

**WORTHING BOROUGH COUNCIL  
FREEDOM OF INFORMATION ACT  
PUBLICATION SCHEME**



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Chapel Road, Worthing, BN11 1HA

# **1 BACKGROUND**

## **a About us**

With a population of around 100,000, Worthing is the largest town in West Sussex and a bustling modern commercial centre. The town lies on the coastal plain bounded to the north by the outstanding natural beauty of the South Downs and to the south by the English Channel.

It is the town's geographical situation, offering as it does the dual attractions of beautiful countryside and the sea, which over the years has been the primary reason for the town's popularity and growth.

Worthing has all the amenities one would expect in a town of its size. It is the premier shopping centre in West Sussex with an excellent variety of specialist shops, well-established family businesses, department stores, chain stores and supermarkets. All serve the local population and a very large surrounding area. The modern town centre is located just off the seafront and is mainly pedestrianised.

Over the years Worthing has been chosen by a number of national and multi-national companies for their headquarters and as their main operating bases. Today, firms such as Norwich Union and Glaxo Smithkline are established within the town's boundaries.

## **b Freedom of Information Act**

Under the Data Protection Act 1998, you have the right to see any information we hold about you. The Freedom of Information Act 2000 extends the right to allow public access to all types of information that public authorities hold, including us.

The Act sets out what information is not covered by that right and puts a number of duties on us.

The Act came into force on 1 January 2005.

However, one of the requirements that the Act makes is that every public authority must adopt and maintain a publication scheme from 28th February 2003.

A publication scheme will:

- Publish the classes of information that the Authority plan to publish.
- Sets out the format that the information will be made available in; and give details of any charges we may make.

## **c Our commitment to the Act**

We are working to make ourselves more open and already make large amounts of information available to the public, through our website or through our offices and district libraries.

We want to involve the public as much as possible, and have included this thinking into our Core Values e.g.,

- *To include our communities in everything we do.*

And also into our Corporate Objectives:

### *“COMMUNITY LIAISON*

*To communicate and consult in an open and friendly manner in order to engage and involve the communities of Worthing in all of the Council’s work.”*

The publication scheme and the full introduction of the Freedom of Information Act in 2005 helps us continue to make our service more open and accessible to the public.

## **2 THE PUBLICATION SCHEME**

### **a The aims of the scheme**

The aim of the publication scheme is to make a significant amount of information available, without waiting for someone to ask to see it.

Under section 19 of the Freedom of Information Act 2000, we will make information about our performance, service delivery and decision-making process widely available.

The officer responsible for the publication scheme is William Johnson, Assistant Director (Legal & Democratic Services), Worthing Borough Council, Town Hall, Chapel Road, Worthing, West Sussex.

The officer responsible for maintaining the scheme on a day-to-day basis is William Johnson, Freedom of Information Officer, Worthing Borough Council.

### **b Changing the scheme**

Under section 19 (1c) of the Act, we must regularly review the scheme.

We plan to do this and will continually add classes of information as we become more open in what we do.

We will then update our website and paper copies of the publication scheme.

## **c The structure of the scheme**

The publication scheme is built around making it easier for the person asking for information to get access to it. The structure of the scheme is based on a Category/Class approach: the categories of information we use are general so you don't need to know how our organisation is structured to find your way through the scheme.

The scheme explains categories of information and sometimes a description to give you enough information to identify what is included and what information is not included.

To help you search for information, there is an index of documents that lists information alphabetically.

Our aim is that this Publication Scheme will be put on to our website and people will be guided by this simple scheme of categories and classes to the information they are seeking either directly from the website or via a contact phone number and e-mail address.

## **d Asking for information**

Worthing Borough Council has straightforward procedures in place for FOI requests. Anyone will be able to make a request for information. The Act gives applicants two related rights:

- The right to be told whether the information exists
- The right to receive the information (and where possible, in the manner requested, i.e. as a copy or summary, or the applicant may ask to inspect a record);

subject to certain exemptions which are laid out in the Act.

From January 2005 applicants can exercise their right of access to the information we hold. The Act is fully retrospective. This means that you can ask for information from before 2005, subject to any exemptions that may apply.

There is no charge for making a request for information; however charges may be applied if significant amounts of work or copying of printed material is required. Charges will be calculated according to Fees Regulations under the Act and will be published as part of the Publication Scheme.

The Scheme shows the primary source of the information but information may be provided in a variety of formats, e.g. Braille, audio, a language other than English, upon request.

In essence, if you have searched the Publication Scheme and cannot find what you are looking for, you can make a request for the information. It is helpful if you can provide as much detail as possible to enable us to identify accurately the

information you require. We will also make paper copies of the publication scheme available at all our Offices and at district libraries.

If you have special needs, or if English is not your first language, we can also provide copies in larger print, on audiocassette and in other languages.

## **e Notes about The Publication Scheme**

Worthing Borough Council produces a huge amount of information in the course of its day to day business. Many documents need to go through required approval processes before they can be made available to the public. In the context of this publication scheme 'approved' means that the information or document has been formally approved by elected members under the formal decision making process of the Council, or by officers under delegated powers.

Some information within certain classes may be exempt (i.e. information that falls within the definition of the Freedom of Information Act 2000 or other relevant legislation as being exempt information). Where some information within a class is exempt the non exempt information within that class will still be made available.

The aim of this Publication Scheme is to set out:

- What information Worthing Borough Council publishes or intends to publish as a matter of course
- How this information will be published
- What charges, if any, will be made for the information. Charges will be highlighted where applicable.

Responsibility for and day to day management of the Scheme resides with the Freedom of Information Officer, the Assistant Director (Legal & Democratic Services), Resources Department, Worthing Borough Council. It will be reviewed on a regular basis (initially annually at a minimum).

## **f Charges**

We plan to make as much information available as possible without charging for it.

- Free of charge on our website, for those without Internet access a printout is available from the named officer who is responsible for the day-to-day operations. However multiple printouts or complete documents may attract a charge for cost of retrieval, photocopy, postage etc. We will let you know this at the time of request.
- Free of charge to view at the Councils Central Offices (appointment may be necessary).

## **g Feedback**

We welcome comments and suggestions on how we can improve the scheme, as it is important that the scheme meets your needs.

Your comments on the following questions would help us to develop the scheme and make us more open in how we work.

- Have you understood the aim of the publication scheme?
- Are there any other areas of our work that you would like us to include in the Scheme?
- Did the structure of the scheme allow you to find the information you needed easily?
- Did you receive enough help from our staff when you asked for information?
- How could we improve the publication scheme?

Please send your reply to:

Legal Services, Worthing Borough Council, Town Hall, Chapel Road, Worthing, West Sussex, BN11 1HA.

