Human Resources

Information	Whistle Blowing Policy
Description of Information	
Format	Paper Website
Weblink	http://www.braintree.gov.uk/NR/ronlyres/78DF2793-B2D2-43A3-8745-F6D65230E0AB/0/whistleblowingpolicynov07.pdf www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Finance Department and Audit

Information	Prosecution Policy
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Description of Information	
Format	Paper Website
Weblink	www.braintree.gov.uk/NR/rdonlyres/9514D1C4-A36B-4950-A804-8E0E777EF5B5/0/ProsecutionPolicyNov2007.pdf www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Finance

Information	Prevention of Money Laundering Procedures
Description of Information	
Format	Paper Website
Weblink	www.braintree.gov.uk/NR/rdonlyres/3A784FFA-B300-4C0D-AD9E-4D2A517A707D/0/MONEYLAUNDERINGPROCEDURES2007.pdf www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Finance

Information	Fraud Corruption and Dishonesty Policy
Description of Information	
Format	Paper Website
Weblink	www.braintree.gov.uk/NR/rdonlyres/25341687-8795-4246-80A3-2BFA8C5499DF/0/FraudCorruptionandDishonestyPolicyrev2007.pdf www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Finance

Information	Private Sector Housing Renewal Assistance Policy
Description of Information	housing grants policy and seeks to reflect the initiatives encompassed in the Councils general housing strategy
Format	Paper Website

Weblink	http://www.braintree.gov.uk/NR/rdonlyres/D7C6B093-B06E-4F9D-905D-4939180618B6/0/GrantPolicyversion5.pdf http://www.braintree.gov.uk/Braintree/housing/Housing+Advice/tenants/renovation+grants/default.htm
Frequency of Publication	
Is there a charge?	
Which Department?	Environmental Services -

Information	Pest Control Policy
Description of Information	
Format	Website
Weblink	http://www.braintree.gov.uk/Braintree/environment/pest+control/Pest+Control+Policy.htm
Frequency of Publication	
Is there a charge?	
Which Department?	Environmental Services

Information	Equal Opportunities Policy
Description of Information	
Format	Paper Website
Weblink	http://www.braintree.gov.uk/Braintree/jobs/vacancies/ http://www.braintree.gov.uk/NR/rdonlyres/3C47CC2A-ABCD-4880-8F77-FA90AEA39DA5/0/EqualOppsPolicyRevisedAug2008.pdf
Frequency of Publication	
Is there a charge?	
Which Department?	Human Resources

Information	General Information for Applicants A Guide to Completing your Application Form, Equal Opportunities Policy, Outline of Conditions of Service
Description of Information	
Format	Paper Website
Weblink	http://www.braintree.gov.uk/Braintree/jobs/vacancies/ http://www.braintree.gov.uk/NR/rdonlyres/3C47CC2A-ABCD-4880-8F77-FA90AEA39DA5/0/EqualOppsPolicyRevisedAug2008.pdf

Frequency of Publication	
Is there a charge?	
Which Department?	Human Resources

Information	Outline Of Conditions of Service And Benefits
Description of Information	Outline of the main terms and conditions of service and benefits attached to the post
Format	Paper Website
Weblink	http://www.braintree.gov.uk/Braintree/jobs/vacancies/ http://www.braintree.gov.uk/NR/rdonlyres/3C47CC2A-ABCD-4880-8F77-FA90AEA39DA5/0/EqualOppsPolicyRevisedAug2008.pdf
Frequency of Publication	
Is there a charge?	
Which Department?	Human Resources

Information	Council's Complaints procedure
Description of Information	A guide to the Council complaint procedure (leaflet)
Format	
Weblink	www.braintree.gov.uk/Braintree/councildemocracy/complaints/default.htm
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

Information	MARAC Information Sharing Agreement
Description of Information	Information Sharing agreement for the Domestic Abuse Multi-Agency Risk Assessment Conference (MARAC) for Chelmsford, Maldon and Braintree
Format	Paper
Weblink	
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

Information	Essex Trust Charter
Description of Information	Agreement in principle to share information within a consistent and secure network
Format	Paper

Weblink	
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

Information	Charges for Building Regulation Applications
Description of Information	Guidance Note on Scheme of Charges - The Building Act 1984The Building Act 1984 - The Building (Local Authority Charges) Regulations 1998
Format	
Weblink	http://www.braintree.gov.uk/NR/rdonlyres/DFD337A1-6939-408B-A2D6-6838A86E1237/0/BC08Rev15a.pdf
Frequency of Publication	
Is there a charge?	
Which Department?	Environmental Services - Building Control

Information	Cemeteries fees
Description of Information	fees in respect of the Council's Cemeteries with effect of any bookings from 1st April 2008, including interment, exclusive right of burial, memorials and grave maintenance fees
Format	Paper Website
Weblink	www.braintree.gov.uk/NR/rdonlyres/14B32028-6736-4A96-A955-5048FFC66C66/0/CemeteriesFeesandCharges.pdf www.braintree.gov.uk/Braintree/environment/Cemeteries/default.htm
Frequency of Publication	
Is there a charge?	
Which Department?	Environmental Services - Cemeteries

Information	Planning Publications for Sale
Description of Information	List of planning leaflets and guidance documents available to buy from Braintree District Council and specifies the prices for hard copies
Format	Paper website
Weblink	www.braintree.gov.uk/NR/rdonlyres/1D297758-0964-4704-8729-A3CBF9D62BB8/0/FP09REV30.pdf www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Frequency of Publication	

