Publication Scheme Guidance

Classes of Information and Guidance to Information

Freedom of Information Act 2000 – Publication Scheme

In implementing the Freedom of Information Act 2000 Rother District Council promotes openness and transparency in the way we make our decisions by providing clear information about our policies and processes through our publication scheme. We deal with individual requests for information courteously and promptly and provide advice and assistance if necessary.

What is Freedom of Information?

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities. It lists exemptions fro m that right and places a number of obligations on public authorities.

What is a Publication Scheme?

A Publication Scheme is a guide to the classes of information that the Council publishes or intends to publish routinely. The term 'published' is broad and is not limited to information produced in paper format. As far as the Freedom of Information Act 2000 is concerned, information made publicly available has been published. Therefore, information on the Council's website is as much part of the Publication Scheme as printed documents.

What are Classes of Information?

A requirement of the Act is to specify 'classes' of information that the Council will publish within its Publication Scheme.

The Information Commissioner has issued a 'Model Publication Scheme' and from 1 January 2009 Rother District Council adopted this scheme.

The Model Scheme contains 7 classes of information and these are as follows:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

How will I request additional information not covered by this scheme?

The Council includes as much information in the Publication Scheme as it can; however, if you cannot find what you are looking for you can make a request for information.

The Act is retrospective and information requests can be for information created before the Act came fully into force in 2005. However, where any of the information comes within an exempt category either under the Freedom of Information Act 2000 or other relevant legislation, it will be published with the exempt material deleted.

Will I be charged for information?

Material which is published and accessed on the website can be downloaded free of charge. Some information may only be available in hard copy and some information will only be available for inspection. Charges may be made for information subject to a legal charging regime. Charges under the publication scheme may be made for disbursements such as:

- Photocopying
- Printing
- Postage and packing
- The cost directly incurred as a result of viewing information

Any charges will be in accordance with the Council's policy.

Who do I contact?

For information concerning the scheme, if you want to request other information, or if you have any queries about the scheme and what it contains, please contact:

> Freedom of Information
> Rother District Council
> Town Hall
> Bexhill-on-Sea
> East Sussex. TN39 3JX
> Tel: 01424 787000   Email: foi@rother.gov.uk

Making an Appeal

If after receiving the Council's reply to your Freedom of Information Request you are unhappy with the Council's actions, you can use Rother District Council's appeals procedure. Appeals must be made in writing (or e-mail) and addressed to the Complaints Manager, who acts as the Appeals Officer, to the address above.

If after going through the appeals procedure you are still not satisfied then the Freedom of Information Act 2000 makes provision for you to then appeal directly to the Information Commissioner's Office at:

> Wycliffe House
> Water Lane
> Wilmslow
> SK9 5AF   www.ico.gov.uk

Reviewing and Maintaining the Scheme

The Freedom of Information Act 2000 states that a publication scheme should be reviewed regularly. The Council is responsible for reviewing and maintaining this guide to information and the data it contains. Material will be updated and any outdated information will be removed.

Copyright

Reproducing material supplied under this Publication Scheme without the express permission of the Council may be an infringement of copyright. Requests for permission should be addressed to Freedom of Information, Town Hall, Bexhill-on-Sea, East Sussex. TN39 3JX.

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How we make decisions

Our policies and procedures

Lists and registers

Services provided by the Council

Rother District Council Publication Scheme

The Council's A-Z web pages also provide a guide to information available and there is also a search facility to assist you to find other information that may not be included in the A-Z or in the Publication Scheme.

The guidance below is intended to assist you by giving some examples of the type of information the Council routinely makes available. Where a document is indicated within this guidance it will be the current version. There are some links to guide you to where the information contained in the scheme can be found.

