



St Albans
City & District Council



INVESTOR IN PEOPLE

**Freedom of Information Act 2000, Data Protection
Act 2018 & Environmental Information Regulations
2004**

**Publication Scheme:
Guide to Information**

**(to be read in conjunction with
the Model Publication Scheme)**

Background

The Freedom of Information Act 2000 (FOI), received Royal Assent on 30th November 2000. It gives a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities.

Individuals already have the right of access to information about themselves under the Data Protection Act 2018. As far as public authorities are concerned, the Freedom of Information Act 2000 extends this right to allow public access to all types of information held.

The Model Publication Scheme, the classes of information it holds, the method by which it intends to publish information and when a charge can be made for the information.

What is a Model Publication Scheme?

Under the Freedom of Information Act 2000 the Council has a duty to specify what information they publish (in terms of information 'classes'), how the information is made available, and whether it is available free of charge or upon payment.

This Model Publication Scheme is issued by the Information Commissioner and is effective from September 2013. It is a guide to the information that the ICO expect to be made available by Local Authorities. It is a list of '*classes*', 'groups', or 'types' of information, within which information is available. It sets out the commitment to make information available to the public. It is not a list of publications, as these will change over time and are contained in the Guide to Information.

The Model Publication Scheme, Guide to Information or Freedom of Information Act does not limit in any way other rights that people have for access to information, nor does it limit information that the Council may choose to publish outside the Scheme.

How will I know what information the Council is providing to comply with the Publication Scheme?

The Council has produced a 'Guide to Information'. This document sets out each class as specified in the Model Publication Scheme, and shows what documentation it is making available under that class.

The classes in the Scheme have been structured so that no knowledge of the Council's organisational structure should be required to find the information. This is reflected in the **Guide to Information**.

How do I obtain information through this Guide to Information?

A full list of the publications available under each 'class' is contained in this Guide to Information. A copy of this guide is available on the Council's website www.stalbans.gov.uk

Some of the documents are available to download from the Council's website. Other documents are available on request by contacting the relevant department as set out in this Guide, at the following address:

St Albans City & District Council

Civic Centre

St Peter's Street

St Albans

AL1 3JE

Tel: 01727 866100

Documents, for which a charge is made, must be paid for in advance, either by applying in person or by post, to the relevant department at the above address. All cheques should be made payable to St Albans District Council for the specified amount.

If you require information in an alternative format, e.g. in Braille, large print or audio tape, please contact the relevant department.

For how many years will you hold the information?

Wherever possible we will tell you how many years of information we will normally hold in a particular class or of a particular document. For some information we will only hold current information, but we do sometimes have up to seven years worth of information.

What about the information not covered by this Guide or the Scheme?

This Guide only covers information created by St Albans City & District Council.

This Guide to Information will be reviewed on a regular basis, as a minimum annually, or on request from the Information Commissioner. As a result of the review this Guide to Information may be amended to include additional classes of information.

It is the Council's intention that as much information as possible will be made available on the Council's website on an ongoing basis.

The information you require may be historical and may therefore be available from the Hertfordshire Archives and Local Studies under their normal access arrangements. You may obtain further information by accessing <http://www.hertsdirect.org/libsleisure/heritage1/HALS/famhist> or by contacting:

Hertfordshire Archives and Local Studies

Hertfordshire County Council

County Hall

Pegs Lane

SG13 8DQ

Tel: 01438 737333

Minicom: 01438 737599

Email: hertsdirect@hertsc.gov.uk

Legislative papers such as Acts, Bills, White and Green Papers are accessible from HMSO to view at <http://www.hms.gov.uk>

HMSO general contact details are:

Enquiries

HMSO

St Clements House

2-16 Colegate

Norwich

NR3 1BQ

Legislative papers to purchase are available from The Stationery Office:

The Stationery Office

PO Box 29

Norwich

NR3 1GN

Tel: 0870 600 5522

Fax: 0870 600 5533

<http://www.tso.co.uk>

Other places to look for general information about local government

Your query on a local matter may subsequently involve a search for national, regional, or other consultative material produced by government, other public bodies, or voluntary sector organisations.

You may receive advice on where to look by contacting the Council at the address below:

St Albans District Council

Council Offices

Civic Centre

St Peters Street

St Albans

Hertfordshire

AL1 3JE

Telephone: 01727 866100

Or you can contact your local library; your Citizen's Advice Bureau or use a web search engine e.g. Google, Bing.

How do I find out about the information you hold about me personally?

Generally requests for personal information are covered by the Data Protection Act 2018. The Council will not normally disclose details of individual's private business i.e. personal data and so these are not covered by the Publication Scheme.

If you wish to find out what information the Council holds about you personally you need to make a request under the Data Protection Act 2018. We will ask you to provide identification.

Your request should be addressed to:

Customer Services
St Albans District Council
Council Offices
Civic Centre
St Peters Street
St Albans
Hertfordshire
AL1 3JE

Telephone: 01727 866100

Email: foi@stalbans.gov.uk

Who do I contact to find out more?