Is there a charge?	
Which Department?	District Development

Information	Scale of Charges
Description of Information	Details of what planning fee are required for planning applications
Format	Paper Website
Weblink	http://www.braintree.gov.uk/NR/rdonlyres/B5B27655-97A2-404F-B2E2-A20AE56396B0/0/DC27Rev13FeeSheet.pdf http://www.braintree.gov.uk/Braintree/planning/Development+Control/Making+a+Planning+Application/default.htm
Frequency of Publication	
Is there a charge?	
Which Department?	District Development

Class 6 - List and Registers

Information	Radioactive Substances Act 1993 - Certificates issued by the Environment Agency
Description of Information	All companies and business that use some form of radioactive substance in their process must be registered with the Environment Agency. Copies of all certificates issued by the Environment Agency in respect of those companies using Radioactive substances.
Format	Paper
Weblink	
Frequency of Publication	How often the document is published
Is there a charge?	20p per sheet
Which Department?	Environmental Services

Information	List of the Food Premises within the District -Food Premises Registration Regulations 1991
Description of Information	All food premises in the district must register with the Council List of the Food Premises within the District
Format	Paper Electronic
Weblink	
Frequency of Publication	
Is there a charge?	No
Which Department?	Environmental Services

Information	Contaminated land Notices – Environmental Protection Act 1990
Description of Information	The council can serve a notice on a land owner to clean up contaminated land List of all notices served on owners to remove pollutants in or on their land.
Format	
Weblink	
Frequency of Publication	
Is there a charge?	No
Which Department?	Environmental Services

Information	Air pollutions authorisation – Environmental Protection Act 1990
Description of Information	All industrial processes that give rise to significant air pollution must be authorised by the local council. A list and a copy of the authorisation issued to all industrial process authorised by the council.
Format	Paper

	Electronic
Weblink	
Frequency of Publication	
Is there a charge?	20p / sheet.
Which Department?	Environmental Services

Information	Street litter control notice or designate an area a Litter Control Area – Environmental Protection Act 1990
Description of Information	Where a council decides an area is badly affected by litter it can either serve a Street litter control notice or designate an area a Litter Control Area to reduce the amount of litter deposited. A list and copy of all notices/orders served under these provisions
Format	Paper Electronic
Weblink	
Frequency of Publication	
Is there a charge?	No
Which Department?	Environmental Services

Information	Notices issued under Clean Air Act 1993
Description of Information	A local authority can serve a notice on a company asking them to furnish information about their emissions to air. A list of all companies who have received such a notice and copies of said notices.
Format	Paper Electronic
Weblink	
Frequency of Publication	
Is there a charge?	No
Which Department?	Environmental Services

Information	Grants issued under Housing Grants, Construction & Regeneration Act 1996
Description of Information	Councils can provide funds to homeowners and alike to renovate unfit properties. A list and details of all grants issued by the Council.
Format	Paper
Weblink	
Frequency of Publication	
Is there a charge?	No
Which Department?	Environmental Services

Information	List and details of all notices served by the Environmental Health Department - Environmental Information Regulations.
Description of Information	Under the provisions of this Act all notices issued relating to environmental matters must be collated.
Format	Paper Electronic
Weblink	
Frequency of Publication	
Is there a charge?	For paper format - 20p per sheet
Which Department?	Environmental Services

Information	List of all notices and their content served under Health & Safety Legislation - Environmental & Safety Information Act 1988
Description of Information	All notices served by Environmental Health Departments in relation to Health & Safety Legislation must be collated.
Format	Paper Electronic
Weblink	
Frequency of Publication	
Is there a charge?	For paper format - 20p per sheet
Which Department?	Environmental Services

Information	Stray dogs Register - Environmental Protection Act 1990
Description of Information	All stray dogs seized by the Council must be recorded. A register describing each dog seized, the date, time and location where it was found and details of its subsequent future position.
Format	Paper
Weblink	
Frequency of Publication	
Is there a charge?	20p per sheet
Which Department?	Environmental Services

Information	Motor Salvage Operators licensed by the Environment Agency - Motor Salvage Operators Regulations 2002
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Description of Information	Because of their potential to pollute the Environment and to control the movement of end of life vehicles, salvage Operators are licensed by the Environment Agency. The Council must keep a copy of all Motor Salvage Operators licensed by the Environment Agency within its District.
Format	Paper
Weblink	
Frequency of Publication	
Is there a charge?	No
Which Department?	Environmental Services

Information	Register of Houses in Multiple Occupation - Housing Act 1996
Description of Information	A list of dwellings within the district, which have been determined as Houses in multiple occupation. Where a council has adopted the provisions of Section 65 & 69 of the Housing Act 1996 it must maintain a register of all Houses in Multiple Occupation.
Format	Paper
Weblink	
Frequency of Publication	
Is there a charge?	No
Which Department?	Environmental Services

Information	Air quality - Environment Act 1995
Description of Information	A register of all Orders and action plans made by the Council to reduce air pollution. Where after undertaking an air quality review the Council has to take action to reduce air pollution in its district, all actions must be collated.
Format	Electronic
Weblink	
Frequency of Publication	
Is there a charge?	No
Which Department?	Environmental Services

Information	Caravan sites - Caravan Sites & Control of Development Act 1960
Description of Information	A list and details of all caravan sites within the district. All caravan sites within the District must be licensed.
Format	Paper
Weblink	
Frequency of Publication	