Classes of Information

Who we are and what we do

Organisational information, structures, locations and contacts

Category	Description	Publication format	Charge
Council Constitution	Key guide and 'rulebook' for how the Council, its staff and elected councillors fulfil their roles and responsibilities.	Available online to download/view at: http://www.rother.gov.uk/article/8921/Constitution	No
Council democratic structure and Council directorate structure	Key people, management structure and contacts; details of councillors and wards including county councillors and parliamentary constituency.	Available online to download/view at: http://www.rother.gov.uk/article/10193/Councillors-and-meetings http://www.rother.gov.uk/article/1005/Departments	No
Location and opening times of council properties	Details of the addresses of council properties, together with opening times and telephone numbers.	Available online to download/view at: http://www.rother.gov.uk/article/125/Contact-Us	No
Currently elected councillors' information and contact details	Information about Rother's elected representatives including registrable interests.	Available online to download/view at: http://www.rother.gov.uk/article/179/Councillors	No
Contact details for all customer-facing departments	Contact details for all customer-facing departments and divisions.	Available online to download/view at: http://www.rother.gov.uk/article/1005/Departments	No
Election information	Includes election information and details on how to vote.	Available online to download/view at: http://www.rother.gov.uk/article/181/Electoral-Services	No

What we spend and how we spend it

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit

Category	Description	Publication format	Charge
Financial statements, budgets and variance reports	Budget Books – 2007/08 to 2015/16	Available online to download/view online at: http://www.rother.gov.uk/article/1059/Budgets-and-Accounts	No
	Statement of Accounts – 2007/08 to 2014/15	Available online to download/view at: http://www.rother.gov.uk/article/1059/Budgets-and-Accounts	No
Capital programme	Located within Budget Book.	Available online to download/view online at: http://www.rother.gov.uk/article/1059/Budgets-and-Accounts	No
Financial audit reports	The Council's External Auditor produces a number of reports about the financial status of the Council and these can be found under the Resources Committee Agendas.	Available to download/view online at: http://www.rother.gov.uk/article/309/Resources-Overview-and-Scrutiny-Committee	No
The members' allowances scheme and the allowances paid under it to councillors each year	Details of councillors' personal interests, membership of other organisations and bodies and allowances.	Available to download/view online at: http://www.rother.gov.uk/article/8291/Councillors-Allowances http://www.rother.gov.uk/article/1453/Councillors-Registrable-Interests	No
Senior Salaries and Pay Multiples	Details of Senior salaries	Available to download/view online at: http://www.rother.gov.uk/article/10983/Senior-salaries-and-pay-multiples	No
Pay Policy	This pay policy is a requirement of the Localism Act 2011.	http://www.rother.gov.uk/article/10983/Senior-salaries-and-pay-multiples	No
Senior Salary Information	Senior salary information together with notes about the main purpose of each senior officer's post.	http://www.rother.gov.uk/article/10983/Senior-salaries-and-pay-multiples	No
Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council)	Details of candidates' election expenses are available for view for up to 2 years from the date of receipt from the candidate following an election.	Available to view on request from Electoral Services, Town Hall, Bexhill-on-Sea, East Sussex TN39 3JX Tel: 01424 787000	No
Procurement procedures	Details of the procurement procedures for works, goods and services.	Available online to download/view at: http://www.rother.gov.uk/Procurement	No
Details of contracts currently being tendered	Information regarding contracts currently being tendered is publically available on the website of the South East Business Portal Contract Store	Available to view at: http://www.businessportal.southeastiep.gov.uk	
List of contracts awarded	Information regarding the contracts the council has awarded is publically available on the website of the South East Business Portal Contract Store	Available to view at: http://www.businessportal.southeastiep.gov.uk	No
Internal financial	Details of the Council's Financial Procedure rules. Part 4 of	Available online to download/view at:	No

regulations	the Council's Constitution, Section 4-6 and Contract Procedure Rules Section 4-7.	http://www.rother.gov.uk/article/8921/Constitution	
Expenditure over £500	Details of payments made of over £500 to our suppliers	Available online to download/view at: http://www.rother.gov.uk/article/7317/Supplier-Expenditure-Information	
Grants	Grants are available from the Council. Details can be found searching on the Council's website: Community Grants Scheme Disabled Facilities Grants	Available online to view at: http://www.rother.gov.uk/communitygrantscheme http://www.rother.gov.uk/article/11555/Disabled-facilities-grants	No

