

Welwyn Hatfield Borough Council

Publication Scheme

A guide to information



**October 2014**

## **Introduction**

The Freedom of Information Act gives a right of access to much of the information held by Welwyn Hatfield Borough Council. Other local authorities have adopted their own Publication Schemes. This Scheme adapts a model Scheme prepared by Hertfordshire County Council. This was developed as part of the district wide authorities work towards implementing e-government and creating common points of access for the public to access the whole range of local authority services. By using a similar Scheme now, there should be no duplication of work or information management systems by the authorities. The Scheme is set out in categories and classes. The classes are defined to include information in such a way as to be useful and easily accessible to the public. They indicate the information which is currently available or intended to be, and whether a charge will be levied. Where information is excluded from the Scheme, the reason for this exemption is explained. Appeals against the reason for the exemption can be challenged by contacting the Freedom of Information Officer or the Information Commissioner at:

Information Commissioners Office,  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **Exemptions**

All general correspondence sent or received by the Council and all information relating to individuals, where it is personal data, are excluded as defined in the Data Protection Act 1998.

Where information falls within an exemption within the Freedom of Information Act, the Environmental Information Regulations, Data Protection Act or any other relevant legislation it will be disclosed subject to these exemptions and the law of confidentiality.

## **Access to the Publication Scheme wherever practicable**

The information contained in each class will be available in a number of formats, including hard copy. These can be inspected at the Council Offices, The Campus, Welwyn Garden City, on the web or by e-mail. Copies will be made available in Braille and in other languages as required.

Requests for information will be responded to within 20 working days.

Any charges applied to specific documents are indicated in the Scheme.

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

Information about individuals is available on request under specific conditions under the Data Protection Act 1998 (DPA). This will be subject to a charge of £10.

For an enquiry under the DPA please contact the Council's Data Protection Officer [f.cantel@welhat.gov.uk](mailto:f.cantel@welhat.gov.uk) or telephone 01707 357000

## **Changes**

The Scheme will be kept under review and updated annually as part of an ongoing work programme overseen by the Freedom of Information Officer. The contact details for the person who will be responsible for ensuring the maintenance of the Scheme and provision of information in accordance with the scheme and who can be contacted is:

Name: Ian Colyer, Freedom of Information Officer

Address: Council Offices, The Campus, Welwyn Garden City, Hertfordshire AL8 6AE

Telephone: 01707 357413

Email: [i.colyer@welhat.gov.uk](mailto:i.colyer@welhat.gov.uk)

## **Comments on the Scheme**

The Council welcomes feedback on the Scheme and in particular on how useful it is to you. Please forward any comments on the Scheme and its operation to the above named officer

Welwyn Hatfield Borough Council is committed to open, accountable and transparent operations, both in decision making and service delivery. Its vision is to improve the quality of life for everyone in the District and in achieving this vision is committed to more cost effective delivery of quality services. The majority of the Council's business is dependent on information. Much of the information held and used by the Council is already publicly available and the Council welcomes the introduction of the Freedom of Information Act as an opportunity to review and rationalise its information management systems. This work will assist in achieving the electronic delivery of services but will not be restricted to this. The Council is conscious of the fact that electronic access is not everyone's chosen form of communication, hence alternative arrangements will be made and set out in the Scheme, both for hard copy and access for those with specific needs.

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## Who we are and what we do.