Is there a charge?	No
Which Department?	Environmental Services

Information	Bye-Laws
Description of Information	List & details of local bye-laws made by the Council
Format	Paper
Weblink	
Frequency of Publication	
Is there a charge?	No
Which Department?	Law & Governance

Information	Acupuncture Byelaws
Description of Information	
Format	Paper Website
Weblink	http://www.braintree.gov.uk/NR/rdonlyres/66F9EEED-E28E-4D6B-8FD5-3F5DFFADD06F/0/AcupunctureByelaws.doc http://www.braintree.gov.uk/Braintree/environment/health+and+safety/Beauty+Premises-Treat/Special+Treatments.htm
Frequency of Publication	
Is there a charge?	No
Which Department?	Law & Governance – Environmental Service

Information	Tattooing Byelaws
Description of Information	
Format	Paper Website
Weblink	http://www.braintree.gov.uk/NR/rdonlyres/7DEBC65E-2C7D-498A-A0F7-DE269481AB45/0/TattooingByelaws.doc http://www.braintree.gov.uk/Braintree/environment/health+and+safety/Beauty+Premises-Treat/Special+Treatments.htm
Frequency of Publication	
Is there a charge?	No

Which Department?	Law & Governance – Environmental Service
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Information	Ear Piercing & Electrolysis Byelaws
Description of Information	
Format	Paper Website
Weblink	http://www.braintree.gov.uk/NR/rdonlyres/B0D5A114-6AC4-4C6E-9774-0007985CFF4A/0/earpiercingbyelaws.doc http://www.braintree.gov.uk/Braintree/environment/health+and+safety/Beauty+Premises-Treat/Special+Treatments.htm
Frequency of Publication	
Is there a charge?	No
Which Department?	Law & Governance – Environmental Service

Information	Cosmetic Piercing Byelaws
Description of Information	
Format	Paper Website
Weblink	http://www.braintree.gov.uk/NR/rdonlyres/D252DB52-75CE-4ECD-A01F-E83998592879/0/pierce.pdf http://www.braintree.gov.uk/Braintree/environment/health+and+safety/Beauty+Premises-Treat/Special+Treatments.htm
Frequency of Publication	
Is there a charge?	No
Which Department?	Law & Governance – Environmental Service

Information	Semi Permanent skin-colouring Byelaw
Description of Information	
Format	Paper Website
Weblink	http://www.braintree.gov.uk/NR/rdonlyres/3082389C-9928-4FDA-B738-7018AB9BD50C/0/skin.pdf http://www.braintree.gov.uk/Braintree/environment/health+and+safety/Beauty+Premises-Treat/Special+Treatments.htm

Frequency of Publication	
Is there a charge?	No
Which Department?	Law & Governance – Environmental Service

Information	Asset Management Plan
Description of Information	The Asset Management Plan (AMP) sets out the Council's strategy for managing its property resources to improve and enhance service delivery, to improve efficiency, reduce costs and support corporate priorities, goals and objectives. The AMP summarises the Council's Asset Management achievements, sets out its milestones and objectives.
Format	
Weblink	www.braintree.gov.uk
Frequency of Publication	Annual
Is there a charge?	
Which Department?	Finance (Assessments Management)

Information	Register of Interest for Councillor
Description of Information	A member must register his/her financial interests in the authority's register maintained under section 81(1) of the Local Government Act 2000 (this information is available under the Representation of the Peoples Act) Note this document is available for Public Inspection
Format	Paper Website
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/Register+of+Interests/
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

Information	Register of Interest for Standards Committee Members
Description of Information	A member must register his/her financial interests in the authority's register maintained under section 81(1) of the Local Government Act 2000 (this information is available under the Representation of the Peoples Act) Note this document is available for Public Inspection
Format	Paper Website
Weblink	http://www.braintree.gov.uk/Braintree/councildemocracy/committees/StandardsCommittee/StandardsCommitteeMembers-RegistersofInterests.htm
Frequency of Publication	

Is there a charge?	
Which Department?	Law & Governance

Information	Definitive Map of Public Rights of Way (deposit copy)
Description of Information	Relevant extract of the Definitive Map for the District of Braintree – Records of Public Rights of Way.
Format	Inspection
Weblink	
Frequency of Publication	
Is there a charge?	No
Which Department?	Law & Governance

Information	Traffic Orders
Description of Information	The statutory notice given to advising the public of changes affecting public highway including road closures, Road widening, Speed Limits, weight restrictions and Parking schemes
Format	Inspection Paper
Weblink	
Frequency of Publication	
Is there a charge?	No
Which Department?	Law & Governance

Information	Location List Tree Preservation Orders
Description of Information	Location List of Tree Preservation Orders made by the Council (this does not include copies of Tree Preservation Orders)
Format	Inspection Paper Electronic
Weblink	www.braintree.gov.uk
Frequency of Publication	
Is there a charge?	
Which Department?	District Development (Landscape Services)

Information	Planning Register
Description of Information	The consolidated listing of planning applications received by the council from applicants.