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Category	Description	Publication format	Charge
Strategies and business plans for services provided by the council	Asset Management Plan	http://www.rother.gov.uk/CHttpHandler.ashx?id=23480&p=0	No
	Rother's Economic Regeneration Strategy	Available online to download/view at: http://www.rother.gov.uk/economicstrategy	No
	Consultation and Feedback	Available online at: http://www.rother.gov.uk/consultation	No
	Corporate Plan 2014-2021	Available online to download/view at: http://www.rother.gov.uk/corporateplan	No
	Community Safety	Available online to download/view at: http://www.rother.gov.uk/safety	No
	Data Quality Policy	Available online to download at: http://www.rother.gov.uk/article/119/Performance-Management	
	Environmental Health Service Standards	Available to view at: http://www.rother.gov.uk/article/10151/What-you-can-expect-from-Environmental-Health	
	Planning Policies	Available online to download/view at: http://www.rother.gov.uk/index.cfm?articleid=1648	No
	Housing Strategies	Available online to download/view at: http://www.rother.gov.uk/article/2829/Housing-Documents	No
	Bexhill Town Centre Strategy	http://www.rother.gov.uk/towncentre	No
	Active Rother Strategy: More People More Active More Often	http://www.rotherlsp.info/ActiveCommunities	
	Leisure Facilities Strategy 2009-2020	Available online to download/view at: http://www.rother.gov.uk/leisurefacilitiesstrategy	No
	Playing Pitch Strategy 2012-18	Available online to download/view at: http://www.rother.gov.uk/playingpitchstrategy	No
	Medium Term Financial Strategy	Available online to download view at: http://www.rother.gov.uk/article/1059/Budgets-and-accounts	No

	Procurement Strategy	Available from Finance, Town Hall, Bexhill-on-Sea, East Sussex TN39 3JX or finance@rother.gov.uk	No
	Risk Management Strategy	Available online to download/view at: http://www.rother.gov.uk/article/1009/Risk-Management-Policy-and-Framework	No
Performance Management – including Annual Report and Performance Plan	Performance Management to ensure the Council is meeting its Key Aims and Executive Priorities.	Available online to download/view at: http://www.rother.gov.uk/article/119/Performance-Management	No
Forward plan	This Plan is a list of key decisions likely to be taken over the coming four months. The list is not exhaustive as not all decisions are known that far in advance. The Plan is published monthly.	Available online as an attachment at: http://www.rother.gov.uk/article/182/Forward-Plan	No
Planning Policy	Details of the Council's Local Plan, Core Strategy, CIL	Available online at: http://www.rother.gov.uk/planningpolicy	
Equality Impact Assessments	All Equality Impact Assessments Reports on services carried out from 2003 to date can be found on the Equalities Downloads page.	Available online as attachments at: http://www.rother.gov.uk/article/7519/Equality-Impact-Assessments	No

How we make decisions

Decision-making processes and records of decisions

Category	Description	Publication format	Charge
Timetable of council meetings	Calendar of Meetings	Available online to download/view at: http://www.rother.gov.uk/article/6827/Calendar-of-Meetings	No
Agendas, reports, and minutes of council meetings	Agendas reports and minutes for all Council meetings.	Available online to download/view at: http://www.rother.gov.uk/Committees	No
Major policy proposals and decisions	The key corporate strategies for Rother District Council are: • the Corporate Plan • the Core Strategy • Housing policies The Forward Plan of Key Decisions is also an important guide to the strategic direction of the council.	Available online to download/view at: http://www.rother.gov.uk/corporateplan http://www.rother.gov.uk/index.cfm?articleid=1648 http://www.rother.gov.uk/article/2829/Housing-Documents	No
Facts and analysis of facts considered when framing major policies	Forward Plan	Available online as an attachment at: http://www.rother.gov.uk/article/182/Forward-Plan	No
Public consultations	Includes details of current consultations and results.	Available online at: http://www.rother.gov.uk/consultation	No
Corporate Customer Service Standards	The Council has Corporate Customer Service Standards for providing information and which should be adhered to in all our communications.	Available online at: http://www.rother.gov.uk/servicestandards	No
Criteria used for decision making	This can be found in the Corporate Plan 2014-2021	Available online to download/view at: http://www.rother.gov.uk/corporateplan	No

