

Guide to Information



Freedom of Information Act 2000

The Freedom of Information Act applies to all public authorities. Rochford District Council prides itself on openness and transparency. We hold to the first principle of the Freedom of Information Act that people have a right to know and should not have to demonstrate a need to know. We will do our best to respond positively and efficiently to all requests for information. There are some exemptions which are laid down in the Act but, as a general rule, we will provide information wherever possible.

The Publication Scheme

The Publication Scheme facilitates the proactive release of information and plays a crucial role in supporting and providing a greater openness and transparency across the public sector. It commits the Council to make information available to the public as part of its normal business activities.

The Information Commissioner has approved a [Model Publication Scheme](#) to be adopted by all public authorities, with effect from 1 January 2009. Rochford District Council has adopted the Model Publication Scheme.

The Publication Scheme commits this Council:

- 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 outlined below.
- To specify the information which is held by the authority and falls within the classifications outlined below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within the scheme.
- 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.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- 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 the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act.

The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

The information in the Publication Scheme is listed under the following classifications: 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; and The services we offer.

The Information Commissioner has produced ‘definition documents’ to set out their expectations under these classes in more detail. The Council follows the [definition document for principal local authorities](#).

This Guide to Information tells you about the information available, the format in which it can be obtained including where it can be found on our website, whether a charge applies and who to contact if you need advice or assistance.

Are there any charges for providing information?

Most documents in this guide are available on our website free of charge. However, where the Council incurs costs of over £5 for photocopying, printing and postage, charges will apply.

If a charge is to be made, a fee’s notice will be issued, and once payment is received, the information will be released.

The Freedom of Information Act 2000, does however, set out certain exemptions that means in some circumstances we may refuse a request for information. We are not under any obligation to provide information if the cost in doing so exceeds £450 (18 hours at £25 per hour) for compiling the information. In this event, a refusal notice will be issued.

However, advice and assistance will be given in order to try and provide as much of the requested information as possible within the cost limits.

Standard fees and charges in place for providing specific types of information, as set out in the Council’s Schedule of Fees & Charges: <https://www.rochford.gov.uk/finance>, are not to be undermined or waived under the Freedom of Information Act.

How do I obtain information through this Guide?

The format in which information is available is clearly identified in the Guide. Most of the documents are available to download from our website (<http://www.rochford.gov.uk>), as will be indicated if applicable.

Other documents are available on request by emailing the team responsible for the information as indicated in the Guide, or by writing to them at Rochford District Council, Council Offices, South Street, Rochford, Essex SS4 1BW or phoning 01702 546366.

In exceptional circumstances some information may only be available by viewing in person. Where this is specified in the Guide, contact details are provided. An appointment to view the information will be arranged within a reasonable timescale.

What about the information not covered in the Guide?

If the information you need is not covered in the Guide you can make a written request to obtain it.

Anyone making a request in this way will be informed whether the Council holds the information and, if so, be supplied with it within 20 working days.

The Council will provide advice and assistance to anyone seeking information, for example in order to explain what is readily available or to clarify what is wanted.

Right to Appeal

In any case where a request for information is denied or there is concern with the way in which handled under the Freedom of Information Act 2000, there is a process by which to appeal against the decision. In the first instance, an Internal Review is carried out by the Interim Director – People and Governance, Andrew Hunkin. Thereafter, if dissatisfaction remains there will be a right of appeal to the Information Commissioner.

The Information Commissioner

Responsibility for overseeing the operation of the Freedom of Information Act rests with the Information Commissioner, who is the independent public official, responsible directly to Parliament. As well as approving the Model Publication Scheme and promoting compliance with the Act, the Commissioner has powers of enforcement. The Information Commissioner's website can be found at www.ico.org.uk.

How do I find out about the information you hold about me personally?

Any request for personal information will be dealt with under the General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 2018. These requests are known as subject access requests and are to be submitted to the Council's Data Protection Officer at dpo@rochford.gov.uk. More details are available on our website at <http://www.rochford.gov.uk/dataprotection>.

Who do I contact to find out more?