### Organisational information, locations and contacts.

Class	Description	Examples of Documents/Notes	Format	Chargeable
<b>Constitution</b>	The constitution of the council	Financial Regulations and Contract Standing Orders	<a href="http://www.welhat.gov.uk/index.aspx?articleid=1153">http://www.welhat.gov.uk/index.aspx?articleid=1153</a>	No
	• decision making	Terms of Reference of various committees etc Code of Practice for procurement of works supplies & services, code of conduct for members & employees, schedule for the payment of members allowances		
	• Council democratic structure chart	Decision making bodies of the council & their role Councillors, MPs & MEP's	<a href="http://www.welhat.gov.uk/index.aspx?articleid=1153">http://www.welhat.gov.uk/index.aspx?articleid=1153</a>	No
<b>Organisational Structure</b>	The management structure and functions of the council	Organisation chart. Council departments	<a href="http://www.welhat.gov.uk/index.aspx?articleid=1153">http://www.welhat.gov.uk/index.aspx?articleid=1153</a>	No
<b>Contact</b>	Location & opening times of Council Buildings	Main Contacts & Location	<a href="http://www.welhat.gov.uk/index.aspx?articleid=1153">http://www.welhat.gov.uk/index.aspx?articleid=1153</a>	No

			<a href="#">083</a>	
	Contact details for all customer facing departments	Contact details	<a href="http://www.welhat.gov.uk/complaints">http://www.welhat.gov.uk/complaints</a>	No

<b>Class</b>	<b>Description</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Elections</b>	Elections required by law	Forthcoming elections		No
		Past Election Results	<a href="http://www.welhat.gov.uk/index.aspx?articleid=2048">http://www.welhat.gov.uk/index.aspx?articleid=2048</a>	No
		Polling Districts and Polling Places	<a href="http://www.welhat.gov.uk/index.aspx?articleid=1648">http://www.welhat.gov.uk/index.aspx?articleid=1648</a>	No
		The role of a Councillor	<a href="http://www.welhat.gov.uk/index.aspx?articleid=173">http://www.welhat.gov.uk/index.aspx?articleid=173</a>	No
		Voting procedures	<a href="http://www.welhat.gov.uk/register tovot">http://www.welhat.gov.uk/register tovot</a>	No

## What we spend and how we spend it.

### Financial information about projected and actual income and expenditure, tendering, procurement and contracts

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Financial statements</b>	The financial position of the Council at the end of the financial year and its income and expenditure to the end of that year.	• Statement of Accounts	<a href="http://www.welhat.gov.uk/index.aspx?articleid=755">http://www.welhat.gov.uk/index.aspx?articleid=755</a>	No
<b>Budget</b>	The Council's finances, budgets, fees and charges	• Budget Statement	<a href="http://www.welhat.gov.uk/index.aspx?articleid=3607">http://www.welhat.gov.uk/index.aspx?articleid=3607</a>	No
		• Budget Book	<a href="http://www.welhat.gov.uk/index.aspx?articleid=1150">http://www.welhat.gov.uk/index.aspx?articleid=1150</a>	No
		• Medium Term Financial Strategy	<a href="http://www.welhat.gov.uk/index.aspx?articleid=5666">http://www.welhat.gov.uk/index.aspx?articleid=5666</a>	No
		• Fees and Charges	<a href="http://www.welhat.gov.uk/index.aspx?articleid=5667">http://www.welhat.gov.uk/index.aspx?articleid=5667</a>	No
<b>Procurement procedures</b>		Procurement Contracting Opportunities	<a href="http://www.welhat.gov.uk/index.aspx?articleid=1630">http://www.welhat.gov.uk/index.aspx?articleid=1630</a>	
<b>Details of contracts &amp; tenders</b>	to businesses & to the voluntary community & social enterprise sector	WHBC contract register	<a href="http://www.welhat.gov.uk/index.aspx?articleid=2975">http://www.welhat.gov.uk/index.aspx?articleid=2975</a>	No



<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Audit - Financial</b>	The external activities (usually carried out by external auditors) associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period	• External Audit letters		No
		• Audit Reports		No
		• Treasury Management Strategy		No
		• Council Tax Setting		No
		• Council Tax information		No
<b>Staff allowances and expenses</b>	Members Allowances and payments made to staff	Members allowance payments	<a href="http://www.welhat.gov.uk/index.aspx?articleid=241">http://www.welhat.gov.uk/index.aspx?articleid=241</a>	No
<b>Pay and grading structure</b>		Pay Policy statement	<a href="http://www.welhat.gov.uk/article/4184/Pay-Policy">http://www.welhat.gov.uk/article/4184/Pay-Policy</a>	No

