



Braintree District Council's Publication Scheme

Freedom of Information Act 2000

Adopted: 15<sup>th</sup> 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

Fax: 01376 552626 or 557736

[www.braintree.gov.uk](http://www.braintree.gov.uk)

## Contents

	Page No.
Classes of Information	3
The Classes of information will not generally included	3
The method by which information published under this scheme will be made available	4
Charges which may be made for information published under this scheme	4
Information not covered by this Publication Scheme - Written requests	5
Complaints regarding the Publication Scheme	5
Key to Publication Scheme	6
Structure of Publication Scheme (Classes of Information)	
Part 1 - Who were are and what we do	7
Part 2 - What we spend and how we spend it	11
Part 3 - What our Priorities are and how we are doing	14
Part 4 - How We Make Decisions	24
Part 5 - Our policies and procedures	25
Part 6 - List and Registers	32
Part 7 – Service provided by the Council	43
Indices	61
Class/Part Index	61
Alphabetical Index	66

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](mailto: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](http://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](mailto: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	<b>Constitution</b>
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	<a href="http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm">http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm</a> (Council & Democracy)
Frequency of Publication	
Is there a charge?	Charge for paper copy only
Which Department?	Law & Governance

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

Information	<b>Forward Plan</b>
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	<a href="http://www.braintree.gov.uk">http://www.braintree.gov.uk</a> (Council & Democracy page )
Frequency of Publication	

Is there a charge?	
Which Department?	Law & Governance

Information	<b>Organisation Structure Chart</b>
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	<b>Location of Council Offices and opening times</b>
Description of Information	
Format	Website Electronic Paper
Weblink	<a href="http://www.braintree.gov.uk/braintree/contact">http://www.braintree.gov.uk/braintree/contact</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Customer Services

Information	<b>Contact details for Braintree District Councillors</b>
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	<a href="http://www.braintree.gov.uk/Braintree/councildemocracy/Councillors/">http://www.braintree.gov.uk/Braintree/councildemocracy/Councillors/</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

Information	<b>Ward names and Information</b>
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	<a href="http://www.braintree.gov.uk/Braintree/councildemocracy/Councillors/">www.braintree.gov.uk/Braintree/councildemocracy/Councillors/</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

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

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

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

Which Department?	Law & Governance
Information	<b>Monitoring Officer Protocol - Part 5 of the Council's Constitution</b>
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	<a href="http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm">http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm</a> (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	<b>Capital Programme</b>
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	<a href="http://www.braintree.gov.uk/Braintree/councildemocracy/committees/Cabinet/">http://www.braintree.gov.uk/Braintree/councildemocracy/committees/Cabinet/</a> <a href="http://www.braintree.gov.uk/Braintree/councildemocracy/committees/">http://www.braintree.gov.uk/Braintree/councildemocracy/committees/</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Finance

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

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

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

Information	<b>Member Allowances Scheme</b>
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	<a href="http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm">http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm</a> (Council & Democracy)
Frequency of Publication	
Is there a charge?	Charge for paper copy only
Which Department?	Law & Governance

Information	<b>Allowances paid under Member Allowance Scheme</b>
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	<a href="http://www.braintree.gov.uk/Braintree/councildemocracy/finances/">http://www.braintree.gov.uk/Braintree/councildemocracy/finances/</a>
Frequency of Publication	Annual (October)
Is there a charge?	Charge for paper copy only
Which Department?	Finance

Information	<b>Financial Procedure Rules - Part 4 of the Constitution</b>
-------------	---

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	<a href="http://www.braintree.gov.uk/NR/ronlyres/58D1AADE-48DF-4842-B5CD-86C0C5A864C4/0/Part4.pdf">http://www.braintree.gov.uk/NR/ronlyres/58D1AADE-48DF-4842-B5CD-86C0C5A864C4/0/Part4.pdf</a> <a href="http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm">http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Finance/ Law & Governance

Information	<b>Contract Procurement Rules – Part 5 of the Constitution</b>
Description of Information	
Format	Paper Website
Weblink	<a href="http://www.braintree.gov.uk/NR/ronlyres/3FA276BD-104B-4B77-85A4-724BB28E802A/0/Part5.pdf">http://www.braintree.gov.uk/NR/ronlyres/3FA276BD-104B-4B77-85A4-724BB28E802A/0/Part5.pdf</a> <a href="http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm">http://www.braintree.gov.uk/Braintree/councildemocracy/Constitution.htm</a>
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	<b>Priorities and Budget</b>
Description of Information	
Format	Paper, Website, Electronic
Weblink	<a href="http://www.braintree.gov.uk/NR/ronlyres/EAD4F871-355E-4971-88BD-6E41236B2B4F/0/PrioritiesandBudget.pdf">http://www.braintree.gov.uk/NR/ronlyres/EAD4F871-355E-4971-88BD-6E41236B2B4F/0/PrioritiesandBudget.pdf</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Finance

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

Information	<b>Corporate Action Plan</b>
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	<a href="http://www.braintree.gov.uk/NR/ronlyres/D66C1FE8-E538-4F9B-BA63-ECDF6B2C3276/0/CorporateActionPlan20082009pdf.pdf">http://www.braintree.gov.uk/NR/ronlyres/D66C1FE8-E538-4F9B-BA63-ECDF6B2C3276/0/CorporateActionPlan20082009pdf.pdf</a>  <a href="http://www.braintree.gov.uk/Braintree/councildemocracy/performance/">http://www.braintree.gov.uk/Braintree/councildemocracy/performance/</a>

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

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

Information	<b>Annual Audit and Inspection Letter</b>
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	<a href="http://www.braintree.gov.uk/Braintree/councildemocracy/performance/">http://www.braintree.gov.uk/Braintree/councildemocracy/performance/</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Finance