The Council's designated officer with overall responsibility for this publication scheme is:

Charles Turner, Solicitor to the Council, Data Protection Officer,

St Albans City & District Council

Council Offices

Civic Centre

St Peters Street

St Albans

AL1 3JE

Direct Line for Legal Department – Regulatory Solicitor 01727 819559

Email contact in Legal:

judith.adamson@stalbans.gov.uk

The person responsible for day-to-day management of the publication scheme is:

Regulatory Solicitor
St Albans City and District Council
District Council Offices
Civic Centre
St Peter's Street
St Albans
Hertfordshire
AL1 3JE

Telephone: 01727 819559

Email: foi@stalbans.gov.uk

The Information Commissioner (who is responsible for overseeing the Freedom of Information Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations 2004) can be contacted at this address:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Fax: 01625 524520

DX: 20819 Wilmslow

Website: www.ico.gov.uk

Index

	Page
Class 1 - Who we are and what we do	9
Organisational information, locations and contacts, constitutional and legal governance	
Class 2 - What we spend and how we spend it	12
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts	
Class 3 - What our priorities are and how we are doing	19
Strategy and performance information, plans, assessments, inspections and reviews	
Class 4 - How we make decisions	26
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations	
Class 5 - Our Policies and Procedures	29
Current written protocols for delivering our functions and responsibilities	
Class 6 - Lists and Registers	31
Information held in registers required by law and other lists and registers relating to the functions of the authority	
Class 7 - Services provided by the Council	39
Advice, guidance, booklets and leaflets, transactions and media releases. A description of the services offered.	
Schedule of Charges	52

Class 1 - Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance

Description	Explanation	Format	Cost	Contact
Constitution	<p>The Constitution of the Council sets out the principles that underlie the way the Council operates</p> <p>It also includes terms of reference of Committees, Standing Orders, proceedings at meetings and codes of conduct</p>	<p>Website</p> <p>https://www.stalbans.gov.uk/decision-making-constitution-overview-and-scrutiny</p>	No charge	<p>CEx + P - Democratic Services</p> <p>Democratic Services Manager democraticservices@stalbans.gov.uk</p>
Council staffing structure – Heads of Service	<p>Heads of Service: Job descriptions, responsibilities, budgets, no of staff & earnings for staff over £58,500</p>	<p>Website</p> <p>Heads of Service https://www.stalbans.gov.uk/performance-vision-policies-strategies-and-plans</p>	No charge	<p>Corporate Services</p> <p>personnel@stalbans.gov.uk</p>

	Description of the management structure of the Council's workforce (in the Constitution)	Management Structure in the Constitution (Part 7) https://www.stalbans.gov.uk/sites/default/files/attachments/Appendix%20B%20-%20Organisation%20Structure%20Chart.pdf		
Councillors' Details	Names of currently elected Councillors', their respective Wards and their contact details	Website http://stalbands.moderngov.co.uk/mqMemberIndex.aspx?bc=1	No charge	CEx + P – Democratic Services Member and Mayoral Support Officer Members.support@stalbands.gov.uk
Ward names, numbers and boundaries	Details of the wards within the District	Please contact our Electoral Services team for any queries	No charge	Corporate Services -Electoral Services elections@stalbands.gov.uk
Location and opening times of Council buildings	Details of the locations of Council buildings and their opening times	Website https://www.stalbans.gov.uk/contact-us	No charge	Corporate Services - Customer Services contactus@stalbands.gov.uk

Class 1 - Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance

Description	Explanation	Format	Cost	Contact
Contact details for all customer facing departments	The contact emails are provided on the website Job or name of contact, phone no. and email address for "all customer-facing departments"	Website http://www.stalbans.gov.uk/contact-us/	No charge	Corporate Services - Customer Services contactus@stalbans.gov.uk
Election results	Results of the most recent elections for Councillors	Website https://www.stalbans.gov.uk/elections-and-results	No charge	Corporate Services -Electoral Services elections@stalbans.gov.uk
Relationships with other authorities	Representation of the Council on principal external bodies e.g. outside bodies Role of monitoring officer – making a complaint about councillors	Website http://stalbans.moderngov.co.uk/mgListOutsideBodies.aspx?bc r=1 https://www.stalbans.gov.uk/complaints-and-compliments	No charge	CEx+P - Democratic Services Democratic Services Officer democraticservices@stalbans.gov.uk charles.turner@stalbans.gov.uk member.support@stalbans.gov.uk