**What our priorities are and how we are doing.**

**Strategies and plan, performance indicators, audits, inspections and reviews.**

<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Annual Reports</b>		Annual Reports	<a href="http://www.welhat.gov.uk/index.aspx?articleid=825">http://www.welhat.gov.uk/index.aspx?articleid=825</a>	No
<b>Strategies &amp; business plans for service provided by the council</b>		Borough Councils Business Plan	<a href="http://www.welhat.gov.uk/index.aspx?articleid=760">http://www.welhat.gov.uk/index.aspx?articleid=760</a>	No

## How we make decisions.

### Decision making processes and records of decisions

Class	Description of class	Examples of documents/notes	Format	Chargeable
<b>Council and Committee Meetings</b>	Timetable of Council meetings. Agendas, offices reports, minutes of committees and sub-committees	• Timetable of latest meetings	<a href="http://www.welhat.gov.uk/latestmeetings">http://www.welhat.gov.uk/latestmeetings</a>	No
		• Agendas		No
		• Associated reports		No
<b>Public consultation</b>	Current Public Consultation on various topics	• Environmental Health Customer Satisfaction Questionnaires	Paper	No
		• District wide surveys & reports		No
		• Citizens Panel questionnaire questions		No
		• Bi-annual Leisure customer satisfaction survey report		No
		• Play scheme annual customer satisfaction survey report	Paper	No
		• Annual customer satisfaction survey findings	Paper	No

**Our policies and procedures.**

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

<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Policies &amp; procedures</b>	For conducting council business	<ul style="list-style-type: none"> <li>• Service and Financial planning, Performance reports, Corporate Plan/Strategic Objectives, District Local Plan, Capital Strategy, Asset Management Plan</li> </ul>		No
<b>Policies and strategies</b>	Policies & procedures for delivering our service	Policies included on the WHBC website		No
		<ul style="list-style-type: none"> <li>• Housing &amp; Public Protection Service - Statement of Enforcement Policy &amp; Practice</li> </ul>		No
		<ul style="list-style-type: none"> <li>• Treasury Management Policy</li> </ul>		
		<ul style="list-style-type: none"> <li>• Anti-Fraud and corruption Policy</li> </ul>		No
		Emergency Planning	<a href="http://www.welhat.gov.uk/index.aspx?articleid=626">http://www.welhat.gov.uk/index.aspx?articleid=626</a>	No
	<ul style="list-style-type: none"> <li>• Tree Strategy</li> </ul>	Paper	No	

<b>Class</b>	<b>Description of Class</b>	<b>Examples of Document/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Policies &amp; procedures about the recruitment &amp; employment of staff</b>	The general terms and conditions of employment with the council.	Application Packs		No
		Conditions of employment with the Council		No
		Human Resources Policies relating to recruitment (Equality & Diversity, Section Methods in Recruitment, Recruitment Advertising )		No
<b>Job descriptions and person specifications</b>	The job description and person specifications for currently advertised posts	Job descriptions and person specifications for currently advertised posts	<a href="http://www.welhat.gov.uk/index.aspx?articleid=4528">http://www.welhat.gov.uk/index.aspx?articleid=4528</a>	No
<b>Customer service</b>		• Communication Strategy		No
<b>Records management &amp; personal data policies</b>		• Information Management Strategy	Paper	No
<b>Performance Management</b>	Performance statistics – National and Local PI's	Statistical reports and Notes from meetings		No

<b>Class</b>	<b>Description of class</b>	<b>Example of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Fees and charges</b>	Council fees and charges list	• Booklet of burial charges, memorials, inscriptions in memorial book, use of chapels, purchase of exclusive rights	Paper	No
		Allotment Charges and availability		No
		• Pest control – full charge and concessionary charges	Paper	No
		• Public Protection Service Charges		Paper copies
		• Hackney Carriage & Private Hire charges		No
		• Fees for planning and related applications from Planning Reception		No
		• Car parking charges		No