## **h Complaints**

We would normally expect the named officer to understand what information you have asked for and to tell you where you can find it. If the information you receive is not what you need, you should first contact the named officer.

If the information you asked for is not available, the named officer will tell you why.

If you believe that we have not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure. You can get details of this from:

Assistant Director (Legal & Democratic Services), Resources Department, Worthing Borough Council.

If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask them to investigate the matter. You can contact the Information Commissioner at:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Phone: 01625 545700  
email: [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk)

### 3 CATEGORIES OF INFORMATION

#### a The contents of the categories

The section gives you the following information and should be read with Schedule I.

<b><u>CATEGORY</u></b>
This is where the category names will be shown which will help narrow down the search for the information you need.
<b><u>CLASS NAME</u></b>
The class name will be shown here. A class can be described as a group of similar information that is within a category. Classes are defined in Section 5. below and is clear from the Publication Scheme itself. The list of classes is not designed to be exhaustive and further classes may be added as other information gets added to the Scheme. It is anticipated that a number of additional sources of information may be added in future.
<b><u>FORMAT</u></b>
This is where the format of information will be described. For example paper copy, website and so on. In the notes section is further information including charges if they apply

#### b Information that is not included

Although the Freedom of Information Act 2000 creates a general right of access to information, it also sets out what information we do not have to make available (Part 2. Sections 21 to 44). This type of information is known as an “exemption”. We plan to use the minimum exemptions when we make information available. However, we will have to refuse access if health, welfare and safety of our staff may be at risk or if commercial interests would be harmed if we revealed certain types of information. Personal information that refers to staff or members of the public is also exempt as this information falls under the Data Protection Act 1998. If exemptions apply to particular information, then we will make this clear within the class description.

#### c Search for documents

Use the categories then narrow the search using the class to pull out the information required. In some cases a still more specific grouping of similar information, or class, will help guide your search to specific documents.

#### d Use of alphabetical index

Should the user prefer an alphabetical index of documents, this can be found in Schedule 2 of the scheme.

#### e Categories and Classes and definitions of classes

<b>Category:</b>	
Class	<i>Definition of Class</i>
<b>Business:</b>	
Business relocation	<i>Worthing Business Directory</i>
General Business Information	<i>Information issued to inform and support businesses, commerce and traders</i>
<b>Community:</b>	
Coastal	<i>Beach Safety and promotion information</i>
Council Grants by Community	<i>Community Chest grant applications</i>
Health Services & Advice	<i>Council held advice on sun, drugs and domestic violence</i>
Museums	<i>Booklets and guides about exhibits, children quizzes, guides for exhibitors, contact information to allow public contact with the Museum, newsletters</i>
Theatres	<i>Information on bookings</i>
Worthing Together – Local Strategic Partnership	<i>Minutes of meetings available on the website</i>
<b>Planning:</b>	
Applications	<i>Public guidance on planning applications</i>
Building Control	<i>Public Guidance on Building Control and Third Party Wall Act</i>
Conservation Areas	<i>Public Guidance and maps on Conservation Areas</i>
Development Control	<i>Public guidance leaflets on Development Control</i>
Listed Buildings	<i>Consent Guidance</i>
The Borough Plan	<i>The Plan, Report, Reviews and Guidance</i>
Tree Preservation	<i>Public Guidance</i>
<b>Sport and Recreation:</b>	
Coastal	<i>Byelaws, tide timetables and sports codes</i>
Leisure Centres	<i>Prices, rules, opening times, facilities</i>
Parks & Gardens	<i>Public information &amp; children's leaflet</i>
Sports Park	<i>Season ticket &amp; green fees</i>
Tourism	<i>Holiday Guides and other Tourist information</i>
<b>Your Council:</b>	
Best Value	<i>Best Value Improvement Plan</i>
Complaints	<i>Complaints Procedure</i>
Council Constitution	<i>The Constitution of Worthing Borough Council</i>
Dates & Meetings	<i>Dates of meetings, minutes, records, etc</i>

Deeds	<i>Deeds of Council owned properties</i>
Elections & Voting	<i>Electorate lists, poll cards &amp; public information</i>
Finance	<i>Guidance re Council Tax &amp; non-domestic rates</i>
Help Points	<i>Location &amp; contact information and guidance on dealing with debt</i>
Mayor of Worthing	<i>Public information about the Mayor and engagements, press releases and engaging the Mayor for functions etc.</i>
Plans & Strategies	<i>Various Plans and Strategies published by the Council</i>
Regulation	<i>Current byelaws &amp; Human Rights Act Guide</i>
Reviews	<i>Council Annual Review, Best Value Performance Plan and summary</i>
Statutory Registers	<i>Audited accounts and formal registers kept by the Council under Statutory provisions</i>
Working at Worthing Borough Council	<i>Personnel procedures and policies</i>
Your Councillors	<i>List of Members and what they serve on, addresses, phone numbers etc., &amp; Members' Allowance &amp; Know Your Councillor Guide</i>
<b>Your Environment:</b>	
Bins & Refuse	<i>Refuse collections days, recycling information</i>
Building Regulations	<i>Fire precautions for occupants</i>
Dogs and Animal Welfare	<i>Handbook, practical information &amp; explanation of byelaws</i>
Housing	<i>Public guidance on houses in multiple occupation, renovation grants and foyer housing in Worthing</i>
Other Environmental Issues	<i>Information published on other general environmental issues not covered by the above Sub-Categories</i>
Recycling	<i>Public guidance on recycling</i>
Roads & Transport	<i>Concessionary bus travel</i>
<b>Your Home:</b>	
Benefits	<i>Public guidance on welfare benefits</i>
Home Owners	<i>Information concerning house purchase and private ownership matters</i>
Housing Needs	<i>Public guidance on homelessness and housing need</i>
Landlords	<i>Public guidance for landlords</i>
Private Tenants	<i>Public guidance for private tenants</i>

#### 4 SCHEDULE 1 – LIST OF DOCUMENTS IN CATEGORY ORDER

Please note the following:

- (i) the numbers shown in the column marked “media” relate to the media types in the document list below;
- (ii) if there is no item shown in the column ‘Price’, the item is available free of charge.

