



Freedom of Information Act 2000

Publication Scheme

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Draft

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Owner: Stephen Harrold

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1 BACKGROUND

(a) About us

The Borough of Erewash is situated in the south east corner of Derbyshire on the border of Nottinghamshire and lies between the cities of Nottingham and Derby.

The bustling market towns of Ilkeston and Long Eaton are the two main centres with the smaller town of Sandiacre and numerous picturesque villages making up the rest of the Borough.

Taking its name from the River Erewash on its eastern boundary, the Borough, which covers some 10,943 hectares with a population of around 110,000, is bordered on its southern boundary by the River Trent and the River Derwent to the west. It is the third most populated area in the County of Derbyshire.

The Borough has the advantage of being centrally located in the Midlands, close to the M1 with a railway station at Long Eaton and Nottingham East Midlands airport just three miles away.

Erewash Borough Council was established on 1 April 1974 and covers the former Borough of Ilkeston, the former urban district of Long Eaton and part of the former South East Derbyshire rural district.

The Borough is divided into 21 wards served by 51 Councillors. At the moment we employ about 500 permanent employees and provide a wide range of services.

More details about the area and the services provided can be found on Erewash's website - www.erewash.gov.uk

(b) Freedom of Information Act

Under the Data Protection Act 1998, you have a right to see any information we hold about you. The Freedom of Information Act 2000 (which received Royal approval on 30 November 2000) extends the right to allow public access to all types of information which public authorities hold, including us.

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

However, one of the requirements which the Act makes is that local authorities must adopt and maintain a publication scheme from 28 February 2003.

A publication scheme must

- (a) specify classes of information that the Borough Council publishes or intends to publish;
- (b) specify the manner in which information of each class is, or is intended to be published; and
- (c) specify whether the material is, or is intended to be, available free of charge or on payment.

(c) Our Commitment to the Act

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

We want to involve the public as much as possible and our Visions Statement sets out a management objective of seeking to reflect and articulate the needs and aspirations of local people. We do this by finding out people's views and opinions on local matters and use this information to inform what we do and how we do it.

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

2. THE PUBLICATION SCHEME

(a) The Aims of the Scheme

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

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

The officer responsible for the publication scheme is Lorraine Poyser, Assistant Chief Executive. You can telephone her on 0845 907 2244 ext. 3571 or e-mail her at lorraine.poyser@erewash.gov.uk.

The officer responsible for maintaining the scheme on a day to day basis is Stephen Harrold. You can telephone him on 0845 907 2244 ext. 3573 or e-mail him at stephen.harrold@erewash.gov.uk.

(b) Changing the Scheme

Under section 19(1c) of the Act, we must regularly review the scheme, and will continually add classes of information as we become more open in what we do.

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

(c) The Structure of the Scheme

The publication scheme is built around making it as easy as possible for the person asking for information to get access to it.

The classes of information used are general so you do not need to know how the Borough Council is structured to find your way through the scheme.

Those classes of information have been grouped on an alphabetical basis under three main headings -

- Operational Services
- Resources
- Executive Office

The Scheme lists the classes of information with some introductory narrative where this is necessary to give you enough information to identify what is included and what information is not included.

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

(d) Asking for Information

We plan to make much of the information available on our website (www.erewash.gov.uk). Information will however be available in other formats such as printed copies and diagrams.

The publication scheme does not limit the rights which people have to information nor does it limit the large amounts of information we publish outside of this scheme.

The scheme lists who you need to contact to ask for information and gives their address and phone number and, where available, their e-mail address.

Information listed in the scheme may be obtained by various methods:-

- (i) by writing to the Council at the addresses given in the scheme;
- (ii) by e-mail request to the various addresses set out in the classes of information published.
- (iii) by request from our website www.erewash.gov.uk;
- (iv) by telephoning 0854 907 2244 and referring to the relevant part of the scheme;
- (v) by visiting the Reception areas at the Town Hall, Ilkeston and the Town Hall, Long Eaton.
- (vi) you may also find some information such as Council agendas and reports at your local library.

We will make paper copies of the publication scheme available at all our public offices.

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

(e) Charges

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

- Free of charge on the website. For those without Internet access, a print out would be available from the named officer who is responsible for the day to day operations. However multiple printouts or complete documents may attract a charge for cost of retrieval, photocopying and postage. We would let you know if a charge was involved at the time you make your request.
- Free of Charge to view at the Council's central offices the Town Hall, Ilkeston and the Town Hall, Long Eaton. An appointment may be necessary as Erewash is a split site authority and the information you may wish to view could be held at some other public building.

If you need a lot of printed material we may charge you.

Where a charge is payable, payment will normally be required before the information can be provided to you.

(f) Feedback

It is important that the scheme meets your needs, so we positively welcome comments and suggestions for improvement. We also welcome suggestions as to how the publications themselves might be improved.

Any questions or comments about this scheme should be sent in writing to the Council at the address below.