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

Which Department?	Policy
-------------------	--------

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

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

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

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

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

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

Information	<b>Economic Development Strategy</b>
Description of Information	
Format	Paper, Website,

	Electronic
Weblink	<a href="http://www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/">www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Development Services – Enterprise & Culture

Information	<b>Homelessness Strategy - Braintree District Council Homelessness Review and Strategy 2008 – 2013 Executive Summary</b>
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	<a href="http://www.braintree.gov.uk/NR/ronlyres/66907E36-AC58-47E9-BAC6-CDBC1EEBC3B3/0/HomelessStrategy2008.pdf">www.braintree.gov.uk/NR/ronlyres/66907E36-AC58-47E9-BAC6-CDBC1EEBC3B3/0/HomelessStrategy2008.pdf</a>  <a href="http://www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/">http://www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Strategic Housing

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

Information	<b>Braintree District Local Plan Review Adopted 25th July 2005</b>
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	<b>Medium Term Financial Strategy 2008/09 to 2011/12</b>
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	<a href="http://www.braintree.gov.uk/NR/ronlyres/DA01B3A6-4AB1-4941-8BFA-B4566B23C17F/0/MTFSExecutiveSummary20082012pluscontentsv2.pdf">www.braintree.gov.uk/NR/ronlyres/DA01B3A6-4AB1-4941-8BFA-B4566B23C17F/0/MTFSExecutiveSummary20082012pluscontentsv2.pdf</a> www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/
Frequency of Publication	
Is there a charge?	
Which Department?	Finance Department

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

Information	<b>Prosecution Policy</b>
Description of Information	
Format	Paper Website

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

Information	<b>Procurement Strategy</b>
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	<a href="http://www.braintree.gov.uk/NR/rdonlyres/5778C60E-99F5-4DB0-A93A-D4EDF5D79D8C/0/DraftProcurementStrategy20052008.pdf">www.braintree.gov.uk/NR/rdonlyres/5778C60E-99F5-4DB0-A93A-D4EDF5D79D8C/0/DraftProcurementStrategy20052008.pdf</a> <a href="http://www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/">www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Finance /Procurement

Information	<b>Risk Management Strategy</b>
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	<a href="http://www.braintree.gov.uk/NR/rdonlyres/FEBC7ED1-E06B-4AAF-AB81-93B182F9192D/0/RiskManagementstrategyv1.pdf">www.braintree.gov.uk/NR/rdonlyres/FEBC7ED1-E06B-4AAF-AB81-93B182F9192D/0/RiskManagementstrategyv1.pdf</a> <a href="http://www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/">www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Finance

Information	<b>Rural Policy &amp; Action Statement 2005</b>
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	<a href="http://www.braintree.gov.uk/NR/rdonlyres/1C7921B5-1AC0-4F84-92A4-1C3BEA301F78/0/BraintreeDistrictCouncilruralpolicyandactionstatement.pdf">http://www.braintree.gov.uk/NR/rdonlyres/1C7921B5-1AC0-4F84-92A4-1C3BEA301F78/0/BraintreeDistrictCouncilruralpolicyandactionstatement.pdf</a>  <a href="http://www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/">www.braintree.gov.uk/Braintree/councildemocracy/strategydocuments/</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

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

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

Information	<b>Uttlesford &amp; Braintree joint protocol on climate change</b>
-------------	--

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

Information	<b>Street Scene Customer Charter</b>
-------------	--------------------------------------

Description of Information	Service Standards
Format	Paper Website
Weblink	<a href="http://www.braintree.gov.uk/NR/rdonlyres/611D1FBA-104D-4E25-9F18-A886BD2ECD96/0/STREETSCENESERVICESTANDARDSJuly07.pdf">http://www.braintree.gov.uk/NR/rdonlyres/611D1FBA-104D-4E25-9F18-A886BD2ECD96/0/STREETSCENESERVICESTANDARDSJuly07.pdf</a>  <a href="http://www.braintree.gov.uk/Braintree/environment/streetscene/">http://www.braintree.gov.uk/Braintree/environment/streetscene/</a>
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	<b>Timetable of Council Meetings</b>
Description of Information	Dates and times of Council meetings.
Format	W P
Weblink	<a href="http://www.braintree.gov.uk">www.braintree.gov.uk</a>  (Council & Democracy)
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

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

Information	<b>Public Consultations</b>
Description of Information	Details of current and resent consultations
Format	
Weblink	<a href="http://www.braintree.gov.uk/Braintree/councildemocracy/consultation/">www.braintree.gov.uk/Braintree/councildemocracy/consultation/</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Policy

## **Class 5 - Our policies and procedures**

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

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

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

Information	<b>Health And Safety Enforcement Policy</b>
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	<a href="http://www.braintree.gov.uk/NR/rdonlyres/9C4A883C-4A98-4D7B-9E64-1D123C2170E9/0/BraintreeHSEnforcementpolicy06finalversion.pdf">http://www.braintree.gov.uk/NR/rdonlyres/9C4A883C-4A98-4D7B-9E64-1D123C2170E9/0/BraintreeHSEnforcementpolicy06finalversion.pdf</a>  <a href="http://www.braintree.gov.uk/Braintree/environment/health+and+safety/">http://www.braintree.gov.uk/Braintree/environment/health+and+safety/</a>
Frequency of Publication	