<b>Media Code No.</b>	<b>Media Format</b>	<b>Media Code No.</b>	<b>Media Format</b>
1	Internet	15	Leaflet
2	Pamphlet	16	Electronic
3	Database	17	Application Form
4	Available at Library	18	Information Pack
5	Public Notice	19	Single Sheet
6	Brochure	20	Magazine
7	Council Report	21	Wristband
8	Press Office Publication	22	Poster Advertisement
9	Single Sheet	23	Purchase
10	Stapled Handout	24	Newsletter
11	Hard Copy	25	Questionnaire
12	Database	26	Guidance
13	Poll Cards	27	Licence
14	Available at Civic Office	28	As Folder

# Freedom of Information Report

## Business

### Business relocation

#### *Business relocation*

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Planning The Worthing Business Directory	FOC	15	Tina Barker/Suzy Bastable

### General Business Information

#### *General Business Information*

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
BiG Conference Report	Free	10	Dale Thomson
Commercial Property Register	Free	11,16	Tina Barker/Suzy Bastable
Worthing Street Map	Free	2	Tina Barker/Suzy Bastable
Business Advice Leaflet	Free	2	Tina Barker/Suzy Bastable
Worthing Profile	Free	11,16	Tina Barker/Suzy Bastable
Promotional Video	Free	1	Tina Barker/Suzy Bastable
Statistics Bulletin	Free	1	Tina Barker/Suzy Bastable
Statistics Bulletin	Free	1	Tina Barker/Suzy Bastable
Draft Economic Development Strategy		10	Dale Thomson
Worthing Folder	Free	2	Tina Barker/Suzy Bastable
Employer/Employee Lists	Free	11,16	Tina Barker/Suzy Bastable

## Community

### Coastal

#### *Coastal*

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Property & Facilities Management - Coastal Issues Arun to Adur Coast Defence Strategy - Supplement to Exec Summary	Free	1	Pat Willcox
Dolly the Dolphin - Keep Safe on the Beach		22	Mac Skeet
Dolly the Dolphin Danger Quiz		9	Mac Skeet
Property & Facilities Management - Coastal Issues Arun to Adur Coast Defence Strategy - Exec Summary	£12 for hard copy	1,11	Pat Willcox

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# Freedom of Information Report

Property & Facilities Management - Coastal Issues Student Information Pack	Free	1	Pat Willcox
Worthing Beach Office - Looking After You on the beach		2	Ian Miller
Dolly the Dolphin Safety Scenario		9	Mac Skeet
Property & Facilities Management - Coastal Issues Policy Statement	Free	1	Pat Willcox
Coastguard Information for Beach Visitors		9	Ian Miller
Child's Wristband (Lost & Found)		21	Ian Miller
Property & Facilities Management - Shoreline Management Plan	Free to inspect - copying charge on request	11	Pat Willcox

## Council Grants by

### Council Grants by Community

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Community Chest application form	Published by Worthing Community Partnership	11	Julian Carrington

## Health Services & Advice

### Health Services & Advice

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Walking to Health in Worthing - Evaluation Report October 2004	Free	10	
Walking to Health		2	Annabelle Trent
Sun Know How			Ian Miller
Prescription For Health Scheme		2	Bridget James
Help make Cycling in Worthing Safer		2	Ian Miller
Volunteer Health Walk Leaders Training Day on Saturday 11th September 2004	Free	15	
Volunteer Health Walk Leader Training Day - Tuesday 23rd November 2004	Free	15	
Hockey Summer Fun Days for Boys and Girls aged 11-13 years	Free	15	
Come into Coaching	Free	15	
A Course Leading to ASA Level 1 Teacher Certificate (Swimming)	Free	15	
Adult Beginners & Improvers Table Tennis Courses at West Worthing Tennis & Squash Club	Free	15	
Promenade to Health - Walking to Health on Worthing		2	Annabelle Trent

## Museums

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# Freedom of Information Report

## Museums

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Costume in Worthing Museum by Fiona Clark	Purchase	11	Diana Smart
Dating a Quilt	Purchase	2	Diana Smart
Fashion Leaflet 3 - Children's Wear 1750-1850 by Ann Wise	Purchase	2	Diana Smart
Fashion Leaflet 2 - The Inns & Outs of 20th Century Fashion by Ann Wise	Purchase	2	Diana Smart
Fashion Leaflet 1 - The Inns & Outs of 19th Century Fashion by Ann Wise	Purchase	2	Diana Smart
Exhibition Advertisements		22	Ann Wise
Doll Making Materials	Purchase	2	Diana Smart
Archaeology Around Worthing by Dr Sally White (1989)	Purchase	11	Diana Smart
Cross Stitch Kit, The Dome Cinema	Purchase	11	
Blackwork Kit, Bookmark from Highdown Goblet Design	Purchase	11	Diana Smart
Cut out Sheep & Instructions - Children's Activity		9	Diana Smart
British Impression	Purchase	2	Diana Smart
Fashion Leaflet 4 - Children's Wear 1850-1950 by Ann Wise	Purchase	2	Diana Smart
Crazy Patchwork	Purchase	2	Diana Smart
Dyes	Purchase	2	Diana Smart
Costume & Textiles in Worthing Museum by Ann Wise (1977)	Purchase	11	Diana Smart
Corsets & Girdles (4 Page Illustrated)	Purchase	2	Diana Smart
Crinolines & Bustles (4 Page Illustrated)	Purchase	2	Diana Smart
Inside a Romano-British Bath House	Purchase	11	Diana Smart
Wartime Voices Compiled by Keith Andreetti (1989)	Purchase	11	Diana Smart
A Roman British Temple	Purchase	11	Diana Smart
Clothes Rationing	Purchase	2	Diana Smart
Bronze Age Settlement	Purchase	11	Diana Smart
Inside An Iron Age Hut	Purchase	11	Diana Smart
New Stone Age Settlement	Purchase	11	Diana Smart
1920s Beaded Evening Ensemble	Purchase	11	Diana Smart
Old Stone Age Camp	Purchase	11	Diana Smart
Fashion Leaflet 5 - Smocks by Ann Wise	Purchase	2	Diana Smart
Buttonhooks	Purchase	2	Diana Smart
All the Fun of the Fair Oil Painting by Ernest Proctor (1886-1935)	Purchase	11	Diana Smart
19th Century Doll Group	Purchase	11	Diana Smart
Inside a Romano-British Villa	Purchase	11	Diana Smart

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# ***Freedom of Information Report***

