

**GUIDE
TO
INFORMATION**

OCTOBER 2017

INTRODUCTION

Preston City Council has adopted the Model Publication Scheme produced by the Information Commissioner's Office. A copy of this scheme is available on the Commissioner's website.

The Information Commissioner is an independent officer who reports directly to Parliament and is responsible for ensuring public authorities comply with the Freedom of Information Act and other related legislation. He also provides guidance to the public and public authorities and deals with any complaints.

This guide helps you to understand what information is made routinely available by the council. Where documents are not available online contact details are provided so that you may request a copy of the information or arrange a viewing time where appropriate.

Free web access is available in public libraries for those who do not have private access to the internet. There are printers available to print information if required but there may be a charge for this service.

If you require the information in a particular format, for example in Braille, on tape, or in a different language, the council will take all reasonable steps to meet your request.

CLASSES OF INFORMATION

There are seven classes of information included in the guide. These are as follows:-

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

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

What our priorities are and how we are doing.

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

How we make decisions.

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

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

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

The services we offer.

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

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

HOW TO REQUEST INFORMATION NOT INCLUDED IN THE GUIDE

There is a general right of access to information under the Freedom of Information Act 2000. (FOIA). Anyone requesting information that is not already freely available will be entitled, subject to any exemptions that may apply, to:-

- be told whether that information exists;
- receive the information in the way requested, wherever possible.

If the information you want is not available via the council's website, you may make a specific request for information, and the council must deal with it in accordance with the provisions of the FOIA. To make a request, please put your request in writing to the council, either by letter, by email or using the forms available either from the website or at council receptions. You must include:-

- your name and address
- the information you require in as much detail as you can offer.

Please return the completed form or letter to:-

Governance Officer
Preston City Council
Town Hall
Lancaster Road
Preston
PR1 2RL

Tel No 01772 906848
or by email – foi@preston.gov.uk

CHARGES FOR INFORMATION

The majority of information detailed in the guide will be provided free of charge. Exceptions to this are indicated with a £ sign.

Where documents need to be sent out in hard copy, charges may be made for printing, photocopying and postage. Payment is required in advance of receiving the information

HOW TO COMPLAIN

Unfortunately, sometimes, things do go wrong. In such cases, the officer that you have been dealing with would usually be the first point of contact. If the information that you received was not what you needed the officer will explain why the information was not available.

If you believe that your complaint has not been handled fairly, impartially or promptly, and cannot be dealt with satisfactorily on an informal basis, then you have the right to appeal to the Monitoring Officer at:-

Preston City Council
Town Hall
Lancaster Road
Preston
PR1 2RL

If you are then still unhappy with the council's response, you can contact the independent body overseeing the Act:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel No 01625 656656
www.ico.org.uk

COPYRIGHT

Some of the information supplied under the Freedom of Information Act will be subject to copyright protection under the Copyright, Designs and Patents Act 1998. Information can be re-used for the purposes of research for non-commercial purposes, for private study or for news reporting and review without requiring formal consent. However, if the applicant wishes to re-use the information for commercial purposes, including publishing he/she would require the permission of the copyright holder. Failure to obtain permission may result in an infringement of the Copyright, Designs and Patents Act 1998. Permission to re-use copyright protected information owned by the council may be granted in the form of a licence and the applicable charges will be advised on request. Permission to re-use information supplied by the council which is copyright protected by another party, must be sought from the third party copyright holder.

Enquiries for licences to reproduce any material should be addressed to:-

Governance Officer
Preston City Council
Town Hall
Lancaster Road
Preston
PR1 2RL

Tel No: 01772 906848
foi@preston.gov.uk

RESPONSIBILITY FOR THE GUIDE

The responsible officer for the guide and for its maintenance is:-

Governance Officer
Preston City Council
Town Hall
Lancaster Road
Preston
PR1 2RL

Tel No 01772 906848
foi@preston.gov.uk

WHO WE ARE AND WHAT WE DO

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Constitution	Yes		
Decision Making Process	Yes		
Decision Making Plan	Yes		
Code of Conduct for Members	Yes		
Council Decisions			
Agendas, reports, minutes of meetings	Yes		
Dates of Council Meetings	Yes		
Council Question Time	Yes		
Council Directorate Structure	Yes		
Location and Opening Times of Council properties	Yes		
Councillors			
Names and Addresses	Yes		
Political Composition	Yes		
Representatives on Outside Organisations	Yes		
Members' Allowances Scheme	Yes		
Members' Declarations of Interest	Yes		