Is there a charge?	
Which Department?	Environmental Services

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

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

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

Information	<b>Prosecution Policy</b>
-------------	---------------------------

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

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

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

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

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

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

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

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

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

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

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

Information	<b>MARAC Information Sharing Agreement</b>
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	<b>Essex Trust Charter</b>
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	<b>Charges for Building Regulation Applications</b>
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	<a href="http://www.braintree.gov.uk/NR/ronlyres/DFD337A1-6939-408B-A2D6-6838A86E1237/0/BC08Rev15a.pdf">http://www.braintree.gov.uk/NR/ronlyres/DFD337A1-6939-408B-A2D6-6838A86E1237/0/BC08Rev15a.pdf</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Environmental Services - Building Control

Information	<b>Cemeteries fees</b>
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	<a href="http://www.braintree.gov.uk/NR/ronlyres/14B32028-6736-4A96-A955-5048FFC66C66/0/CemeteriesFeesandCharges.pdf">www.braintree.gov.uk/NR/ronlyres/14B32028-6736-4A96-A955-5048FFC66C66/0/CemeteriesFeesandCharges.pdf</a> <a href="http://www.braintree.gov.uk/Braintree/environment/Cemeteries/default.htm">www.braintree.gov.uk/Braintree/environment/Cemeteries/default.htm</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Environmental Services - Cemeteries

Information	<b>Planning Publications for Sale</b>
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	<a href="http://www.braintree.gov.uk/NR/ronlyres/1D297758-0964-4704-8729-A3CBF9D62BB8/0/FP09REV30.pdf">www.braintree.gov.uk/NR/ronlyres/1D297758-0964-4704-8729-A3CBF9D62BB8/0/FP09REV30.pdf</a> <a href="http://www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm">www.braintree.gov.uk/Braintree/planning/PlanningPublications.htm</a>
Frequency of Publication	

Is there a charge?	
Which Department?	District Development

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

## **Class 6 - List and Registers**

Information	<b>Radioactive Substances Act 1993 - Certificates issued by the Environment Agency</b>
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	<b>List of the Food Premises within the District -Food Premises Registration Regulations 1991</b>
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	<b>Contaminated land Notices – Environmental Protection Act 1990</b>
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	<b>Air pollutions authorisation – Environmental Protection Act 1990</b>
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	<b>Street litter control notice or designate an area a Litter Control Area – Environmental Protection Act 1990</b>
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	<b>Notices issued under Clean Air Act 1993</b>
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	<b>Grants issued under Housing Grants, Construction &amp; Regeneration Act 1996</b>
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	<b>List and details of all notices served by the Environmental Health Department - Environmental Information Regulations.</b>
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	<b>List of all notices and their content served under Health &amp; Safety Legislation - Environmental &amp; Safety Information Act 1988</b>
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	<b>Stray dogs Register - Environmental Protection Act 1990</b>
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	<b>Motor Salvage Operators licensed by the Environment Agency - Motor Salvage Operators Regulations 2002</b>
-------------	--

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	<b>Register of Houses in Multiple Occupation - Housing Act 1996</b>
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	<b>Air quality - Environment Act 1995</b>
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	<b>Caravan sites - Caravan Sites &amp; Control of Development Act 1960</b>
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	<b>Bye-Laws</b>
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	<b>Acupuncture Byelaws</b>
Description of Information	
Format	Paper Website
Weblink	<a href="http://www.braintree.gov.uk/NR/rdoonlyres/66F9EEED-E28E-4D6B-8FD5-3F5DFFADD06F/0/AcupunctureByelaws.doc">http://www.braintree.gov.uk/NR/rdoonlyres/66F9EEED-E28E-4D6B-8FD5-3F5DFFADD06F/0/AcupunctureByelaws.doc</a> <a href="http://www.braintree.gov.uk/Braintree/environment/health+and+safety/Beauty+Premises-Treat/Special+Treatments.htm">http://www.braintree.gov.uk/Braintree/environment/health+and+safety/Beauty+Premises-Treat/Special+Treatments.htm</a>
Frequency of Publication	
Is there a charge?	No
Which Department?	Law & Governance – Environmental Service

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

Which Department?	Law & Governance – Environmental Service
-------------------	--

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

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

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

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

Information	<b>Asset Management Plan</b>
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	<a href="http://www.braintree.gov.uk">www.braintree.gov.uk</a>
Frequency of Publication	Annual
Is there a charge?	
Which Department?	Finance (Assessments Management)

Information	<b>Register of Interest for Councillor</b>
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	<a href="http://www.braintree.gov.uk/Braintree/councildemocracy/Register+of+Interests/">http://www.braintree.gov.uk/Braintree/councildemocracy/Register+of+Interests/</a>
Frequency of Publication	
Is there a charge?	
Which Department?	Law & Governance

Information	<b>Register of Interest for Standards Committee Members</b>
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	<a href="http://www.braintree.gov.uk/Braintree/councildemocracy/committees/StandardsCommittee/StandardsCommitteeMembers-RegistersofInterests.htm">http://www.braintree.gov.uk/Braintree/councildemocracy/committees/StandardsCommittee/StandardsCommitteeMembers-RegistersofInterests.htm</a>
Frequency of Publication	

Is there a charge?	
Which Department?	Law & Governance

Information	<b>Definitive Map of Public Rights of Way (deposit copy)</b>
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	<b>Traffic Orders</b>
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	<b>Location List Tree Preservation Orders</b>
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	<a href="http://www.braintree.gov.uk">www.braintree.gov.uk</a>
Frequency of Publication	
Is there a charge?	
Which Department?	District Development (Landscape Services)

Information	<b>Planning Register</b>
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	<a href="http://www.braintree.gov.uk/Braintree/planning/Development+Control/View+Planning+App/default.htm">www.braintree.gov.uk/Braintree/planning/Development+Control/View+Planning+App/default.htm</a>
Frequency of Publication	
Is there a charge?	£0.10p sheet
Which Department?	District Development