'Southdown' Sheep, A4 Cardboard Cut-Out	Purchase	11	Diana Smart
All-over Patchwork Quilts	Purchase	15	Diana Smart
Cross Stitch - Children's Activity		9	Diana Smart
An Anglo-Saxon Settlement	Purchase	11	Diana Smart
The Shoreham Branch of the London & Brighton Railway to Chichester	Purchase	2	Diana Smart
View of South Street, Worthing, Colour Print Circa 1845	Purchase	11	Diana Smart
Three printed Tin Clockwork Vehicles - Early 1900s	Purchase	11	Diana Smart
Worthing The Report	Purchase	2	Diana Smart
The Lucet & Lucetting		9	Diana Smart
The Miller of Highdown	Purchase	2	Dian Smart
The Patching Hoard	Purchase	2	Diana Smart
Welcome To Worthing Museum		9	Diana Smart
View of Museum Portico showing Costumes of 1908	Purchase	11	Diana Smart
Washing Machines	Purchase	2	Diana Smart
Toilet Paper	Purchase	2	Diana Smart
Toilets	Purchase	2	Diana Smart
Tooth Cleaning	Purchase	2	Diana Smart
Utility Scheme	Purchase	2	Diana Smart
Vacuum Cleaners	Purchase	2	Diana Smart
Victorian Nursery	Purchase	11	Diana Smart
The Patching Hoard - Selection of late 4th and Early 5th Century Silver Coins		11	Diana Smart
The Patching Hoard - 23 Gold Coins and 2 Gold Rings from AD 381-465	Purchase	11	Diana Smart
Worthing Museum's Fan Collection	Purchase	2	Diana Smart
Children's Leaflet		9	Diana Smart
Chanctonbury Ring	Purchase	2	Diana Smart
Catalogue of Paintings & Drawings (1988)	Purchase	11	Diana Smart
Fashion Leaflet 6 - Swimwear by Ann Wise	Purchase	2	Diana Smart
The Bra	Purchase	2	Diana Smart
Worthing Museum's Sampler Collection	Purchase	2	Diana Smart
The Hen Coop Watercolour by Miles Birket Foster (1825 - 1899)	Purchase	11	Diana Smart
Visitor Survey		28	Diana Smart
Worthing Pier - A History by Dr Sally White	Purchase	11	Diana Smart
Dolls at Worthing Museum by Dr Sally White	Purchase	11	Diana Smart
Worthing Museum & Art Gallery - Children's		22	Diana Smart

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# ***Freedom of Information Report***

Worthing Museum & Art Gallery - Children's		22	Diana Smart
Worthing Borough Council Arms	Purchase	11	Diana Smart
Women's and Children's Dresses of late 1870s	Purchase	11	Diana Smart
What is Watercolour?	Purchase	2	Diana Smart
Archaeology Gallery - 8 Reconstruction Drawings by John Pearson	Purchase	11	Diana Smart
Cissbury Ring (1986) by Dr Sally White	Purchase	2	Diana Smart
Worthing's Invitation	Purchase	11	Diana Smart
Teddy Bear Group 1905 - 08	Purchase	11	Diana Smart
Something Old, Something New - Cake	Purchase	2	Diana Smart
Functions of Underwear	Purchase	2	Diana Smart
Flint	Purchase	2	Diana Smart
Finds from Anglo-Saxon Cemetery Highdown	Purchase	11	Diana Smart
Fashion Leaflet 8 - Baby Clothes by Ann Wise	Purchase	2	Diana Smart
Geology Around Worthing by David Bone (1985)	Purchase	11	Diana Smart
Seaside Pictures from the Collection	Purchase	2	Diana Smart
Glass Goblet circa AD400 from Highdown	Purchase	11	Diana Smart
Something Old, Something New - Trousseaux	Purchase	2	Diana Smart
Something Old, Something New - Historical Tip	Purchase	2	Diana Smart
Something Old, Something New - Gifts	Purchase	2	Diana Smart
Something Old, Something New - Flowers	Purchase	2	Diana Smart
Something Old, Something New - Courtship	Purchase	2	Diana Smart
Something Old, Something New - Clothing	Purchase	2	Diana Smart
Highdown Hill (1990) by Dr Sally White		2	Diana Smart
Mail Order Lists		2	Diana Smart
Day & Evening Dress of late 1920s	Purchase	11	Diana Smart
Bathing	Purchase	2	Diana Smart
Irons	Purchase	2	Diana Smart
Inside Worthing Museum	Purchase	11	Diana Smart
Looking After Baby Gowns and Wedding Veils	Purchase	2	Diana Smart
Gentleman's Embroidered Waistcoats (18th & 19th	Purchase	11	Diana Smart
Looking After Your Finds	Purchase	2	Diana Smart
Language of Fans (How to talk with one!)	Purchase	2	Diana Smart
Language of Fans (How to talk with one!)	Purchase	2	Diana Smart
How to make a Victorian Style Pin Holder Hat		9	Diana Smart
How to Make a Peg Doll		9	Diana Smart
Make Do and Mend	Purchase	2	Diana Smart

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# ***Freedom of Information Report***

Highdown and its Saxon Cemetery by Martin G Welch (1976)	Purchase	11	Diana Smart
Quilts from the Museum's Collection	Purchase	2	Diana Smart
How to Make Woolly People		9	Diana Smart
Salvington Mill by John Norwood (4th Edition)	Purchase	11	Diana Smart
Knickers, Drawers or Panties?	Purchase	2	Diana Smart
Baths	Purchase	2	Diana Smart
Bathing Dresses 1900 & 1920	Purchase	11	Diana Smart
Bedtime - The History of Nightwear	Purchase	2	Diana Smart
Berlin Wool Sampler 1847	Purchase	11	Diana Smart
Berlin Woolwork		2	Diana Smart
Bianca Oil Painting by William Holman Hunt (1827-1910)	Purchase	11	Diana Smart
A Brief History of Quilting & Patchwork	Purchase	15	
Doll's House circa 1845	Purchase	11	Diana Smart
Mangles	Purchase	2	Diana Smart
Sea Bathing	Purchase	2	Diana Smart
Samplers - A History	Purchase	2	Diana Smart
Something Old, Something New - A White	Purchase	2	Diana Smart
Roses and Bird's Nest, Watercolour by William Henry Hunt (1790-1864)	Purchase	11	Diana Smart
Bathing Costumes - Memories	Purchase	2	Diana Smart
Soap	Purchase	2	Diana Smart
Sior Maschera (Masked Man Sculpture by Philip Jackson)	Purchase	11	Diana Smart
Shepherds Crown	Purchase	2	Diana Smart
School Report - Museum & Art Gallery's Education Service News		27	Diana Smart
Origins of Patchwork and Quilting	Purchase	2	Diana Smart
Selection of Dolls	Purchase	11	Diana Smart
Returning Health, Oil Painting by Thomas Falcon Marshall (1818-1878)	Purchase	11	Diana Smart
Model of GNR single express locomotive No 93 as in 1888	Purchase	11	Diana Smart
Museum Contact & Availability Sheet		9	Diana Smart
Museum Matters - Museum & Art Gallery News		27	Diana Smart
Fashion Leaflet 7 - Wedding Clothes by Ann Wise	Purchase	2	Diana Smart
Portraits	Purchase	2	Diana Smart
Shepherd Group on the Downland Section	Purchase	11	Diana Smart
Reconstruction of Downland Cottage Kitchen circa 1885	None	11	Diana Smart
Shepherd of the Downs by Colin Andrews (2nd Edition 1987)		11	Diana Smart