If you have a query about the Publication Scheme or this Guide, or information held by the Council generally, please contact:

Information Coordinator
Rochford District Council
Council Offices
South Street
Rochford
Essex
SS4 1BW
Phone: 01702 546366 ext 3704
Email: information@rochford.gov.uk

Rochford District Council Publication Scheme – Guide to Information

This Guide is designed to make it easier for you to find the information you require. Information is listed under the following classes:

Who we are and what we do

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

What we spend and how we spend it

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

What our priorities are and how we are doing

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

How we make decisions

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

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

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

The services we offer

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

All the information is listed in the following format:

Information Available	Title of Document
Format	P = Paper, W = Website, V = Viewing in person by appointment
Website Location	Path for where the information is located on the Council's website
Charge	Free, Charge, C* (see below)
Who to Contact?	The team you should contact for more information or advice
Contact Email	Email address of the relevant team

Free = Information is free where this is available online. However, where the Council incurs costs in copying and researching information requests charges will apply (as set out on page 3 of this document).

Charge = Charging policy applies.

C* = Charging policy applies with further conditions.

Who we are and what we do

Information Available	Council Constitution
Format	P and W
Website Location	https://www.rochford.gov.uk/constitution
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Information Available	Management Structure
Format	P and W
Website Location	https://www.rochford.gov.uk/constitution Part 7
Charge	Free
Who to Contact?	Human Resources
Contact Email	humanresources@rochford.gov.uk

Information Available	Council Offices Opening Times and Addresses
Format	P and W
Website Location	https://www.rochford.gov.uk/contact
Charge	Free
Who to Contact?	Customer Services
Contact Email	customerservices@rochford.gov.uk

Information Available	Contact Details for Your Local Councillor
Format	P and W
Website Location	https://www.rochford.gov.uk/yourcouncil
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Who we are and what we do

Information Available	Contact details for all Customer Facing Service Areas (A-Z)
Format	P and W
Website Location	https://www.rochford.gov.uk/contact
Charge	Free
Who to Contact?	Customer Services
Contact Email	customerservices@rochford.gov.uk

Information Available	Role of the Monitoring Officer
Format	P and W
Website Location	https://www.rochford.gov.uk/constitution Part 2, Article 11.03
Charge	Free
Who to Contact?	Legal Services
Contact Email	legal.services@rochford.gov.uk

Information Available	Ethical Framework
Format	P and W
Website Location	https://www.rochford.gov.uk/standards
Charge	Free
Who to Contact?	Monitoring Officer
Contact Email	memberservices@rochford.gov.uk

Information Available	Election Results
Format	P and W
Website Location	https://www.rochford.gov.uk/electionresults
Charge	Free
Who to Contact?	Elections
Contact Email	elections@rochford.gov.uk

Who we are and what we do

Information Available	List of Members and Officers representing the Council on External Bodies
Format	P and W
Website Location	https://www.rochford.gov.uk/cmis Select 'Outside Bodies' from the Menu
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Information Available	Partnership Guidance
Format	P and W
Website Location	https://www.rochford.gov.uk/guidance
Charge	Free
Who to Contact?	Strategic Partnership Officer
Contact Email	partnerships@rochford.gov.uk

Information Available	Community Safety Information
Format	P and W
Website Location	https://www.rochford.gov.uk/communitysafety
Charge	Free
Who to Contact?	Community Safety Team
Contact Email	communitysafety@rochford.gov.uk

Information Available	Community Safety Partnership (CSP)
Format	P and W
Website Location	https://www.rochford.gov.uk/community-and-people/community-safety/community-safety-partnership-csp
Charge	Free
Who to Contact?	Community Safety Team
Contact Email	communitysafety@rochford.gov.uk

Who we are and what we do

Information Available	Census Information 2011
Format	P and W
Website Location	https://www.rochford.gov.uk/census
Charge	Free
Who to Contact?	Strategic Partnership Officer
Contact Email	partnerships@rochford.gov.uk

Information Available	Census Information 2021
Format	P and W
Website Location	https://www.rochford.gov.uk/council-and-democracy/census-2021
Charge	Free
Who to Contact?	Strategic Partnership Officer
Contact Email	partnerships@rochford.gov.uk