WHO WE ARE AND WHAT WE DO

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Contact details for Customer-facing departments	Yes		
<p>Mayoralty / Civic Information</p> <p>Biography of Mayor History of Guild History of Mayoralty History of Preston Previous Mayors</p> <p>Mayor's Diary</p>	Yes		
	No	<p>Mayor's Office 1st Floor Town Hall PRESTON PR1 2RL</p> <p>Tel.No. 01772 906818 themayor@preston.gov.uk</p>	
<p>Elections</p> <p>Returns of election expenses at elections</p>	No	<p>Peter Welsh Head of Electoral Services Corporate Services Directorate 2nd Floor Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel.No. 01772 906115 p.welsh@preston.gov.uk</p>	
<p>Register of Electors</p> <p>Register of Electors Marked Register of Electors Marked List of Postal Voters</p>	No	<p>Peter Welsh Head of Electoral Services Corporate Services Directorate 2nd Floor Town Hall Lancaster Road PRESTON PR1 2RL</p>	<p>Access to the register is limited by the Representation of People Act Regulations 2002</p>

WHO WE ARE AND WHAT WE DO

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
		Tel.No. 01772 906115 p.welsh@preston.gov.uk	
How to apply for a postal vote	Yes		
Voter Registration	Yes		
Election Results	Yes		
Partnership Decisions Preston Children's Partnership Board	Yes		
Community Safety Partnership	Yes		

WHAT WE SPEND AND HOW WE SPEND IT

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Financial Information <ul style="list-style-type: none"> • Budget 2014/15 • Capital Spending Programme • Senior Officers Pay • Treasury Management • Annual Statement of Accounts • Annual Audit Report 	Yes		Certain information may be exempt under S22 of the Freedom of Information Act 2000 – information intended for future publication
Spending Reviews	No	Jackie Wilding City Treasurer Corporate Services Directorate 2 nd Floor Town Hall PRESTON PR1 2RL Tel.No. 01772 906994 j.wilding@preston.gov.uk	
Audit Reports	No	Chief Internal Auditor 2nd Floor Town Hall Lancaster Road PRESTON PR1 2RL Tel.No. 01772 906012	

WHAT WE SPEND AND HOW WE SPEND IT

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Members Allowances Scheme and the allowances paid under it to Councillors each year	Yes		
Staff Allowances and Expenses	No	Kath O'Flaherty Head of Workforce 1st Floor Town Hall PRESTON PR1 2RL Tel.No. 01772 906371 k.oflaherty@preston.gov.uk	
Pay and Grading Structure	No	Kath O'Flaherty Head of Workforce 1st Floor Town Hall PRESTON PR1 2RL Tel.No. 01772 906371 k.oflaherty@preston.gov.uk	
Council spending over £250	Yes		
Election Expenses	No	Peter Welsh Head of Electoral Services Corporate Services Directorate 2nd Floor Town Hall Lancaster Road PRESTON PR1 2RL Tel.No. 01772 906115 p.welsh@preston.gov.uk	

WHAT WE SPEND AND HOW WE SPEND IT

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Internal Financial Regulations	No	Jackie Wilding City Treasurer Corporate Services Directorate 2 nd Floor Town Hall PRESTON PR1 2RL Tel.No. 01772 906994 j.wilding@preston.gov.uk	
Funding for Partnership Arrangements	No	Derek Whyte Assistant Chief Executice 1st Floor Town Hall PRESTON PR1 2RL Tel.No. 01772 903401 d.whyte@preston.gov.uk	
Audit Plan	Yes		
Achieving Preston's Priorities (Corporate Plan) 2017/18	Yes		
Corporate Priorities	Yes		
Procurement	Yes		

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Achieving Preston's Priorities (Corporate Plan)	Yes		
Facts and figures about the Council	Yes		
Community Safety	Yes		
Economic Development - <ul style="list-style-type: none"> • City Centre Strategy • City Deal information 	No Yes	Derek Whyte Assistant CE Policy and Social Justice 1 st Floor Town Hall Lancaster Road PRESTON PR1 2RL Tel.No. 01772 903401 d.whyte@preston.gov.uk	
Decision Making Plan	Yes		
Capital Strategy	No	Jackie Wilding City Treasurer Corporate Services Directorate 2 nd Floor Town Hall PRESTON PR1 2RL Tel.No. 01772 906994 j.wilding@preston.gov.uk	

WHAT OUR PRIORITIES ARE
AND HOW WE ARE DOING

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Statistical information produced in accordance with the Council's and departmental requirements	Yes		