Class 2 – What we spend and how we spend it

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

Description	Explanation	Format	Cost	Contact
Audit Financial reports including District Auditor's report	<p>Statement of Accounts</p> <p>Reports of external activities (usually carried out by district audit)</p> <p>Associated with officially checking financial quality and assurance and operational records</p>	<p>Website</p> <p>https://www.stalbans.gov.uk/accounts-budgeting-and-spending</p>	No charge	<p>Finance</p> <p>contactus@stalbands.gov.uk</p>
Financial Reporting & Audit Committee	<p>Quarterly committee reports & financial monitoring,</p> <p>Council Performance & Budget summary</p> <p>Audit Committee</p>	<p>Website</p> <p>https://www.stalbans.gov.uk/accounts-budgeting-and-spending</p> <p>https://www.stalbans.gov.uk/search/node?keys=performance+and+budget+summary</p> <p>http://stalbands.moderngov.co.uk/ieListMeetings.aspx?Committeed=137</p>	No charge	<p>Finance</p> <p>contactus@stalbands.gov.uk</p>

Budget	Council Spending & Budget The overall expected spending of the Council – Guide To The Budget	https://www.stalbans.gov.uk/accounts-budgeting-and-spending	<p>No charge for copies of the Annual budget summary by the service</p> <p>No charge to citizens, charities and other such organisations of the District</p> <p>Charge payable by commercial organisations for paper copy of agenda minutes and reports to Committees Annual fee for (Council/Cabinet) £60 Individual agendas (up to 50 pages) £7 (over 50 pages) £12</p>	Finance contactus@stalbins.gov.uk
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Description	Explanation	Format	Cost	Contact
Housing Repairs	Repairs Handbook booklet for tenants to advise them of what repairs are undertaken.	Booklet and on website https://www.stalbans.gov.uk/sites/default/files/documents/publications/housing/housing-publications/Repairs_HandbookWEB_tcm15-46477.pdf	No charge No charge	Housing (Repairs) stalbandsrepairs@morgansindall.com gasandheatingrepairs@stalbands.gov.uk
Capital Programme – capital expenditure	Document for the Housing Department: Planned Housing Maintenance – programme of maintenance to council housing, work details, planned improvements and repairs Housing Documents	https://www.stalbans.gov.uk/news/new-housing-repairs-contract		
Rent Accounts	Individual rent accounts held <i>In accordance with the Data Protection Act 2018 and the law of confidentiality, personal data will not normally be disclosed to third parties.</i> <i>An individual can use section 45 of the Data Protection Act 2018 to obtain a copy of their own rent account.</i>	Paper	No charge for a copy of their own Rent Account	Housing housingincome@stalbands.gov.uk or FOI@stalbands.gov.uk

Internal Financial Regulations	Constitution – Part 4 Financial Regulations	Website https://www.stalbans.gov.uk/accounts-budgeting-and-spending		
Funding for Partnerships	Voluntary & Community Sector grants	Website https://www.stalbans.gov.uk/grants		Community Services contactus@stalbins.gov.uk

Class 2 – What we spend and how we spend it

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

Description	Explanation	Format	Costs	Contact
Fees and charges	Schedule of Fees and Charges. Examples: Sports and Leisure Planning Room Hire Licensing Car Parking Pest Control Housing Repairs Building Regulations Control	https://www.stalbans.gov.uk/accounts-budgeting-and-spending	No charge	Finance contactus@stalbands.gov.uk
Councillors allowances scheme & allowances paid under the Scheme	Lists of the allowances for Councillors set each year at the Annual Council	Website https://www.stalbans.gov.uk/councillors-mayorality-and-town-twinning	No charge	Chief Ex + Policy - Democratic Services Democratic Services Manager democraticservices@stalbands.gov.uk
Staff Allowances and Expenses	List of allowances by category (e.g. mileage, expenses) paid annually to Members and Chief Officers (grade 13 and above)	Website https://www.stalbans.gov.uk/councillors-mayorality-and-town-twinning	No charge	Finance contactus@stalbands.gov.uk

Pay and grading structure	Grades will be included on top level structure chart above and pay scales will be published and pay multiple.	Website https://www.stalbans.gov.uk/performance-vision-policies-strategies-and-plans	Yes – photocopying charges as set out in the Schedule of Charges	Human Resources personnel@stalbans.gov.uk
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Class 2 – What we spend and how we spend it

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

Description	Explanation	Format	Costs	Contact
Procurement procedures	Details of procedures for acquiring goods and services. Contracts available for public tender - supplying the council	Website https://www.stalbans.gov.uk/working-council	No charge	Commercial & Development - procurement procurement@stalbans.gov.uk
Contracts & Tenders	List of all over £500 expenditure	Website https://www.stalbans.gov.uk/working-council	No charge	Commercial & Development - procurement procurement@stalbans.gov.uk
Grants to voluntary community & social enterprise sector	Community partnership funding	Website https://www.stalbans.gov.uk/grants	No charge	Community Services cgf@communities1st.org.uk