	(This Information is available under the Town and Country Planning Act)
Format	Paper
Weblink	www.braintree.gov.uk/Braintree/planning/Development+Control/View+Planning+App/default.htm
Frequency of Publication	
Is there a charge?	£0.10p sheet
Which Department?	District Development

Information	Statutory List of Building of Historic and Special Architectural Interest
Description of Information	The consolidated listing of heritage buildings and sites (This Information is available under the Town and Country Planning Act)
Format	Inspection Paper
Weblink	
Frequency of Publication	
Is there a charge?	£0.10p per sheet
Which Department?	District Development

Information	Register of Parks and Gardens
Description of Information	Register of historic parks and gardens, identified by English Heritage as worthy of protection and included in a Register. Inclusion does not convey any additional powers over development, the protection of their special character is a material consideration, to be taken fully into account in any development proposals affecting Registered Parks or Gardens, or their settings. (This Information is available under the Town and Country Planning Act)
Format	Inspection Paper
Weblink	
Frequency of Publication	
Is there a charge?	£0.10p per sheet
Which Department?	District Development

Information	Sites and Monuments
Description of Information	List of the protected ancient and historical sites within the Braintree District. (This Information is available under the Town and Country Planning Act)
Format	Inspection Paper

Weblink	
Frequency of Publication	
Is there a charge?	£0.10p per sheet
Which Department?	Planning Department

Information	Register of Premises Licences
Description of Information	List of Premises Licences granted under the Licensing Act 2003 – for public Inspection only
Format	Electronic
Weblink	
Frequency of Publication	
Is there a charge?	
Which Department?	Environmental Service (Licensing)

Information	Register of Personal Licences
Description of Information	List of all Personal Licences granted under the Licensing Act 2003 – for public Inspection only
Format	Electronic
Weblink	
Frequency of Publication	
Is there a charge?	
Which Department?	Environmental Service (Licensing)

Information	Taxis Licences – Hackney Carriage and Private Hire Vehicles
Description of Information	Lists of persons holding Hackney Carriages or Private Hire Vehicle Drivers Licences, Hackney Carriage and Private Vehicles Licences and Private Hire Vehicles Operations Licences. Registers for public inspection.
Format	Paper (upon request)
Weblink	
Frequency of Publication	
Is there a charge?	
Which Department?	Environmental Services (Licensing)

Information	Register of Electors
Description of Information	List of people who are eligible to vote Note this document is available for Public Inspection. Copies can only be purchased subject to statutory provisions (this information is available under the Representation of the Peoples Act)

Format	Paper
Web link	
Frequency of Publication	Annually
Is there a charge?	Yes Paper - £10 admin Fee plus £5.00 per thousand entries Data - £20 admin Fee plus £1.50 per thousand entries
Which Department?	Law & Governance

PART 7 - Services provided by the Council

Information about the services the Council provides including leaflets, guidance and newsletters

Regulatory and Licensing responsibilities

The Council's is responsible for the issue and renewing of licences, permits and registration for the following:

Please also see the A to Z services on the Council website www.braintree.gov.uk or contact the Council's Customer Service Centre on Telephone: 01376 552525 or by email: csc@braintree.gov.uk

Acupuncture
Animal Boarding
Caravan Sites
Dog Breeding
Gambling Act 2005
Game Dealers Licence
Taxis - Hackney Carriage and Private Hire Vehicles
House to House Collections
Licensing Act 2003
Lotteries Registration
Massage & Special Treatments

Motor Salvage Operators
Pavement Permits – Highway Act 1980
Pet Shops
Riding Establishments
Sex Establishments
Street Collections
Street Trading Consents
Sunday Trading Notification

website	www.braintree.gov.uk/Braintree/business/licensing/
Contact details:	Licensing Section, Environmental Services, Causeway House, Bocking End, Braintree, Essex, CM7 9HB Telephone: 01376 557790 Fax: 01376 557781

Services for Local Businesses

The Council provide the following services for Local Businesses. Please also see the A to Z services on the Council website www.braintree.gov.uk or contact the Council's Customer Service Centre on Telephone: 01376 552525 or by email: csc@braintree.gov.uk

Service	Website	Contact Details
Braintree District Business Council	www.braintree.gov.uk/Braintree/business/BraintreeDistrictBusinessCouncil.htm	Economic Development, Braintree District Causeway House, Bocking End, Braintree, Essex, CM7 9HB Telephone: 01376 552525 Fax: 01376 552626
Business Development Services	http://www.braintree.gov.uk/Braintree/business/business+development/	Braintree District Causeway House, Bocking End, Braintree, Essex, CM7 9HB Telephone: 01376 552525 Fax: 01376 552626
Business Rates (Non-Domestic Rates)	www.braintree.gov.uk/Braintree/business/NNDR.htm	Revenues, Braintree District Causeway House, Bocking End, Braintree, Essex, CM7 9HB Telephone: 01376 552525 or 557755 Fax: 01376 557849
Council Commercial Property for Sale or to Let	www.braintree.gov.uk/Braintree/business/AssetManagement/Property/	Asset Management, Braintree District Causeway House, Bocking End, Braintree, Essex, CM7 9HB Telephone: 01376 552525 Fax: 01376 552626
Licensing	www.braintree.gov.uk/Braintree/business/licensing/	Licensing Section, Environmental Services, Causeway House, Bocking End, Braintree, Essex, CM7 9HB Telephone: 01376 557790 Fax: 01376 557781
Selling to the Council	www.braintree.gov.uk/Braintree/business/Selling/	Procurement services, Environmental Services, Causeway House, Bocking End, Braintree, Essex, CM7 9HB Telephone: 01376 552525 Fax: 01376 552626
Small Business Rate Relief	www.braintree.gov.uk/Braintree/business/NNDR.htm	Revenues, Braintree District Causeway House, Bocking End, Braintree, Essex, CM7 9HB

		Telephone: 01376 552525 or 557755 Fax: 01376 557849
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Services for members of the Public

All Braintree District Council services can be reached via the web site www.braintree.gov.uk by email csc@braintree.gov.uk by phone on 01376 552525 or Text: 07797 8033203