## Lists and Registers.

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

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Members - Details</b>	Public contact details of Your local representative of the council		<a href="http://www.welhat.gov.uk/index.aspx?articleid=1039">http://www.welhat.gov.uk/index.aspx?articleid=1039</a>	No
<b>Electoral register</b>	The list of people eligible to vote.  This information will not be made available under the <i>Freedom of Information Act 2000</i> . Information in this area will be made available under the <i>Representation of the Peoples Act 1983</i> .	Full Register: (Distribution limited to specific organisations only)		£20 plus £1.50 per 1000 entries
			Paper	£20 plus £5 per 1000 entries
		Edited Register:		£10 plus £1.50 per 1000 entries
			Paper	£10 plus £5 per 1000 entries

<b>Class</b>	<b>Description of class</b>	<b>Examples of documents/notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Contaminated Land register</b>	Register of remediation notices served and other matters relating to contaminated land	Remediation notices; Appeals against remediation notices or charging notices	Paper copy	Free to view, copies chargeable to cover copying costs
<b>Cooling Towers register</b>	Register of cooling towers and evaporative condensers	Register includes address of plant, type of equipment and person in control	Paper copy	Website free Paper free to view, copies chargeable to cover copying costs



<b>Class</b>	<b>Description of class</b>	<b>Examples of documents/notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Environmental Permitting register</b>	List of installations permitted under the Environmental Permitting Regulations	Permits; applications; enforcement notices; monitoring information	Paper copy	Free to view, copies chargeable to cover copying costs
<b>Food Business Establishments</b>	List of food premises registered within the district	Register includes address, type of premises and name of food business operator	Paper copy	Free to view, copies chargeable to cover copying costs
<b>Gambling Act register</b>	Register of gambling licences issued under the Gambling Act 2005	Premises licences; Temporary use notices	Paper copy	Free to view, copies chargeable to cover copying costs
<b>Radioactive Substances</b>			Paper copy	
<b>Lotteries</b>	Register of small society lotteries		Paper copy	

<b>Class</b>	<b>Description of class</b>	<b>Examples of documents/notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Houses in Multiple Occupation register</b>	Premises licensed as a high risk House in Multiple Occupation	Includes address, licence holder, date of issue and conditions of licence		Free to view, copies chargeable to cover copying costs
<b>Licensing Act register</b>	Register of licences issues under the Licensing Act 2003	Premises licences; club premises licences; Personal licences; temporary event notice notifications;	Paper copy	Free to view, copies chargeable to cover copying costs See Provision of Information
<b>Private Water Supplies register</b>	Register of premises with private water supplies	Address of premises; monitoring information	Paper copy	Free to view, copies chargeable to cover copying costs
<b>Hackney Carriage Drivers</b>	Public register of Hackney Carriage drivers			Free to view, copies chargeable to cover copying costs
<b>Land Charges</b>	Statutory registers.	Inspection only between 10am until midday on weekdays only		£22 per address

<b>Class</b>	<b>Description of class</b>	<b>Examples of documents/notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Planning Register (Part 1)</b>	Planning applications currently under consideration			Free to view, copies chargeable to cover copying costs
<b>Planning Register (Part 2)</b>	Planning and appeal decisions. Planning obligations Planning decisions given after enforcement appeals Certificates of lawfulness for existing/proposed development Environmental statements			Free to view, copies chargeable to cover copying costs
<b>Enforcement and stop notice register</b>				Free to view, copies chargeable to cover copying costs
<b>Trees in conservation areas</b>	Register of trees			Free to view, copies chargeable to cover copying costs
<b>Advertisement Applications and decisions</b>				Free to view, copies chargeable to cover copying costs

<b>Class</b>	<b>Description of class</b>	<b>Examples of documents/notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Hazardous Substances</b>	Register of applications and consents relating to the storage of hazardous substances			Free to view, copies chargeable to cover copying costs

