

BURNLEY BOROUGH COUNCIL

PUBLICATION SCHEME – GUIDE TO INFORMATION

This scheme commits Burnley Borough Council (“the authority”):

1. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
2. To specify the information which is held by the authority and falls within the classifications below.
3. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
4. To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
5. To review and update on a regular basis the information the authority makes available under this scheme.
6. To produce a schedule of any fees charged for access to information which is made proactively available.
7. To make this publication scheme available to the public.
8. To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a licence specified by the Secretary of State in a Code of Practice issued by him under Section 45 of the Freedom of Information Act 2000.

WHO WE ARE AND WHAT WE DO

Definition

This class of information relates to organisational information, locations and contacts, constitutional and legal governance.

Available Information	Format available W = Council's website H = Hard copy E – Electronic (by email)	Contact us	Free or Charge made for hard copy
A-Z of Services	W/H A to Z of Services	Customer Services 01282 425011	Charge
Staffing Structures	H	Vicky White 01282 477124 vwhite@burnley.gov.uk Maureen Gordon 01282 477287 mgordon@burnley.gov.uk	Free
Management Structure	W/H Management Structure	Vicky White 01282 477124 vwhite@burnley.gov.uk Maureen Gordon 01282 477287 mgordon@burnley.gov.uk	Free
Composition of the Council	W/H Composition of the Council	Democracy and Improvement Team 01282 425011 x2614	Free

WHAT WE SPEND AND HOW WE SPEND IT

Definition

This class of information relates to projected and actual income and expenditure, tendering, procurement and contracts.

Available Information	Format available W = Council's website H = Hard	Contact us	Free or Charge made for hard copy
Statement of accounts – last financial year	W/H Statement of Accounts	Dave Donlan (01282 477172) ddonlan@burnley.gov.uk	Charge
Statement of accounts – penultimate financial year	W/H Statement of Accounts	Dave Donlan (01282 477172) ddonlan@burnley.gov.uk	Charge
Summary statement of accounts – last financial year	W/H Statement of Accounts	Dave Donlan (01282 477172) ddonlan@burnley.gov.uk	Charge
Summary statement of accounts – penultimate	W/H Statement of Accounts	Dave Donlan (01282 477172) ddonlan@burnley.gov.uk	Charge
Revenue Budget Book – current financial year	W/H	Dave Donlan (01282 477172) ddonlan@burnley.gov.uk	Charge
Revenue Budget Book – last financial year	W/H	Dave Donlan (01282 477172) ddonlan@burnley.gov.uk	Charge

Available Information	Format available W = Council's website H = Hard	Contact us	Free or Charge made for hard copy
Capital Programme and Budget Book – current financial year	W/H	Dave Donlan (01282 477172) ddonlan@burnley.gov.uk	Charge
Capital Programme and Budget Book - last financial year –	W/H	Dave Donlan (01282 477172) ddonlan@burnley.gov.uk	Charge
Capital Strategy - current	W/H Capital Strategy	Dave Donlan (01282 477172) ddonlan@burnley.gov.uk	Charge
Council spending to contractors over £500	W http://www.burnley.gov.uk/about-council/finance-performance/transparency/council-spending		Free
Public Burials	W http://www.burnley.gov.uk/residents/bereavement-services/burials		Free

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

Definition

This class of information relates to strategy and performance information, plans, assessments, inspections and reviews.

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Towneley Hall Forward Plan	H	Curator – 01282 424213	Free
Towneley Hall – Visitor's Figures	H	Curator – 01282 424213	Free
Weaver's Triangle Masterplan	H	Regeneration and Economic Development Unit Regeneration&edu@burnley.gov.uk	Free
Town Centre Masterplan	H	Regeneration and Economic Development Unit Regeneration&edu@burnley.gov.uk	Free
Economic Vision Strategy	W Economic Vision Strategy		
Employment Strategy	W Burnley's Employment Strategy		
Visitor Economy Strategy	H	Regeneration and Economic Development Unit Regeneration&edu@burnley.gov.uk	Free
Burnley Snapshot 2005	W Burnley Snapshot 2005		