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# Freedom of Information Report

## Theatres

### *Theatres*

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Application for Hire of Pavilion Theatre		9	Peter Bailey
Worthing Theatres Schedule of (Hire?) Charges		9	Peter Bailey
Playsaver Spring Season		2	Peter Bailey
Application for Hire of the Richmond Room		9	Peter Bailliey
Theatres Events Brochure		6	Lynda Nurse
Assembly Hall - Worthing Symphony Orchestra		18	Peter Bailey
Application for Hire of Assembly Hall		9	Peter Bailey
General Conditions, Regulations & Items of Services		9	Peter Bailey
Worthing Theatres - Hirers Liability Insurance Form		9	Peter Bailey
Worthing Theatres - A Hirer's Guide		18	
Worthing Fairs & Markets 2004 for Theatres		9	Peter Bailey

## Worthing Together - Local

### *Worthing Strategic Partnership*

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Worthing Together (LSP) Minutes of Meetings		1,11	Julian Carrington

## Planning

### Applications

#### *Applications*

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Planning Handbook		2	Peter Goldfinch
Planning Design		2	Caroline Harber
Complaints Guide		2	Peter Goldfinch
Processing of Planning Applications		2	Peter Goldfinch
Making a Planning Application		2	Peter Goldfinch
Planning Publicity for Planning Applications		2	Peter Goldfinch
Planning Application - Can I Comment		2	Peter Goldfinch
Planning Dealing with written enquiries from the Public in planning Applications		2	Peter Goldfinch

## Building Control

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# ***Freedom of Information Report***

## ***Building Control***

<b><i>Title</i></b>	<b><i>Price</i></b>	<b><i>Media</i></b>	<b><i>Contact</i></b>
Fire Brigade Access Roads	2		Tony Downes
Procedures to be Followed on Notification of a Dangerous Building Structure	2		Tony Downes
Dangerous Structures	2		Tony Downes
Enforcement of Building Regulations	2		Tony Downes
Choosing Your Builder Guidance Note	2		Tony Downes
Notching & Drilling of Timber Joists	2		Tony Downes
Fire Safety Signage	2		Tony Downes
Smoke Detectors in the Home	2		Tony Downes
Building Regulations Approval	2		Tony Downes
Movement Joints	2		Tony Downes
Building Notice Procedure	2		Tony Downes
Disability Discrimination Act 1995	2		Tony Downes
Garage Conversions	2		Tony Downes
Emergency Lighting BS5266 Part 1	2		Tony Downes
Loft Conversions	2		Tony Downes
Disabled Access	2		Tony Downes
Regularisation Application Procedure	2		Tony Downes
Basic Radon Protection	2		Tony Downes
Thermal Insulation to Roofs	2		Tony Downes
Emergency Escape Windows	2		Tony Downes
Relacement Windows	2		Tony Downes
The Building (Local Authority Changes) Regulations 1998	2		Tony Downes
Use of Mineral Fibre Insulation	2		Tony Downes
Thermal Insulation to Floors	2		Tony Downes
Thermal Insulation to Walls	2		Tony Downes
Garage Conversions - Wall Treatment	2		Tony Downes
Building Regulations Site Inspections	2		Tony Downes
Processing of Building Regulation Applications & Notices	2		Tony Downes
Automatic Fire & Detection & Alarms Systems to BS5839 Part 1	2		Tony Downes
Testing of Emergency Lighting & Fire Alarm Equipment	2		Tony Downes
Ventilation for Rooms in Dwellings	2		Tony Downes
Garage Conversion - Door In-Fill	2		Tony Downes
New or Replacement Control Services & Fittings	2		Tony Downes

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# Freedom of Information Report

Sound Insulation (Draft)	2	Tony Downes
Sound Testing (Draft)	2	Tony Downes
Re-Covering of Pitched Roofs	2	Tony Downes

## Conservation Areas

### Conservation Areas

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Conservation Area Consent		2	Peter Goldfinch
Conservation Area - 26 Conservation Areas	50p Each	2	Richard Small
Maps of each Conservation Area	Photocopying Charge - 30p/£1 for first 2 sheets	2	Richard Small

## Development Control

### Development Control

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Processing Planning Applications		2	Peter Goldfinch
Appeals Guidance		2	Peter Goldfinch
Displaying Advertisements		2	Peter Goldfinch
Planning Enforcement Guidance		2	Peter Goldfinch
Planning Appeals		2	Peter Goldfinch
Planning - Signs		2	Peter Goldfinch
Design Wise - Design Principles of Shop Front & Signs		2	Caroline Harber
Enforcement of Planning Controls		2	Peter Goldfinch
The Provision of Service Infrastructure related to New Development in West Sussex - Part 2 (February 2000)		2	James Appleton
Providing for Play	£1.00	2	Caroline Harber
Parking Standards & Transport Contributions: Supplementary Planning Guidance		1	Caroline Harber
Landscaping Guide	Charge £2	2	Peter Goldfinch
Guidance Note - Replacement Windows		2	Peter Goldfinch
Estate Agents Boards Guidance		2	Peter Goldfinch

## Listed Buildings

### Listed Buildings

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Planning Listed Buildings - Consent Guidance		2	Peter Goldfinch

## The Borough Plan

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# Freedom of Information Report

## The Borough Plan

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Planning Worthing Local Plan - Adopted 2003	Charge £30 + £5.00 pp	11	Caroline Harber

## Tree Preservation

### Tree Preservation

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Planning Tree Preservation Orders		2	Peter Goldfinch

## Sport & Recreation

## Coastal

### Coastal

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Private Beach Hut - Site Licence Conditions		31	Clare Handley
Application Form to go on Council Beach Hut & Chalet Waiting List		17	Clare Handley
Application for holding a Beach Barbecue or Bonfire		17	Ian Miller
Seaside Pleasure Boats - Bylaws		9	Ian Miller
Beach Huts & Chalets - Seasonal Charges		9	Clare Handley
Private Beach Hut - Supplementary Guidance		30	Clare Handley
Council Beach Hut & Chalet Information Sheet		9	Clare Handley
Safety Boat Service 2004		9	Ian Miller
Tide Table		9	Ian Miller