## The services provided by the Council

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

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Maps and Directions and information</b>	Public maps and directions to Council property or land assets Ward and Parish Boundaries	Location Plans for Council Offices		No
		Welwyn Hatfield Street Map	Paper	No
		Outlook Magazine		No
		Information on the location of Ward and Parish Boundaries in Welwyn Hatfield	o/s maps	Yes to cover production

<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Forms</b>	Forms for completion by customers to access services of the council	• Planning documents		No
		• Garage application forms	Paper	No
		• Medical information forms	Paper	No
		• Licensing and Enforcement Forms		No
		• Food forms i.e. registration of premises, butchers etc		
		• Infectious Disease forms		
		• Grant application		
		• Housing Benefit Application Form	Paper	No
		• Single Occupancy Discount		No
		• Home Improvement Grant application		
		Other Housing Benefit Related Forms	Paper	No
		• Accident Notification forms		
• Authorisation of Polluting Premises under Env. Protection Act 1990				
• Part 1 Application forms for Residents Parking permits/car park season tickets				
• Comments, Complaints & Compliments Trees for life				
• Holiday activities booking form				

<b>Class</b>	<b>Description</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Planning</b>		Leaflets, guidance notes and explanatory sheets and forms relating to Planning matters	<a href="http://www.welhat.gov.uk/index.aspx?articleid=352">http://www.welhat.gov.uk/index.aspx?articleid=352</a>	No
<b>Building Control</b>		Apply for building control consent Request an inspection Fees	<a href="http://www.welhat.gov.uk/index.aspx?articleid=659">http://www.welhat.gov.uk/index.aspx?articleid=659</a>	No
<b>Conservation Areas</b>	Plans defining Conservation Areas; Article 4(2) directions	Conservation Area plans and Orders confirming Article 4(2) Directions withdrawing certain permitted development rights within Conservation Areas	<a href="http://www.welhat.gov.uk/index.aspx?articleid=1211">http://www.welhat.gov.uk/index.aspx?articleid=1211</a>	Website free Paper Yes from Planning reception
<b>Tree Preservation Orders</b>	Records of Individual Preservation Orders relating to trees in the District	Formal orders and plans	<a href="http://www.welhat.gov.uk/index.aspx?articleid=850">http://www.welhat.gov.uk/index.aspx?articleid=850</a>	Yes from Planning reception
<b>Welwyn Garden City Estate Management Plan</b>	Details of the operation of the scheme	Making an application Area Map Policies Frequently asked questions Appeals Enforcement	<a href="http://www.welhat.gov.uk/index.aspx?articleid=668">http://www.welhat.gov.uk/index.aspx?articleid=668</a>	No

Class	Description	Examples of Documents/Notes	Format	Chargeable
<b>Rubbish and Recycling</b>	The provision of waste collection services	Bin collection days What goes in my bin A-Z of recycling & rubbish Report a missed bin Waste collection for homes without wheelie bins Wheelie Bins Request a bulk waste collection Recycling centres Minimising waste Waste awareness Frequently asked questions Clinical Waste Assisted collections Text alerts	<a href="http://www.welhat.gov.uk/index.aspx?articleid=533">http://www.welhat.gov.uk/index.aspx?articleid=533</a> <a href="http://www.welhat.gov.uk/article/898/Commercial-waste">http://www.welhat.gov.uk/article/898/Commercial-waste</a>	No
<b>Leisure</b>	Leisure opportunities in the Borough	Clubs, societies and organisations Local Events Garden City Cinema Hawthorne Theatre Roller City Soft Play City Museum Service Council Leisure facilities Landscape & Countryside Cycling & Walking Playgrounds	<a href="http://www.welhat.gov.uk/index.aspx?articleid=174">http://www.welhat.gov.uk/index.aspx?articleid=174</a>	No