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Burnley Snapshot 2008 Update	W Burnley Snapshot 2008 Update		
Biennial Business Survey	W 5th Biennial Business Survey 2009		
Best Value Customer Satisfaction Survey Report 2006	H/E	Kate Terry 01282 425011 x2506 kterry@burnley.gov.uk	Charge
Information relating to the last Periodical Electoral Review	H	Elections Officer 01282 425011 x2603	Charge
Recycling Statistics	H	Recycling Officer 01282 425011 x2378	Free
Race Equality Scheme and Action Plan	W/H Race Equality Scheme	Equality and Access Team 01282 425011 x2115	Free
Housing and Council Tax Benefits Claims Statistics	H	Benefits Service 01282 425011 x2401	Charge
Housing Needs Strategy	H	Housing Unit 01282 425011 x2478	Free
Housing Strategy	W/H Housing Strategy 2006- 2009	Housing Unit 01282 425011 x2478	Charge
Collection figures for National Non-Domestic Rates and Council Tax	H	Revenues 01282 425011 x2277	Free

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Management Information Report	H	Democracy and Improvement Team 01282 425011 x2120	Charge
Ombudsman Reports	H	Customer Services 01282 425011	Charge
Best Value Performance Plan	W/H	Democracy and Improvement Team 01282 425011 x2120	Charge
Best Value Review in last 6 years	W/H	Democracy and Improvement Team 01282 425011 x2614	Charge
Best value Performance Plan Summary	H	Democracy and Improvement Team 01282 425011 x2120	Free
Task Force Report	W/H Task Force Report	Regeneration 01282 425011 x2150	Charge
Community Cohesion Action Plan	W/H	Community Cohesion 01282 425011 x2190	Free
Community Plan	W/H	Community Cohesion 01282 425011 x2190	Charge
Neighbourhood Renewal Strategy	W/H Neighbourhood Renewal Strategy		Charge
Citizen Panel Surveys, Reports and associated documents	H	Democracy and Improvement Team 01282 425011 x2117	Charge

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Burnley Community Safety Partnership Strategic Assessment 2008	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3212 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free
Burnley Community Safety Partnership Strategic Assessment 2009	http://www.burnley.gov.uk/site/scripts/download_info.php?downloadID=1434 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free
Burnley Community Safety Partnership Strategic Assessment 2010/11	http://www.burnley.gov.uk/site/scripts/download_info.php?downloadID=1435 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free
Burnley Community Safety Partnership Strategic Assessment 2011/2012	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3929 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free
Burnley Community Safety Partnership Plan 2011/12	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=4010	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free
Burnley Community Safety Partnership Plan 2012/13	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=4594	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free

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Burnley Domestic Abuse Strategy	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=1033 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free
Burnley MAPS (Multi Agency Problem Solving Team) Annual Report 2008	https://www.burnley.gov.uk/site/scripts/download_info.php?fileID=2120 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free
Burnley MAPS (Multi Agency Problem Solving Team) Annual Report 2009/10	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3221 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free
Burnley Space Bus – Annual Review	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=2119 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free
Parenting Strategy for Burnley	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3216 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Waste Management Strategy for Lancashire 2008-2020	http://www.burnley.gov.uk/ site/scripts/download_info. php?fileID=2725 W/H	Contract Team (Streetscene) 01282 425011 streetscene@burley.gov.uk	Free

HOW WE MAKE DECISIONS

Definition

This class of information relates to policy proposals and decisions, decision making processes, internal criteria and procedures and consultations.

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Weaver's Triangle Masterplan Proposal	W Weaver's Triangle Masterplan Proposal		
Weaver's Triangle – Method, Consultation and Delivery	W Weaver's Triangle - Method, Consultation and Delivery		
Details of Committee Membership and Appointments to Outside Bodies	W/H Committee Structure Outside Bodies 2007-2009 Outside Bodies 2009/10	Democracy and Improvement Team 01282 425011 x2614	Charge
Council Constitution	W/H Constitution - April 2009	Democracy and Improvement Team 01282	Charge
Council Minutes, Agendas and Public Reports	W/H Agendas, Reports and Minutes	Democracy and Improvement Team 01282 425011 x2614	Charge

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Schedule of Meetings	W/H	Democracy and Improvement Team 01282 425011 x2614	Free
Licensing Committee – procedure for Applications	H	Licensing 01282 425011 x2612	Free

OUR POLICIES AND PROCEDURES

Definition

This class of information relates to current written protocols for delivering our functions and responsibilities.