## Leisure Centres

### Leisure Centres

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Saunas		2	Duncan Anderson
WLC - Fire Instructions		9	Duncan Anderson
Weight Training Course		9	Duncan Anderson
Tumbling Tinies		9	Duncan Anderson
Price List			Mark Haggart
The Shaftesbury Room Function Availability		2	Reception
Pool Opening Times		2	Duncan Anderson
Pulse City - Health & Fitness		2	Duncan Anderson
Sports Club Database		17	Julian Stevens

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# ***Freedom of Information Report***

Sports Programmes for Boys & Girls Ages 7-8	2	Liz Squires
Swimming - Course & Coaching Information	2	Duncan Anderson
WLC - Information & Activities 2004-2005	18	Duncan Anderson
Pulse City - Membership Form	17	Duncan Anderson
Fast Tan UVA Sunbeds	2	Duncan Anderson
Sports Volunteers Needed	9	Annabelle Trent/Liz Squires
Junior Course Update from 5th June-21st July	9	Reception
Guidelines for a Successful Party at Worthing Leisure	9	Reception
Worthing Specials	9	Annabelle Trent
Adult Activity Sessions	2	Mark Haggart
Aquarena - New Studio Timetable	9	Duncan Anderson
Application Form for Hire of Shaftesbury Room	9	Duncan Anderson
Junior Sports Club	22	Annabelle Trent
Basketball Club		Duncan Anderson
Aquarena - Users Declaration	2	Duncan Anderson
General Conditions and Regulations of Hiring	9	Duncan Anderson
Aquarena - Membership Rules & Regulations	9	Duncan Anderson
Main Pool Swimming Lanes Timetable	2	Duncan Anderson
F.A.N.S - Free Admission For National	2	Julian Stevens
Worthing Scholarships For Sports Coaches	2	Julian Stevens
Bodywork		Duncan Anderson
Childrens Parties		Mark Haggart
Application form For Casual Hire	9	Duncan Anderson
Application Form for Club Affiliation	9	Duncan Anderson
Buttercup and Daises Creche	9	Duncan Anderson
WLC - Information & Activities 2004-2005	18	Duncan Anderson
Junior Activity Sessions		Mark Haggart
Worthing Youth Dance Company - Flyer	2	Julian Stevens
WLC - Group Fitness Programme	9	Duncan Anderson
WLC - Junior Courses	9	Reception
WLC - Lotus Health & Fitness Suite - Junior Fit	9	Rachelle Sporle
WLC - Rocky The Croc's Birthday Parties	2	Duncan Anderson
WLC - The Shaftesbury Room - Hire Charges	9	Reception
Worthing Specials - Fottball for Children	22	Annabelle Trent
Phoenix Club	9	Duncan Anderson
WLC - Summer Half term Holiday Programme	2	Duncan Anderson

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# Freedom of Information Report

Activate		9	Julian Stevens
Aquarena - Customer Comment Form		2	Duncan Anderson
Lotus Health & Fitness Suite		2	Duncan Anderson
Aquarena - Users Declaration		2	Duncan Anderson
Leisure Card Scheme		2	Julian Stevens
Yoga & Pilates			Duncan Anderson
Activate Programme		2	Julian Stevens
Leisure Venues		2	Peter Kerrigan
Amazon Adventure Timetable		9	Duncan Anderson
Leisure Card Scheme	Free	15,17	
Junior Sports Club		22	Annabelle Trent
Junior Sports Club		9	Julian Stevens
Junior Sports Club x 2 Posters		22	Annabelle Trent
Leisure Centre			Julian Stevens

## Parks & Gardens

### *Parks & Gardens*

<b><i>Title</i></b>	<b><i>Price</i></b>	<b><i>Media</i></b>	<b><i>Contact</i></b>
Open Spaces - Hirers Liability Insurance		9	Chris Cook
Highdown Gardens - Summer Newsletter		9	Chris Beardsley
Worthing In Bloom Competition - Posters		22	Clare Handley
Worthing In Bloom		17	Clare Handley
Highdown Gardens - Security Report & Dutoes		2	Chris Beardsley

## Sports Park

### *Sports Park*

<b><i>Title</i></b>	<b><i>Price</i></b>	<b><i>Media</i></b>	<b><i>Contact</i></b>
Bowls Information Pack		18	Chris Beardsley

## Tourism

### *Tourism*

<b><i>Title</i></b>	<b><i>Price</i></b>	<b><i>Media</i></b>	<b><i>Contact</i></b>
Pocket Guide - Attractions & Shops	Free	2	Tourist Information Centre
Group Travel Guide	Free	2	Tourist Information Centre
Learn English in Worthing	Free	2	Tourist Information Centre

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# Freedom of Information Report

Day Guide - Worthing Centre	Free	2	Tourist Information Centre
Visitor Guide - Holidays, Short Breaks	Free	2	Tourist Information Centre
Out and About Walking	Free	2	Tourist Information Centre
Engineering Services - Worthing Pier Information Pack		1	Pat Willcox
Information Sheets		9	Tourist Information Centre

## Your Council

### Best Value

#### Best Value

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Customer Promise - Foreshore		2	Peter Kerrigan
Customer Promise - Leisure Centres, Aquarena & Field Place		2	Peter Kerrigan
Best Value Improvement Plan for Community Safety		1,11	Tina Favier
Customer Promise - Leisure Development			Peter Kerrigan
Customer Promise - Parks		2	Peter Kerrigan
Customer Promise - Theatres		2	Peter Kerrigan

### Complaints

#### Complaints

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Complaining about Council Services	Free of charge	2	Donna Coulon

### Council Constitution

#### Council Constitution

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Code of Corporate Governance	Free	1,7	Peter Collington
Constitution	Free of Charge	11	Stevie Field

### Dates & Meetings

#### Dates & Meetings

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Meeting Dates		1,11	Stevie Field

### Deeds

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# Freedom of Information Report

## Deeds

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Deeds of Council-owned Properties	Copying and Administrative charge of £15.00 levied	11,14	Bill Johnson

## Elections & Voting

### Elections & Voting

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Electoral Register	Charges Laid Down in Regulations	3	Gwen Davies
Poll Cards	Free	13	Gwen Davies
General Information	Free	1	Gwen Davies

## Finance

### Finance

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Non-dependants, Housing Benefit and Council Tax Benefit	Free	15	Julie Belcher
Application for Student Discount or exemption for Council Tax		1,11	Julie Belcher
Appeal against Benefit Determination		11	Julie Belcher
Application for Benefit		11	Julie Belcher
Ticket to Ride		2	Julie Belcher
Guidance notes re committal		11	Julie Belcher
Application for Uninhabitable status		11	Julie Belcher
Application for disregard for hostels		11	Julie Belcher
Completion Notice		11	Julie Belcher
Explanatory Notes		2	Julie Belcher
How to Pay		2	Julie Belcher
Income & Expenditure Form			
Notes re liability letter		11	Julie Belcher
Notes re Summons		11	Julie Belcher
Application for Exemption as Severely Mentally Impaired		2,11	Julie Belcher
Complaints Leaflet		2	Julie Belcher
Application for exemption of Council Tax		11	Julie Belcher
Right of Appeal		1,2	Julie Belcher
Council Tax Explanatory Leaflet		2	Julie Belcher