Class 3 – What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews

Description	Explanation	Format	Costs	Contact
Annual reports and statement of accounts	<p>Statement of accounts</p> <p>The overall income and spending of the Council for each financial year. Commercially sensitive documents and details relating to individuals will not normally be disclosed, although certain access is permitted during the period of Public Inspection of Accounts prior to Audit</p>	<p>Website https://www.stalbans.gov.uk/accounts-budgeting-and-spending</p>	<p>Yes for copies of Statement of accounts = £5</p> <p>No charge to citizens, charities and other such organisations of the District</p> <p>Charge payable by commercial organisations for paper copy of agenda minutes and reports to Committees Annual fee for (Council/Cabinet) £60 Individual agendas (up to 50 pages) £7 (over 50 pages) £12</p>	<p>Finance contactus@stalbands.gov.uk</p>

Description	Explanation	Format	Costs	Contact
Strategies Plans & policies	<p>The publicly available policies of the Council are listed below. This list is updated at least every three years, however, if you believe a policy exists and is not listed below, you may wish to contact a department directly or the Freedom of Information coordinator on foi@stalbans.gov.uk</p> <p>Allocations Policy</p> <p>Annual greenhouse Gas Emissions Report https://www.stalbans.gov.uk/performance-vision-policies-strategies-and-plans</p> <p>Anti Fraud policy https://www.stalbans.gov.uk/crime-and-anti-social-behaviour</p> <p>Anti money laundering policy https://www.stalbans.gov.uk/crime-and-anti-social-behaviour</p> <p>Complaints Policy https://www.stalbans.gov.uk/complaints-and-compliments</p> <p>Community Safety Partnership 2014/2015 https://www.stalbans.gov.uk/crime-and-anti-social-behaviour</p>	<p>Website save for those marked as * which are paper only</p> <p>https://www.stalbans.gov.uk/finding-home</p>	<p>No charge for website documents</p>	<p>Chief Executive & Policy contactus@stalbans.gov.uk</p> <p>sustainability@stalbans.gov.uk</p> <p>customerservices@stalbans.gov.uk</p> <p>Chief Executive & Policy</p>

	<p>Constitution https://www.stalbans.gov.uk/decision-making-constitution-overview-and-scrutiny</p> <p>Convictions Policy (HC&PH) https://www.stalbans.gov.uk/licences-and-permits</p> <p>Corporate Plan & Budget Strategy https://www.stalbans.gov.uk/performance-vision-policies-strategies-and-plans</p> <p>Corporate prosecution policy</p> <p>Cycling Strategy https://www.stalbans.gov.uk/walking-and-cycling</p> <p>Data Protection Policy https://www.stalbans.gov.uk/general-data-protection-regulation</p> <p>Current Local Plan <i>District Plan Local Review</i> https://www.stalbans.gov.uk/current-local-plan</p> <p>Empty Homes strategy (part of Private Sector Housing policy below)</p> <p>Environmental Information Regulations policy https://www.stalbans.gov.uk/transparency-and-data-information</p> <p>Freedom of Information Act policy https://www.stalbans.gov.uk/transparency-and-data-</p>			<p>Community Services</p> <p>planningpolicy@stalbans.gov.uk</p>
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	<p>information</p> <p>Gambling Policy https://www.stalbans.gov.uk/licences-and-permits</p> <p>Green Travel Plan https://www.stalbans.gov.uk/sustainable-council</p> <p>Homelessness Strategy https://www.stalbans.gov.uk/housing-publications</p> <p>Home Energy Conservation Plan https://www.stalbans.gov.uk/energy-efficiency</p> <p>Private Sector Housing Enforcement Policy https://www.stalbans.gov.uk/housing-publications</p> <p>Parish Charter https://www.stalbans.gov.uk/councillors-mayoralty-and-town-twinning</p> <p>Parking Strategy https://www.stalbans.gov.uk/parking-policies-and-strategies</p> <p>Pavement Licence Policy https://www.stalbans.gov.uk/licences-and-permits</p> <p>Petition Scheme https://www.stalbans.gov.uk/petitions</p>			<p>sustainability@stalbands.gov.uk</p> <p>sustainability@stalbands.gov.uk</p> <p>parking@stalbands.gov.uk</p> <p>licensing@stalbands.gov.uk</p> <p>Chief Executive & Policy</p>
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Class 3 – What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews

Description	Explanation	Format	Costs	Contact
Notices published under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	Notice of key executive decisions and notice of intention to hold a meeting or part of a meeting in private	Website https://www.stalbans.gov.uk/decision-making-constitution-overview-and-scrutiny	No charge	Chief Executive & Policy Democratic Services Manager democraticservices@stalbans.gov.uk

Class 4 – How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations

Description	Explanation	Format	Costs	Contact
Council and Committee Meetings – Part 1	Timetable of council meetings, agendas, associated reports, background papers, minutes, full Council decision making processes.	Website http://stalbans.moderngov.co.uk/ieDocHome.aspx?bcr=1	No charge to citizens, charities and other such organisations of the District Charge to businesses and commercial organisations: paper copy of agenda minutes and reports to Committees Annual fee for (Council/Cabinet) £60 Individual agendas (up to 50 pages) £7 (over 50 pages) £12	Chief Executive & Policy Democratic Services Officers democraticservices@stalbans.gov.uk