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Category	Description	Publication format	Charge
Policies and procedures for conducting council business and policies and procedures for delivering our services	The Council has a constitution which sets out how we operate, how decisions are made and the procedures which are followed. The Constitution is the key guide and 'rulebook' for how the Council, its staff and elected councillors fulfill their roles and responsibilities.	Available online to download/view at: http://www.rother.gov.uk/article/8921/Constitution	No
	Access to Information Rules	Available online to download/view at: http://www.rother.gov.uk/media/pdf/d/r/Part_4_-_2_-_Access_to_Information_Rules_-_2012_-_FINAL.pdf	No
	Miscellaneous Licences under Licensing Act 2003	Available online to download/view at: http://www.rother.gov.uk/article/1347/Licensing-Act-2003	No
	Anti-Fraud and Whistleblowing	Available online to download/view at: http://www.rother.gov.uk/article/534/Whistleblowing	No
	Planning Policy documents	Available online to download/view at: http://www.rother.gov.uk/index.cfm?articleid=1648	No
	Conservation, Design and Environment – includes for example, listed buildings, conservation areas, traditional historic farm buildings and energy efficiency and the building regulations in historic buildings.	Available online to download/view at: http://www.rother.gov.uk/index.cfm?articleid=1322	No
	Contaminated Land Strategy	Available online to download/view at: http://www.rother.gov.uk/article/1058/Contaminated-Land	No
	Corporate Complaints Procedure	Available online to download/view at: http://www.rother.gov.uk/complaints	No
	Debt Policy	Available online to download/view: http://www.rother.gov.uk/article/11022/Monday-13-April-2015	No
	Data Protection and Freedom of Information	Available to view at: http://www.rother.gov.uk/article/10196/Data-protection-and-FOI	No
	Emergency Planning – various information on how to deal with emergencies can be found on our website.	Available online to download/view at: http://www.rother.gov.uk/article/324/Emergency-Planning	

	Empty Homes Review	Available to view at: http://www.rother.gov.uk/article/9689/Empty-Homes-Review	No
	Rother's Equality Scheme 2010-16	Available online to download/view at: http://www.rother.gov.uk/equality	No
	Gambling Act 2005	Available online to download/view at: http://www.rother.gov.uk/article/2662/Gambling-Act-2005	No
	Miscellaneous Licences	Available online to download/view at: http://www.rother.gov.uk/article/1347/Licensing-Act-2003	No
	Housing Policies and strategies - various policies including home allocations policy	Available online to download/view at: http://www.rother.gov.uk/article/483/Housing-Policy	No
	Internal Audit Charter	Available online to download/view at: http://www.rother.gov.uk/CHttpHandler.ashx?id=24715&p=0 (Appendix D)	No
	Member Development and Training Policy – Statement of Intent	Available online to download/view at: http://www.rother.gov.uk/article/179/Councillors	No
	Member Training and Development Strategy	Available online to download/view at: http://www.rother.gov.uk/article/179/Councillors	
	Environmental Health Enforcement Policy	Available online to download/view at: http://www.rother.gov.uk/article/10151/What-you-can-expect-from-Environmental-Health	
	Health and Safety Enforcement Policy	Incorporate into the Environmental Health Enforcement Policy above and it no longer a stand alone document	No
	Policy on Firework Displays	Available online to download/view at: http://www.rother.gov.uk/article/10633/Workplace-safety	No
Policies and procedures about the recruitment and employment of staff	Conditions of Service and HR Policies	Available from Human Resources, Rother District Council, Town Hall, Bexhill-on-Sea, East Sussex TN39 3JX or hr@rother.gov.uk	No
	Current Job Vacancies	Available online at: http://www.rother.gov.uk/article/315/Job-vacancies	No
Customer services	How to contact the Council.	Available online at: http://www.rother.gov.uk/article/125/Contact-Us	No
	How to complain to Rother District Council.	Available online at: http://www.rother.gov.uk/complaints	No

Charging regimes and policies	Planning Fees - a Guide to the fees for Planning Applications.	Available online at: http://www.planningportal.gov.uk/uploads/english_application_fees.pdf	
	Local Land Charge Fees - details of land search fees and charges.	Available online at: http://www.rother.gov.uk/index.cfm?articleid=413	No
	Environmental Health – fees and charges for: • Licences • Licensing Act 2003 • Hackney Carriage and Private Hire Fees • Gambling Act 2005 • Pest Control Charges	Available online to download/view at: http://www.rother.gov.uk/CHttpHandler.ashx?id=7629&p=0 or For licensing visit http://www.rother.gov.uk/licensing For pest control visit http://www.rother.gov.uk/article/1054/Pest-control	No
	Cemetery Charges	Available online to download/view at: http://www.rother.gov.uk/article/1498/Cemetery-charges	
	Allotment Charges	Available online at: http://www.rother.gov.uk/article/1456/Allotments	
	Car Parking Charges	Available online at: http://www.rother.gov.uk/index.cfm?articleid=1504	
	Filming in Rother	Available online to download/view at: http://www.rother.gov.uk/article/162/Filming-in-Rother	

