

**DRAFT**

**Schedule of charges for Environmental Information**

**1. Introduction**

- 1.1 As a public authority, the Ribble Valley Borough Council (“the Council”) is subject to the Environmental Information Regulations 2004.
- 1.2 Regulation 8(8) of the EIR requires the Council to publish and to make available to applicants:
  - (a) a schedule of our charges; and
  - (b) information on the circumstances in which a charge may be made or waived.
- 1.3 This information sheet aims to meet this requirement. References to specific Regulations are to Regulations of the EIR.
- 1.4 This information sheet is drafted on the basis of the Council’s understanding of the legal position as at 16 November 2010. Should further legislation or government guidance be produced which affects this position (or in any other circumstances at the sole discretion of the Council), **the Council reserves its right to update this information sheet and to change the basis upon which it charges for environmental information.**

**2. When a charge will be made**

- 2.1 In accordance with Regulation 8(2), no charge will be made for allowing an applicant:
  - (a) to access any public registers or lists of environmental information held by this Council; or
  - (b) to examine the information requested at the place which the Council makes available for that examination.
- 2.2 The public registers held by the Council, the responsible department, and the place of, and arrangements for, inspection are set out in the table below.

Public register	Responsible department	Place of and arrangements for inspection
Local Land Charges Register	Local Land Charges	Council Offices, Church Walk, Clitheroe, BB7 2RA. By appointment only. Personal searches can be carried out on Monday, Tuesday, Wednesday, Thursday and Friday between 11 am and 4 pm. Appointments must be booked in advance. Appointments are allocated on a “first come, first served” basis. We require 48 hours notice from

		receipt of plan. Please email marie.mercer@ribblevalley.gov.uk
Planning Register	Development Control	Council Offices, Church Walk, Clitheroe, BB7 2RA. By appointment only. Information is also available via the Council's website.
Members' Interests	Monitoring Officer, Legal Department	Council Offices, Church Walk, Clitheroe, BB7 2RA. By appointment only. Please email diane.rice@ribblevalley.gov.uk.
[list any others after liaison with Council departments].		

- 2.3 Should applicants wish to inspect other environmental information, they should similarly make an appointment with the department which holds this information.
- 2.4 In respect of the types of information which would be used to compile CON29(R) (i.e. unrefined property records), the table below explains which of this information the Council holds and whom to contact in order to arrange to view this information *in situ* at the Council's offices (or elsewhere where the Council does not hold the information itself).

	Access to unrefined property records using the CON29(R) references to describe the types of information
1.1 (a) to (e):	<p>The planning register is a public document. It is available for public inspection at the Planning Counter, Ribble Valley Borough Council. An appointment is required. Please contact:</p> <p>The Planning Department, Ribble Valley Borough Council, Council Offices, Church Walk, CLITHEROE, Lancashire, BB7 2RA.</p> <p>Telephone : 01200 425111</p> <p>Opening times: 9-5</p> <p>Information on planning applications submitted to the Council from 1989 onwards is also available via the internet from the planning pages of the Council's website at: <a href="http://www.ribblevalley.gov.uk">http://www.ribblevalley.gov.uk</a>. Please see <a href="http://www.ribblevalley.gov.uk/site/scripts/planx_search.php">http://www.ribblevalley.gov.uk/site/scripts/planx_search.php</a>.</p>
1.1 (f) to (g)	Enquires should be submitted to: The Building Control Section, Ribble Valley Borough Council, Council Offices, Church Walk, CLITHEROE, Lancashire, BB7 2RA.

	<p>Requests can also be emailed to <a href="mailto:gillian.moxham@ribblevalley.gov.uk">gillian.moxham@ribblevalley.gov.uk</a></p> <p>Collection of and payment for data is at the Planning Counter, Level D, Ribble Valley Borough Council, Council Offices, Church Walk, CLITHEROE, Lancashire, BB7 2RA. Telephone: 01200 414568</p> <p>The Council has a searchable database available online at: <a href="http://bcexplorer/Northgate/BC/BCEXplorer/BC/ApplicationSearch.aspx">http://bcexplorer/Northgate/BC/BCEXplorer/BC/ApplicationSearch.aspx</a></p> <p>This covers information back to 1990.</p>
1.1(h)	The owner or occupier of the property should be asked to produce any certificate required.
1.2	<p>This information is available by consulting public local plans at the Council's planning department. Information is available for inspection during normal office hours (9-5) at: Planning department, Ribble Valley Borough Council, Council Offices, Church Walk, CLITHEROE, Lancashire, BB7 2RA.</p> <p>Telephone: 01200 425111</p> <p>Information is also available via the internet at <a href="http://www.ribblevalley.gov.uk">www.ribblevalley.gov.uk</a>.</p>
2 (a)-(d)	<p><b>The information is not held by this Council.</b> Please contact Mr J. Marginson at Lancashire County Council Environment Directorate, Guild House, Cross Street, Preston</p> <p>Tel: 01772 534536</p>
3.1	Information is available by consulting public local plans. See question 1.2
3.2	<p><b>This information is not held by this Council.</b> Please contact Mr J. Marginson at Lancashire County Council Environment Directorate, Guild House, Cross Street, Preston</p> <p>Tel: 01772 534536</p>
3.3	<p><b>This information is not held by this Council.</b> Enquiries should be referred to United Utilities, Stephens Way, Goose Green, Wigan, WN3 6PJ, DX 719690 Wigan 8 Tel: 08707510101</p>
3.4.	<p><b>This information is not held by this Council.</b> Please contact Mr J. Marginson at Lancashire County Council Environment Directorate, Guild House, Cross Street, Preston. Tel: 01772 534536</p>
3.5	<p><b>This information is not held by this Council.</b> Please contact Mr J. Marginson at Lancashire County Council Environment Directorate,</p>