Information	<b>Statutory List of Building of Historic and Special Architectural Interest</b>
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	<b>Register of Parks and Gardens</b>
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	<b>Sites and Monuments</b>
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	<b>Register of Premises Licences</b>
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	<b>Register of Personal Licences</b>
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	<b>Taxis Licences – Hackney Carriage and Private Hire Vehicles</b>
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	<b>Register of Electors</b>
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](http://www.braintree.gov.uk) or contact the Council's Customer Service Centre on Telephone: 01376 552525 or by email: [csc@braintree.gov.uk](mailto: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

<u>website</u>	<a href="http://www.braintree.gov.uk/Braintree/business/licensing/">www.braintree.gov.uk/Braintree/business/licensing/</a>
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](http://www.braintree.gov.uk) or contact the Council's Customer Service Centre on Telephone: 01376 552525 or by email: [csc@braintree.gov.uk](mailto:csc@braintree.gov.uk)

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

		Telephone: 01376 552525 or 557755 Fax: 01376 557849
--	--	--

Services for members of the Public

All Braintree District Council services can be reached via the web site [www.braintree.gov.uk](http://www.braintree.gov.uk) by email [csc@braintree.gov.uk](mailto: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](http://www.braintree.gov.uk) or contact the Council's Customer Service Centre on Telephone: 01376 552525 or by email: [csc@braintree.gov.uk](mailto: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](http://www.braintree.gov.uk) or contact the Council's Customer Service Centre on Telephone: 01376 552525 or by email: [csc@braintree.gov.uk](mailto:csc@braintree.gov.uk)

Information	<b>Braintree District Visitor and Accommodation Guide</b>
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 - <a href="http://www.enjoybraintree.co.uk">www.enjoybraintree.co.uk</a> )
Weblink	<a href="http://www.enjoybraintree.co.uk">www.enjoybraintree.co.uk</a> <a href="http://www.braintree.gov.uk/Braintree/leisure/default.htm">http://www.braintree.gov.uk/Braintree/leisure/default.htm</a>
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](http://www.braintree.gov.uk) or contact the Council's Customer Service Centre on Telephone: 01376 552525 or by email: [csc@braintree.gov.uk](mailto: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	<a href="http://www.braintree.gov.uk/NR/rdonlyres/33D0035D-1330-441B-9D68-F42370EEA937/0/272656BraintreeDC.pdf">www.braintree.gov.uk/NR/rdonlyres/33D0035D-1330-441B-9D68-F42370EEA937/0/272656BraintreeDC.pdf</a>	
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	<a href="http://www.braintree.gov.uk/Braintree/councildemocracy/Becoming+a+Councillor.htm">www.braintree.gov.uk/Braintree/councildemocracy/Becoming+a+Councillor.htm</a>	
A greener home	Environmental Services		
Bonfires	Environmental Services	<a href="http://www.braintree.gov.uk/NR/rdonlyres/1C8AAB48-AEEF-4A11-B247-92D6213DF5B2/0/Leafletbonfires.pdf">http://www.braintree.gov.uk/NR/rdonlyres/1C8AAB48-AEEF-4A11-B247-92D6213DF5B2/0/Leafletbonfires.pdf</a>	
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	<a href="http://www.braintree.gov.uk/NR/rdonl yres/83B0679E-D77B-4A6A-BCBE-B5D37AE013C5/391/FLOODADV ICE1.pdf">http://www.braintree.gov.uk/NR/rdonl yres/83B0679E-D77B-4A6A-BCBE-B5D37AE013C5/391/FLOODADV ICE1.pdf</a>	
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	<a href="http://www.braintree.gov.uk/NR/rdonl yres/D92238CB-66CA-4C45-BA6B-499531D8D89A/0/ProblemsWithLigh tArtwork.pdf">http://www.braintree.gov.uk/NR/rdonl yres/D92238CB-66CA-4C45-BA6B-499531D8D89A/0/ProblemsWithLigh tArtwork.pdf</a>	
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	<a href="http://www.braintree.gov.uk/NR/rdonl yres/A6822A08-75BF-4F67-AF7F-D30A4D7CBFA7/0/BraintreeWAGVe teranTreeHuntv2.pdf">http://www.braintree.gov.uk/NR/rdonl yres/A6822A08-75BF-4F67-AF7F-D30A4D7CBFA7/0/BraintreeWAGVe teranTreeHuntv2.pdf</a>	
Landscape Services Environmental Education Pack Games, practical tasks and activities for inside and out, for all	Environmental Services – Landscape services	<a href="http://www.braintree.gov.uk/NR/rdonl yres/5B6D59B2-8918-44B4-BE2E-30B0E77B9140/0/Landscapedoc.pdf">http://www.braintree.gov.uk/NR/rdonl yres/5B6D59B2-8918-44B4-BE2E-30B0E77B9140/0/Landscapedoc.pdf</a>	