Lists and registers

Category	Description	Publication format	Charge
Public registers and registers/lists held as public records	On-line mapping	Information on how to use the Online mapping system: http://www.rother.gov.uk/index.cfm?articleid=2797	
Transparency Code	Transparency Code including: Expenditure exceeding £500 Invoices paid within 30 days Procurement Information Local Authority Land Grants to Voluntary, community and social enterprises Paid time of for union representatives Parking revenues Controlled parking spaces Senior Salaries and pay multiples Constitution Fraud	Available online at: http://www.rother.gov.uk/article/10675/Transparency-Code	
Open Data	Open Data: Business Rate accounts showing reliefs, credit balances and new accounts Public Toilets Car Parks Open Space Data Allotments Public Health Funerals	Available online at: http://www.rother.gov.uk/opendata	
Public Registers	Statutory Public Registers including: • Food businesses • Contaminated land • Radioactive substances • Industrial processes • Caravan sites • Houses in multiple occupation • Private hire and hackney carriage licences • Vehicle salvage operations • Scrap metal dealers • Stray dogs • Cooling towers and evaporative condensers • Licensed premises	Information on how to access these public registers is available online at: http://www.rother.gov.uk/article/7428/Public-Registers For food businesses please direct customers to the Food Hygiene Rating Scheme website at: http://ratings.food.gov.uk/open-data/en-GB	No

Environmental Health Performance	Pest Control Food and Health and Safety Licensing Pollution Control	Available online to view at: http://www.rother.gov.uk/article/10493/Environmental-Health-Performance	
	Public register of environmental health prosecutions	Available online to download/view at: http://www.rother.gov.uk/article/10151/What-you-can-expect-from-Environmental-Health	No
	Distribution of Food Hygiene Ratings	Available to view at: http://www.rother.gov.uk/article/11037/Distribution-of-Food-Hygiene-Ratings	
Frequently Asked Questions	List of FAQs covering service areas	Available online at: http://www.rother.gov.uk/faq	
Publication Scheme	Publication Scheme – the list of the information routinely published by Rother District Council.	Available online to download/view at: http://www.rother.gov.uk/foi	No
Register of councillors' financial and other interests	This document lists the business, property, charitable and other interests of councillors.	Available online to download/view at: http://www.rother.gov.uk/article/1453/Councillors-Registrable-Interests	No
Planning Applications and Decisions	This site includes only those records which Rother District Council holds on computer, and is not therefore a complete database of all information we hold.	Available to view online at: http://www.rother.gov.uk/article/361/Online-Applications-and-Decisions Copies of Planning Decision Notices are available for a fee from Planning Department, Town Hall, Bexhill TN39 3JX	No
	Listed Buildings, Conservation Areas, Tree Preservation Orders.	Information available online at: http://www.rother.gov.uk/index.cfm?articleid=1322 http://www.rother.gov.uk/article/8257/Trees	
Local Land Charges	Information about Local Land Charges searches, plan requirements and fees.	Available online at: http://www.rother.gov.uk/index.cfm?articleid=122	
Assets of Community Value	Community Asset Register	Available to view online at: http://www.rother.gov.uk/Communityassets	
Byelaws and Public Notices	Byelaws and Public Notices covering Rother	Available to view online at: http://www.rother.gov.uk/article/176/Byelaws-and-legal-notices	