Assistant Chief Executive
Erewash Borough Council
Town Hall
Ilkeston
Derbyshire
DE7 5RP

g) Complaints

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

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

If you believe that we have not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should put your complaints in writing and send to either the reception at the Town Hall, Ilkeston or the Town Hall, Long Eaton - phone 0845 907 2244.

If you are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask him to investigate the matter. You can contact the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - phone 01625 545700 e-mail: data@dataprotection.gov.uk.

3. CLASSES OF INFORMATION

(a) Contents of Classes

As mentioned earlier the contents of the classes have been grouped under four main headings as follows -

CATEGORY	CONTENTS
Resources	1. Accounts
	2. Appointments
	3. Asset Management
	4. Byelaws
	5. Charities
	6. Council Constitution
	7. Council, Executive and Committee
	8. Councillors
	9. Elections
	10. Vacancies

CATEGORY	CONTENTS
Operational Services	11. Allotments
	12. Building Control
	13. Buildings of Special Architectural or Historic Interest
	14. Car Parking
	15. Cemeteries
	16. Community Centres
	17. Community Safety
	18. Culture & Leisure Services
	19. Dog Warden Service
	20. Economic Regeneration
	21. Energy Efficiency
	22. Environmental Health – Food/Health & Safety
	23. Environmental Health – Pollution & Domestic
	24. Events
	25. Parks
	26. Land Charges
	27. Licensing
	28. Licensing – Environmental Health
	29. Local Plan
	30. Markets
	31. Museum
	32. Outdoor sports pitch fees and charges, bookings
	33. Planning Register
	34. Private Sector Housing/Grants
	35. Shopmobility
	36. Sports Development
	37. Strategies, Studies, Initiatives, Management Plans and Development Briefs
	38. Tree Preservation
	39. Waste Management

CATEGORY	CONTENTS
Executive Office	41. Council Plan
	42. Erewash Citizens Panel
	43. Equality
	44. Grants
	45. Leaflets and Forms
	46. Performance Management
	47. Policies and Strategies
	48. Publications

A complete A-Z index of all the classes is contained at the end of the publication scheme.

(b) Information which is not included

There is certain information held within the Borough Council which is outside the scope of the Freedom of Information Act and therefore not available to the general public. This information is covered by what the Act calls “exemptions”.

A very broad description of the exemptions and what they mean is set out below.

Exemption	What it means
Information accessible to an applicant by other means	If you can obtain the information from a source other than Erewash Borough Council
Information intended for future publication	Where the information you request is due to be made generally available
Investigations and proceedings conducted by public authorities	Information held that is being, may be or has been used in any investigation or criminal proceedings by the Borough Council

Court records	Information held by us created by a Court or contained in a document placed in the custody of a Court
Health and Safety	If information is likely to endanger the physical health, mental health or safety of an individual
Personal Information	Any personal information relating to a living individual. This is covered under the Data Protection Act 1998
Information provided in confidence	Where information is given to us which would breach a confidence if we released it
Legal professional privilege	Information where a claim to legal professional privilege could be maintained in legal proceedings
Commercial interests	Information which is a trade secret or information which if we released it would harm a persons or company's trade
Prohibitions on disclosure	Where any other Act or law forbids us from releasing the information

(c) The Classes of Information in Detail**RESOURCES****1 ACCOUNTS**

- Current Budget Book
- Annual Statement of Accounts
- District Audit Annual Management Letter
- Council Tax Valuation List
- Rating List
- Chief and Senior Officer salary bandings with number of employees in each banding

Format: Hard copy - Exemptions may be made under the Data Protection Act 1998 should references be made to personal information

Contact: Head of Finance, Finance Division, Town Hall, Wharnccliffe Road, Ilkeston, Derbyshire DE7 5RP
 Tel: 0845 907 2244 ext. 3438
 e-mail david.watson@erewash.gov.uk

Charges: A charge is made for supplying copies, in certain cases.

2 APPOINTMENTS

- List of appointments made by the Council to outside bodies such as charities, school governing bodies, community organisations, Erewash Partnership and Groundwork Erewash and Amber Valley

Format: Hard copy

Contact: Head of Democratic Services, Town Hall, Wharnccliffe Road, Ilkeston, Derbyshire DE7 5RP
 Tel: 0845 907 2244 ext. 3611
 e-mail: andrew.sharpe@erewash.gov.uk

Charges: Free of Charge

3 ASSET MANAGEMENT

- Details of all the Council's land and properties that are available for sale or lease
- The Erewash Property File - details of other industrial and commercial properties within the Borough available for sale or lease, with appropriate contact details
- The Council will routinely give out information on all land and buildings which it owns, unless personal or exempt information considerations apply

Format: Hard copy also website

http://www.erewash.gov.uk/about_the_council/land_and_property/asset_management/default.asp

Contact: Estates Officer, Town Hall, Long Eaton, Derbyshire, NG10 1HU

Tel: 0845 907 2244 ext. 3093

e-mail: neil.kellogg@erewash.gov.uk

Charges: Free of Charge

4 BYELAWS

- All current local byelaws relating to the Borough

Format: Hard copy

Contact: Head of Democratic Services, Town Hall, Wharnccliffe Road, Ilkeston, Derbyshire DE7 5RP

Tel: 0845 907 2244 ext. 3611

e-mail: andrew.sharpe@erewash.gov.uk

Charges: Inspection free of charge. Copying charges will apply.