What we spend and how we spend it

Information Available	Medium Term Financial Strategy
Format	P and W
Website Location	https://www.rochford.gov.uk/Finance select from the Related Content section
Charge	Free
Who to Contact?	Finance
Contact Email	GACCTCY@rochford.gov.uk

Information Available	Council Spending Disclosure – Expenditure Reports
Format	P and W
Website Location	https://www.rochford.gov.uk/opendata
Charge	Free
Who to Contact?	Finance
Contact Email	Payment@rochford.gov.uk

Information Available	External Auditor’s Annual Audit Letter
Format	P and W
Website Location	https://www.rochford.gov.uk/finance select from the Related Content section
Charge	Free
Who to Contact?	Finance
Contact Email	GACCTCY@rochford.gov.uk

Information Available	Statement of Accounts
Format	P and W
Website Location	https://www.rochford.gov.uk/Finance select from the Related Content section
Charge	Free
Who to Contact?	Finance
Contact Email	GACCTCY@rochford.gov.uk

What we spend and how we spend it

Information Available	Annual Financial Report
Format	P and W
Website Location	https://www.rochford.gov.uk/Finance select from the Related Content section
Charge	Free
Who to Contact?	Finance
Contact Email	GACCTCY@rochford.gov.uk

Information Available	Quarterly Financial & Performance Management Report
Format	P and W
Website Location	https://www.rochford.gov.uk/cm1s select 'The Executive' from the Current Committees Menu
Charge	Free
Who to Contact?	Finance
Contact Email	GACCTCY@rochford.gov.uk

Information Available	Capital Programme Report
Format	P and W
Website Location	https://www.rochford.gov.uk/cm1s select 'The Council' from the Current Committees Menu
Charge	Free
Who to Contact?	Finance
Contact Email	GACCTCY@rochford.gov.uk

Information Available	Members' Allowance Scheme
Format	P and W
Website Location	https://www.rochford.gov.uk/constitution Part 6
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

What we spend and how we spend it

Information Available	Councillor's Remuneration
Format	P and W
Website Location	https://www.rochford.gov.uk/Finance select 'Annual Financial Report' from the Related Content section
Charge	Free
Who to Contact?	Finance
Contact Email	GACCTCY@rochford.gov.uk

Information Available	Remuneration of Leadership Team
Format	P and W
Website Location	https://www.rochford.gov.uk/remuneration
Charge	Free
Who to Contact?	Human Resources
Contact Email	humanresources@rochford.gov.uk

Information Available	Pay and Grading Structure
Format	P and W
Website Location	https://www.rochford.gov.uk/paypolicy
Charge	Free
Who to Contact?	Human Resources
Contact Email	humanresources@rochford.gov.uk

Information Available	Rules of Procedure
Format	P and W
Website Location	https://www.rochford.gov.uk/constitution Part 4
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

What we spend and how we spend it

Information Available	Candidates' Expenses This information will not be made available under the Freedom of Information Act 2000. It will be made available under the Representation of the People (England and Wales) Regulations 2001
Format	P
Website Location	Not available
Charge	C*
Who to Contact?	Elections
Contact Email	elections@rochford.gov.uk

Information Available	Procurement Strategy
Format	P and W
Website Location	https://www.rochford.gov.uk/procstrat
Charge	Free
Who to Contact?	Procurement
Contact Email	procurement@rochford.gov.uk

Information Available	Selling to Rochford District Council
Format	P and W
Website Location	https://www.rochford.gov.uk/selling
Charge	Free
Who to Contact?	Procurement
Contact Email	procurement@rochford.gov.uk

Information Available	Voluntary Sector Grants
Format	P and W
Website Location	https://www.rochford.gov.uk/voluntary
Charge	Free
Who to Contact?	Strategic Partnership Officer
Contact Email	partnerships@rochford.gov.uk

What are our priorities and how are we doing

Information Available	Business Plan
Format	P and W
Website Location	https://www.rochford.gov.uk/businessplan
Charge	Free
Who to Contact?	Strategic Partnership Officer
Contact Email	partnerships@rochford.gov.uk