Abandoned vehicles removal	Dangerous structures (removal)
Action on dangerous structures	Demolition of buildings (safety)
Air pollution control	Development control
Allotment sites	Disabled facilities grants
Alterations (planning permission, shops, estates, etc)	Disabled people's housing needs
Animal welfare (shops, establishments)	Disabled people's right to obtain access
Appliances (unwanted), removal of	Dogs
Benefits (housing)	Drainage (mains)
Bins (missed)	Drainage inspection & complaints
Bottle banks	Dustbin bags
Building conservation	Economic development
Building control	Electoral registration
Building regulations (notice and inspections)	Emergency planning
Burials	Energy conservation
Bus fare (concessionary)	Enforcement of planning regulations
Car parks (public)	Engineering
Cemeteries	Fireworks displays/bonfires on Council Land
CFC removal	Fleas
Charitable street collections	Flower bed maintenance
Civil emergency planning	Fly posting (removal of)
Cockroach problems	Food safety
Committee meetings records	Football pitches
Community halls	Freedom of information (Council meetings)
Community support & development	Furniture unwanted (removal of)
Community transport	Gardens of rest
Concessionary bus fares	Glass recycling
Conservation (River Colne Project)	Graffiti removal
Council tax enquires (general)	Grants (renovation)
Countryside conservation	Grass verges (maintenance)...

Ground maintenance (all aspects)	Missed bins
Health & Safety at work	Noise
Highways (unadopted)	Open spaces (general repairs)
Hiring of halls	Outdoor sport facilities (cricket/football bookings)
Home improvement grants	Paper recycling
House numbering	Parking information
Housing and public health	Parks & open spaces
Housing Association development	Pest control
Housing benefit	Planning applications
Housing overcrowding	Planning enforcement
Housing quality	Play areas
Industrial property enquires	Play schemes
Industrial property to let	Playground equipment
Insect control	Population figures
Investigation into infectious diseases	Preservation of historic buildings
Job enquiries (Council vacancies)	Public conveniences
Land availability	Public entertainment licensing
Land charge searches	Public halls
Land general enquiries	Public parking (off street)
Landscaping (Council land)	Rat problems
Landscaping activities	Recruitment (council)
Licensing services	Recycling facilities
Listed buildings (conservation)	Refuse collection
Litter complaints Litter removal	Refuse sacks
Local plans	Removal of graffiti
Lottery licensing	Removal of unwanted furniture
Luncheon clubs (elderly)	Renovation grants
Markets	Rented accommodation (council houses)
Mice	River walks

Sewage system management	
Smoke emission	
Special collections	
Special events on council land	
Sports centres & associated activities	
Sports clubs	
Sports ground maintenance	
Stray dogs	
Street cleansing	
Street name plates	
Taxi licenses	
Thermal insulation grants	
Toilets (public)	
Trade waste	
Transport improvements	
Transport improvements	
Transport: community bus	
Tree planting	
Trees (memorial)	
Trees on council land	
Unfit Houses	
Vermin Control	
Wasp problems	
Water supply (private) sampling	
Welfare of animals	
Welfare rights	
Young people (leisure for)	

Please also see the A to Z services on the Council website www.braintree.gov.uk or contact the Council's Customer Service Centre on Telephone: 01376 552525 or by email: csc@braintree.gov.uk

Information for visitors to the area, leisure information, events museums libraries and archived collections

Please also see the A to Z services on the Council website www.braintree.gov.uk or contact the Council's Customer Service Centre on Telephone: 01376 552525 or by email: csc@braintree.gov.uk

Information	Braintree District Visitor and Accommodation Guide
Description of Information	Information for tourist visiting the Braintree District including visitor attractions, Braintree Museum and the Warner Achieve
Format	Paper Electronic (contents of website - www.enjoybraintree.co.uk)
Weblink	www.enjoybraintree.co.uk http://www.braintree.gov.uk/Braintree/leisure/default.htm
Frequency of Publication	Annually
Is there a charge?	
Which Department?	Tourist information, Community Services Public Health & Healthy Living

Leaflets, booklets and newsletters

Please also see the A to Z services on the Council website www.braintree.gov.uk or contact the Council's Customer Service Centre on Telephone: 01376 552525 or by email: csc@braintree.gov.uk

Leaflet/publication	Service	Weblink	Note
Your Council			
Welfare Rights	Benefits		
Making Contact Newsletter	Communications – Public Relations		
A Guide to tackling anti social behaviour in our communities	Community Services		BDC/ Essex Police joint publication
Are you affected by anti social behaviour?	Community Services		BDC/ Essex Police joint publication
ASBO: you and anti social behaviour	Community Services		
Being Safe	Community Services		Community Safety Partnership
Community Achievement Awards (and forms)	Community Services		
Community Achievement Awards (and forms)	Community Services		