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Burial Rules	H	Susan Wright 01282 664615 swright@burnley.gov.uk Angela Broughton 01282 664602 abroughton@burnley.gov.uk	Free
Memorial Safety Policy	W/H Health and Safety Checks of Memorials in Burnley's Cemeteries	Susan Wright 01282 664615 swright@burnley.gov.uk Angela Broughton 01282 664602 abroughton@burnley.gov.uk	Free
Towneley Hall Collecting Policy	H	Curator – 01282 424213	Free
Towneley Hall - Collections Management Policy	H	Curator – 01282 424213	Free
Financial Procedure Rules	W Constitution April 2009 – part 4.6		Free

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Job Application Documents	W Jobs and careers		Free
Personnel Policies and Procedures	H	Vicky White 01282 477124 vwhite@burnley.gov.uk Maureen Gordon 01282 477287 mgordon@burnley.gov.uk	Free
Guidance on Submission and Validation of Planning Applications	W/H Submitting a planning application Validation of Planning Applications	Planning Support 01282 425011 x2521/2522/2535	Free
Burnley Local Plan Second Review (2006)	W/H https://www.burnley.gov.uk/residents/planning/planning-policy/burnleys-former-local-plan-2006	01282 425011 x3280	Charge £51 (Set of Proposals Maps only = £21)
Burnley's Local Plan 2012-2032	W/H https://www.burnley.gov.uk/residents/planning/planning-policy/burnleys-local-plan	01282 425011 x3280	Charge Adopted Version of Plan £30 Policies Maps £20

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Adopted Supplementary Planning Guidance and Documents (various)	W/H https://www.burnley.gov.uk/residents/planning/planning-policies/supplementary-planning-documents	01282 425011 x3280	Charge £10 each
Local Development Scheme (LDS)	W/H https://www.burnley.gov.uk/residents/planning/planning-policies/burnleys-local-development-scheme-lds	01282 424011 x3280	Charge £5
Authority Monitoring Report (AMR)	W/H https://www.burnley.gov.uk/residents/planning/planning-policies/burnleys-emerging-local-plan/evidence-base/burnleys-annual-monitoring-report	01282 424011 x3280	Charge £20
Statement of Community Involvement (SCI)	W/H https://www.burnley.gov.uk/residents/planning/planning-policies/statement-community-involvement	01282 424011 x3280	Free
Sustainability Appraisal Scoping Report	W/H https://www.burnley.gov.uk/sites/default/files/5461_FinalScopingReport_20120724_V1_0.pdf	01282 424011 x3280	£20
Sustainability Appraisals (all versions)	W/H https://www.burnley.gov.uk/residents/planning/planning-policy/burnleys-local-plan/local-plan-sustainability-appraisal	01282 424011 x3280	Charge £71 each for main versions

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Habitats Regulations Assessment (all versions)	W/H https://www.burnley.gov.uk/residents/planning/planning-policies/burnleys-emerging-local-plan/local-plan-habitats-regulations-assessment		£10 each
Code of Conduct for Members	W/H Code of Conduct for Members and Guidance	Democracy and Improvement Team 01282 425011 x2614	Charge
Members Handbook	H	Democracy and Improvement Team 01282 425011 x2614	Charge
Contaminated Land Policy and Register	H	Contaminated Land Officer 01282 425011 x2408	Charge
Food Law Enforcement Plan	H	Food Safety 01282 425011 x2454	Charge
Health and Safety Enforcement Plan	H	Health and Safety 01282 425011 x2544	Charge
Equal Opportunities Policy	W/H Equal Opportunities Policy	Equality and Access Team 01282 425011 x2115	Free
Bullying and Harassment Policy	H	Equality and Access Team 01282 425011 x2115	Free
Code of Practice for the Conduct of Investigations	H	Equality and Access Team 01282 425011 x2115	Free

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Code of Conduct for Investigators – Benefit Fraud	W/H Code of Conduct for Investigators	Benefit Fraud Team 01282 425011 x2448	Charge
Code of Practice for Taped Interviews – Benefit Fraud	H	Benefit Fraud Team 01282 425011 x2448	Charge
Fraud Prosecution Policy	W/H Fraud Prosecution Policy	Benefit Fraud Team 01282 425011 x2448	Charge
Housing Allocations Policy	W/H Housing Allocation Policy	Housing Unit 01282 425011 x2478	Free
Housing Clearance	W/H Housing Clearance Guidance	Housing Unit 01282 425011 x2478	Free
Procedures and Clearance Pack			
Conditions for the Registration of Door supervisors in Places of Public entertainment	H	Licensing 01282 425011 x2612	Free
Public Service Code of Practice	W/H	Customer Services 01282 425011	Free
Complaints Procedure	W/H Complaints Procedure	Customer Services 01282 425011	Free