ages!			
How to sort your refuse & recycling	Environmental Services - Waste	<a href="http://www.braintree.gov.uk/NR/rdonl yres/79A3D5BE-70C0-4498-B512-04305263F7C9/0/InfoLeaflet_InfoLe aflet.pdf">http://www.braintree.gov.uk/NR/rdonl yres/79A3D5BE-70C0-4498-B512-04305263F7C9/0/InfoLeaflet_InfoLe aflet.pdf</a>	
Local Recycling Centre Directory	Environmental Services - Waste	<a href="http://www.braintree.gov.uk/NR/rdonl yres/C926694F-0CB6-4061-8477-87C67924E440/0/LocalRecyclingCe ntreDirectory_.pdf">http://www.braintree.gov.uk/NR/rdonl yres/C926694F-0CB6-4061-8477-87C67924E440/0/LocalRecyclingCe ntreDirectory_.pdf</a>	
Looking after a wheeled bin Frequently Asked Questions and Common Concerns	Environmental Services - Waste	<a href="http://www.braintree.gov.uk/NR/rdonl yres/7B7F15ED-A83B-457E-90AB-0DFD6AEFF019/0/QuestionAnswers Leaflet_QuestionAnswersLeaflet.pdf">http://www.braintree.gov.uk/NR/rdonl yres/7B7F15ED-A83B-457E-90AB-0DFD6AEFF019/0/QuestionAnswers Leaflet_QuestionAnswersLeaflet.pdf</a>	
Your Green Wheeled Bin	Environmental Services - Waste	<a href="http://www.braintree.gov.uk/NR/rdonl yres/2745314A-9CED-46E0-8DE4-9215F42F3D73/0/GreyandGreenBin Leaflets.pdf">http://www.braintree.gov.uk/NR/rdonl yres/2745314A-9CED-46E0-8DE4-9215F42F3D73/0/GreyandGreenBin Leaflets.pdf</a>	
Your Grey Wheeled Bin	Environmental Services - Waste	<a href="http://www.braintree.gov.uk/NR/rdonl yres/2745314A-9CED-46E0-8DE4-9215F42F3D73/0/GreyandGreenBin Leaflets.pdf">http://www.braintree.gov.uk/NR/rdonl yres/2745314A-9CED-46E0-8DE4-9215F42F3D73/0/GreyandGreenBin Leaflets.pdf</a>	
Smoke free Legislation Premises Specific Advice for:- <u>Schools</u> <u>Pubs &amp; Clubs</u> <u>Hotels and BBs</u> <u>Eating Places</u> <u>Taxis &amp; Private Hire Vehicles</u> <u>Working Men's Clubs</u> <u>Company &amp; Work Vehicles</u> <u>Residential Homes &amp; Hospices</u> <u>Smoking Shelter Guidance</u>	Environmental Services:	<a href="http://www.braintree.gov.uk/Braintre e/environment/health+and+safety/S mokefreePremisesAdvice.htm">http://www.braintree.gov.uk/Braintre e/environment/health+and+safety/S mokefreePremisesAdvice.htm</a>	
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	Health and Safety		Essex County Council publication
<u>At Your Service: Our Vision of the Benefits Service</u>	Housing Benefit	<a href="http://www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm">www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm</a>	
<u>Benefits for over 60s: How are they worked out</u>	Housing Benefit	<a href="http://www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm">www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm</a>	
<u>Benefits for under 60s: How are they worked out</u>	Housing Benefit	<a href="http://www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm">www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm</a>	
<u>Claiming for Back Dated Benefits</u>	Housing Benefit	<a href="http://www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm">www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm</a>	
<u>General Introduction to Local Housing Allowance</u>	Housing Benefit Local Housing Allowance leaflets	<a href="http://www.braintree.gov.uk/Braintree/advicbenefits/benefits/LHA.htm">www.braintree.gov.uk/Braintree/advicbenefits/benefits/LHA.htm</a>	
<u>Housing Benefit Direct Payments - the quick easy way to get your money</u>	Housing Benefit	<a href="http://www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm">www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm</a>	
<u>If you think that the decision about your Benefit Claim is wrong</u>	Housing Benefit	<a href="http://www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm">www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm</a>	
<u>Non-dependants</u>	Housing Benefit	<a href="http://www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm">www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm</a>	
<u>Second Adult Rebate (Council Tax Discount)</u>	Housing Benefit	<a href="http://www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm">www.braintree.gov.uk/Braintree/advicbenefits/benefits/default.htm</a>	
<u>Working out your LHA for over 25 years</u>	Housing Benefit Local Housing Allowance leaflets	<a href="http://www.braintree.gov.uk/Braintree/advicbenefits/benefits/LHA.htm">www.braintree.gov.uk/Braintree/advicbenefits/benefits/LHA.htm</a>	