Information Available	Key Decisions Document
Format	P and W
Website Location	https://www.rochford.gov.uk/cmisis select from the Menu
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Information Available	Performance Management Framework
Format	P
Website Location	Not applicable
Charge	Free
Who to Contact?	Performance Management
Contact Email	performance@rochford.gov.uk

Information Available	Customer Charter
Format	P and W
Website Location	https://www.rochford.gov.uk/charter
Charge	Free
Who to Contact?	Customer Services
Contact Email	customerservices@rochford.gov.uk

What are our priorities and how are we doing

Information Available	Asset Delivery Programme
Format	P and W
Website Location	https://www.rochford.gov.uk/asset-delivery-programme
Charge	Free
Who to Contact?	Asset Management
Contact Email	assetmanagement@rochford.gov.uk

Information Available	Open Spaces Strategy
Format	P and W
Website Location	https://www.rochford.gov.uk/woodlands
Charge	Free
Who to Contact?	Customer Services
Contact Email	customerservices@rochford.gov.uk

Information Available	Contaminated Land Strategy
Format	P and W
Website Location	https://www.rochford.gov.uk/contaminatedland
Charge	Free
Who to Contact?	Environmental Health
Contact Email	customerservices@rochford.gov.uk

Information Available	Economic Development Strategy
Format	P and W
Website Location	https://new.rochford.gov.uk/business-strategies
Charge	Free
Who to Contact?	Economic Development Team
Contact Email	business@rochford.gov.uk

What are our priorities and how are we doing

Information Available	Homelessness Strategy
Format	P and W
Website Location	https://www.rochford.gov.uk/housingstrat
Charge	Free
Who to Contact?	Housing Options
Contact Email	housingoptions@rochford.gov.uk

Information Available	Housing Strategy
Format	P and W
Website Location	https://www.rochford.gov.uk/housingstrat
Charge	Free
Who to Contact?	Housing Options
Contact Email	housingoptions@rochford.gov.uk

Information Available	Housing Allocation Scheme
Format	P and W
Website Location	https://new.rochford.gov.uk/housing-register
Charge	Free
Who to Contact?	Housing Options
Contact Email	housingallocations@rochford.gov.uk

Information Available	Housing Options Prevention Fund Policy
Format	P and W
Website Location	https://www.rochford.gov.uk/housingoptions select from the Related Content section
Charge	Free
Who to Contact?	Housing Options
Contact Email	housingoptions@rochford.gov.uk

What are our priorities and how are we doing

Information Available	Private Sector Housing Strategy
Format	P and W
Website Location	https://www.rochford.gov.uk/PSHstrat
Charge	Free
Who to Contact?	Housing
Contact Email	privatesectorhousing@rochford.gov.uk

Information Available	Tenancy Strategy 2019-24
Format	P and W
Website Location	https://www.rochford.gov.uk/housingoptions select from the Related Content section
Charge	Free
Who to Contact?	Housing Options
Contact Email	housingallocations@rochford.gov.uk

Information Available	Building Control Standards of Service
Format	P and W
Website Location	https://www.rochford.gov.uk/service
Charge	Free
Who to Contact?	Building Control
Contact Email	building.control@rochford.gov.uk

Information Available	Asset Strategy 2018-2028
Format	P and W
Website Location	https://www.rochford.gov.uk/assets
Charge	Free
Who to Contact?	Asset Management
Contact Email	assetmanagement@rochford.gov.uk

Information Available	Asset Disposal Framework
Format	P and W
Website Location	https://www.rochford.gov.uk/assets
Charge	Free
Who to Contact?	Asset Management
Contact Email	assetmanagement@rochford.gov.uk

What are our priorities and how are we doing

Information Available	Adopted Plans
Format	P and W
Website Location	https://www.rochford.gov.uk/adoptedplans
Charge	Free online and C* for paper copies
Who to Contact?	Planning Policy
Contact Email	planning.policy2@rochford.gov.uk

Information Available	Local Development Plan – Evidence Base
Format	P and W
Website Location	https://www.rochford.gov.uk/nlpeb
Charge	Free online and C* for paper copies
Who to Contact?	Planning Policy
Contact Email	planning.policy2@rochford.gov.uk