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
The Borough of Burnley (Off-Street Parking) Order 2010	http://www.burnley.gov.uk/site/scripts/download_info.php?fileD=3_658 W/H	Car Parking Team (Streetscene) 01282 425011 streetscene@burnley.gov.uk	Free
Alleygating Policy	http://www.burnley.gov.uk/site/scripts/download_info.php?fileD=2_858 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free
A Code of Practice for the	http://www.burnley.gov.uk/site/scripts/download_info.php?fileD=2_718 W/H	CCTV Manager (Streetscene) 01282 425011 streetscene@burnley.gov.uk	Free
Management of CCTV in Burnley			
Burnley & Padiham – Minimum Standards for Tackling Anti-social Behaviour	http://www.burnley.gov.uk/site/scripts/download_info.php?fileD=3_101 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free
Streetscene Enforcement Policy	http://www.burnley.gov.uk/site/scripts/download_info.php?fileD=3_566 W/H	Streetscene Services Manager 01282 425011 streetscene@burnley.gov.uk	Free
Untidy Land Procedure	http://www.burnley.gov.uk/site/scripts/download_info.php?fileD=2_43 W/H	Streetscene Services Manager 01282 425011 streetscene@burnley.gov.uk	Free

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Designated Public Places Order	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3567 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free

LISTS AND REGISTERS

Definition

This class of information relates to information held in registers required by law and other lists and registers relating to the functions of the authority.

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Register of Burials	H	Susan Wright 01282 664615 swright@burnley.gov.uk Angela Broughton 01282 664602 abroughton@burnley.gov.uk	Free
Register of Purchased Graves	H	Susan Wright 01282 664615 swright@burnley.gov.uk Angela Broughton 01282 664602 abroughton@burnley.gov.uk	Free
Register of Family Graves	H	Susan Wright 01282 664615 swright@burnley.gov.uk Angela Broughton 01282 664602 abroughton@burnley.gov.uk	Free

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Register of Cremations	H	Susan Wright 01282 664615 swright@burnley.gov.uk Angela Broughton 01282 664602 abroughton@burnley.gov.uk	Free
Information on Book of Remembrance	H	Susan Wright 01282 664615 swright@burnley.gov.uk Angela Broughton 01282 664602 abroughton@burnley.gov.uk	Free
Information on wall of Remembrance	H	Susan Wright 01282 664615 swright@burnley.gov.uk Angela Broughton 01282 664602 abroughton@burnley.gov.uk	Free
Towneley Hall Inventory	H	Curator 01282 424213	Charge
Register of Payments to Members	H	Dave Donlan 01282 477172 ddonlan@burnley.gov.uk	Charge
Business Directory	W/H Burnley Business Directory	Martyn Hardacre 01282 664761 mhardacre@burnley.gov.uk	Free
Planning Applications Weekly Lists: 2005 onwards	W/H Planning Application Weekly Lists	Planning Support 01282 425011 x2521/2522/2535	Free
Planning Decisions Monthly Lists: 2005 onwards	W/H Monthly list of Decisions	Planning Support 01282 425011 x2521/2522/2535	Charge

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Statutory Register of Planning Applications	W/H Online Planning Register	Planning Support 01282 425011 x2521/2522/2535	Free
Register of Enforcement	W	Planning Support	Free
Notices/Breach of Condition Notices	Register of Enforcement Notices	01282 425011 x2521/2522/2535	
Hazardous Substances Register	H/E	Planning Support 01282 425011 x2521/2522/2535	Free
Building Regulations Register	INSPECTION ONLY	Heather Walmsley 01282 425011 x2530	View only
Approved Building Control Inspector's Register of Notices	INSPECTION ONLY	Heather Walmsley 01282 425011 x2530	View only
Byelaws	W/H Byelaws	People and Law 01282 425011 x2167	Charge
List of District Councillors by Wards, Names and Addresses	W/H Councillor Information	Democracy and Improvement Team 01282 425011 x2614	Free
Parish/District Councillors Register of Interests	H	Democracy and Improvement Team 01282 425011 x2614	Charge
Election Results	W/H Elections	Democracy and Improvement Team 01282 425011 x2614	Charge
Electoral Register	H	Elections Office 01282 425011 x2603	Charge