Full Register of Electors	The **full register** has the names and addresses of everyone registered to vote. Anyone can look at it, but copies can only be supplied for certain purposes, such as elections, law enforcement and checking applications for credit. It is an offence to pass on information from the full register for purposes not allowed by law.	The full register is available for inspection under supervision at: Customer Help Point, Town Hall, Bexhill-on-Sea, East Sussex TN39 3JX	No
Open Register of Electors	The open register can be used for any purpose and for example can be bought by any person, company or organisation and used for marketing. You can choose not to be on this version of the register.	The open register is available by appointment at: Town Hall, Bexhill, East Sussex TN39 3JX Tel 01424 787000	

Services provided by the council

Information about the services the council provides, including leaflets, guidance and newsletters

Category	Description	Publication format	Charge
Licensing responsibilities	The council is responsible for issuing a wide range of licences to businesses, including: • Alcohol and Entertainment Licenses • Animal Licenses • Gambling and Lottery Licenses • Piercing, Tattooing and Electrolysis Licenses • Taxi and Private Hire Licenses	Application forms and guidance available online at: http://www.rother.gov.uk/licensing	No
Licences from other organisations	Information about licences issued by other organisations that may be needed by holders of alcohol and entertainment licences for e.g. Door Supervisors and Security Staff.	Information available online at: http://www.rother.gov.uk/licensing	No
Regulatory responsibilities	For example hackney carriage licensing, entertainment licensing, liquor licensing.	Information available online to download/view at: http://www.rother.gov.uk/article/768/Taxi-and-Private-Hire-Licensing http://www.rother.gov.uk/article/1347/Licensing-Act-2003	No
Services for local businesses	This section of the Council's website provides business information and advice.	Available to view online at: http://www.rother.gov.uk/business	No
	Business Advice Contacts - contact details of business advice providers in Rother	Available online to download/view at: http://www.rother.gov.uk/business	No
	Information and Advice about National Non Domestic Rates	Information available online at: http://www.rother.gov.uk/article/279/Business-Rates	No
Services for members of the public	Information and Advice about Council Tax	Information available online at: http://www.rother.gov.uk/counciltax	No
	Benefits, grants and funding (including Housing Benefit)	Information available online at: http://www.rother.gov.uk/benefits	No
	Report a Fault	Available at: http://www.rother.gov.uk/reportafault	
	Environmental Issues	Information to view online at: http://www.rother.gov.uk/article/192/Environment-issues	
	Coastal protection	Information to view online at: http://www.rother.gov.uk/article/1470/Coastal-Protection	

	Leisure and tourism	Information available online at: http://www.rother.gov.uk/visitors	No
	Museums and Galleries	Information available online at: http://www.rother.gov.uk/article/1482/Museums http://www.rother.gov.uk/article/1583/Bexhill-Museum http://www.dlwp.com/	No
	Parking	Information available online at: http://www.rother.gov.uk/index.cfm?articleid=1504	No
	Parks and Gardens	Information available online at: http://www.rother.gov.uk/parks	No
	Public conveniences	Information available online at: http://www.rother.gov.uk/article/1523/Public-Conveniences	No
	Beach and Coastal Activities	Information available online at: http://www.rother.gov.uk/article/4264/Beaches-and-Coastline	No
	Sports Clubs and Centres	Information available online at: http://www.rother.gov.uk/leisurecentres	No
	Theatres	Information to view online at: http://www.dlwp.com/	No
	Jobs and Learning	Information available online at: http://www.rother.gov.uk/jobs	
	Waste and recycling	Information available online at: http://www.rother.gov.uk/recycling	No
Services for which the council is entitled to recover a fee, together with those fees	Bulky waste, clinical waste and assisted collection Garden Waste Service	Information available to view online at: http://www.rother.gov.uk/article/4963/Bulky-Waste-Clinical-and-Assisted-collections http://www.rother.gov.uk/gardenwaste	
	Environmental Health Charges - Details of all charges in respect of the following: • Licences • Licensing Act 2003 • Hackney Carriage and Private Hire Fees • Gambling Act 2005 • Pest Control Charges	Available online to download/view at: http://www.rother.gov.uk/CHttpHandler.ashx?id=7629&p=0	
	Cemetery Charges	Available online to download/view at: http://www.rother.gov.uk/article/1498/Cemetery-charges	
	Local Land Charges - details of land search fees and charges.	Available online to at: http://www.rother.gov.uk/article/413/Search-Fees	
	Street Naming and Numbering	Available at: http://www.rother.gov.uk/StreetNameandNumbering	