	Planning Committee Reports	Website http://stalbans.moderngov.co.uk/ieDocHome.aspx?bcr=1	Paper copies £1.20 for residents and £2.40 for non-residents/ businesses	Planning and Building Control planning@stalbans.gov.uk
Major policy proposals and decisions Facts and analyses of facts considered when framing major policies	Decision Notices – made by Cabinet, which are subject to call in by the Overview & Scrutiny Committees, prior to final ratification	Website http://stalbans.moderngov.co.uk/mgListPlans.aspx?RPId=164&RD=0	No charge	Corporate Services - Democratic Services Democratic Services Officer democraticservices@stalbans.gov.uk
Statutory Planning register	The documentation associated with Planning applications for permission consents or approval – forms decisions and other notices, plans and drawings	Website https://planningapplications.stalbans.gov.uk/planning	£17 for paper copies of Decision Notices. Plans £3 or £5.50 depending on size No charge to view the register	Planning and Building Control planning@stalbans.gov.uk

Class 4 – How we make decisions

Proposals and decisions. Decision making processes, internal criteria and procedures, consultations

Description	Explanation	Format	Costs	Contact
Public Consultations	Current public consultation documents/questionnaires Service Consultation Community Survey	Website https://www.stalbans.gov.uk/consultations	No charge	Chief Executive & Policy contactus@stalbans.gov.uk

Class 5 – Our policies and procedures

Current written protocols for delivering our functions and responsibilities

Description	Explanation	Format	Costs	Contact
Policies and Strategies	Codes of practice, standing orders, internal guidance on responsibilities between committees and delegated authority	Electronic/paper	No charge	Corporate Services - Democratic Services Democratic Services Officer democraticservices@stalbands.gov.uk
Policies and procedures for recruiting and employment of staff	Policies, Advertisements, Job Descriptions / Person Specifications for vacant posts	Website https://www.stalbans.gov.uk/jobs-and-careers	No charge No charge	Human Resources personnel@stalbands.gov.uk
Terms and Conditions of Employment	Pay Policy Statement	Website https://www.stalbans.gov.uk/performance-vision-policies-strategies-and-plans	No charge	Human Resources personnel@stalbands.gov.uk

Class 5 – Our policies and procedures

Current written protocols for delivering our functions and responsibilities

Description	Explanation	Format	Costs	Contact
Customer Service	Complaints procedure	Paper/Electronic https://www.stalbans.gov.uk/complaints-and-compliments	No charge	Corporate Services - Customer Services CustomerServices@stalbans.gov.uk
Records management and personal data policies	IT security policies Disposal and Retention Policy	Electronic	No charge	Corporate Services IT Support & Customer Services GDPR@stalbans.gov.uk
Charging Regimes and Policies	Fees and charges schedule	Website https://www.stalbans.gov.uk/accounts-budgeting-and-spending	No charge	Finance contactus@stalbans.gov.uk
Trade Union Unison Facility	Unison facility time agreement	Website https://www.stalbans.gov.uk/performance-vision-policies-strategies-and-plans	No charge	HR personnel@stalbans.gov.uk

Class 6 – List and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority

Description	Explanation	Format	Costs	Contact
Election expenses	Statutory requirement to declare expenses made in conjunction with all election campaigns to ensure candidates/political parties work within the regulatory financial limits	Paper copies	No charge to view, but copies are chargeable at 20p per page (RPR 2001 Reg. 10(3))	Corporate Services - Electoral Services elections@stalbans.gov.uk
Public Registers (other than those separately listed)	Statutory Registers – all lists or registers which the Council is required to maintain and make publicly available	This information is available for inspection on request at the Main Council Reception		
	Contaminated Land Register	Free to view by appointment	Depends on Register	Community Services - Regulatory Services – environmental@stalbans.gov.uk
	Food Register	Website https://www.stalbans.gov.uk/food-safety	No charge to view Charge for a copy	Community Services - Regulatory Services environmental@stalbans.gov.uk

	Houses of Multiple Occupation	Website https://www.stalbans.gov.uk/housing-publications (under general info docs)	No charge	Housing housing@stalbands.gov.uk
	Contracts Register	https://www.stalbans.gov.uk/working-council		
	Local Land Charges Register	Website https://www.stalbans.gov.uk/sites/default/files/attachments/Contract%20register%20-%20January%202019%20published%20version.xls	No charge £10 for paper copy	Finance & Legal Services - Local Land Charges Team landcharges@stalbands.gov.uk
	Listed Buildings Register	Free to view electronically by appointment https://www.stalbans.gov.uk/listed-buildings	£10 for paper copies	Planning and Building Control Finance & Legal Services Local Land Charges Team planning@stalbands.gov.uk