Community Safety and Development team	Community Services		
Community transport	Community Services		
Community wardens (and forms)	Community Services		
Information for Young people	Community Services		Community Safety Partnership publication
Short Guide for service providers	Community Services		
Street Scene Community Champions (and forms)	Community Services		
I would like to make a complaint May 2008	Complaints		
Value for Money It's what everyone wants. Council Tax 2008/09 Council Tax Leaflet	Council Tax	www.braintree.gov.uk/NR/rdonlyres/33D0035D-1330-441B-9D68-F42370EEA937/0/272656BraintreeDC.pdf	
Discover North Essex 2008	Culture/Museum		
Customer satisfaction survey	Customer Services		
Customer service satisfaction survey	Customer Services		
Customer Service Standards	Customer Services		
Stop Fraud Now!	Customer Services		
Customer Contract- Local Land Charges	Development Services		
Customer Contract- The Building Control Service	Development Services		
<u>Are You Interested In Being a Councillor?</u>	Elections	www.braintree.gov.uk/Braintree/councildemocracy/Becoming+a+Councillor.htm	
A greener home	Environmental Services		
Bonfires	Environmental Services	http://www.braintree.gov.uk/NR/rdonlyres/1C8AAB48-AEEF-4A11-B247-92D6213DF5B2/0/Leafletbonfires.pdf	
Braintree Energy Advice team	Environmental Services		
Braintree wildlife advisory group: veteran tree hunt	Environmental Services		
Customer Contract- Landscape	Environmental Services		

Services			
Driving in severe weather	Environmental Services		
Fancy a night out? Scores on the doors	Environmental Services		
Flood Emergency - Clean Up And Health Advice	Environmental Services	http://www.braintree.gov.uk/NR/rdonl yres/83B0679E-D77B-4A6A-BCBE-B5D37AE013C5/391/FLOODADVICE1.pdf	
Frequently asked questions and common concerns (Reduce)	Environmental Services		
Glass recycling ****	Environmental Services		
High hedges: complaining to the Council	Environmental Services		Office of Deputy Prime Minister publication
Minor works assistance	Environmental Services		
Over the garden hedge	Environmental Services		Office of Deputy Prime Minister publication
Preparing for Cold Weather/ Storms/ Hot Weather	Environmental Services		
Problems With Light?	Environmental Services	http://www.braintree.gov.uk/NR/rdonl yres/D92238CB-66CA-4C45-BA6B-499531D8D89A/0/ProblemsWithLightArtwork.pdf	
Recycle: bargain compost bins	Environmental Services		
Recycle: civic amenity and recycling centres	Environmental Services		
Recycle: how can I avoid maggots in my bin?	Environmental Services		
Recycle: how to sort your waste for recycling	Environmental Services		
Shopeco- your guide to a greener lifestyle	Environmental Services		
Braintree Wildlife Advisory Group – Veteran Tree Hunt	Environmental Services – Landscape services	http://www.braintree.gov.uk/NR/rdonl yres/A6822A08-75BF-4F67-AF7F-D30A4D7CBFA7/0/BraintreeWAGVeteranTreeHuntv2.pdf	
Landscape Services Environmental Education Pack Games, practical tasks and activities for inside and out, for all	Environmental Services – Landscape services	http://www.braintree.gov.uk/NR/rdonl yres/5B6D59B2-8918-44B4-BE2E-30B0E77B9140/0/Landscapedoc.pdf	

ages!			
How to sort your refuse & recycling	Environmental Services - Waste	http://www.braintree.gov.uk/NR/rdonl yres/79A3D5BE-70C0-4498-B512-04305263F7C9/0/InfoLeaflet_InfoLe aflet.pdf	
Local Recycling Centre Directory	Environmental Services - Waste	http://www.braintree.gov.uk/NR/rdonl yres/C926694F-0CB6-4061-8477-87C67924E440/0/LocalRecyclingCe ntreDirectory_.pdf	
Looking after a wheeled bin Frequently Asked Questions and Common Concerns	Environmental Services - Waste	http://www.braintree.gov.uk/NR/rdonl yres/7B7F15ED-A83B-457E-90AB-0DFD6AEFF019/0/QuestionAnswers Leaflet_ QuestionAnswersLeaflet.pdf	
Your Green Wheeled Bin	Environmental Services - Waste	http://www.braintree.gov.uk/NR/rdonl yres/2745314A-9CED-46E0-8DE4-9215F42F3D73/0/GreyandGreenBin Leaflets.pdf	
Your Grey Wheeled Bin	Environmental Services - Waste	http://www.braintree.gov.uk/NR/rdonl yres/2745314A-9CED-46E0-8DE4-9215F42F3D73/0/GreyandGreenBin Leaflets.pdf	
Smoke free Legislation Premises Specific Advice for:- <u>Schools</u> <u>Pubs & Clubs</u> <u>Hotels and BBs</u> <u>Eating Places</u> <u>Taxis & Private Hire Vehicles</u> <u>Working Men's Clubs</u> <u>Company & Work Vehicles</u> <u>Residential Homes & Hospices</u> <u>Smoking Shelter Guidance</u>	Environmental Services:	http://www.braintree.gov.uk/Braintre e/environment/health+and+safety/S mokefreePremisesAdvice.htm	
Candle Safety	Health and Safety		
Electrical Safety	Health and Safety		
Fire Safety	Health and Safety		
Fire Safety at home	Health and Safety		
Smoke Alarms	Health and Safety		

Special roadside verges in Essex <u>At Your Service: Our Vision of the Benefits Service</u>	Health and Safety Housing Benefit	www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm	Essex County Council publication
<u>Benefits for over 60s: How are they worked out</u>	Housing Benefit	www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm	
<u>Benefits for under 60s: How are they worked out</u>	Housing Benefit	www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm	
<u>Claiming for Back Dated Benefits</u>	Housing Benefit	www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm	
<u>General Introduction to Local Housing Allowance</u>	Housing Benefit Local Housing Allowance leaflets	www.braintree.gov.uk/Braintree/advicbenefits/benefits/LHA.htm	
<u>Housing Benefit Direct Payments - the quick easy way to get your money</u>	Housing Benefit	www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm	
<u>If you think that the decision about your Benefit Claim is wrong</u>	Housing Benefit	www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm	
<u>Non-dependants</u>	Housing Benefit	www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm	
<u>Second Adult Rebate (Council Tax Discount)</u>	Housing Benefit	www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm	
<u>Working out your LHA for over 25 years</u>	Housing Benefit Local Housing Allowance leaflets	www.braintree.gov.uk/Braintree/advicbenefits/benefits/LHA.htm	

