

ALPHABETICAL INDEX OF CLASSES/CATEGORIES OF INFORMATION

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Class/Category of Information	Availability	Charge	Contact
<p><u>Building Control:</u></p> <p>This class covers information relating to building control function of this authority. The Division is responsible for administering the Building Regulations and a range of other legislative matters, including:</p> <ul style="list-style-type: none"> • Demolitions • Dealing with dangerous structures • Controlling the safety of scaffolding • Hoardings. 	<p>Copy available at Council Offices.</p> <p>NOTE: Typically, information in this class may be withheld if it includes personal data or its disclosure is prohibited by any other enactment or the information is being held for the purpose of law enforcement.</p>	<p>Fees and Charges are as set out in the Council's Budget Book.</p>	<p>(01276) 707223 or building.control@surreyheath.gov.uk</p>
<p><u>Business in Surrey Heath Borough Council</u></p> <p>This class covers information relating to services offered in partnership with local businesses, including:</p> <ul style="list-style-type: none"> • The Business Directory • Support and advice, training, events, grants, subsidies and resources available to local businesses. 	<p>Copy available at Council Offices or via the Council's website. The Business Directory is a searchable database via the Council's website.</p> <p>NOTE: Personal information contained in the Business Directory is reproduced with the permission of the individual concerned. Information in this class may be withheld if it relates to personal data that the Council does not have permission to release.</p>	<p>Some information in this class may attract a fee.</p>	<p>(01276) 707100 or enquiries@surreyheath.gov.uk</p>

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<p><u>Byelaws:</u></p> <p>This class covers any byelaws passed by this authority.</p>	<p>Copy available at Council Offices.</p>	<p>Some information in this class may attract a fee.</p>	<p>(01276) 707100 or enquiries@surreyheath.gov.uk</p>
<p><u>Car Parks and Street Services:</u></p> <p>This class covers information relating to refuse collection, recycling and car parks.</p>	<p>Copy available at Council Offices.</p> <p><u>NOTE:</u> The Council transferred its highways responsibilities back to the County Council in September 2001.</p>	<p>Some information in this class may attract a fee.</p>	<p>Refuse Collection & Recycling</p> <p>(01276) 707330 or environmental.health@surreyheath.gov.uk</p> <p>Car Parking</p> <p>(01276) 707152 or parking.services@surreyheath.gov.uk</p>
<p><u>Codes and Protocols:</u></p> <p>(See The Council's Constitution, Page 5).</p>			
<p><u>Community Safety:</u></p> <p>(See Service Strategies And Policies, Page 13).</p>			

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<p><u>Council and Committee Agenda and Minutes:</u></p> <p>This class covers the Agendas and Minutes of all public meetings for the preceding six years as identified in the Municipal Timetable approved annually by the Chief Executive.</p>	<p>Copy available at Council Offices or via the Council's website.</p> <p>NOTE: Background papers must legally be available for six years from the date of the meeting. No material in this class shall be made available which at the date of the request is considered "exempt" within the meaning of the Local Government Acts 1972 or 2000.</p>	<p>Some documents/information in this class may attract a fee.</p>	<p>Committee Services Manager (01276) 707319 or committee.services@surreyheath.gov.uk</p>
<p><u>Council Tax and Business Rates:</u></p> <p>This class covers information relating to the collection of Council Tax and Business Rates. Included are the following types of information:</p> <ul style="list-style-type: none"> • Annual charge per household in each Council Tax band for current and previous financial year • Budget information • How your Council Tax is calculated and what it pays for • How to pay your Council Tax • Discounts and exemptions available. 	<p>Copy available at Council Offices or via the Council's website.</p> <p>NOTE: Typically, information in this class may be withheld if it includes personal data or its disclosure is prohibited by any other enactment or the information is being held for the purpose of law enforcement.</p>	<p>No charge.</p>	<p>(01276) 707176 (Council Tax) (01276) 707136 (Business Rates) or revenues@surreyheath.gov.uk</p>