	<p>Enforcement and Stop Notices Register</p> <p>Public Register of Cooling Towers</p> <p>Licensing register i.e. Licensing Act 2003, animal licensing, Hackney carriage, private hire, scrap metal dealers, pavement licensing, Gambling Act 2005, special treatments.</p>	<p>https://www.stalbans.gov.uk/planning-enforcement-notice</p> <p>https://www.stalbans.gov.uk/business-health-and-safety</p> <p>https://www.stalbans.gov.uk/licences-and-permits</p>	<p>planningenforcement@stalbans.gov.uk</p> <p>Community Services - Regulatory Services environmental@stalbans.gov.uk</p> <p>Community Services-Regulatory Services licensing@stalbans.gov.uk</p>
Register of Interests	<p>Members disclosure of any involvement in organisations and income received from other bodies which may affect their actions as Council members</p> <p>The Registers of Interest for Parish Councillors</p>	<p>http://stalbans.moderngov.co.uk/mgMemberIndex.aspx?bcr=1 (within each councillor's page)</p> <p>https://www.stalbans.gov.uk/councillors-mayorality-and-town-twinning</p>	<p>Corporate Services - Democratic Services Member and Mayoral Services Team Leader members.support@stalbans.gov.uk</p>

Public notices	Public notices published in the newspaper for statutory requirements e.g. parks, planning etc.	Website https://www.stalbans.gov.uk/public-notice		Chief Executive & Policy contactus@stalbands.gov.uk
Datasets/ Open Data	<p>The following information is provided in PDF format on the website for viewing, and can be obtained in reusable format for re-use on request</p> <p>Treeworks applications</p> <p>Waste recycling collection rounds</p> <p>CCTV Locations</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  CCTV Camera positions list .pdf </div> <div style="text-align: center;">  CCTV Camera list SADC.pdf </div> </div>	<p>Website</p> <p>https://www.stalbans.gov.uk/applications-decisions-and-appeals</p> <p>https://www.stalbans.gov.uk/crime-and-anti-social-behaviour</p>		<p>Trees & Woodlands trees@stalbands.gov.uk</p> <p>Community services communityservices@stalbands.gov.uk waste@stalbands.gov.uk</p> <p>Community Safety Neil.kieran@stalbands.gov.uk</p>

	Public Health Funerals	https://www.stalbans.gov.uk/public-health-funerals		Community Services - Regulatory Services environmental@stalbands.gov.uk
	Council Tax	https://www.stalbans.gov.uk/transparency-and-data-information		Finance finance@stalbands.gov.uk

Class 6 – List and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority

Description	Explanation	Format	Costs	Contact
Byelaws	Details of local open spaces byelaws and similar	This information is available on request	no if electronic, yes normal charging if paper copy required	Finance & Legal Services – email marked “FAO: Legal Services” to contactus@stalbans.gov.uk
	Other byelaws: Hackney carriage & Private hire (in the application pack)	https://www.stalbans.gov.uk/licences-and-permits	No charge	Community Services - Regulatory Services environmental@stalbans.gov.uk
	Skin piercing, tattooing etc	https://www.stalbans.gov.uk/licences-and-permits	No charge	Community Services - Regulatory Services environmental@stalbans.gov.uk
Businesses	General information for businesses	https://www.stalbans.gov.uk/business-and-licensing		Chief Executive and Policy contactus@stalbans.gov.uk

Register of Councillors Financial and Other Interests	Members disclosure of any involvement in organisations and income received from other bodies which may affect their actions as Council members	Electronic/Paper http://stalbans.moderngov.co.uk/mgMemberIndex.aspx?bcr=1 (within each councillor's page)	No charge	CEx – Policy - Democratic Services Member and Mayoral Services Team Leader members.support@stalbans.gov.uk
Senior Officers Declarations of Interest	List of allowances by category (e.g. mileage, expenses) paid annually to Members and Chief Officers (grade 13 and above)	website http://stalbans.moderngov.co.uk/mgMemberIndex.aspx?bcr=1	No charge	Finance contactus@stalbans.gov.uk

Class 6 – List and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority

Description	Explanation	Format	Costs	Contact
Electoral Register	<p>Full list of people eligible to vote</p> <p>Copy of Edited Register</p> <p>Open data re elections</p>	<p>The information is available for inspection at the Main Council Reception</p> <p>Paper</p> <p>https://www.stalbans.gov.uk/elections-and-results</p>	<p>No charge</p> <p>Yes Paper format -</p> <p>£10 + £5 per 1000 names</p> <p>Electronic format – £20 + £1.50 per 1000 names</p>	<p>Corporate Services - Electoral Services</p> <p>electoralservices@stalbans.gov.uk</p>

Class 7 – Services provided by the Council

Advice, guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Description	Explanation	Format	Costs	Contact
Maps and Directions and information	<p>Public maps and directions to Council property or land assets which are accessible by the public, including:</p> <p style="padding-left: 40px;">Where to find the Council offices</p> <p style="padding-left: 40px;">Directions to Leisure facilities</p> <p style="padding-left: 40px;">Where can I park in St. Albans and Harpenden</p>	<p>Website/Paper</p> <p>https://www.stalbans.gov.uk/contact-us-and-parking-faqs</p> <p>https://www.stalbans.gov.uk/sports-and-physical-activity</p> <p>https://www.stalbans.gov.uk/contact-us-and-parking-faqs</p>	No charge	<p>Corporate Services - Customer Services (Council Offices)</p> <p>Community Services (Land Assets e.g. parks and open spaces) communityservices@stalbans.gov.uk</p> <p>Community Services – parking (car parks) parking@stalbans.gov.uk</p>