	Guild House, Cross Street, Preston. Tel: 01772 534536
3.6.	<b>This information is not held by this Council.</b> Please contact Mr J. Marginson at Lancashire County Council Environment Directorate, Guild House, Cross Street, Preston. Tel: 01772 534536
3.7(a)	Please contact the Building Control department (please see 1.1 (f) to (h) above).
3.7(b)(c)(d) and (f)	Contact the Pollution Section in writing at Matthew Riding, Ribble Valley Borough Council, Council Offices, Church Walk, CLITHEROE, Lancashire, BB7 2RA or email him on <a href="mailto:matthew.riding@ribblevalley.gov.uk">matthew.riding@ribblevalley.gov.uk</a>
3.7(e)	<b>This information is not held by this Council.</b> Please contact Mr J. Marginson at Lancashire County Council Environment Directorate, Guild House, Cross Street, Preston. Tel: 01772 534536
3.8	Enquires must be submitted to Building Control Section (please see 1.1 (f) above).
3.10	Information is available by consulting public local plans (please see question 1.2) or for public inspection at the Planning Counter, Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe, BB7 2RA
3.11	Enquiries should be submitted to Matthew Riding (please see 1.7 (b) above).
3.12	At present we do not hold detailed information on contaminated land in relation to individual properties. We are therefore unable to respond to this question.
3.13	<b>The Council does not hold this information.</b> From 12 November 2007 an updated Radon Atlas was published jointly by the Health Protection Agency (HPA) and the British Geological Survey (BGS). This document is available as a free download from the HPA website: <a href="http://www.hpa.org/radiation">www.hpa.org/radiation</a> . There are two other ways for individuals to ascertain radon information: (i) online by searching on the new UK radon website <a href="http://www.ukradon.org">www.ukradon.org</a> ; or (ii) buying a Radon Potential Search by contacting the Radon Studies Group (Tel: 01235 822622). We understand that the former option is the cheaper of the two. You may also find out about the results of <i>previous</i> radon surveys undertaken within the Ribble Valley are by accessing the Council's own website: <a href="http://www.ribblevalley.gov.uk">www.ribblevalley.gov.uk</a> and using the following links: environmental, pollution, radon

- 2.5 Some of the information is only available in a form which includes personal data (or other exempt information). Where this is the case, the Council's officers will have to redact this exempt information, before you can inspect the information, i.e. the information that you will be able to view will be the redacted version only.
- 2.6 Applicants inspecting public registers, or examining other information, at the Council's offices, may make their own notes at no extra charge.
- 2.7 Should applicants wish to make/take away photocopies of the documents/registers that they have examined, photocopying charges will be levied at the rates set out in paragraph 2.9 below.
- 2.8 In all other circumstances a reasonable charge will be made for access to environmental information. The charge levied will depend upon various factors including:
- 2.8.1 The cost of locating, retrieving and extracting the information;
- 2.8.2 The cost of communicating that information to the applicant; and
- 2.8.3 Staff time spent on carrying out the activities relating to supplying the information.
- 2.9 The following may provide guidance on the level of charges that we will levy:
- 2.9.1 Putting the information in any preferred format you have requested (for example electronic or hard copy). We will charge the actual cost to us of doing this;
- 2.9.2 Reproducing any document containing the information (for example printing or photocopying). We will charge for printing and photocopying at a rate of 10p per A4 black and white sheet, 20p per A3 black and white sheet and £1 per sheet for colour copies.
- 2.9.3 Postage and other forms of transmitting the information. Postage and transmission will be charged at the actual cost to the Council.
- 3. Additional information with regard to requests for unrefined property records**
- 3.1 This Council has no centralized electronic system for collating local land charges information. When collating its own replies to Forms CON29, the Council's local land charges officers have to liaise with each individual department and with other authorities in order to provide a full response. Each department/authority provides a separate response. Applicants requests for environmental information in relation to the type of data which might be made available under CON29(R), should therefore similarly be directed to the department responsible for holding and maintaining that category of environmental information, or, where the information is not held by the Council, to the authority which holds the information.
- 3.2 The table at paragraph 2.4 above, sets out which types of property record this Council holds and the department or authority to which each part of your request for information should be directed. In respect of information held by the Council, the applicant will receive a response from the individual department.
- 3.3 In respect of some aspects of the information, in particular, planning and buildings regulations information under 1.1(a) to (g) and information which is contained in local plans, the council has placed this information on the internet. The Council therefore

considers that the information is already publicly available and easily accessible to the applicant in another form or format (i.e. by electronic means which are easily accessible, as required by regulation 4(1) of the Regulations).

3.4 The Council has historically asked for the following information from personal searchers:

- The full address of the property/site to be searched;
- A site plan indicating the area to be searched;
- The name of the company/person making the request;
- A contact telephone number or email address

Whilst we acknowledge that provision of all of the information above to the Council, is not a requirement under the Regulations, it would help the Council to ensure that its response to you meets your needs, if you were able to supply such information, and if you could also please put your request in writing.

#### **4. Copyright**

4.1 Information supplied under the Regulations continues to be protected by the Copyright, Designs and Patents Act 1988. Applicants are free to use such information for their own purposes, including any non-commercial research they are doing and for the purposes of news reporting. Any other reuse, for example commercial publication, would require the permission of the copyright holder (which may be the Council, or a third party).