<u>Working out your LHA under 25 years</u>	Housing Benefit Local Housing Allowance leaflets	<a href="http://www.braintree.gov.uk/Braintree/advicbenefits/benefits/LHA.htm">www.braintree.gov.uk/Braintree/advicbenefits/benefits/LHA.htm</a>	
<u>Working out your Local Housing Allowance</u>	Housing Benefit Local Housing Allowance leaflets	<a href="http://www.braintree.gov.uk/Braintree/advicbenefits/benefits/LHA.htm">www.braintree.gov.uk/Braintree/advicbenefits/benefits/LHA.htm</a>	
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	<a href="http://www.braintree.gov.uk/NR/rdonlyres/0E532E0C-C005-4067-8C73-A006315D8180/0/FinanceResources.pdf">http://www.braintree.gov.uk/NR/rdonlyres/0E532E0C-C005-4067-8C73-A006315D8180/0/FinanceResources.pdf</a>  <a href="http://www.braintree.gov.uk/Braintree/housing/Housing+Advice/tenants/renovation+grants/default.htm">http://www.braintree.gov.uk/Braintree/housing/Housing+Advice/tenants/renovation+grants/default.htm</a>	
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	<a href="http://www.braintree.gov.uk/Braintree/leisure/countryside/A+Guide+to+Hedgerow+Regulations.htm">http://www.braintree.gov.uk/Braintree/leisure/countryside/A+Guide+to+Hedgerow+Regulations.htm</a>	
Landscape and Countryside Conservation Grant Scheme	Landscape & Countryside Section	<a href="http://www.braintree.gov.uk/Braintree/leisure/countryside/Landscape+and+Countryside+Conservation+Grant+Scheme.htm">http://www.braintree.gov.uk/Braintree/leisure/countryside/Landscape+and+Countryside+Conservation+Grant+Scheme.htm</a>	
Landscape Services Newsletter (quarterly)	Landscape Services	<a href="http://www.braintree.gov.uk/Braintree/environment/landscape+services/newsletter.htm">http://www.braintree.gov.uk/Braintree/environment/landscape+services/newsletter.htm</a>	
Parish Update News letter	Law & Governance	<a href="http://www.braintree.gov.uk/Braintree/councildemocracy/Parish+Councils/Newsletter.htm">www.braintree.gov.uk/Braintree/councildemocracy/Parish+Councils/Newsletter.htm</a>	
Halstead Public Gardens a restful space at the heart of the community...	Parks Management	<a href="http://www.braintree.gov.uk/NR/rdonl/yres/741B08B5-63BC-46FD-B735-A9DD0413C0A8/0/HalsteadPublicGardensleafletApr08.pdf">http://www.braintree.gov.uk/NR/rdonl/yres/741B08B5-63BC-46FD-B735-A9DD0413C0A8/0/HalsteadPublicGardensleafletApr08.pdf</a>	
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	<a href="http://www.braintree.gov.uk/Braintree/leisure/Cycling.htm">http://www.braintree.gov.uk/Braintree/leisure/Cycling.htm</a>  <a href="http://www.braintree.gov.uk/NR/rdonl/yres/0E18BCFF-FFEC-4012-AE97-B2A9FBFECF04/0/BraintreeCyclewayNetworkFromGraphics.pdf">http://www.braintree.gov.uk/NR/rdonl/yres/0E18BCFF-FFEC-4012-AE97-B2A9FBFECF04/0/BraintreeCyclewayNetworkFromGraphics.pdf</a>  <a href="http://www.braintree.gov.uk/NR/rdonl/yres/9F175DE8-7120-4596-A368-063669D10317/0/GreatNotleyCycle">http://www.braintree.gov.uk/NR/rdonl/yres/9F175DE8-7120-4596-A368-063669D10317/0/GreatNotleyCycle</a>	

		<a href="#">wayNetworkFromGraphics.pdf</a> <a href="http://www.braintree.gov.uk/NR/rdonl yres/5E26E4F2-1A3F-4E92-9289-E94C52DCFB34/0/WithamCycleway NetworkFromGraphics.pdf">http://www.braintree.gov.uk/NR/rdonl yres/5E26E4F2-1A3F-4E92-9289-E94C52DCFB34/0/WithamCycleway NetworkFromGraphics.pdf</a>	
<p>Cycle Parking In The Braintree District</p> <p><u><a href="#">Map Showing Cycle Parking Provision in Braintree Town Centre</a></u></p> <p><u><a href="#">Map Showing Cycle Parking Provision in Witham Town Centre</a></u></p> <p><u><a href="#">Map Showing Cycle Parking Provision at Witham Railway Station</a></u></p> <p><u><a href="#">Map Showing Cycle Parking Provision in Halstead Town Centre</a></u></p>	<p>Planning Policy</p>	<p><a href="http://www.braintree.gov.uk/Braintree/leisure/Cycling.htm">http://www.braintree.gov.uk/Braintree/leisure/Cycling.htm</a></p> <p><a href="http://www.braintree.gov.uk/NR/rdonl yres/6D940FC6-15D4-4071-A39B-2403315B0CAF/0/Braintree_Town_Centre_18707.pdf">http://www.braintree.gov.uk/NR/rdonl yres/6D940FC6-15D4-4071-A39B-2403315B0CAF/0/Braintree_Town_Centre_18707.pdf</a></p> <p><a href="http://www.braintree.gov.uk/NR/rdonl yres/20C9269F-B4E4-4BA5-AB70-62D6C57DD2B6/0/WithamCP.pdf">http://www.braintree.gov.uk/NR/rdonl yres/20C9269F-B4E4-4BA5-AB70-62D6C57DD2B6/0/WithamCP.pdf</a></p> <p><a href="http://www.braintree.gov.uk/NR/rdonl yres/8728CE86-46B2-4EA7-BB64-DD96AD0DA424/0/Witham_Station_18707.pdf">http://www.braintree.gov.uk/NR/rdonl yres/8728CE86-46B2-4EA7-BB64-DD96AD0DA424/0/Witham_Station_18707.pdf</a></p> <p><a href="http://www.braintree.gov.uk/NR/rdonl yres/E834EF7C-A7ED-4164-B0BB-4714BBC932B1/0/Halstead_Town_Centre_18707.pdf">http://www.braintree.gov.uk/NR/rdonl yres/E834EF7C-A7ED-4164-B0BB-4714BBC932B1/0/Halstead_Town_Centre_18707.pdf</a></p>	
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		<a href="http://www.braintree.gov.uk/NR/rdonl yres/BCD3C1AC-A81A-4A13-88E3-3CC8DA3EC6EB/0/A5Flyerwatereffi">http://www.braintree.gov.uk/NR/rdonl yres/BCD3C1AC-A81A-4A13-88E3-3CC8DA3EC6EB/0/A5Flyerwatereffi</a>	

		<a href="#">ciency.pdf</a>	
--	--	----------------------------	--

## **Advice and guidance**

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

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

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

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

### **Media Releases**

Contact: Public Relations  
Braintree District Council, Causeway House, Bocking End, Braintree, Essex, CM7 9HB  
Telephone: 01376552525  
Email: **[public\\_relations@braintree.gov.uk](mailto:public_relations@braintree.gov.uk)**