Information Available	Authority Monitoring Report
Format	P and W
Website Location	https://www.rochford.gov.uk/monitoring
Charge	Free online and C* for paper copies
Who to Contact?	Planning Policy
Contact Email	planning.policy2@rochford.gov.uk

Information Available	Air Quality Documents, Data and Reports
Format	P and W
Website Location	https://new.rochford.gov.uk/air-quality-monitoring
Charge	Free
Who to Contact?	Environmental Health
Contact Email	customerservices@rochford.gov.uk

Information Available	Statement of Community Involvement
Format	P and W
Website Location	https://www.rochford.gov.uk/ppc
Charge	Free online and C* for paper copies
Who to Contact?	Planning Policy
Contact Email	planning.policy2@rochford.gov.uk

What are our priorities and how are we doing

Information Available	Local Development Scheme
Format	P and W
Website Location	https://www.rochford.gov.uk/nlp
Charge	Free online and C* for paper copies
Who to Contact?	Planning Policy
Contact Email	planning.policy2@rochford.gov.uk

Information Available	Conservation Area Appraisals
Format	P and W
Website Location	https://www.rochford.gov.uk/caamp
Charge	Free online and C* for paper copies
Who to Contact?	Planning Policy
Contact Email	planning.policy2@rochford.gov.uk

Information Available	Supplementary Planning Documents
Format	P and W
Website Location	https://www.rochford.gov.uk/supplandoc
Charge	Free online and C* for paper copies
Who to Contact?	Planning Policy
Contact Email	planning.policy2@rochford.gov.uk

Information Available	Planning Performance Agreements (PPA) Charter
Format	P and W
Website Location	https://new.rochford.gov.uk/planning-performance-agreements
Charge	Free
Who to Contact?	Planning Applications
Contact Email	planning.applications@rochford.gov.uk

What are our priorities and how are we doing

Information Available	New Local Plan Drafts
Format	P and W
Website Location	https://www.rochford.gov.uk/nlp
Charge	Free online and C* for paper copies
Who to Contact?	Planning Policy
Contact Email	planning.policy2@rochford.gov.uk

Information Available	Freedom of Information Compliance Quarterly Report
Format	P and W
Website Location	https://www.rochford.gov.uk/foi select from the Related Content section
Charge	Free
Who to Contact?	Legal Services
Contact Email	information@rochford.gov.uk

How we make decisions

Information Available	Timetable of Council Meetings
Format	P and W
Website Location	https://www.rochford.gov.uk/cmris select 'Public Documents' from the Menu
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Information Available	Agendas, Officers' Reports, and Minutes of Council Committees and Sub-committees
Format	P and W
Website Location	https://www.rochford.gov.uk/cmris select 'Meetings' from the Menu
Charge	Charge
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Information Available	The Executive
Format	P and W
Website Location	https://www.rochford.gov.uk/executive
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Information Available	Statement of Community Involvement
Format	P and W
Website Location	https://www.rochford.gov.uk/planning-and-building/planning-policy/statement-community-involvement
Charge	Free online and C* for paper copies
Who to Contact?	Planning Policy
Contact Email	planning.policy2@rochford.gov.uk

How we make decisions

Information Available	Outdoor Events
Format	P and W
Website Location	https://www.rochford.gov.uk/outdoor-events
Charge	Free
Who to Contact?	Licensing
Contact Email	licensing@rochford.gov.uk

Information Available	Public Meetings – Forum for Surface Water Flooding Issues
Format	P and W
Website Location	www.rochford.gov.uk/publicmeetings
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Our Policies and Procedures

Information Available	Constitution – How we Conduct Council Business
Format	P and W
Website Location	https://www.rochford.gov.uk/constitution
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Information Available	Wider Eastern Information Stakeholder Forum
Format	P and W
Website Location	https://www.rochford.gov.uk/infosharing
Charge	Free
Who to Contact?	Legal Services
Contact Email	information@rochford.gov.uk

Information Available	Comments, Compliments and Complaints Procedure
Format	P and W
Website Location	https://www.rochford.gov.uk/ccc
Charge	Free
Who to Contact?	Customer Services
Contact Email	customer.comments@rochford.gov.uk