5 CHARITIES

- List of those charities where the Council is a Trustee

Format: Hard copy

Contact: Licensing Manager, Town Hall, Long Eaton, Derbyshire, NG10 1HU

Tel: 0845 907 2244 ext. 3121

e-mail: carolyn.singleton@erewash.gov.uk

Charges: Copying Charges will apply

6 COUNCIL CONSTITUTION

- The Constitution sets out how the Council operates, how decisions are made and the procedures followed. It is divided into 16 Articles which set out the general rules governing the Council's business e.g. rules of procedure, codes of conduct, financial regulations and contract standing orders, scheme of delegation, Member/Officer protocol, Members' allowance scheme, Management Structure etc

Format: Website

<http://www2.erewash.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=486&p> Hard copy also

Contact: Head of Democratic Services, Town Hall, Wharnccliffe Road, Ilkeston, Derbyshire DE7 5RP

Tel: 0845 907 2244 ext. 3611

e-mail: andrew.sharpe@erewash.gov.uk

Charges: Free of Charge

7 COUNCIL, EXECUTIVE AND COMMITTEE PAPERS

- Council Agendas, Minutes, Reports and the Forward Plan for all executive, non executive bodies and Community Forums

The Forward Plan lists all the key decisions that will be taken over the next four months and it is published on the Council's website.

Agendas and reports for all meetings of the Council, the Council Executive, its Delegation Sub-Committee, Scrutiny Panels, Regulatory Committees, Community Forums and the Sport Erewash Sub-Committee are published five working days before a meeting. They can be inspected free of charge during normal office hours from that date.

Agendas, reports and minutes of meetings for the last six years can also be inspected free of charge during normal office hours.

Items marked 'Not for Publication' will not be published or made available for inspection as they contain exempt information within one or more of the 15 categories contained in the Local Government Act 1972.

- Format: Hard copy
- Contact: Head of Democratic Services, Town Hall, Wharnccliffe Road, Ilkeston, Derbyshire DE7 5RP
Tel: 0845 907 2244 ext. 3611
e-mail: andrew.sharpe@erewash.gov.uk
- Charges: Whilst inspection of the foregoing is free a charge of £3.20 is applied to the inspection of background papers to reports and copying charges of 25p per sheet apply.
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8 COUNCILLORS

- Contact details for all Councillors and the Committees and other bodies on which they sit
- Annual publication of Members' Allowances as required by legislation

- Format: Website
<http://www2.erewash.gov.uk/moderngov/mgMemberIndex.aspx?bcr=1>
Hard copy also
- Contact: Head of Democratic Services, Town Hall, Wharnccliffe Road, Ilkeston, Derbyshire, DE7 5RP
Tel: 0845 907 2244 ext. 3611
e-mail: andrew.sharpe@erewash.gov.uk
- Charges: Free of Charge
-

9 ELECTIONS

- Full Electoral Register available for inspection under supervision
- Edited version available for inspection and copying
- Past election results
- Maps of Electoral Wards

Format: Website
http://www.erewash.gov.uk/about_the_council/elections/default.asp
Hard copy also

Contact: Electoral Services Manager, Town Hall, Town Hall, Wharnccliffe Road,
Ilkeston, Derbyshire, DE7 5RP
Tel: 0845 907 2244 ext. 3602
e-mail: hayley.brailsford@erewash.gov.uk

Charges: Statutory charges apply for the provision of copies of the edited version
of the Electoral Register
Election results provided free of charge

10 VACANCIES

- List of current vacancies
- Job Descriptions and Person Specifications
- Application Forms
- Equalities Policy
- Guidance Notes for applicants

Format: All available on website
http://www.erewash.gov.uk/jobs_and_careers/default.asp
Hard copy available from contact below

Contact: Head of Personnel, Town Hall, Long Eaton, Derbyshire, NG10 1HU
Tel: 0845 907 2244 ext. 3191
e-mail: jennifer.browne@erewash.gov.uk

Charges: The foregoing are available free of charge

OPERATIONAL SERVICES

11 ALLOTMENTS

- Allotments and plot holders guidance
- Register of Allotments containing records of available plots and plans of allotments

Format: Hard copy only

Contact: Head of Green Space and Street Scene, West Park Nurseries,
Wilsthorne Road, Long Eaton, Derbyshire NG10 4AA

Tel: 0845 907 2244 ext. 3237

e-mail: dave.bramwell@erewash.gov.uk

Charges: Free of charge

12 BUILDING CONTROL

- General advice and information on Building Regulations and application forms needed to make an application