Website page [www.braintree.gov.uk/Braintree/news/default.htm](http://www.braintree.gov.uk/Braintree/news/default.htm)  
News releases website page: [www.braintree.gov.uk/Braintree/news/press+releases/default.htm](http://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](http://www.braintree.gov.uk) or contact the Council's Customer Service Centre on Telephone: 01376 552525 or by email: [csc@braintree.gov.uk](mailto: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](mailto: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](http://www.braintree.gov.uk) or contact the Council's Customer Service Centre on Telephone: 01376 552525 or by email: [csc@braintree.gov.uk](mailto:csc@braintree.gov.uk)

## INDICES

### Class/Part Index

	<u>Page</u>
<u>Part 1 - Who were are and what we do</u>	7
Constitution	7
Decision Making Process	7
Forward Plan	7
Organisation Structure Chart	8
Location of Council Offices and opening times	8
Contact details for Braintree District Councillors	8
Ward names and Information	9
Contact details for Council Departments	9
Recent Election results	9
Elections - Returning Officer - Part 3 of the Council's Constitution	9
Monitoring Officer Protocol - Part 5 of the Council's Constitution	10
	<u>Page</u>
<u>Part 2 - What we spend and how we spend it</u>	11
Capital Programme	11
Quarterly Performance Management Reports	11
Statement of Accounts	11
Financial Audit Review	12
Member Allowances Scheme	12
Allowances paid under Member Allowance Scheme	12
Financial Procedure Rules - Part 4 of the Constitution	12
Contract Procurement Rules – Part 5 of the Constitution	13

	<u>Page</u>
<u>Part 3 - What our Priorities are and how we are doing</u>	14
Priorities and Budget	14
Corporate Strategy 2008-2012	14
Corporate Action Plan	14
Best Value Performance Plan	15
Annual Audit and Inspection Letter	15
Quarterly Monitoring Reports	15
Asset Management Plan & Capital Strategy	16
Code of Corporate Governance	16
Communications Strategy	16
Community Strategy	17
Community Safety Strategy	17
Cultural Strategy	17
Economic Development Strategy	17
Homelessness Strategy - Braintree District Council Homelessness Review and Strategy 2008 – 2013 Executive Summary	18
Housing Strategy 2001 -2005	18
Braintree District Local Plan Review Adopted 25th July 2005	18
Medium Term Financial Strategy 2008/09 to 2011/12	19
People Strategy	19
Prosecution Policy	19
Procurement Strategy	20
Risk Management Strategy	20
Rural Policy & Action Statement 2005	20
Sustainable Energy Strategy	21
Sustainable energy implementation plan	21
Uttlesford & Braintree joint protocol on climate change	21
Treasury Management Strategy	22
Statutory Contaminated Land Strategy Framework Document (Revision 1)	22
Street Scene Customer Charter	22

	<u>Page</u>
<u>Part 4 - How We Make Decisions</u>	24
Timetable of Council Meetings	24
Agendas, Reports, background papers and minutes of Council committees, sub-committees	24
Public Consultations	24
	<u>Page</u>
<u>Part 5 - Our policies and procedures</u>	25
Licensing Act 2003 Statement of Licensing Policy	25
Food Complaint Policy	25
Health And Safety Enforcement Policy	25
Race Equality Scheme	26
Disability Equality Scheme	26
Whistle Blowing Policy	26
Prosecution Policy	26
Prevention of Money Laundering Procedures	27
Fraud Corruption and Dishonesty Policy	27
Private Sector Housing Renewal Assistance Policy	27
Pest Control Policy	28
Equal Opportunities Policy	28
General Information for Applicants	28
A Guide to Completing your Application Form, Equal Opportunities Policy, Outline of Conditions of Service	29
Outline Of Conditions of Service And Benefits	29
Council's Complaints procedure	29
MARAC Information Sharing Agreement	29
Essex Trust Charter	29
Charges for Building Regulation Applications	30
Cemeteries fees	30
Planning Publications for Sale	30
Scale of Charges	31

	<u>Page</u>
<u>Part 6 - List and Registers</u>	32
Radioactive Substances Act 1993 - Certificates issued by the Environment Agency	32
List of the Food Premises within the District -Food Premises Registration Regulations 1991	32
Contaminated land Notices – Environmental Protection Act 1990	32
Air pollutions authorisation – Environmental Protection Act 1990	32
Street litter control notice or designate an area a Litter Control Area – Environmental Protection Act 1990	33
Notices issued under Clean Air Act 1993	33
Grants issued under Housing Grants, Construction & Regeneration Act 1996	33
List and details of all notices served by the Environmental Health Department - Environmental Information Regulations.	34
List of all notices and their content served under Health & Safety Legislation - Environmental & Safety Information Act 1988	34
Stray dogs Register - Environmental Protection Act 1990	34
Motor Salvage Operators licensed by the Environment Agency - Motor Salvage Operators Regulations 2002	34
Register of Houses in Multiple Occupation - Housing Act 1996	35
Air quality - Environment Act 1995	35
Caravan sites - Caravan Sites & Control of Development Act 1960	35
Bye-Laws	36
Acupuncture Byelaws	36
Tattooing Byelaws	36
Ear Piercing & Electrolysis Byelaws	37
Cosmetic Piercing Byelaws	37
Semi Permanent skin-colouring Byelaw	37
Asset Management Plan	38
Register of Interest for Councillor	38
Register of Interest for Standards Committee Members	38
Definitive Map of Public Rights of Way (deposit copy)	39
Traffic Orders	39
Location List Tree Preservation Orders	39
Planning Register	39
Statutory List of Building of Historic and Special Architectural Interest	40
Register of Parks and Gardens	40
Sites and Monuments	40
Register of Premises Licences	41
Register of Personal Licences	41
Taxis Licences – Hackney Carriage and Private Hire Vehicles	41
Register of Electors	41