<u>Working out your LHA under 25 years</u>	Housing Benefit Local Housing Allowance leaflets	www.braintree.gov.uk/Braintree/advicbenefits/benefits/LHA.htm	
<u>Working out your Local Housing Allowance</u>	Housing Benefit Local Housing Allowance leaflets	www.braintree.gov.uk/Braintree/advicbenefits/benefits/LHA.htm	
A guide to basic banking	Housing Benefits		
Benefit claims - if wrong	Housing Benefits		
Benefit claims: information for private landlords	Housing Benefits		
Our vision of benefits service	Housing Benefits		
The quick and easy way to get your money	Housing Benefits		
Test for Financial Resources	Housing Renovation Grants - Environmental Services	http://www.braintree.gov.uk/NR/rdonl yres/0E532E0C-C005-4067-8C73-A006315D8180/0/FinanceResources.pdf http://www.braintree.gov.uk/Braintree/housing/Housing+Advice/tenants/renovation+grants/default.htm	
A guide to our notice of hearing for council tax valuation appeals	Housing/ Council tax Benefit		
A guide to our notices for non-domestic rating completion notice appeals	Housing/ Council tax Benefit		
A guide to our notices for transitional certification appeals	Housing/ Council tax Benefit		
Advice on appealing against your council tax or business rates	Housing/ Council tax Benefit		
Changes of circumstances	Housing/ Council tax Benefit		
Council tax benefits/ Housing benefit for 60+ claimants	Housing/ Council tax Benefit		
Council tax benefits/ Housing benefit for working age claimants	Housing/ Council tax Benefit		
Getting extra help with your rent and council tax	Housing/ Council tax Benefit		
Housing and council tax fraud hotline	Housing/ Council tax Benefit		

If you think the decision was wrong (council tax discount)	Housing/ Council tax Benefit		
Local housing allowance- Information about tenants who may have a difficulty in paying rent	Housing/ Council tax Benefit		
Local housing allowance- Introduction	Housing/ Council tax Benefit		
Need help to pay your council tax?	Housing/ Council tax Benefit		
Second adult rebate (Council tax discount)	Housing/ Council tax Benefit		
A guide to hedgerow Regulation	Landscape & Countryside Section	http://www.braintree.gov.uk/Braintree/leisure/countryside/A+Guide+to+Hedgerow+Regulations.htm	
Landscape and Countryside Conservation Grant Scheme	Landscape & Countryside Section	http://www.braintree.gov.uk/Braintree/leisure/countryside/Landscape+and+Countryside+Conservation+Grant+Scheme.htm	
Landscape Services Newsletter (quarterly)	Landscape Services	http://www.braintree.gov.uk/Braintree/environment/landscape+services/newsletter.htm	
Parish Update News letter	Law & Governance	www.braintree.gov.uk/Braintree/councildemocracy/Parish+Councils/Newsletter.htm	
Halstead Public Gardens a restful space at the heart of the community...	Parks Management	http://www.braintree.gov.uk/NR/rdonl yres/741B08B5-63BC-46FD-B735-A9DD0413C0A8/0/HalsteadPublicGardensleafletApr08.pdf	
Braintree And Witham Cycleway Network Maps <u>Braintree Cycleways Network Map</u> <u>Great Notley Cycleways Network Map</u> <u>Witham Cycleways Network Map</u>	Planning Policy	http://www.braintree.gov.uk/Braintree/leisure/Cycling.htm http://www.braintree.gov.uk/NR/rdonl yres/0E18BCFF-FFEC-4012-AE97-B2A9FBFECF04/0/BraintreeCyclewayNetworkFromGraphics.pdf http://www.braintree.gov.uk/NR/rdonl yres/9F175DE8-7120-4596-A368-063669D10317/0/GreatNotleyCycle	

		wayNetworkFromGraphics.pdf http://www.braintree.gov.uk/NR/rdonl yres/5E26E4F2-1A3F-4E92-9289-E94C52DCFB34/0/WithamCycleway NetworkFromGraphics.pdf	
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Apply to Vote by Post			The Electoral Commission publication
Important Information about the Electoral Register - Who has my Personal Details?			The Electoral Commission publication
It's easy to vote			The Electoral Commission publication
10 Top Tips for saving water		http://www.braintree.gov.uk/NR/rdonl yres/BCD3C1AC-A81A-4A13-88E3-3CC8DA3EC6EB/0/A5Flyerwatereffi	

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Advice and guidance

Please also see the A to Z services on the Council website www.braintree.gov.uk or contact the Council's Customer Service Centre on Telephone: 01376 552525 or by email: csc@braintree.gov.uk