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# Freedom of Information Report

Attachment of Earnings		6	Julie Belcher
Application for exemption as in prison		2,11	Julie Belcher
Application for disregard for apprentices		11	Julie Belcher
Application for discount on religious grounds		11	Julie Belcher
Application for discount for care-workers		11	Julie Belcher
Newly Erected or Altered Buildings		2	Julie Belcher
Sole or Main Residence		2	Julie Belcher
Why Have I received a Reminder Notice?		2	Julie Belcher
Civic Budget		2	Gill Payne
Council Tax Bands		9,11	Julie Belcher
Housing Benefit, A Guide for Landlords	Free	15	Julie Belcher
Council Tax; Newly Erected or Altered Buildings		2	Julie Belcher
Application for Charity Relief		11	Julie Belcher
Severely Mentally Impaired		17	Julie Belcher
Notes for Concessionary Fares for Disabled People		2	Julie Belcher
Notification of Change		1,11	Julie Belcher
Application for Council Tax Discount		1,11,16	Julie Belcher
Application for disabled reduction		1,11	Julie Belcher
Application for Refund of Council Tax		11	Julie Belcher
Statement of Accounts		5	Gill Payne
Change of Circumstances, Housing Benefit and Council Tax Benefit	Free	15	Julie Belcher
Customer Service Charter		2	Julie Belcher
Request for Reconsideration		11	Julie Belcher

## Help Points

### Help Points

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Help Points - Who Are We & Where Are We	Free of charge	2	Felicity Hunt
Help Points In West Sussex	Free of Charge	2	Felicity Hunt
Housing Dealing With Debt		2	Ann Way

## Mayor of Worthing

### Mayor of Worthing

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Mayor's Office Feedback Form		14	Wendy Knight
Mayor's Engagement			

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# Freedom of Information Report

Guidance Notes	1,9	Wendy Knight
Mayoral Engagement Form	1,14	Wendy Knight
Biography of Mayor and Mayoress	1,9	Wendy Knight

## Plans & Strategies

### Plans & Strategies

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Asbestos Management Policy	Hard copy £6.60	1,11	Pat Willcox
Implementing Electronic Government	Free	1,11	Pat Willcox
Community Strategy (The Town We Want)	Free		Julian Carrington
Freedom of Information Publication Scheme	£15 plus post + pack - free to view	1,11	Julie Watson
Coastal Issues Policy Statement	Free	1	Pat Willcox
Flood and Coastal Defence Policy Statement	Free	1	Pat Willcox
Civic Budget		2	Gill Payne
Community Safety Strategy 2002-2005	Free	1	Tina Favier
Service Plan	Free	7	
Highdown Gardens - Revised Management Plan		11	Chris Beardsley
Executive Section; Forward Plan	Free	1	Peter Collington

## Regulation

### Regulations

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
List of Byelaws of Worthing Borough Council	Copying charge	11,14	Bill Johnson

## Reviews

### Reviews

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Annual Review	Free	6	Peter Collington
Best Value Performance & Service Plans	Produce every June for key Stakeholders	6	Relevant Departments
Best Value Performance	Produce every June for key Stakeholders	1	Relevant Departments

## Statutory Registers

### Statutory Registers

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
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# Freedom of Information Report

Planning Applications Register	Free	11	Peter Goldfinch
Legal Services Land Charges Register	Basic cost of Local Search	3	Sarah Flowers
Planning Enforcement Register	Free	11	Angus Ferguson
Statement of Accounts	£5 plus post + pack - free to view	5	Gill Payne
Personal Search Guidelines	Free	2	Sarah Flowers
Register of Members` Interests	Copying charge	11,14	Bill Johnson
Land Charges Con 29 Enquiries	Standard charge	11	Sarah Flowers
Contaminated Land Register	Free to Inspect	11	Keith Chamberlain
Public Register of Hackney Carriage Owners/Drivers	Free to inspect	11	Tony Armstrong
Environmental Protection Act 1990 Part 1 Register - Integral Pollution Control/Local Authority Air Pollution Control and Authorisation Under Pollution Penetration and Control Regulations 2002	Free to View	11	Keith Chamberlain
Public Register of Private Hire Drivers	Free to inspect	11	Tony Armstrong
WBC Asbestos Register	Hard copy £33	1,11	Pat Willcox
Radio Active Substances Act Register	Free for Inspection	11	Keith Chamberlain
Housing Act 1985 Section 352 Notices - Houses in Multiple Occupation Enforcement Action	Free for Inspection	11	Keith Chamberlain

## Working at WBC

### Personnel

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Equalities Monitoring Form		2	Hazel Beadle
Training & Learning Policy		2	Hazel Beadle
Guidelines on Harrassment		2	Hazel Beadle
Relocation		2	Hazel Beadle
Sickness Absence Norification		2	Hazel Beadle
Staff Development & Appraisal Scheme		2	Hazel Beadle
Policy Statement on the Recruitment of Ex-Offenders		2	Hazel Beadle
Flexible Ways of Working		2	Hazel Beadle
Job Adverts		2	Hazel Beadle
Internal Communication Strategy		2	Hazel Beadle
Civic Centre Car Park User Guide	Free	2	Pat Willcox
Notes on Guidance Hazard Notice Procedure		2	Hazel Beadle
Handling of Personal Data		2	Hazel Beadle
Grievance Procedure - August 2006		2	Hazel Beadle
Anti-Fraud, Corruption & Whistleblowing Policy		2	Hazel beadle

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# Freedom of Information Report