Forms	Forms for completion by customers to access services of the Council. Including: Housing Benefit Applications Council Tax Change of Circumstances Planning Applications Parking Permits	Website/Electronic/ Paper https://www.stalbans.gov.uk/housing-publications https://planningapplications.stalbans.gov.uk/planning http://www.stalbans.gov.uk/transport-and-streets/parking/default.aspx	No charge	Contact relevant department for required service if not on website housing@stalbans.gov.uk planning@stalbans.gov.uk parking@stalbans.gov.uk
Conservation Areas	Conservation Areas; Article 4(2) directions Article 4(2) Directions withdrawing certain permitted development rights within Conservation Areas	https://www.stalbans.gov.uk/conservation-areas https://www.stalbans.gov.uk/article-4-direction-areas	Yes – see Schedule of Charges Yes – see Schedule of Charges	Planning and Building Control planning@stalbans.gov.uk
Preservation Orders	Urban and rural landscape preservation orders, Tree preservation orders	Paper https://www.stalbans.gov.uk/tree-preservation-orders	Yes – see Schedule of Charges	Planning and Building Control trees@stalbans.gov.uk

	Hedgerow preservation orders	https://www.stalbans.gov.uk/hedgerow-protection		communityservices@stalbans.gov.uk
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Class 7 – Services provided by the Council

Advice, guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Description	Explanation	Format	Costs	Contact
Campaigns	<p>Many of our campaigns are conducted through social media, or promoted through our resident magazine, Community News (see:</p> <p>More about our public health campaigns and initiatives can be found at: https://www.stalbans.gov.uk/working-together-health-and-wellbeing</p>	<p>Social Media: (@StAlbansCouncil)</p> <p>Council website</p>	No charge	<p>Contact relevant department for required campaign information or Chief Executive and Policy (Communications Team) if you do not know the department.</p> <p>contactus@stalbans.gov.uk</p>
Charitable Collections	<p>Details about how to apply for a house to house collection permit or a street collection permit to collect for charitable purposes in the district</p>	<p>Website</p> <p>https://www.stalbans.gov.uk/charity-collections</p>	No charge for permits or forms	<p>Corporate Services – Charitable collections</p> <p>charitablecollections@stalbans.gov.uk</p>
Publications	<p>Guide books, books and other publications that the Council makes available on a chargeable basis</p>	Paper	Yes – see Schedule of Charges	<p>Community Services – Tourism</p> <p>https://www.stalbans.gov.uk/leisure-culture-retail-and-tourism</p>

Right to Buy for Secure tenants	Right to buy information for secure tenants	Website https://www.stalbans.gov.uk/right-buy	No charge	Finance & Legal Services legal@stalbands.gov.uk
Service details and guidance	Public contact details, access to, and explanation of Council services, including: A to Z of Services Leaflets Telephone Numbers Email Addresses Frequently Asked Questions (FAQ's)	Website/Electronic/ Paper https://www.stalbans.gov.uk/contact-us-and-parking-faqs	No charge	Contact relevant department for required service or Customer Services if you do not know the department contactus@stalbands.gov.uk
Planning Applications	The documentation associated with applications for permission consents and approvals.	Website/Electronic/ Paper https://planningapplications.stalbans.gov.uk/planning	For paper copies £6 for application forms. Plans £3 or £5.50 depending on size. No charge to view the register	Planning and Building Control planning@stalbands.gov.uk

Class 7 – Services provided by the Council

Advice, guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Description	Explanation	Format	Costs	Contact
Press Releases	Information released to the media	Website https://www.stalbans.gov.uk/news-and-whats	No charge	Policy & Partnership (communications) contactus@stalbans.gov.uk
Parking Services	Car parks in the district, pay by phone, challenging parking fines, permits and zones, parking restrictions, disabled parking and parking documents	Website https://www.stalbans.gov.uk/contact-us-and-parking-fags	No charge	Community Services - Regulatory Services parking@stalbans.gov.uk
Traffic Orders	The statutory notice given to warn the public on the change of the status of a public highway Parking schemes and consultations Road closures	Website https://www.stalbans.gov.uk/traffic-regulation-orders-and-parking-consultations	No charge	Community Services - Regulatory Services parkingrestrictions@stalbans.gov.uk Community Services communityservices@stalbans.gov.uk
Taxi Licence Holders	Register of persons holding hackney carriages or private hire licences issued by the Council	website https://www.stalbans.gov.uk/licences-and-permits	No charge	Community Services - Regulatory Services licensing@stalbans.gov.uk