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Environmental Protection Act – Integrated Pollution Control Register	H	Planning & Environment 01282 425011 x2406	Charge
List of Premises under Environmental Protection Act Part 1 – Authorised Processes	H	Planning & Environment 01282 425011 x2406	Charge
Food Premises Register	H	Planning & Environment 01282 425011 x2454	Charge
Health & Safety at Work Act notices to which Environment & Safety Information Act 1998 applies	H	Planning & Environment 01282 425011 x2454	Free
Register of Stray Dogs Collected	H	Customer Services 01282 425011 Streetscene@burnley.gov.uk	Free
Traffic Regulation Orders	W/H Traffic Regulation Orders	People & Law 01282 425011 x2167	Charge
Highway Closure Orders	H	People & Law 01282 425011 x2167	Charge
Compulsory Purchase Orders	H	People & Law 01282 425011 x2167	Charge
Certificate of Public Liability Insurance	H	Insurance Officer 01282 425011 x2135	Charge

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Certificate of Employer's Liability Insurance	H	Insurance Officer 01282 425011 x2135	Charge
Property/Asset Register	H	Property Consultancy 01282 425011 x2514	Charge
List of Public Conveniences	H	Property Consultancy 01282 425011 x2514	Free
Properties for Sale or Let	H	Property Consultancy 01282 425011 x2346	Free
Standing List of Contractors	H	Property Consultancy 01282 425011 x2346	Charge
Local Land Charges Register	H	Land Charges 01282 425011 x2139	Charge
List of Units Available for Rent – Markets	H	Markets 01282 425011 x4654	Free
Traders Licence Agreements	H	Markets 01282 425011 x4654	Free
Tree Preservation Orders	H	People & Law 01282 425011 x2167	Charge
Register of dogs found	H	Support Team (Streetscene) 01282 425011 streetscene@burnley.gov.uk	Free

THE SERVICES WE OFFER

Definition

This class of information relates to advice and guidance, booklets and leaflets, transactions and media releases.

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Burnley Visitor and Accommodation Guide	W www.visitburnley.com		Free
Events Brochure	W www.visitburnley.com		Free
The Burnley Way	W www.visitburnley.com		Free
Walking, Riding and Cycling	H	Order from www.visitburnley.com	Free
A-Z Guide of Business Support	W A-Z Guide of Business Support		Free
Industrial Estate Maps	W Business sites		Free
Firm Contact News Magazine	W/H Business & Investment Magazine - Firm Contact	Martyn Hardacre 01282 664761 mhardacre@burnley.gov.uk	Free
Planning Application Forms and Fees Schedule	W/H Submitting a planning application	Planning Support 01282 425011 x2521/2522/2535	Free

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Business Guide to Planning	W/H Business Guide	Planning Support 01282 425011 x2521/2522/2535	Free
Farmers Guide to Planning	W/H Farmers Guide	Planning Support 01282 425011 x2521/2522/2535	Free
Householder Guide to Planning	W/H Householder Guide	Planning Support 01282 425011 x2521/2522/2535	Free
Planning Enforcement Guidance and Leaflets	W/H Planning Enforcement	Planning Support	Free
Planning Enquiries Guidance and Forms	W/H	Planning Support 01282 425011 x2521/2522/2535	Free
Conservation Area Appraisals and Management Plans	W/H https://www.burnley.gov.uk/residents/planning/planning-policy/conservation-area-appraisals-and-management-plans	01282 425011 x3307	Charge
Tree Preservation Order Guidance	W/H Tree Preservation Orders: A Guide to the Law and Good Practice	Planning Support 01282 425011 x2521/2522/2535	Free

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Removal of Permitted Rights Development	W Permitted Development Rights Removal	Planning Support 01282 425011 x2521/2522/2535	Free
Article 4 Directions and Sites	W/H Article 4 Direction	Planning Support 01282 425011 x2521/2522/2535	Charge
Planning Advice for Business – Various Leaflets	W/H	Planning Support 01282 425011 x2521/2522/2535	Free
Planning Appeals Guide	W/H Planning Appeals - Finding information on appeals	Planning Support 01282 425011 x2521/2522/2535	Free
Mobile Phone Base Stations & Health	W/H	Planning Support 01282 425011 x2521/2522/2535	Free
Planning Obligations and model Section 106 Agreement	W/H Planning Obligations Model S106 Agreement	Planning Support 01282 425011 x2521/2522/2535	Free
Outdoor Advertisements Guide	W/H Outdoor Advertisements Guide	Planning Support 01282 425011 x2521/2522/2535	Free
Design and Access Statements Advice	W/H Design and Access Statements	Planning Support 01282 425011 x2521/2522/2535	Free