Format: Hard copy also website

http://www.erewash.gov.uk/planning_buildings/building_regulations/building_control_info/default.asp

Contact: Building Control Manager, Town Hall, Long Eaton, Derbyshire, NG10 1HU

Tel: 0845 907 2244 ext. 3141

e-mail: peter.baker@erewash.gov.uk

Charges: Free of charge

13 BUILDINGS OF SPECIAL ARCHITECTURAL OR HISTORIC INTEREST

- A list of buildings of special architectural or historic interest in the Borough

Format: Hard copy

Contact: Head of Planning, Town Hall, Long Eaton, Derbyshire, NG10 1HU

Tel: 0845 907 2244 ext. 3171

e-mail: steve.birkinshaw@erewash.gov.uk

Charges: Copying charges apply

14 CAR PARKING

- Details of Off Street Parking Places Orders and Resident Permit Schemes, together with general information covering car parks in the Borough such as tariffs, available spaces and locations

Format: Hard copy also website:

http://www.erewash.gov.uk/transport_and_streets/vehicles_roads_parking/respark/default.asp

Contact: Neighbourhood Warden Manager, Merlin House, Merlin Way, Ilkeston, DE7 4RA

Tel: 0845 907 2244 ext. 3863

e-mail: scott.cartledge@erewash.gov.uk

Charges: No charge for the above information

15 CEMETERIES

- Cemeteries and Burial Guidance document
- Register of Burials
- Charter for the Bereaved Information Pack

Format: Hard copy also website www.erewash.gov.uk

Contact: Customer Services, Town Hall, Long Eaton, Derbyshire, NG10 1HU

Tel: 0115 917 3338

e-mail: caroline.price@erewash.gov.uk

Charges: Free of charge

16 COMMUNITY PLAN

- Under the general power of well-being contained in the Local Government Act 2000 the Borough Council has published its draft Community Plan which is currently out for consultation

Format: Hard copy

Also website www.erewash.gov.uk

Contact: Community Safety Officer, Town Hall, Wharnccliffe Road, Ilkeston, Derbyshire DE7 5RP

Tel: 0845 907 2244 ext. 3584

e-mail: kat.thornhill@erewash.gov.uk

Charges: Free of charge

17 COMMUNITY SAFETY

- As part of its commitment to community safety and working in partnership with other Agencies, the Borough Council has published the following documents relating to community safety:-
 - Community Safety Audit and Strategy
 - Safety in Communities - a report on patterns and trends of crime and disorder 1998-2001 - Erewash Community Safety Partnership
 - Tacking Crime and Disorder in Erewash - Community Safety Strategy 2002-2005 - Erewash Community Safety Partnership

Format: Hard copy

Contact: Community Safety Officer, Town Hall, Wharnccliffe Road, Ilkeston, Derbyshire DE7 5RP

Tel: 0845 907 2244 ext. 3584

e-mail: kat.thornhill@erewash.gov.uk

Charges: Free of charge

19 CULTURE & LEISURE SERVICES

- The Borough Council is soon to publish it's first Leisure and Cultural Strategy which details a 3 year plan for its 4 leisure centres and the new Sport Erewash development due to open shortly; Sports development; the Health Agenda; Culture; Arts and Heritage Development; Erewash Museum; Parks; and Events.
- The Borough Council operates four leisure centres which provide a range of different sporting and social activities and services.
- The centres publish a wide range of publicity material relating to their activities including:
 - ❖ Fees and charges
 - ❖ Activity Leaflets
 - ❖ Swimming pool timetables
 - ❖ Health and Leisure membership scheme

Charges: No charge for the above information

Format: Hard copy also website

http://www.erewash.gov.uk/culture_and_leisure/default.asp

Contacts John Hodgekinson, Centre Manager, West Park Leisure Centre

Telephone 0115 946 1400

Email: wplc@erewash.gov.uk

Centre Manager, Sandiacre Friesland Sports Centre, Nursery Avenue,
Sandiacre, Derbyshire, NG10 5AE

Telephone: 0115 949 0400

e-mail: sfsc@erewash.gov.uk

Stuart Bailey, Centre Manager, Victoria Park Leisure Centre,
Manners Road, Ilkeston, Derbyshire DE7 8AT.

Telephone: 0115 944 0400

e-mail vplc@erewash.gov.uk

Julie Richardson, Centre Manager, Rutland Leisure Centre, West End Drive, Ilkeston, Derbyshire, DE7 5GH
Tel: 0115 9302033
email: rutlandsp@erewash.gov.uk

20 DOG WARDEN SERVICE

- General advice and information leaflets on issues relating to stray dogs, dog fouling enforcement, responsible dog ownership, free registration scheme, identichipping, low cost spaying or neutering are available on request. The leaflets are also available in Council receptions and the website.