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<p><u>Council Tax Benefit and Housing Benefit:</u></p> <p>This class covers information relating to the benefits administered by the Council and available in certain circumstances including advice leaflets currently in print and application forms.</p>	<p>Copy available at Council Offices or via the Council's website.</p> <p>NOTE: Typically, information in this class may be withheld if it includes personal data or its disclosure is prohibited by any other enactment or the information is being held for the purpose of law enforcement.</p>	<p>No charge.</p>	<p>(01276) 707121 or revenues.benefits@surreyheath.gov.uk</p>
<p><u>Council Venues:</u></p> <p>This class covers information relating to the services offered and events held at the</p> <ul style="list-style-type: none"> • The Camberley Theatre • Arena Leisure Centre • Tomlinscote Dual-Use Centre. 	<p>Copy available at Council Offices. Please contact the venues direct: telephone numbers can be found on pages 2. Information regarding the Camberley Theatre is available via the Council's website.</p>	<p>No charge.</p>	<p>General Manager, Camberley Theatre</p> <p>(01276) 707600 or camberley.theatre@surreyheath.gov.uk</p> <p>Head of Leisure Services leisure.services@surreyheath.gov.uk</p>
<p><u>Council's Constitution:</u></p> <p>Document setting out how the Council operates, how decisions are made and the procedures that are to be followed to ensure that these are efficient, transparent and accountable to local people. This document is subject to revision from time to time.</p>	<p>Copy available for inspection at Council Offices.</p>	<p>A fee may be charged.</p>	<p>Committee Services Manager</p> <p>(01276) 707315 or committee.services@surreyheath.gov.uk</p>

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<p><u>Current Budget, Financial Statements, Final Accounts and Facts and Figures:</u></p> <p>This class comprises information relating to the:</p> <ul style="list-style-type: none"> • Council's Budget Book for the current financial year. The Budget Book incorporates the Council's revenue estimates and capital programme • Fees and Charges for Council services in the current financial year. 	<p>Copy available at Council Offices.</p>	<p>Some information in this class may attract a fee.</p>	<p>Head of Finance financial.services@surreyheath.gov.uk</p>
<p><u>Day Centres and Personal Services:</u></p> <p>This class covers information relating to the location and services offered by Council's Day Centres. Also included in this class is information relating to:</p> <ul style="list-style-type: none"> • Community Alarm ("Help-Line"), • Community Transport ("Dial-A-Ride") • Meals on Wheels • Concessionary Travel/Bus Passes. 	<p>Copy available at Council Offices or via the Council's website.</p> <p>NOTE: Typically, information in this class may be withheld if it includes personal data or its disclosure is prohibited by any other enactment.</p>	<p>No charge.</p>	<p>Community Services (01276) 707650 or community.services@surrey-heath.co.uk</p>

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<p><u>Elections:</u></p> <p>This class covers information relating to district and Ward boundaries and polling districts, frequency and types of elections and results of previous elections back to 1999. This class also covers information relating to the legal requirements regarding standing as a candidate in an election.</p>	<p>Copy or via the Council's website.</p> <p>NOTE: This information will be made available in so far as it does not contradict current legislation or best practice in relation to the conduct of elections. Certain information will only be available during the run up to an election, such as nomination papers.</p>	<p>Some information in this class may attract a fee.</p>	<p>(01276) 707165 or vote@surreyheath.gov.uk</p>
<p><u>Electoral Registration:</u></p> <p>This class covers information relating to eligibility to vote, voting by post or proxy and the electoral roll.</p>	<p>A paper version of the full Electoral Register is available for inspection at the Council Offices. Past Electoral Registers may be available to view by appointment. General information, absent voting forms and rolling registration forms available via website.</p> <p>NOTE: This information will be made available in so far as it does not contradict current legislation or best practice in relation to electoral registration.</p>	<p>A charge will be made in accordance with the relevant government regulations for copies of the edited electoral roll in either paper or data format. Details can be found in the Fees and Charges section of the Council's Budget Book.</p>	<p>(01276) 707165 or vote@surreyheath.gov.uk</p>
<p><u>Environmental Health:</u></p> <p>This class relates to the environmental health functions of this authority. It includes information relating to:</p>	<p>Copy available at Council Offices or via the Council's website.</p> <p>NOTE: Environmental</p>		<p>Head of Environmental Services</p> <p>(01276) 707330 & 707360 or environmental.health@surreyheath.gov.uk</p>

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<ul style="list-style-type: none"> • Food safety • Public health • Health and Safety • Licensing • Noise Nuisance • Pollution • Pest control • Housing standards. 	<p>information does not fall within the Freedom of Information Act if it must be released in accordance with Environmental Information Regulations.</p>		
<p><u>Fees and Charges:</u></p> <p>(See Current Budget, Financial Statements, Final Accounts And Facts And Figures, Page 5).</p>			
<p><u>Grants:</u></p> <p>This class includes information on the availability of and eligibility for grants in the following categories: -</p> <ul style="list-style-type: none"> • Disabled facilities • Renovation • Home Repair Assistance • Voluntary organisations (sports, arts and community groups). 	<p>Copy available at Council Offices or via the Council's website.</p>	<p>No charge but note that works which may have to be carried out in default under a Statutory Notice may attract fees/charges set out in the legislation.</p>	<p>Disabled Facilities & Renovation Grants Home Repair Assistance</p> <p>(01276) 707360 or environmental.health@surreyheath.gov.uk</p> <p>Community Development Officer (01276) 707464 (Grants for other organisations)</p> <p>Leisure Services (01276) 707338 (Leisure grants)</p> <p>Community Services (01276) 707650</p>
<p><u>Gypsy Site Management:</u></p> <p>This class covers information relating to the Council's management of two permanent sites within the Borough.</p>	<p>Copy available at Council Offices.</p> <p><u>NOTE:</u> Typically, information in this class may be withheld if it includes personal data or its disclosure is</p>	<p>No charge.</p>	<p>Gypsy Liaison Officer</p> <p>(01276) 707355 or enquiries@surreyheat.gov.uk</p>