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Definitions of Major Development for Transport	W/E Transport	Planning Support 01282 425011 x2521/2522/2535	Free
Burnley and Pendle Strategic Housing Market Assessment (SHMA) 2013	W/H https://www.burnley.gov.uk/residents/planning/planning-policies/burnleys-emerging-local-plan/evidence-base/strategic-housing-market-assessment	01282 425011 x3280	£51
Burnley SHMA (other versions)	W/H https://www.burnley.gov.uk/residents/planning/planning-policies/burnleys-emerging-local-plan/evidence-base/strategic-housing-market-assessment	01282 425011 x3280	Charge
Burnley Retail, Office and Leisure Assessment 2013	https://www.burnley.gov.uk/residents/planning/planning-policies/burnleys-emerging-local-plan/evidence-base/burnley-retail-office-and-leisure-assessment	01282 425011 x3280	£51
Burnley Employment Land Study Demand Update - February 2014	W/H https://www.burnley.gov.uk/residents/planning/planning-policies/burnleys-emerging-local-plan/evidence-base/employment-land-study	01282 425011 x3280	£20

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Gypsy, Traveller and Travelling Showpeople Accommodation Assessment 2012	W/H https://www.burnley.gov.uk/residents/planning/planning-policies/burnleys-emerging-local-plan/evidence-base/gypsy-traveller-and-travelling-show-people-accommodation-assessment-burnley-and-pendle	01282 425011 x3280	£10
SFRA Level 1 2017	W/H https://www.burnley.gov.uk/residents/planning/planning-policies/burnleys-emerging-local-plan/evidence-base/strategic-flood-risk-assessment	01282 425011 x3280	£102
SRFA 2017 Level 2	W/H https://www.burnley.gov.uk/residents/planning/planning-policies/burnleys-emerging-local-plan/evidence-base/strategic-flood-risk-assessment	01282 425011 x3280	£20
Housing Land Supply Statements	W/H https://www.burnley.gov.uk/residents/planning/planning-policies/burnleys-emerging-local-plan/evidence-base/housing-land-availability	01282 425011 x3280	Charge
Strategic Housing Land Availability Assessment	W/H https://www.burnley.gov.uk/residents/planning/planning-policies/burnleys-emerging-local-plan/evidence-base/strategic-housing-land-availability-assessment	01282 425011 x3280	Charge Report £30 Maps £21

Available Information	Format available W = Council's website H = Hard copy	Contact us	Free or Charge made for hard copy
Planning Policy – other evidence base studies	https://www.burnley.gov.uk/residents/planning/planning-policies/burnleys-emerging-local-plan/evidence-base	01282 425011 x3280	Charge
Building Regulations Application Forms and Fees Schedule	W/H Building Control - Application Forms and Fees	Heather Walmsley 01282 425011 x2530	Free
Building Control Guidance Notes	W/H Building Control - Guides to compliance with Building Regulations	Heather Walmsley 01282 425011 x2530	Free
Building Control Approved Part H	W/H Approved Document Part H	Heather Walmsley 01282 425011 x2530	Free
Building Regulations LABC Information Leaflets – Various	W/H LABC Information leaflets	Heather Walmsley 01282 425011 x2530	Free
Request to Speak Form	W/H Request to Speak Form	Democracy and Improvement Team 01282 425011 x2614	Free
Town Hall Meeting Room Charges and Availability	H	Democracy and Improvement Team 01282 425011 x2629	Free
Customs and Cultures Series of Booklets	H	Equality and Access Team 01282 425011 x2115	Free

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Application Form and Terms and Conditions – Private Hire Drivers' Licences	H	Licensing Team 01282 425011 x2612	Free
Application Form and Terms and Conditions – Private Hire Operators' Licences	H	Licensing Team 01282 425011 x2612	Free
Application Form and Terms and Conditions – Private Hire Vehicle Licences	H	Licensing Team 01282 425011 x2612	Free
Housing Benefit Application Form	W/H Claim Form	Benefits Service 01282 425011	Free
Council Tax Benefit Application Form	W/H Claim Form	Benefits Service 01282 425011	Free
Second Adult Rebate Application Form	W/H	Benefits Service 01282 425011	Free
Discretionary Housing Payment Form	W/H	Benefits Service 01282 425011	Free
Housing/Council Tax Benefit Notification Letters	H	Benefits Service 01282 425011	Free