The following register is available for public inspection –
Register of dogs seized within the Borough

Format: Hard copy
Contact: Customer Services, Environmental Health Section, Merlin House, Ilkeston DE7 4RA
Tel: 0845 907 2244 ext. 3821
e-mail environmental.health@erewash.gov.uk
Charges: Personal paper copies £25 each. Inspection free of charge

21 ECONOMIC REGENERATION

- Ilkeston Heritage Economic Regeneration Scheme Bid
- Long Eaton Economic Regeneration Scheme Bid

Format: Hard copy
Contact: Planning Manager, Town Hall, Long Eaton, Derbyshire, NG10 1HU
Tel: 0845 907 2244 ext. 3151
e-mail: yvonne.wright@erewash.gov.uk
Charges: Free of charge

22 ENERGY EFFICIENCY

- The Borough Council publishes a range of energy advice leaflets which can be obtained from the contact below

Format: Hard copy

Contact: Energy Management Officer, Merlin House, Merlin Way, Ilkeston, Derbyshire
DE7 4RA

Tel: 0845 907 2244 ext. 3845

e-mail: kay.kent@erewash.gov.uk

Charges: Free of charge

23 ENVIRONMENTAL HEALTH – FOOD/HEALTH & SAFETY

- General advice and information on environmental health issues including food safety, food hygiene, infectious diseases, and health & safety in the workplace is available on request. The following registers are available for public inspection -

- Register of Food Businesses

- Register of Health and Safety at Work Notices that affect
Members of the Public

Format: Hard copy also website

http://www.erewash.gov.uk/business/food_production/default.asp

Contact: Customer Services, Environmental Health Section, Merlin House,
Merlin Way, Ilkeston, Derbyshire DE7 4RA

Tel: 0845 907 2244 ext. 3815

e-mail: environmentalhealth@erewash.gov.uk

Charges: Inspection of the Registers is free of charge

A copying charge applies and a fee may be charged for copies from some Registers.

Application forms, guidance notes, advisory leaflets and the like are free of charge

24 ENVIRONMENTAL HEALTH – POLLUTION AND DOMESTIC

- General Advice and information is available on request relating to on pollution control, noise control, air quality, statutory nuisance, drainage and pest control. The following registers are available for public inspection-

Register of part B and A2 processes registered under the Pollution Prevention and Control Regulations 2000.

Register of part A1 processes registered under the Pollution Prevention and Control Regulations 2000 – this register is kept on behalf of the Environment Agency.

Register of notices served in respect of statutory nuisances.

Register of particulars relating to contaminated land.

Register of reports and certificates under the Radioactive Substances Act 1960.

In addition the following air quality information is available:

Stage 1 & 2 Air Quality Review Assessment

Stage 3 Air Quality Review and Assessment

Stage 4 Air Quality Review and Assessment

Detailed Review and Assessment – due for completion in December 2004

Air Quality Action Plan – due for completion in December 2004

Format: Hard copy

Contact: Customer Services, Environmental Health Section, Merlin House, Merlin Way, Ilkeston, DE7 4RA

Telephone: 0845 907 2244 ext. 3815

e-mail: environmental.health@erewash.gov.uk

Charges: Inspection of Registers, application forms, guidance notes, advisory leaflets are free of charge. A copy charge applies and the supply of certain information or data may entail a charge fee

25 EVENTS

- Erewash Events organise and develop a wide range of exciting events and entertainment throughout the Borough.
- A range of leaflets and promotional material is available for organised events as follows:
 - ❖ Brass band concert programme
 - ❖ Christmas lights
 - ❖ Summer sounds programme
 - ❖ Street entertainment

- ❖ Annual funfairs
- ❖ Beautiful Erewash competitions
- ❖ Annual bonfire and firework display
- ❖ Easter activities for children

Format: Hard copy also website <http://www.erewash.gov.uk/events/default.asp>

Contacts Events Officer, Sandiacre Friesland Sports Centre, Nursery Avenue,
Sandiacre, Derbyshire, NG10 5AE
Tel: 0845 907 2244 ext. 4323
e-mail helena.richardson@erewash.gov.uk or
Danielle.jenkins@erewash.gov.uk

26 PARKS

- The Parks service is responsible for the provision and maintenance of over 100 separate sites which covers 262 hectares (650 acres) of public parks and open spaces as well as allotments, local nature reserves, cemeteries and play areas.
- The Parks service publishes a range of information including:
 - Country walks in and around Erewash
 - Country horse rides in and around Erewash
 - Your parks leaflet – major locations and facilities
 - Local nature reserves
 - Allotment information – geographical plan and vacant plot information
 - Tree trails
 - Parks annual newsletter
 - Garden boundary information – ‘over the garden hedge’
 - Floral sponsorship
 - Charter for the bereaved information pack

- Format: Hard copy also website
http://www.erewash.gov.uk/culture_and_leisure/parks_recreation/default.asp
- Contacts Head of Green Space and Street Scene, West Park Nurseries,
Wilsthorpe Road, Long Eaton, Derbyshire NG10 4AA
Tel: 0845 907 2244 ext. 3237
e-mail: dave.bramwell@erewash.gov.uk
- Charges: Free of charge
-