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HOW WE MAKE DECISIONS

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Timetable of Council Meetings	Yes		
Agendas, Officers' reports, background papers and minutes of Council, Committees, Sub-Committee and Panel meetings	Yes		
Major Policy Proposals and Decisions	Yes		
Public Consultations	Yes		

OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<p>Data Protection Act 1998</p> <p>Policy Statement</p> <p>Incorrect Information – What can I Do?</p> <p>Z6994510 Preston City Council's Electoral Registration Notification Document</p> <p>Z5613272 Preston City Council's Notification Document</p>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>No</p>	<p>www.ico.org.uk</p> <p>www.ico.org.uk</p>	
<p>Environmental Information Regulations 2004</p> <p>How to obtain information leaflet</p>	<p>Yes</p>		
<p>Freedom of Information Act 2000</p> <p>Request for Information form</p>	<p>Yes</p>		
<p>Staffing</p> <p>Job Adverts</p> <p>On-line Application Form</p> <p>Procedure for Appointment of Staff</p>	<p>Yes</p> <p>Yes</p> <p>No</p>	<p>Kath O'Flaherty Head of Workforce Corporate Services Directorate 1st Floor Town Hall PRESTON PR1 2RL</p> <p>Tel.No. 01772 906371 k.oflaherty@preston.gov.uk</p>	

OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Fairness Charter	Yes		
Local Government Ombudsman Reports	No	<p>Caron Parmenter Head of Legal and Democratic Services Corporate Services Directorate 2nd Floor Town Hall PRESTON PR1 2RL</p> <p>Tel.No. 01772 906373 c.parmenter@preston.gov.uk</p>	Reports would be published if the Ombudsman produced report
Records Management Policy	No	<p>Trish Ashcroft Governance Officer Corporate Services Directorate Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel. No. 01772 906848 t.ashcroft@preston.gov.uk</p>	
Retention Schedule	No	<p>Trish Ashcroft Governance Officer Corporate Services Directorate Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel.No. 01772 906848 t.ashcroft@preston.gov.uk</p>	
Collections Development Policy (Museum)	No	<p>Sue Latimer Interim Harris Manager Harris Museum and Art Gallery Market Square PRESTON PR1 2PP</p>	

OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
		Tel.No. 01772 905493 s.latimer@preston.gov.uk	
Air Quality Management Documentation	Yes		
Anti-Fraud and Corruption Strategy and Statement Anti Bribery Policy Anti Money Laundering Policy	Yes Yes No	Chief Internal Auditor 2nd Floor Town Hall Lancaster Road PRESTON PR1 2RL Tel. No. 01772 906012	
Asset Management Plan	No	Head of Property Management Town Hall Lancaster Road Preston PR1 2RL Te. No. 01772 906519	
Children and Young People's Play Provision Strategy	Yes		
Consultation and Participation Strategy	No	Shirah Bamber Communications and Marketing Manager 1 st Floor Town Hall Lancaster Road Preston PR1 2RL	

OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
		Tel. No. 01772 906349 s.bamber@preston.gov.uk	
Contaminated Land Strategy	Yes		
Corporate Enforcement Policy	No	Jorge Carrera-Rodriguez Group Solicitor (Litigation) Corporate Services Directorate 2 nd Floor Town Hall Lancaster Road PRESTON PR1 2RL Tel.No. 01772 906875 j.carrera-rodriguez@preston.gov.uk	
Achieving Preston's Priorities (Corporate Plan)	Yes		
Dog Welfare Strategy	Yes		
Equal Opportunities Policy	Yes		
Empty Homes Strategy	Yes		
Corporate Equality Strategy and Action Plan 2011-16	Yes		
Fair Employment Policy	No	Ally Brown Director of Corporate Services Corporate Services Directorate Town Hall PRESTON	

OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
		PR1 2RL Tel.No. 01772 906770 a.brown@preston.gov.uk	
Food Safety Regulation Strategy	No	Simon Neighbour Environmental Health Manager Environment Directorate Town Hall Lancaster Road PRESTON PR1 2RL Tel.No. 01772 906160 s.neighbour@preston.gov.uk	
Gambling Policy	Yes		
Hackney Carriage & Private Hire Licensing Policy	Yes		
Harassment Policy	No	Kath O'Flaherty Head of Workforce Corporate Services Directorate 1st Floor Town Hall PRESTON PR1 2RL Tel.No. 01772 906371 k.oflaherty@preston.gov.uk	
Health and Safety Regulation Plan	No	Andy Howard Environmental Health Manager Town Hall Lancaster Road PRESTON PR1 2RH Tel.No. 01772 906333 a.howard@preston.gov.uk	

OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
High Hedges Policy	No	<p>Mark Taylor Head of Parks & Streetscene Environment Directorate Argyll Road PRESTON PR1 6JY</p> <p>Tel. No. 01772 903623 m.taylor@preston.gov.uk</p>	
Homelessness Review	No	<p>John Cameron Senior Housing Advisory Officer Housing Advisory Services Town Hall Lancaster Road Preston</p> <p>Tel No. 01772 906404 j.cameron@preston.gov.uk</p>	
Homelessness Strategy	Yes		
Housing Strategies	Yes		
ICT Strategy	No	<p>Sharon Thornton Head of ICT Services First Floor Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel.No. 01772 906041 s.thornton@preston.gov.uk</p>	

OUR POLICIES AND PROCEDURES

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Licensing Policy (alcohol, regulated entertainment and late-night refreshment)	Yes		
Parks & Open Spaces Strategy	No	<p>Mark Taylor Head of Parks & Streetscene Neighbourhood Services Argyll Road PRESTON PR1 6JY</p> <p>Tel. .No. 01772 903623 m.taylor@preston.gov.uk</p>	
Preston Tourism and Visitor Strategy	Yes	http://www.prestonguildcity.co.uk/	
Private Sector Housing Adaptations	Yes		
Risk Management Policy	No	<p>Caron Parmenter Head of Legal and Democratic Services Corporate Services Directorate Town Hall PRESTON PR1 2RL</p> <p>Tel. No. 01772 906373 c.parmenter@preston.gov.uk</p>	
Whistleblowing Policy	Yes		

PUBLIC REGISTERS AND REGISTERS HELD AS PUBLIC RECORDS

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
<p>Public Register for permitted processes under the Environmental Permitting (England & Wales) Regulations</p> <p>Public Register of Private Water Supplies</p> <p>Public Register for Radioactive Substances</p>	Yes- partly	<p>Chris Hodson Environmental Health Manager Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel.No. 01772 906154 c.hodson@preston.gov.uk</p>	
<p>Public Register for Stray Dogs</p>	No	<p>Chris Hodson Environmental Health Manager Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel.No. 01772 906154 c.hodson@preston.gov.uk</p>	
<p>Public Register for Alcohol, Entertainment & Late Night Refreshment Licences and Current Applications</p>			
<p>Hackney Carriage Vehicle Proprietors</p> <p>Private Hire Operators</p> <p>Private Hire Drivers</p> <p>Motor Salvage Operators</p> <p>Scrap Metal Dealers</p> <p>Leaflet Distributors</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		

PUBLIC REGISTERS AND REGISTERS HELD AS PUBLIC RECORDS

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Sex Shops	Yes		
Sexual Entertainment Venues	Yes		
Register of Food Businesses	No	Simon Neighbour Environmental Health Manager Environment Directorate Town Hall Lancaster Road PRESTON PR1 2RL Tel. No. 01772 906160 s.neighbour@preston.gov.uk	
Land & Property Information Contaminated Land Register	No	Chris Hodson Environmental Health Manager Town Hall Lancaster Road PRESTON PR1 2RL Tel.No. 01772 906154 c.hodson@preston.gov.uk	
Land Charges - £ Register of Local Land Charges	No	Land Charges Legal Services Corporate Services Directorate 2nd Floor Town Hall Lancaster Road PRESTON PR1 2RL Tel.No. 01772 906119	

PUBLIC REGISTERS AND REGISTERS HELD AS PUBLIC RECORDS

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Register of Councillors - financial and other interests	Yes		
Members - Register of Gifts and Hospitality	No	<p>Julie Grundy Head of Member Services Corporate Services Directorate 1st Floor Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel.No. 01772 906112 j.grundy@preston.gov.uk</p>	
Register of Electors	No	<p>Peter Welsh Head of Electoral Services Corporate Services Directorate 2nd Floor Town Hall Lancaster Road PRESTON PR1 2RL</p> <p>Tel.No. 01772 906115 p.welsh@preston.gov.uk</p>	Access to the Register is limited by the Representation of People Act Regulations 2002

SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
A-Z of Services and description of services	Yes		
Building Control	Yes		
Business-related information	Yes		
Business Directories for Preston, Chorley, South Ribble (copy) £	Yes		
Preston Profile and Economic & Business Information	Yes		
Car Parks - General Information	Yes		
<p>Cemeteries</p> <p>Interment Register</p> <p>General information leaflets regarding Cemeteries and Crematoriums</p>	<p>No</p> <p>No</p>	<p>Clarke Taylor Cemetery and Crematorium Officer Cemetery Office New Hall Lane PRESTON PR1 4SY</p> <p>Tel.No. 01772 463387 c.taylor@preston.gov.uk</p>	
<p>Charities</p> <p>Charity Schemes</p>	No	<p>Wendy Kearns Solicitor (Regulatory)</p>	

SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
		Corporate Services Directorate 2nd Floor Town Hall PRESTON PR1 2RL Tel.No. 01772 906514 w.kearns@preston.gov.uk	
<u>Census Information</u>	Yes		
<u>Council Tax</u> Appeals against Council Tax liability Council Tax banding amounts Council Tax banding list Council Tax base Council Tax leaflet Disabled relief from Council Tax How are properties valued for Council Tax? What Council Tax discounts are available?	Yes		

SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Cultural Recreational Information Allotments information	Yes		
Housing Benefit Benefit Information Information to help claim benefit Reporting Fraud	Yes		
Information on Harris Museum <ul style="list-style-type: none"> • What's On • Collections • Visitor Information 	Yes		
Preston Parks details and activities	Yes		
Tourist Attraction Information	Yes	www.prestonguildcity.co.uk	
Debt Advice	Yes		
Environmental Health List of prohibition/improvement notices served on workplaces	No	Andy Howard Environmental Health Manager Town Hall Lancaster Road PRESTON PR1 2RL Tel.No. 01772 906333 a.howard@preston.gov.uk	Only applies to notices affecting parts of workplaces to which the public have access

SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Hygiene ratings of food premises	Yes		
Non-domestic rate information Rating lists	No Yes	Paul Pilkington Business Rates Manager Revenues Section Customer Services Directorate 2 nd Floor Town Hall PRESTON PR1 2RL Tel.No. 01772 906029 p.pilkington@preston.gov.uk	
Grounds Maintenance Various service information leaflets Sports Pitch Lettings	Yes No No	Mark Taylor Head of Parks and Streetscene Environment Directorate Argyll Road PRESTON PR1 6JY Tel.No. 01772 903623 m.taylor@preston.gov.uk	
Highways Footpath Orders Stopping Up Orders Traffic Orders Traffic Calming Information	No	Alison Ennett Legal Assistant Legal Services Corporate Services Directorate 2 nd Floor Town Hall Lancaster Road PRESTON PR1 2RL Tel.No. 01772 906961 a.ennett@preston.gov.uk	
Housing	Yes		

SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Homeless Statistics Homeless Performance Indicators (both of which are contained in the Homelessness Strategy)	No	https://www.gov.uk/government/collections/homelessness-statistics	
<u>Advice for Landlords</u> Private Sector:- <ul style="list-style-type: none"> • Accredited lettings scheme guidance 	Yes		
<u>Licensing</u>	Yes		
<u>Local Plan Information</u>	Yes		
<u>Local Development Framework Information</u>	Yes		
<u>Planning Policy</u>	Yes		
<u>Planning and associated application forms</u> Planning Committee – Plans List £ Schedule of Charges	Yes		
Planning – pre-application advice service £	No	01772 906581 planningdept@preston.gov.uk	Certain information may be exempt under S41 of the Freedom of Information Act 2000 – information

SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
			provided in confidence or S43 – commercial interests
Public Buildings Management (Non-Housing) Public building repairs and maintenance	No	David Tomlinson Operational Property Manager Environment Directorate Town Hall Lancaster Road PRESTON PR1 2RL Tel.No. 01772 906536 d.tomlinson@preston.gov.uk	
Energy and Utilities Management	No	Nick Balderstone Energy/Facilities Officer Environment Directorate Town Hall Lancaster Road PRESTON PR1 2RL Tel.No. 01772 906437 n.balderstone@preston.gov.uk	
Building Services and Facilities Management	No		
Preston Markets – general information, maps, charges etc	Yes	www.prestonmarkets.co.uk	
Planning Article 4 Directions - £ Listed Buildings	No Yes	Diane Vaughton Conservation Officer Development Directorate Town Hall	

SERVICES PROVIDED BY THE COUNCIL

INFORMATION	WEBSITE	HOW TO ACCESS INFORMATION IF NOT ON WEBSITE	EXEMPT INFORMATION
Conservation Area Appraisals	No	Lancaster Road PRESTON PR1 2RL Tel.No. 01772 906598 d.vaughton@preston.gov.uk	
Refuse Collection Bulky Waste Service Commercial Waste Services Details of free services plus fees and charges Domestic Refuse Collection Recycling Services and information including locations of recycling sites	Yes		
Street Cleansing	Yes		
Media Releases	Yes		
Election information	Yes		