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	prohibited by any other enactment or the information is being held for the purpose of law enforcement.		
<p><u>Hackney Carriage/Private Hire Licensing</u></p> <p>This class includes information on licences that are required for vehicle, driver and operators of hackney carriages and private hire vehicles including guidance notes.</p> <p>It also includes public Registers incorporating details of Badge Numbers, Badge Holder names and expiry dates.</p>	<p>Copy available at Council Offices.</p> <p>The public Register is only available for inspection at the Council Offices.</p> <p>NOTE: Typically, information in this class may be withheld if it includes personal data or its disclosure is prohibited by any other enactment or the information is being held for the purpose of law enforcement.</p>	<p>Fees and charges for the various licences are set out in Council's Budget Book.</p>	<p>Licensing Manager</p> <p>(01276) 707383 & 707327 or licensing@surreyheath.gov.uk</p>
<p><u>Housing Services:</u></p> <p>This class covers information relating to the Council's responsibility for</p> <ul style="list-style-type: none"> • Homelessness • Housing advice • The Housing Register. 	<p>Copy available at Council Offices or via the Council's website.</p> <p>NOTE: The Council transferred its housing stock to Surrey Heath Housing Association in January 1993.</p> <p>NOTE: Typically, information in this class may be withheld if it includes personal data or its disclosure is prohibited by any other enactment or the information is being held for the purpose of law</p>	<p>No charge.</p>	<p>Housing Reception</p> <p>(01276) 707127 or housing@surreyheath.gov.uk</p>

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<p><u>Information about Councillors:</u></p> <p>Information about current elected members of this Council. Included are the following types of information:</p> <ul style="list-style-type: none"> • Public contact details for elected members • Committee, Group or Party membership • Register of Members' Interests • Register of Gifts and Hospitality • Councillors' Allowances Scheme. 	<p>enforcement.</p> <p>Some information available in paper copy only from Council Offices. Information relating to Committee, Group or Party membership is available via the website. Addresses and Telephone numbers are not available via the website but upon request.</p> <p><u>NOTE:</u> Typically, information in this class may be withheld if its release would compromise the health and safety of elected members or relates to personal data that the Council does not have permission to release.</p>	<p>Some information in this class may attract a fee.</p>	<p>Committee Services Manager</p> <p>(01276) 707319 or committee.services@surreyheath.gov.uk</p>
<p><u>Job Descriptions and person specifications:</u></p> <p>This class covers job descriptions and person specifications for currently advertised posts.</p>	<p>Copy available at Council Offices or via the Council's web site.</p>	<p>No charge.</p>	<p>personnel@surreyheath.gov.uk</p>
<p><u>Job Vacancies:</u></p> <p>A complete list of vacancies currently being advertised by the Council.</p>	<p>Copy available at Council Offices or via the Council's web site.</p>	<p>Some information in this class may attract a fee.</p>	<p>personnel@surreyheath.gov.uk</p>
<p><u>Land Charges:</u></p> <p>Information in this class relates to the authorities</p>	<p>Copy available at Council Offices or via the Council's web</p>	<p>Fees and charges are set out in the Council's Budget</p>	<p>(01276) 707305 & 707426 or landcharges@surreyheath.gov.uk</p>

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responsibilities in relation to land charges.	site.	Book available in paper copy.	
<p><u>Lotteries and Amusement Licences</u></p> <p>Information in this class incorporates advice and guidance in the form of a leaflet "Explanatory Notes for the Guidance of Local Societies" together with the appropriate application forms for registration of lotteries and raffles required to be registered pursuant to the Lotteries and Amusements Act 1976 (as amended).</p>	Copy available at the Council Offices.	Statutory fees are payable on applications and are set out in the Council's explanatory leaflet.	Licensing Manager (01276) 707383 & 707327 or licensing@surreyheath.gov.uk
<p><u>Management Structure:</u></p> <p>(See The Council's Constitution, Page 5).</p>			
<p><u>Municipal Timetable:</u></p> <p>Timetable of meetings of the Council, the Executive and Committees for the current Municipal year (May to April).</p>	Copy available at Council Offices or via the Council's website. Notice of public meetings is also posted monthly outside Council Offices, at local libraries and on Council notice boards located throughout the Borough.	No charge.	Committee Services Manager (01276) 707319 or committee.services@surreyheath.gov.uk
<p><u>Parks and Countryside:</u></p> <p>This class covers information relating to the location of and facilities in the Council's Parks,</p>	Copy available at Council Offices or via the Council's website.	Some documents/information in this class may attract a fee.	(01276) 707338 or leisure.services@surreyheath.gov.uk