Rights of Way Definitive Map	Publication of established rights of way and land drainage <i>Copies of Plans held by the County Council</i>	Paper		Community Services communityservices@stalbans.gov.uk
Road works	The current and scheduled road works in the local area <i>Copies of information held by the County Council</i>	Paper		Community Services communityservices@stalbans.gov.uk

Class 7 – Services provided by the Council

Advice, guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Description	Explanation	Format	Costs	Contact
Clubs and Societies	<p>Listing of clubs and societies available in the local area, as provide to the Council by the club or society</p> <p>Sports clubs Youth Organisations Charities</p>	<p>Website</p> <p>https://www.stalbans.gov.uk/sports-and-physical-activity</p>	No charge	<p>Commercial & Development</p> <p>Beach Courts (contact abbeyview@1Life.co.uk or 01727 868227</p> <p>Community Services Play pitches – book via John O’Conner on https://johnconner.sportsbooker.com/customer/ Or 0800 3457405</p>
Planning and Related	Policy Guidance including the Local Plan	<p>Website</p> <p>https://www.stalbans.gov.uk/planning-policy http://www.stalbans.gov.uk/planning/Planningpolicy/currentadoptedlocalplan.aspx</p>	Yes for paper copies– please contact the department for details	<p>Planning and Building Control</p> <p>planningpolicy@stalbans.gov.uk</p>

Description	Explanation	Format	Costs	Contact
Applications	The basic details, including copies of the applications and plans	Website https://planningapplications.stalbans.gov.uk/planning	No charge	Planning and Building Control planning@stalbands.gov.uk
Planning Policy Evidence Base Studies	Documents used in the preparation of the planning policy documents which comprise the Local Development Framework	Website https://www.stalbans.gov.uk/examination-library	No charge	Planning and Building Control planningpolicy@stalbands.gov.uk
Planning Register	The consolidated listing of planning applications and tree work applications received by the Council	Website/Electronic https://planningapplications.stalbans.gov.uk/planning	No charge	Planning and Building Control planning@stalbands.gov.uk
Applications for work to protected trees and hedgerow removal notices	The basic details, including copies of the applications and plans	Website https://planningapplications.stalbans.gov.uk/planning		Planning and Building Control trees@stalbands.gov.uk

Description	Explanation	Format	Costs	Contact
Tree Preservation Orders	The model Order document and map providing details of protected trees	Website https://www.stalbans.gov.uk/tree-preservation-orders	£20 per TPO for paper copy	trees@stalbands.gov.uk
Licensing Act 2003 Register	List of all premises licences, club certificates, temporary event notices [T.E.N.s] and terms of the authorisations	Website/Electronic https://www.stalbans.gov.uk/licences-and-permits	No charge	Community Services - Regulatory (Licensing) Services licensing@stalbands.gov.uk
Heritage Listing	The consolidated listing of heritage buildings and sites	https://historicengland.org.uk/	No charge	Planning and Building Control planning@stalbands.gov.uk
Environmental Assessment	Environmental impact assessment and statements (under planning reference numbers)	Website https://planningapplications.stalbans.gov.uk/planning	Charge for paper copies	Planning and Building Control planning@stalbands.gov.uk
Sites and Monuments	The protected sites within the local area	https://www.stalbans.gov.uk/archaeology	Yes	Planning and Building Control planning@stalbands.gov.uk

Tourist Information	Information provided for tourists about the local District Walks leaflets Places of interest leaflets Details of Accommodation providers	Website/ https://www.enjoystalban.com/ Paper Web links	No charge	Chief Executive & Policy Tourism@stalban.gov.uk
Parking Zones Register	Consolidated listing of streets included in the Controlled Parking Scheme Details of Parking Restrictions for each street within the Controlled Parking Scheme	Website https://www.stalban.gov.uk/traffic-regulation-orders-and-parking-consultations	No charge	Community Services - Regulatory (Parking) parking@stalban.gov.uk

Schedule of Charges

YOU SHOULD CONTACT THE RELEVANT DEPARTMENT TO CONFIRM PAYMENTS

This describes how the charges have been arrived at and should be published as part of the guide.

The cost of a particular document maybe stated in the body of the Guide to Information. Where it is not stated, the charging will be as set out in this Schedule of Charges.

Type of Charge	Description	Basis of Charge
Disbursement cost for paper copy	Photocopying @ 10 p per sheet (black & white)	Cost incurred by the public authority
	Photocopying @ 20 p per sheet (colour)	Cost incurred by the public authority
	Postage	Cost of Royal Mail standard 2 nd class, calculated by weight and size
Statutory Fee		In accordance with the relevant legislation
Other	District Plan	£25 for resident £45 for non-resident
	Heritage Listing	£5
	Preservation Order	£5
Datasets		Charges may be made for making datasets that are relevant to copyright works that are available for reuse. These charges will be in accordance with Reuse of Public Sector Information Regulations 2015 where applicable or with regulations made under Section 11B of the Freedom of Information Act, or other statutory powers.