27 LAND CHARGES

- The Land Charges Register can be inspected by appointment at the Town Hall, Long Eaton during normal office hours

- Format: Hard copy
- Contact: Local Land Charges Officer, Town Hall, Long Eaton, Derbyshire, NG10 1HU
Tel: 0845 907 2244 ext. 3112
e-mail: lisa.macpherson@erewash.gov.uk
- Charges: Fees apply for the inspection of the Local Land Charges Register. The making of a personal search of the Register also attracts a fee. Public Registers may be inspected free of charge.
-

28 LICENSING

- The Licensing Section is responsible for the processing and issuing of licences and permits relating to -

Hackney Carriage Vehicles and Drivers
Private Hire Operators, Vehicles and Drivers
Public Entertainments
Amusements with Prizes
Theatres/Occasional Stage Play

Cinema
 Small Lotteries
 Street Collections
 House to House Collections
 Game Dealers

Format: Many of the relevant application forms and guidance notes can be found on the Council's website at <http://www.erewash.gov.uk/licencing/>
 Others are held in hard copy

Contact: Licensing Manager, Town Hall, Long Eaton, Derbyshire, NG10 1HU
 Tel: 0845 907 2244 ext. 3121
 e-mail: carolyn.singleton@erewash.gov.uk

Charges: Application forms and guidance notes are provided free of charge

29 LICENSING - ENVIRONMENTAL HEALTH

- The Environmental Health Section are responsible for the processing and issuing of licences and permits relating to -

Late Night Refreshment Licence
 Scrap Metal Dealers
 Motor Salvage Operators
 Skin Piercing
 Animal Boarding Establishments
 Dog Breeding Establishments
 Pet Shops
 Riding Establishments
 Wild Animals
 Zoo's
 Caravan Sites

Format: Application forms and guidance notes are available in hard copy

Also website

http://www.erewash.gov.uk/environmental_issues/default.asp

Contact: Customer Services, Merlin House, Merlin Way, Ilkeston

Tel: 0845 907 2244 ext. 3821

e-mail: environmentalhealth@erewash.gov.uk

Charges: Application forms, guidance notes, advisory leaflets and the like are free of charge

30 LOCAL PLAN

- The Erewash Borough Local Plan, prepared under the provisions of the Town and Country Planning Act 1990 and the Planning and Compensation Act 1991, comprises a Written Statement and Proposals Map and applies to the whole of the Borough.

As a statutory local plan it has four main functions -

- to develop the policies and general proposals of the Approved Derby and Derbyshire Joint Structure Plan and to relate them to precise areas of land on the Proposals Map;
- to provide a detailed basis for development control;
- to provide a detailed basis for co-ordinating and directing development and other use of land, both public and private;
- to bring local planning issues before the public.

The following are available

- Erewash Borough Local Plan - Adopted 1994 with proposals up to 2001 - Cost £25 including postage and packaging;
- Erewash Borough Local Plan First Deposit - March 2001 - Cost £40 including postage and packaging;
- Report of Publicity and Consultations, March 2001 - Cost £5 including postage and packaging;
- Erewash Borough Local Plan Second Deposit - October 2002 - Cost £40 including postage and packaging;

- Urban Capacity Study - October 2002 - Cost £12 including postage and packaging;
- Sustainability Appraisal - October 2002 - Cost £10 including postage and packaging.

Format: Hard copy also website <http://www.erewashcouncil.com/ldf/>

Contact: Planning Manager, Town Hall, Long Eaton

Tel: 0115 907 2217

e-mail yvonne.wright@erewash.gov.uk

Charges: As detailed above

31 MARKETS

- The Borough Council operates thriving markets at both Ilkeston and Long Eaton. Details are available on the Council's website <http://www.erewashcouncil.com/localmarkets/>

Format: The following application forms, promotional literature and Information sheets are held in hard copy also on website www.erewash.gov.uk

Welcome to Erewash Markets pamphlet

Market Licence Application

Farmers Market Application

Casual Trader Application

Charity Stall Application

Information Sheet - Licensed Market

Information Sheet - Casual Trader

Information Sheet - Car Boot Sale

Contact: Markets Officer, Merlin House, Merlin Way, Ilkeston, Derbyshire DE7 4RA

Tel: 0845 907 2244 ext. 3156

e-mail: rob.purdon@erewash.gov.uk

Charges: Stall tolls apply. Applications and other forms available free of charge

32 MUSEUM

- The Erewash Museum is set in a large Georgian House with Victorian extensions and gardens dating back from 1780's through to the 1860's. Special events are held on most Saturdays and school holidays.
- The Museum publishes the following information:
 - Museum information leaflet
 - Erewash Museum Events Guide
 - 'Get your hands on History' – living history sessions for schools at Erewash Museum
 - 'School Holiday happenings' – activities for children during Derbyshire school holidays

Format:: Hard copy also website

http://www.erewash.gov.uk/culture_and_leisure/museums_and_galleries/default.asp

Contacts: Museum Services Manager, Erewash Museum, High Street, Ilkeston, DE7 5JA