Managers Guide to Substance Misue	2	Hazel Beadle
Guidance Notes & Action Against Aggression at Work	2	Hazel Beadle
Policy Statement on the secure storage, handling, use, retention and disposal of disclosures and disclosure information	2	Hazel Beadle
No Smoking Policy	2	Hazel Beadle
Environmental Policy	2	Hazel Beadle
Job Vacancies Bulletin	2	Hazel Beadle
Equalities	2	Hazel Beadle
Code of Conduct	2	Hazel Beadle
Provision for Time Off Work	2	Hazel Beadle
Staff Leisure Concessions	2	Hazel Beadle
Alcohol & Other Substance Misuse	2	Hazel Beadle
Race Equalities Scheme	2	Hazel Beadle
Management of Stress in the Workplace	2	Hazel Beadle
Information for Applicants	2	Hazel Beadle
Welcome Message from Chief Executive	2	Hazel Beadle
Risk Assessment for New & Expectant Mothers	2	Hazel Beadle
Guidance for Employees on the Handling of Data Personal to Them	2	Hazel Beadle
Safe Working Practice	2	Hazel Beadle
Disciplinary Procedure	2	Hazel Beadle
Welcome to Worthing	2	Hazel Beadle
Expecting A Baby?	2	Hazel Beadle
Equal Opportunities Employment Policies	2	Hazel Beadle
Regrading Guidelines	2	Hazel Beadle
Recruitment Service Standards	2	Hazel Beadle
Probationary Procedure	2	Hazrl Beadle
The 'Two Ticks' Scheme	2	Hazel Beadle
Application Form	2	Hazel Beadle
Ill-Health & Sickness Absence Management Procedure	2	Hazel Beadle
Health & Safety Policy	2	Hazel Beadle

## Your Councillors

### Your Councillors

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Executive/Committee Memberships		1,11	Stevie Field
Councillors	Free	1,9	Stevie Field

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# Freedom of Information Report

Members Allowances Scheme for the next 12 months		7	Peter Collington
Planning Know Your Councillor Guide		2	Peter Goldfinch
List of Elected Councillors	Free of charge	9,16	Stevie Field
Report of independent Remuneration Panel	Free	1,7	Peter Collington

## Your Environment

### Bins & Refuse

#### *Bins & Refuse*

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Refuse collection	A4 Free	2	Paul Kempzell
Refuse Collections rounds		2	Paul Kempzell
Recycling News 2005	A4 Free	2	Paul Kempzell
Recycling Banks	A4 Free	2	Paul Kempzell
Green sack Scheme	A4 Free	2	Paul Kempzell

### Building Regulations

#### *Building Regulations*

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Fire Precautions for Occupants		2	Tony Downes

### Dogs and Animal Welfare

#### *Dogs and Animal Welfare*

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Dog Control Bye-Laws Explained		2	Keith Chamberlain
Worthing Dog Control Bylaws Explained		2	Keith Chamberlain
Dog Owners Handbook		2	Keith Chamberlain
The Running Chain		2	Keith Chamberlain
Worthing Dog Owners Handbook		2	Keith Chamberlain

### Housing

#### *Housing*

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Housing Worthing Foyer Safe Housing for 16-25's		2	Ann Way
Customer Guide to Disabled Facilities Grant Scheme		2	Keith Chamberlain
Housing Renewal Assistance Scheme (Summary)		2	Keith Chamberlain
Disabled Facilities Grant Scheme Preliminary Test of Resources		2	Keith Chamberlain

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# Freedom of Information Report

Housing, Houses in Multiple Occupation Categories A, B, C, D, E, & F	2	Keith Chamberlain
A Guide to Noise Nuisance	2	Keith Chamberlain
Free Insulation for Lofts & Cavity Walls	2	Keith Chamberlain

## Other Environmental Issues

### *Other Environmental Issues*

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Statement of Licensing Policy		1,11	David Bowen
Book of Remembrance Order Form		9,11	Ian Rudkin
History of Muntham Court and Worthing Crematorium	7.99	11	Ian Rudkin
Memorial Wall Order Form		9,11	Ian Rudkin
Leather Panel Information Booklet		2,11	Ian Rudkin
Food Premises Register	£2 per page or £200 for full register	11,16	David Bowen
Leather Panel Order Form		9,11	Ian Rudkin
Directions to Crematorium		9,11	Ian Rudkin
The Smoking Issue		22	Claire King
Questions People Ask About Cremation and Burial		11,16	Ian Rudkin
Living Poetry by Sharon Miller	5.00	11	Ian Rudkin
Food Risk Assessment Guide		11	David Bowen
Land Drainage, General Information regarding		1	Pat Willcox
Food Safety Enforcement Service Plan		1,11	David Bowen
Guidelines for Butane and Propane gas burning installations in mobile catering units and vehicles		11	David Bowen
Health & Safety Enforcement Service Plan		1,11	David Bowen
Environmental Health Enforcement Policy		1,11	David Bowen
Book of Remembrance Information Booklet		2,11	Ian Rudkin
Voluntary Donation Scheme Form		11	Ian Rudkin
Drainage Policy Statement		1	Pat Willcox
Poetry by Alan Pemberton	3.75	11	Ian Rudkin
Memorial Wall Information Booklet		2,11	Ian Rudkin
Don't Fight a Rodent Infestation - Prevent It		11	David Bowen

## Recycling

### *Recycling*

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
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# Freedom of Information Report

Recycling Banks	2	Paul Kempself
Recycling News 2005	2	Paul Kempself
Green Sack Scheme	2	Paul Kempself

## Roads and Transport

### Roads & Transport

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Concessionary Fares	Free	2,3	Kevin Masters
Street Naming & Numbering Standard Form		17	Pat Willcox

## Your Home

### Benefits

#### Benefits

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Please see Application for Discount under the Heading of Finance			

### Home Owners

#### Home Owners

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Access to Social Housing Policy		1	Ian Fitzpatrick
Social Housing in Worthing - Location Map		1	Ian Fitzpatrick
Access to Social Housing Register Form		1	Ian Fitzpatrick
Can I get help buying a property?		1	Ian Fitzpatrick

### Housing Needs

#### Housing Needs

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
What about Housing Associations - Can they help me find a Home?		1	Ian Fitzpatrick
Mental Health Information Pack			Ian Fitzpatrick
Worthing Council Homelessness Strategy		1	Ian Fitzpatrick
I am looking for a Private Rented Landlord - Can you Help		1	Ian Fitzpatrick
Can I get help buying a property?		1	Ian Fitzpatrick
Worthing Council Housing Strategy		1	Ian Fitzpatrick
What if I am 16 or 17?		1	Ian Fitzpatrick
Worthing BME Strategy		1	Ian Fitzpatrick

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# Freedom of Information Report

Is there anyone else who might be able to help?	1	Ian Fitzpatrick
I Need somewhere to stay for the Night	1	Ian Fitzpatrick
How does it all Work?	1	Ian Fitzpatrick
About This Pack	1	Ian Fitzpatrick
What type of Accommodation can I expect?	1	Ian Fitzpatrick

## Landlords

### Landlords

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Homelessness		9	Ian Fitzpatrick
A Guide for Landlords		2	Ann Way

## Private Tenants

### Private Tenants

<b>Title</b>	<b>Price</b>	<b>Media</b>	<b>Contact</b>
Housing A Guide for tenants		2	Ann Way
Homelessness Sheet		18	Ian Fitzpatrick