Information Available	Dealing with Habitual or Vexatious Complaints
Format	P and W
Website Location	https://www.rochford.gov.uk/ccc
Charge	Free
Who to Contact?	Customer Services
Contact Email	customerservices@rochford.gov.uk

Our Policies and Procedures

Information Available	Data Protection Policy
Format	P and W
Website Location	https://www.rochford.gov.uk/dataprotection select from the Related Content section
Charge	Free
Who to Contact?	Legal Services
Contact Email	dpo@rochford.gov.uk

Information Available	Corporate Risk Management Framework and Policy
Format	P and W
Website Location	https://www.rochford.gov.uk/corporaterisk
Charge	Free
Who to Contact?	Risk Management
Contact Email	risk@rochford.gov.uk

Information Available	Emergency Plan
Format	P and W
Website Location	https://www.rochford.gov.uk/EP
Charge	Free
Who to Contact?	Emergency Planning and Business Continuity Officer
Contact Email	emergency.planning@rochford.gov.uk

Information Available	Pay Policy Statement
Format	P and W
Website Location	https://www.rochford.gov.uk/paypolicy
Charge	Free
Who to Contact?	Finance
Contact Email	GACCTCY@rochford.gov.uk

Our Policies and Procedures

Information Available	Corporate Inclusion & Equality Policy 2018-21
Format	P and W
Website Location	https://www.rochford.gov.uk/eandd select from the Related Content section
Charge	Free
Who to Contact?	Strategic Partnership Officer
Contact Email	partnerships@rochford.gov.uk

Information Available	Job Descriptions and Person Specifications for Currently Advertised Posts
Format	P and W
Website Location	https://www.rochford.gov.uk/jobs
Charge	Free
Who to Contact?	Human Resources
Contact Email	humanresources@rochford.gov.uk

Information Available	Planning Policy
Format	P and W
Website Location	https://www.rochford.gov.uk/policy
Charge	Yes
Who to Contact?	Planning Policy
Contact Email	planning.policy@rochford.gov.uk

Information Available	Major Planning Applications
Format	P and W
Website Location	https://www.rochford.gov.uk/major
Charge	Free
Who to Contact?	Planning Applications
Contact Email	planning.applications@rochford.gov.uk

Our Policies and Procedures

Information Available	Building Control Charges
Format	P and W
Website Location	https://www.rochford.gov.uk/BCcharges
Charge	Free
Who to Contact?	Building Control
Contact Email	building.control@rochford.gov.uk

Information Available	Enforcement Policy
Format	P and W
Website Location	https://www.rochford.gov.uk/enforcement
Charge	Free
Who to Contact?	Planning Enforcement
Contact Email	planning.enforcement@rochford.gov.uk

Information Available	Traffic Management Act 2004, Part 6; Enforcement Policy
Format	P and W
Website Location	https://www.rochford.gov.uk/payfine
Charge	Free
Who to Contact?	Transportation Team
Contact Email	transportation@rochford.gov.uk

Information Available	Animal Welfare Charter
Format	P and W
Website Location	https://www.rochford.gov.uk/ALC
Charge	Free
Who to Contact?	Licensing
Contact Email	licensing@rochford.gov.uk

Our Policies and Procedures

Information Available	Carbon Neutral Policy
Format	P and W
Website Location	https://new.rochford.gov.uk/rochford-district-council-carbon-neutral-policy-july-2021
Charge	Free
Who to Contact?	Environment
Contact Email	customerservices@rochford.gov.uk

Information Available	Environmental Information Requests under the EIRs
Format	P and W
Website Location	https://www.rochford.gov.uk/eir
Charge	Free
Who to Contact?	Legal Services
Contact Email	information@rochford.gov.uk

Information Available	Requests for Information under the FOIA
Format	P and W
Website Location	https://www.rochford.gov.uk/foi
Charge	Free
Who to Contact?	Legal Services
Contact Email	information@rochford.gov.uk

Information Available	Street Scene Enforcement Policy
Format	P and W
Website Location	https://www.rochford.gov.uk/ssenforce select from the Related Content section
Charge	Free
Who to Contact?	Street Scene Team
Contact Email	customerservices@rochford.gov.uk