Tel: 0115 907 1141

e-mail museum@erewash.gov.uk

Charges: Free of charge

33 OUTDOOR SPORTS PITCH FEES AND CHARGES, BOOKINGS

Format: Hard Copy also website

http://www.erewash.gov.uk/culture_and_leisure/parks_recreation/parks_facilities/default.asp

Contacts: Merlin House, Merlin Way, Ilkeston, Derbyshire DE7 4RA

Tel: 0845 907 2244

e-mail: parks@erewash.gov.uk

34 PLANNING REGISTER

- The Planning Register contains details of applications for planning permission, advertisement consent, listed building control and lawful development certificates. It contains relevant plans and drawings and decisions on the applications referred to.

Format: Hard copy also website

http://www.erewash.gov.uk/planning_buildings/default.asp

Contact: Customer Services, Town Hall, Long Eaton, Derbyshire, NG10 1HU

Tel: 0845 907 2244

e-mail: enquiries@erewash.gov.uk

Charges: Copying charges apply, except for supplementary Planning Guidance Notes which are provided free of charge

35 PRIVATE SECTOR HOUSING / GRANTS

- The Borough Council promotes the following schemes to ensure that private sector housing in the Borough is kept habitable and in good state of repair
 - Grants Policy, comprising renovation grants, home repair assistance grants and disabled facilities grants
 - Care and Repair Scheme
 - Empty Property Strategy

Format: Hard Copy also website

http://www.erewash.gov.uk/housing_and_homeless/improvements_and_repairs/housing_grants/default.asp

Contact: Urban Renewal Section, Merlin House, Merlin Way, Ilkeston' Derbyshire DE7 4RA

Tel: 0845 907 2244 ext. 3831

e-mail: paul.smith@erewash.gov.uk

Charges: Application forms, guidance notes, advisory leaflets and the like are free of charge

36 SHOPMOBILITY

- The Borough Council operates shopmobility schemes at its urban centres of Ilkeston and Long Eaton. Details can be obtained from the contact below.

Format: Hard copy also website

http://www.erewash.gov.uk/community_and_living/shopmobility/default.asp

Contact: Neighbourhood Warden Manager, Merlin House, Merlin Way, Ilkeston, DE7 4RA

Tel: 0845 907 2244 ext. 3863

e-mail: scott.cartledge@erewash.gov.uk

Charges: Free of charge

37 SPORTS DEVELOPMENT

Sports development exists to provide sporting opportunities for all residents and visitors to Erewash, whether you wish to simply participate or excel in your chosen sport. Activities include:

- Focus Sports Development
- Club Coach Education Programmes
- Sports Club Development
- Leadership Awards
- Funding Advice
- Partnership Working
- Derbyshire Youth Games
- Information available from Sports Development includes:
 - ❖ Sports and Cultural Activities Directory
 - ❖ West Park Orienteering Course Maps (charge £1.00 adults/50p child)

Format: Hard copy also website

http://www.erewash.gov.uk/culture_and_leisure/sports/sports_development/default.asp

Contacts: Ian Tinto, Sports Development Officer, Sandiacre Friesland Sports Centre,
Nursery Avenue, Sandiacre, Derbyshire, NG10 5AE

Telephone: 0845 907 2244 ext. 4314

e-mail: sportsdev@erewash.gov.uk

38 STRATEGIES, STUDIES, INITIATIVES, MANAGEMENT PLANS AND DEVELOPMENT BRIEFS

- As part of its commitment to the environment the Borough Council promotes a host of strategies, studies, initiatives, management plans and development briefs.

Some are as follows -

- Erewash Cycling Strategy
- Erewash Canal Initiative
- Erewash Woodlands Strategy
- Erewash Ponds Project
- Vacant Sites and Building Strategy
- Management Plan Trowel Marsh Local Nature Reserve
- Management Plan for Stanton Gate Local Nature Reserve
- Oakwell Brickworks Development Brief
- Meadow Lane Development Brief

Format: Hard copy

Contact: Planning Manager, Town Hall, Long Eaton, Derbyshire, NG10 1HU

Tel: 0845 907 2244 ext. 3151

e-mail yvonne.wright@erewash.gov.uk

Charges: Free of charge

39 TREE PRESERVATION

- A list of Tree Preservation Orders which apply in the Borough is available

Format: Hard copy

Contact: Tree Officer, Merlin House, Merlin Way, Ilkeston' Derbyshire DE7 4RA

Tel: 0845 907 2244 ext. 3874

e-mail: jaimey.richards@erewash.gov.uk

Charges: Photocopying charges apply.