Class	Description	Examples of Documents/Notes	Format	Chargeable
		Sport in Welwyn Hatfield Tourism & Travel		
<b>Council Tax</b>	A tax levied by the Council to help pay for local services	Ways to pay Council Tax Who pays Council Tax View your Council Tax account Council Tax Bands and Charges Council Tax Billing Information Change of address or circumstances Discounts and Exemptions Council Tax Support Council Tax Appeals Recovery of Council Tax Information for Landlords Completion Notices	<a href="http://www.welhat.gov.uk/index.aspx?articleid=171">http://www.welhat.gov.uk/index.aspx?articleid=171</a>	No
<b>Housing Benefit</b>	A national scheme to help people pay their rent	What help is available How to make a claim Returning to work Frequently asked questions Overpayment of benefits Benefit Fraud	<a href="http://www.welhat.gov.uk/index.aspx?articleid=5016">http://www.welhat.gov.uk/index.aspx?articleid=5016</a>	No

Class	Description	Examples of Documents/Notes	Format	Chargeable
<b>Business Rates</b>	A tax on properties that are used for commercial purposes	How is my bill calculated? How to pay Discounts and Reliefs Changing Rateable Values Moving Premises? Transitional Scheme Recovery of Business Rates Service Standards Completion Notices Quarterly list of Business Rates Payers	<a href="http://www.welhat.gov.uk/forms/counciltaxandbusinessrates">http://www.welhat.gov.uk/forms/counciltaxandbusinessrates</a>	No
<b>Parking</b>	Parking services run by the Council	Car Parks Residents Permit Parking Areas Parking Restrictions Parking Improvements Pay a parking fine Challenge a parking fine Exemptions for Property Works Season Tickets Disabled Parking Completed Traffic Regulation Orders	<a href="http://www.welhat.gov.uk/index.aspx?articleid=3220">http://www.welhat.gov.uk/index.aspx?articleid=3220</a>	No

<b>Class</b>	<b>Description</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Licensing</b>	A regulatory service covering a number of licensable activities	Acupuncture, tattooing, piercing and electrolysis Alcohol and Entertainment Sex Shops & Establishments Animal Licensing House to House and Street collections Gambling Act 2005 Motor Salvage Scrap Metal Dealers Hypnotism Performances Street Trading Pleasure Boats Caravan Sites Taxi Licences Street Cafes	<a href="http://www.welhat.gov.uk/index.aspx?articleid=271">http://www.welhat.gov.uk/index.aspx?articleid=271</a>	No
<b>Environmental Health</b>	Protecting the health and welfare of the Borough	Contaminated Land Private Water Supplies Food Safety Health & Safety	<a href="http://www.welhat.gov.uk/index.aspx?articleid=5568">http://www.welhat.gov.uk/index.aspx?articleid=5568</a>	No
<b>Housing</b>	Council housing, garage rental, private housing and land charges	Council Housing Council Garages Drains and sewers Private Housing Partnership Accreditation for Landlords Affordable Housing	<a href="http://www.welhat.gov.uk/index.aspx?articleid=432">http://www.welhat.gov.uk/index.aspx?articleid=432</a>	No

Class	Description	Examples of Documents/Notes	Format	Chargeable
		Housing market in the Borough Land Charges		
<b>Street Environment</b>	Information on how we look after public areas and the streetscene	Litter and Litter Bins Dog fouling and waste bins Street cleansing Leaf clearance Environmental enforcement Fly Tipping Graffiti Horticultural standards Hedge cutting Grass cutting Welfare gardening Weed control Street furniture Abandoned vehicles Drug taking needles Verge parking	<a href="http://www.welhat.gov.uk/index.aspx?articleid=1011">http://www.welhat.gov.uk/index.aspx?articleid=1011</a>	No
<b>Cemetery Services</b>	Funerals, Burial Registration and Cemetery Management	Bereavement Organisations Cemetery services Welwyn Hatfield Lawn Cemetery Hatfield Hyde Cemetery Closed Church Burial	<a href="http://www.welhat.gov.uk/cemetery">http://www.welhat.gov.uk/cemetery</a>	No