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Recreation Grounds and Open Spaces.			
<p><u>Planning:</u></p> <p>This class covers information relating to the planning functions of this authority. There are many different types of applications that need to be submitted to the Council for development including:</p> <ul style="list-style-type: none"> • Planning applications • Listed buildings applications • Conservation area applications • Tree Works applications (on trees covered by Tree Preservation Orders or trees within conservation areas). 	<p>Copy or via the Council's website.</p> <p><u>NOTE:</u> Typically, information in this class may be withheld if it includes personal data or its disclosure is prohibited by any other enactment or the information is being held for the purpose of law enforcement.</p>	<p>Fees and Charges are set out in the Council's Budget Book available in paper copy.</p>	<p>(01276) 707222 or development.control@surreyheath.gov.uk</p>
<p><u>Press Releases and Public Consultation Documents:</u></p> <p>This class comprises the following information:</p> <p>current press releases including comments upon issues in the local news and public announcements made by the authority.</p>	<p>Copies of formal responses on public consultations and the results of surveys undertaken by the Council's Public Participation Panel are available on request. Selected information may, from time to time, be posted on the website.</p> <p>A selection of recent press releases are also archived</p>	<p>Some documents/information in this class may attract a fee.</p>	<p>Communications Manager</p> <p>(01276) 707422 or jerry.fisher@surreyheath.gov.uk</p>

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	releases back to 1999 are available via the Council's website.		
<p><u>Responsibility and Functions of Committees:</u></p> <p>(See The Council's Constitution, Page 5).</p>			
<p><u>Rules of Council Procedure:</u></p> <p>(See Council's Constitution, Page 5).</p>			
<p><u>Service Strategies and Policies:</u></p> <p>This class comprises the current Strategies and Policies of this Council. Included are the following types of information:</p> <ul style="list-style-type: none"> • The Council's Vision and Key Corporate Objectives • Best Value Plan and Performance Indicators • Surrey Heath Borough Council Local Plan • Community Safety Strategy • Housing Strategy • Anti Fraud Strategy 	<p>The strategies listed are available via the Council's website. Paper copies available upon request.</p>	<p>Some information in this class may attract a fee.</p>	<p>(01276) 707110 marjorie.hume@surreyheath.gov.uk (Corporate Plan)</p> <p>(01276) 707213 jenny.rickard@surreyheath.gov.uk (Local Plan)</p> <p>(01276) 707110 marjorie.hume@surreyheath.gov.uk (Best Value Plan)</p> <p>(01276) 707356 jackie.swaine@surreyheath.gov.uk (Community Safety)</p> <p>(01276) 707462 ron.matthews@surreyheath.gov.uk (Housing Strategy)</p> <p>(01276) 707105 julia.greenfield@surreyheath.gov.uk (Anti Fraud Strategy)</p>

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<p><u>Services for the elderly and disabled:</u></p> <p>This class covers information relating to shopmobility, and other services provided directly by the Council or in partnership with Surrey County Council and other bodies to promote joint community care.</p>	<p>Copy available at Council Offices or via the Council's website.</p> <p>NOTE: Typically, information in this class may be withheld if it includes personal data or its disclosure is prohibited by any other enactment.</p>	<p>Some of the services may attract charges.</p>	<p>Jan Browning (01276) 707652 or jan.browning@surreyheath.gov.uk</p>
<p><u>Sports and Leisure:</u></p> <p>This class comprises the following information:</p> <ul style="list-style-type: none"> Leisure within the Borough 	<p>Copy available at Council Offices or via the Council's website. Leisure is a searchable database via the Council's website.</p> <p>NOTE: Personal information contained in the database is reproduced with the permission of the individual concerned. Information in this class may be withheld if it relates to personal data that the Council does not have permission to release.</p>	<p>Some documents/information in this class may attract a fee.</p>	<p>Leisure Services (01276) 707338 or leisure.services@surreyheath.gov.uk</p>

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<p><u>Street Collections/House to House Collections</u></p> <p>Information in this class incorporates Council Regulations in connection with Street Collections and house to house Collections within the Borough together with the relevant application forms.</p>	<p>Copy available at the Council Offices.</p>	<p>No charge.</p>	<p>Licensing Manager (01276) 707335 & 707327 or licensing@surreyheath.gov.uk</p>