40 WASTE MANAGEMENT

- Waste Management Services comprises of the following service areas:
 - Refuse Collection
 - Recycling
 - Abandoned vehicle removal
 - Public Convenience cleaning
 - Street Cleansing functions
 - Street Furniture
 - Vehicle Maintenance (Council Fleet Only)

General advice and information is available on request relating to any of the above service areas. Specific documentation or information available is as follows:

- Details of waste collection days
- Details of bulky waste service provided including charges
- Details and charges for Trade Waste Services
- Location of Neighbourhood Recycling sites
- Location of Public Conveniences
- Details of routes and schedules for Street Cleaning

Format: Hard copy

Contacts: Waste Management Services, Merlin House, Merlin Way, Ilkeston,
Derbyshire DE7 4RA

Tel: 0845 907 2244 ext. 3885

e-mail: julie.harvey@erewash.gov.uk

Charges: In some cases a copying charge may apply

EXECUTIVE OFFICE

41 COUNCIL HOUSING

- Whilst the Borough Council has transferred its former Council dwellings to Erewash Housing Ltd under Large Scale Voluntary Transfer arrangements it still remains responsible for certain residual housing functions such as homelessness and housing investment.

Current publications include -

- Council Housing in Erewash Allocation Policy
- Strategic Housing Plans 2001-2004

Format: Hard copy

Contact: Team Leader Homeless and Housing Support, Town Hall, Wharnccliffe Road, Ilkeston, Derbyshire DE7 5RP

Tel: 0845 907 2244 ext: 3591

e-mail: sara.dinsdale@erewash.gov.uk

Charges: Free of charge

42 EREWASH CITIZENS PANEL

- As part of its Community Consultation and Involvement Strategy the Borough Council regularly consults through the Erewash Citizens Panel on a range of community issues.

The findings of the Panel can be accessed on the Borough Council's website.

Contact: Consultation Officer, Town Hall, Wharnccliffe Road, Ilkeston, Derbyshire DE7 5RP

Tel: 0845 907 2244 ext. 3684

e-mail: consultation@erewash.gov.uk

Charges: Free of charge

43 EQUALITY

- The Borough Council has prepared and adopted a Single Equalities Scheme as advised under the Equalities Act 2010

Format: Hard copy

Contact: Assistant Chief Executive, Town Hall, Wharnccliffe Road, Ilkeston,
Derbyshire DE7 5RP

Tel: 0845 907 2244 ext. 3571

e-mail: lorraine.poyser@erewash.gov.uk

Charges: Free of charge

44 GRANTS

- The Borough Council operates a scheme of granting financial assistance to voluntary and other organisations in the Borough.

Application forms and explanatory notes regarding the scheme can be obtained from the contact below.

Format: Hard copy

Contact: Community Support Officer, Town Hall, Wharnccliffe Road, Ilkeston,
Derbyshire DE7 5RP

Tel: 0845 907 2244 ext. 3575

e-mail: amie.elliott@erewash.gov.uk

Charges: Free of charge

45 LEAFLETS AND FORMS

- All our Directorates routinely make available a whole range of leaflets and forms relating to its activities. Some of those forms which may not be referred to specifically in other classes of information are set out below -

Conservation Area leaflets

Planning Applications Forms
 Certificates of Ownership
 Advertisement Consents
 Tree Preservation Order Forms
 Enquiry Forms
 Agriculture Determinations
 Listed Buildings
 Certificates of Lawfulness
 Building Regulations Guide
 Replacement Windows
 Building Regulations
 Building Notice/Full Plans
 Regularisation Certificates
 Radon Leaflets
 Emergency Planning Leaflets

Format: Hard copy also website www.erewash.gov.uk
 Contact: Customer Services, Town Hall, Long Eaton, Derbyshire NG10 1HU
 Tel: 0845 907 2244
 Charges: Free of charge

46 PERFORMANCE MANAGEMENT

- All authority Service Plans
- National and Local Performance Indicators
- Best Value Performance Plan
- Best Value Performance Plan Summary
- Best Value Reviews
- Improvement Action Plans

Format: Hard copy also website www.erewash.gov.uk
 Contact: Corporate Planning Manager, Town Hall, Town Hall, Wharncliffe Road,
 Ilkeston, Derbyshire, DE7 5RP
 Tel: 0845 907 2244 ext. 3572
 e-mail: rachel.fernandez@erewash.gov.uk
 Charges: In some cases copying charges may apply

47 POLICIES AND STRATEGIES

- The Council has a range of approved policies both Borough wide and specific to the Council

Format: Hard copy

Contact: Corporate Planning Manager, Town Hall, Town Hall, Wharncliffe Road, Ilkeston, Derbyshire, DE7 5RP

Tel: 0845 907 2244 ext. 3572

e-mail: rachel.fernandez@erewash.gov.uk

48 PUBLICATIONS

- A range of press releases and the Council's Newsletter EBC Today are published

Format: EBC Today - hard copy

Press Releases - hard copy and website www.erewash.gov.uk

Contact: Communication and Community Engagement Manager, Town Hall, Town Hall, Wharncliffe Road, Ilkeston, Derbyshire, DE7 5RP

Tel: 0845 907 2244 ext. 3578

e-mail: stewart.millar@erewash.gov.uk

Charges: Free of charge