Our Policies and Procedures

Information Available	Whistleblowing Policy
Format	P and W
Website Location	https://www.rochford.gov.uk/pps select from the List shown
Charge	Free
Who to Contact?	Human Resources
Contact Email	humanresources@rochford.gov.uk

Information Available	Statement of Licensing Policy – Licensing Act 2003
Format	P and W
Website Location	https://www.rochford.gov.uk/solpolicy
Charge	Free
Who to Contact?	Licensing
Contact Email	licensing@rochford.gov.uk

Information Available	Statement of Licensing Policy – Gambling Act 2005
Format	P and W
Website Location	https://www.rochford.gov.uk/gambling
Charge	Free
Who to Contact?	Licensing
Contact Email	licensing@rochford.gov.uk

Information Available	Cemetery Regulations
Format	P and W
Website Location	https://www.rochford.gov.uk/cemburials
Charge	Free
Who to Contact?	Customer Services
Contact Email	cemeteries@rochford.gov.uk

Our Policies and Procedures

Information Available	Memorial Regulations
Format	P and W
Website Location	https://www.rochford.gov.uk/cemburials
Charge	Free
Who to Contact?	Support Services
Contact Email	cemeteries@rochford.gov.uk

Information Available	Internal Audit Reports
Format	P and W
Website Location	https://www.rochford.gov.uk/cmisis select 'Audit Committee' from the Current Committees Menu
Charge	Free
Who to Contact?	Internal Audit
Contact Email	audit@rochford.gov.uk

Information Available	Scrap Metal Policy
Format	P and W
Website Location	https://www.rochford.gov.uk/scrapmetal select from the Related Content section
Charge	Free
Who to Contact?	Licensing
Contact Email	licensing@rochford.gov.uk

Information Available	Information Management Policy
Format	P and W
Website Location	http://www.rochford.gov.uk/dataprotection select from the Related Content section
Charge	Free
Who to Contact?	Legal Services
Contact Email	dpo@rochford.gov.uk

Our Policies and Procedures

Information Available	Privacy Notice
Format	P and W
Website Location	http://www.rochford.gov.uk/dataprotection select from the Related Content section
Charge	Free
Who to Contact?	Legal Services
Contact Email	dpo@rochford.gov.uk

Information Available	Data Transparency
Format	P and W
Website Location	http://www.rochford.gov.uk/DataTransparency
Charge	Free
Who to Contact?	Legal Services
Contact Email	information@rochford.gov.uk

Information Available	Carbon Neutral Action Plan
Format	P and W
Website Location	https://new.rochford.gov.uk/carbon-neutral-action-plan-september-2021-update
Charge	Free
Who to Contact?	Environment
Contact Email	customer.services@rochford.gov.uk

Information Available	Local Code of Corporate Governance
Format	P and W
Website Location	https://www.rochford.gov.uk/governance select from the Related Content section
Charge	Free
Who to Contact?	Legal Services
Contact Email	legal.services@rochford.gov.uk

Our Policies and Procedures

Information Available	Council Tax Support Scheme
Format	P and W
Website Location	http://www.rochford.gov.uk/ctsupport Select Council Tax Reduction Scheme (Council Tax Support) from the Related Content section
Charge	Free online or C if paper copies
Who to Contact?	Revenues & Benefits
Contact Email	revenues&benefits@rochford.gov.uk

Information Available	Exceptional Hardship Payment Policy
Format	P and W
Website Location	https://www.rochford.gov.uk/exceptional-hardship-payment-policy
Charge	Free
Who to Contact?	Revenues & Benefits
Contact Email	revenues&benefits@rochford.gov.uk

Information Available	Business Rate Discretionary Relief Policy
Format	P and W
Website Location	https://www.rochford.gov.uk/reliefs
Charge	Free
Who to Contact?	Revenues & Benefits
Contact Email	business.rates@rochford.gov.uk

Information Available	Anti-fraud and Corruption Policy and Strategy
Format	P and W
Website Location	https://www.rochford.gov.uk/FandC
Charge	Free
Who to Contact?	Human Resources
Contact Email	humanresources@rochford.gov.uk