	<u>Page</u>
<u>Part 7 – Service provided by the Council</u>	43
Regulatory and Licensing responsibilities	43
Services for Local Businesses	44
Services for members of the Public	45
Information for visitors to the area, leisure information, events museums libraries and archived collections	48
Leaflets, booklets and newsletters	48
Advice and guidance	57
Media Releases	59
Election information	60

## Alphabetical Index

	<u>Page</u>
<u>Part 1 - Who were are and what we do</u>	7
<u>Part 2 - What we spend and how we spend it</u>	11
<u>Part 3 - What our Priorities are and how we are doing</u>	14
<u>Part 4 - How We Make Decisions</u>	24
<u>Part 5 - Our policies and procedures</u>	25
<u>Part 6 - List and Registers</u>	32
<u>Part 7 – Service provided by the Council</u>	43
Acupuncture Byelaws	36
Advice and guidance	57
Agendas. Reports, background papers and minutes of Council committees, sub-committees	24
Air pollutions authorisation – Environmental Protection Act 1990	32
Air quality - Environment Act 1995	35
Allowances paid under Member Allowance Scheme	12
Annual Audit and Inspection Letter	15
Asset Management Plan	38
Asset Management Plan & Capital Strategy	16
Best Value Performance Plan	15
Braintree District Local Plan Review Adopted 25th July 2005	18
Bye-Laws	36
Capital Programme	11
Caravan sites - Caravan Sites & Control of Development Act 1960	35
Cemeteries fees	30
Charges for Building Regulation Applications	30
Code of Corporate Governance	16
Communications Strategy	16
Community Safety Strategy	17
Community Strategy	17
Constitution	7
Contact details for Braintree District Councillors	8
Contact details for Council Departments	9
Contaminated land Notices – Environmental Protection Act 1990	32
Contract Procurement Rules – Part 5 of the Constitution	13

Corporate Action Plan	14
Corporate Strategy 2008-2012	14
Cosmetic Piercing Byelaws	37
Council's Complaints procedure	29
Cultural Strategy	17
Decision Making Process	7
Definitive Map of Public Rights of Way (deposit copy)	39
Disability Equality Scheme	26
Ear Piercing & Electrolysis Byelaws	37
Economic Development Strategy	17
Election information	60
Elections - Returning Officer - Part 3 of the Council's Constitution	9
Equal Opportunities Policy	28
Essex Trust Charter	29
Financial Audit Review	12
Financial Procedure Rules - Part 4 of the Constitution	12
Food Complaint Policy	25
Forward Plan	7
Fraud Corruption and Dishonesty Policy	27
General Information for Applicants	28
A Guide to Completing your Application Form, Equal Opportunities Policy, Outline of Conditions of Service	
Grants issued under Housing Grants, Construction & Regeneration Act 1996	33
Health And Safety Enforcement Policy	25
Homelessness Strategy - Braintree District Council Homelessness Review and Strategy 2008 – 2013 Executive Summary	18
Housing Strategy 2001 -2005	18
Information for visitors to the area, leisure information, events museums libraries and archived collections	48
Leaflets, booklets and newsletters	48
Licensing Act 2003 Statement of Licensing Policy	25
List and details of all notices served by the Environmental Health Department - Environmental Information Regulations.	34
List of all notices and their content served under Health & Safety Legislation - Environmental & Safety Information Act 1988	34
List of the Food Premises within the District -Food Premises Registration Regulations 1991	32
Location List Tree Preservation Orders	39
Location of Council Offices and opening times	8
MARAC Information Sharing Agreement	29
Media Releases	59
Medium Term Financial Strategy 2008/09 to 2011/12	19
Member Allowances Scheme	12
Monitoring Officer Protocol - Part 5 of the Council's Constitution	10
Motor Salvage Operators licensed by the Environment Agency - Motor Salvage Operators Regulations 2002	34
Notices issued under Clean Air Act 1993	33

Organisation Structure Chart	8
Outline Of Conditions of Service And Benefits	29
People Strategy	19
Pest Control Policy	28
Planning Publications for Sale	30
Planning Register	39
Prevention of Money Laundering Procedures	27
Priorities and Budget	14
Private Sector Housing Renewal Assistance Policy	27
Procurement Strategy	20
Prosecution Policy	19
Prosecution Policy	26
Public Consultations	24
Quarterly Monitoring Reports	15
Quarterly Performance Management Reports	11
Race Equality Scheme	26
Radioactive Substances Act 1993 - Certificates issued by the Environment Agency	32
Recent Election results	9
Register of Electors	41
Register of Houses in Multiple Occupation - Housing Act 1996	35
Register of Interest for Councillor	38
Register of Interest for Standards Committee Members	38
Register of Parks and Gardens	40
Register of Personal Licences	41
Register of Premises Licences	41
Regulatory and Licensing responsibilities	43
Risk Management Strategy	20
Rural Policy & Action Statement 2005	20
Scale of Charges	31
Semi Permanent skin-colouring Byelaw	37
Services for Local Businesses	44
Services for members of the Public	45
Sites and Monuments	40
Statement of Accounts	11
Statutory Contaminated Land Strategy Framework Document (Revision 1)	22
Statutory List of Building of Historic and Special Architectural Interest	40
Stray dogs Register - Environmental Protection Act 1990	34
Street litter control notice or designate an area a Litter Control Area – Environmental Protection Act 1990	33
Street Scene Customer Charter	22
Sustainable energy implementation plan	21

Sustainable Energy Strategy	21
Tattooing Byelaws	36
Taxis Licences – Hackney Carriage and Private Hire Vehicles	41
Timetable of Council Meetings	24
Traffic Orders	39
Treasury Management Strategy	22
Uttlesford & Braintree joint protocol on climate change	21
Ward names and Information	9
Whistle Blowing Policy	26