Leaflet/booklet/Newsletter	Service	Website
Advice on Installing Wind Turbines & Solar Panels	Energy advice -Environmental Services	www.braintree.gov.uk/Braintree/environment/Energy+Advice/
Braintree Energy Advice Team BEAT the Cold Insulation Scheme	Energy advice -Environmental Services	www.braintree.gov.uk/Braintree/environment/Energy+Advice/
Discounted Loft Insulation Scheme	Energy advice -Environmental Services	www.braintree.gov.uk/Braintree/environment/Energy+Advice/
Discounted Cavity Wall Insulation Scheme	Energy advice -Environmental Services	www.braintree.gov.uk/Braintree/environment/Energy+Advice/
Solar Hot Water System	Energy advice -Environmental Services	www.braintree.gov.uk/Braintree/environment/Energy+Advice/
Wind Energy	Energy advice -Environmental Services	www.braintree.gov.uk/Braintree/environment/Energy+Advice/
Food safety Handbook	Food Hygiene - Environmental Services	http://www.braintree.gov.uk/NR/rdonlyres/34DBDC48-D6C6-4454-ACC7-9837025CA54B/0/S19FoodsafetyHandbook.pdf www.braintree.gov.uk/Braintree/environment/food/default.htm
A guide to health and safety at work	Health and Safety Environmental Services	http://www.braintree.gov.uk/NR/rdonlyres/7B98D31D-CF51-4B5D-AC9B-3BFA9F4F1455/0/Braintreehealthandsafety.pdf http://www.braintree.gov.uk/Braintree/environment/health+and+safety/
Newspaper deliveries - Guide to compliance Delivery Staff safety	Health & Safety - Environmental Services	http://www.braintree.gov.uk/Braintree/environment/health+and+safety/WorkAdviceYoung.htm
High Hedge Complaint Guidance Notes	Landscape Services	http://www.braintree.gov.uk/NR/rdonlyres/9FB51D2E-BCB8-4B2B-8A29-ED74CA963867/0/GUIDANCENOTESFORCOMPLETINGTHECOMPLAINTFORM.pdf http://www.braintree.gov.uk/Braintree/environment/landscape+services/highhedge.htm

Guidance Notes on Filling a Vacancy for a Councillor on a Parish or Town Council	Elections - Law & Governance	www.braintree.gov.uk/Braintree/councildemocracy/elections/GuidanceNotesParishTown.htm
Guidance Notes on Walking	Leisure & Culture	http://www.braintree.gov.uk/NR/rdonlyres/86A1BFE4-2984-4B72-AACD-A765CE0EE2F2/0/GUIDANCENOTESforWalking.pdf
How to become more Green A Householders Guide	Sustainable Development	http://www.braintree.gov.uk/NR/rdonlyres/26D5F2DD-54D4-4824-AE73-3FC8BA70650B/0/SustainabilityLeaflet.pdf http://www.braintree.gov.uk/Braintree/environment/Sustainable+Development/2020GreenStreet.htm
Business Rates Guide	Business Rates - Revenues	http://www.braintree.gov.uk/NR/rdonlyres/689BE41A-78B0-4260-9E1F-D2368EC4D775/0/273082BraintreeNNDR.pdf
Planning - A Guide for Householders, What you need to know about the planning system	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Planning for Sustainable Design and Construction Interim Guidance	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Planning for Sustainable Design and Construction Interim Guidance - Checklist	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Planning for Sustainable Design and Construction Interim Guidance - Checklist (Word version)	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Energy Advice Leaflet	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Supplementary Planning Document Affordable Housing	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Affordable Housing Sustainability Appraisal	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Guidance on Schools Contributions from Residential Developments	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Conversion of Single Dwellings into Flats 1989	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Listed Barns 1990	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Ancient Landscapes 1991	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm

Shop Blinds and Awnings 1992	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
New Uses for Buildings in the Essex Countryside 1993	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Essex Farm Buildings 1994	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Replacement Windows (undated)	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Conservation Practice - Cleaning Brick & Timber Structures 1989	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Conservation Practice - Repointing Old Brickwork 1986	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Conservation Practice - Plastering/Lime wash 1986	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Period Doors - the Abuse of Historical Detail 1986	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Traditional Building Materials in Essex, No 1 Pargetting 1982	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Signs and Lettering - Conservation in Essex 6 (undated)	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Silver End Conservation Guide 1999	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm
Tree Preservation & Tree Planting Policies 1982	Planning Advice Publications	http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm

Media Releases

Contact: Public Relations
Braintree District Council, Causeway House, Bocking End, Braintree, Essex, CM7 9HB
Telephone: 01376552525
Email: **public_relations@braintree.gov.uk**

Website page www.braintree.gov.uk/Braintree/news/default.htm
News releases website page: www.braintree.gov.uk/Braintree/news/press+releases/default.htm

Please also see the A to Z services on the Council website www.braintree.gov.uk or contact the Council's Customer Service Centre on Telephone: 01376 552525 or by email: csc@braintree.gov.uk

Election information

Contact: Election Team – Law & Governance
Braintree District Council, Causeway House, Bocking End, Braintree, Essex, CM7 9HB

Telephone: 01376 557751 or 557750

Email steve.daynes@braintree.gov.uk

Website page <http://www.braintree.gov.uk/Braintree/councildemocracy/elections/>

Returning Officer for District and Parish Elections: Mr Allan J Reid, Returning Officer, Causeway House, Bocking End, Braintree, Essex, CM7 9HB

Information available on the Council's website includes:

- Election Notices & Consultations
- Guidance Notes on Filling a Vacancy for a Councillor on a Parish or Town Council
- Historical Election results including by-elections results
- Electoral Register
- How to Vote including Postal and Proxy voting and voting at the polling station

Please also see the A to Z services on the Council website www.braintree.gov.uk or contact the Council's Customer Service Centre on Telephone: 01376 552525 or by email: csc@braintree.gov.uk

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