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Benefits Appeal Leaflet	H	Benefits Service 01282 425011	Free
Backdated Benefit Leaflet	H	Benefits Service 01282 425011	Free
Evidence Required to Support Claim Leaflet	W/H Information and Evidence required	Benefits Service 01282 425011	Free
Benefit Fraud is Theft Leaflet	W/H Benefit Fraud Leaflet	Benefits Service 01282 425011	Free
Advice Leaflet – Repairs for Private Tenants	W/H Repairs for Landlords & Tenants	Housing Unit 01282 425011 x2478	Free
Advice Leaflet – Illegal Eviction and Harassment	W/H Protection Against Harassment and Illegal Eviction	Housing Unit 01282 425011 x2478	Free
Advice Leaflet – Immigration Inspections	H	Housing Unit 01282 425011 x2478	Free
Advice Leaflet – SRB6 Grants and Facelifting	H	Housing Unit 01282 425011 x2478	Free
Advice Leaflet – The Good Landlord and Tenant Scheme	W/H Landlord Accreditation Introduction	Housing Unit 01282 425011 x2492	Free
Advice Leaflet –	W/H	Housing Unit	Free
Energy Efficiency	Energy efficiency	01282 425011 x2485	

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Discounts and Disregards Information for Council Tax	W/H Council Tax Discount Information Sheet	Revenues 01282 425011 x2277	Free
General Information on Rate Relief	W/H Business Rates - Small Business Rate Relief	Revenues 01282 425011 x2277	Free
Service and Standards Leaflet	H	Performance and Policy 01282 425011 x2120	Free
Assist List Application Form	W/H	Customer Services 01282 425011 Streetscene@burnley.gov.uk	Free
Clinical Waste Collection Application Form	W/H	Customer Services 01282 425011 Streetscene@burnley.gov.uk	Free
Map of Burnley showing car park locations and charges	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3850 W/H	Car Parking Team (Streetscene) 01282 425011 streetscene@burnley.gov.uk	Free
Map of Padiham showing car park locations	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3139 W/H	Car Parking Team (Streetscene) 01282 425011 streetscene@burnley.gov.uk	Free

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Bonfire Registration Scheme	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3476 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free
Cycle Routes – Network of Routes throughout Burnley & Padiham	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3204 W/H	Engineering Team (Streetscene) 01282 425011 streetscene@burnley.gov.uk	Free
Beat the Burglar – Top Ten tips to make your property safer	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3226 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free
Car Security - Put the brakes on Car Crime	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3227 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free
Family Project – engaging families who are involved in anti-social behaviour	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3215 W/H	Community Safety Team 01282 425011 streetscene@burnley.gov.uk	Free
Assisted Collection Application Form (Refuse Collection)	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3503 W/H	Support Team (Streetscene) 01282 425011 streetscene@burnley.gov.uk	Free

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Clinical Waste Questionnaire/	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3504	Support Team (Streetscene)	Free
Application Form	W/H	01282 425011 streetscene@burnley.gov.uk	
Application for Large (360 ltr) Wheeled Bin	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3541 W/H	Support Team (Streetscene) 01282 425011 streetscene@burnley.gov.uk	Free
Recycling Information – What can be recycled via the doorstep collection service	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=2451 W/H	Contract Team (Streetscene) 01282 425011 streetscene@burnley.gov.uk	Free
Recycling and Waste – support for your business	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3335 W/H	Streetscene Services Manager 01282 425011 streetscene@burnley.gov.uk	Free

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Dog Control Orders	Order 1: http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3791 Order 2 http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3792 Order 3: http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3793	Streetscene Services Manager 01282 425011 streetscene@burnley.gov.uk	Free
	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3794 Order 4: http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3794 Map of Areas Affected: http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3249 W/H		
Car Parking Strategy	http://www.burnley.gov.uk/site/scripts/download_info.php?fileID=3798 W/H	Car Parking Team (Streetscene) 01282 425011 streetscene@burnley.gov.uk	Free