Class	Description	Examples of Documents/Notes	Format	Chargeable
		Grounds Standards and Regulations Cemetery Application Forms		
<b>Commercial and Community Property</b>	The letting, management and repair of the Councils property portfolio	Contact details List of vacant properties	<a href="http://www.welhat.gov.uk/commercialproperty">http://www.welhat.gov.uk/commercialproperty</a>	No
<b>Landlords</b>	Advice and information for landlords	View your accounts Partnership accreditation Houses in Multiple Occupation (HMO's) Hatfield Article 4 Direction	<a href="http://www.welhat.gov.uk/article/5589/Landlords">http://www.welhat.gov.uk/article/5589/Landlords</a>	No

<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Campaigns</b>	Campaign, publicity and awareness literature on council services, partnership services, or promotional activities associated with the Council	News & publications Current & Recent Consultations Priorities		No
<b>Publications</b>	Guidebooks, books and other publications that the council makes available, some on a chargeable basis	• Food Safety	Paper	No
		• Health & Safety		
		• Neighbourhood Noise		
		• Grants including Housing Grants		
		• Revenues leaflets on various subjects relating to Council Tax collection and recovery,		No
		• Housing Benefits		No
		• Life Magazine	<a href="http://www.welhat.gov.uk/index.aspx?articleid=305">http://www.welhat.gov.uk/index.aspx?articleid=305</a>	No
<b>Service Details and Guidance</b>	Public contact details, access to, and explanation of council services	Details of contacts in Planning	Paper	No
		Details of local Housing Associations	Paper	No

<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Traffic Orders</b>	The statutory notice given to warn the public on the change of the status of a public highway	• Temporary road closures	Paper	No
		• Parking schemes	Paper	No
<b>Taxi licence Holders</b>	Lists of persons holding Hackney Carriage or Private Hire Licence issued by the council		Paper	Yes
<b>Rights of way definitive map</b>	Publication of established rights of way and land drainage	Copies of plans held by Hertfordshire County Council	Paper	Available for public inspection
<b>Land drainage/ sewerage plans</b>	Plans showing drainage and sewerage in the district	Deposited plans provided by the Water Authorities	Paper	Available for public inspection
<b>Road works</b>	The current and scheduled road works in the local area	Copies of information held by Hertfordshire County Council		
<b>Clubs and Societies</b>	Listing of clubs and societies available in the local area, as provided to the council by the club or society	• Sports directory	Paper	No
		• List of Venues for hire	Paper	No

Class	Description of Class	Examples of Documents/Notes	Format	Chargeable
<b>Planning and Related Applications</b>	All documentation associated with applications for permission consents or approval <i>Information relating to investigations and proceedings will not be made available</i>	Correspondence, forms, decision and other notices, plans and other drawings, photographs	Paper	Yes Contact Planning Reception
<b>Planning Policy Publications</b>	Documents' containing the Council's planning policies and matters relating to land use and spatial planning.	Local Plan; Proposals Map; Development briefs; and Local Development Framework, which includes: <ul style="list-style-type: none"> <li>• Core Strategy</li> <li>• Development policies</li> <li>• Area Action Plans</li> <li>• Land Allocations</li> <li>• Supplementary Planning Documents</li> <li>• Statement of Community Involvement</li> <li>• Local Development Scheme Annual Monitoring Report</li> </ul>		Electronic versions are freely available on website; paper copies can be produced on request but are chargeable Contact Planning Reception



<b>Class</b>	<b>Description of Class</b>	<b>Examples of Documents/Notes</b>	<b>Format</b>	<b>Chargeable</b>
<b>Planning Policy Evidence Base Studies</b>	Documents used in the preparation of the planning policy documents which comprise the Local Development Framework	Strategic Flood Risk Assessment; Strategic Housing Land Availability Assessment; Employment land review etc.		Electronic versions are freely available on website; Contact Planning Reception for paper copies
<b>Planning Register</b>	The consolidated listing of planning applications received by the council	Application forms, decision notices, correspondence and drawings	Paper	Yes
<b>Environmental Assessment</b>	Environmental impact assessment and statements	Statements and technical appendices	Paper	Yes