Our Policies and Procedures

Information Available	Contract Procedure Rules
Format	P and W
Website Location	https://www.rochford.gov.uk/selling select from the Related Content section
Charge	Free
Who to Contact?	Procurement
Contact Email	procurement@rochford.gov.uk

Information Available	Corporate Debt Policy
Format	P and W
Website Location	https://www.rochford.gov.uk/corporatedebt Select from Related Content section
Charge	Free
Who to Contact?	Revenues & Benefits
Contact Email	Revenues&benefits@rochford.gov.uk

Information Available	Safeguarding Policy
Format	P and W
Website Location	https://www.rochford.gov.uk/safeguarding select from the Related Content section
Charge	Free
Who to Contact?	Director – Communities and Health
Contact Email	safeguarding@rochford.gov.uk

Information Available	People Plan
Format	P and W
Website Location	https://www.rochford.gov.uk/peopleplan
Charge	Free
Who to Contact?	Human Resources
Contact Email	humanresources@rochford.gov.uk

Our Policies and Procedures

Information Available	Social Media Policy for Members
Format	P and W
Website Location	https://www.rochford.gov.uk/smpolicy select from the Related Content section
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Lists and Registers

Information Available	Register of Members Interests – This information will not be made available under the Freedom of Information Act 2000. It will be made available under the Local Government Act 2000.
Format	P and W
Website Location	Rochford District Council: https://www.rochford.gov.uk/cmris select 'Public Documents' from the Menu Parish/Town Councils: https://www.rochford.gov.uk/cmris select 'Public Documents' from the Menu and choose from the list provided
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Information Available	Register of Gifts and Hospitality – This information will not be made available under the Freedom of Information Act 2000. It will be made available under the Local Government Act 2000.
Format	View in person, by appointment
Website Location	Not available on website
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Information Available	Register of Electors (Edited or Full) – This information will not be made available under the Freedom of Information Act 2000. It will be made available under the Representation of the People Act 2001.
Format	View in person for full register, P for edited register
Website Location	Not available on website
Charge	F and C*
Who to Contact?	Elections
Contact Email	elections@rochford.gov.uk

Lists and Registers

Information Available	Weekly List of Planning Applications – This information will not be made available under the Freedom of Information Act 2000. Information in this area will be made available under the Town and Country Planning Act.
Format	P and W
Website Location	https://www.rochford.gov.uk/weeklylist
Charge	Free
Who to Contact?	Planning Applications
Contact Email	planning.applications@rochford.gov.uk

Information Available	Weekly Parish List of Planning Applications
Format	P and W
Website Location	https://www.rochford.gov.uk/parishlist
Charge	Free
Who to Contact?	Planning Applications
Contact Email	planning.applications@rochford.gov.uk

Information Available	Monthly Applications Decisions Register
Format	P and W
Website Location	https://www.rochford.gov.uk/monthlyapp
Charge	Free
Who to Contact?	Planning Applications
Contact Email	planning.applications@rochford.gov.uk

Information Available	Planning Enforcement Registers
Format	P and W
Website Location	https://www.rochford.gov.uk/enforcementreg
Charge	Free
Who to Contact?	Planning Enforcement
Contact Email	planning.enforcement@rochford.gov.uk

Lists and Registers

Information Available	List of Persons holding Hackney Carriages or Private Hire Licences Issued by the Council (as under Section 42 of the Town Police Clauses Act 1847 and Section 51(3) of the Local Government (Miscellaneous Provisions) Act 1976)
Format	Viewable by appointment
Website Location	Not available on website
Charge	Free
Who to Contact?	Licensing
Contact Email	hackney@rochford.gov.uk

Information Available	Health and Safety Notice Public Register (as under Section 3, Environment and Safety Information Act 1988)
Format	P
Website Location	Not available on website
Charge	Free
Who to Contact?	Environmental Health
Contact Email	customerservices@rochford.gov.uk

Information Available	Register of Food Business Establishments
Format	P
Website Location	Not available on website
Charge	Free
Who to Contact?	Environmental Health
Contact Email	customerservices@rochford.gov.uk

Information Available	Food Hygiene Rating Scheme – Scores on the doors
Format	P and W
Website Location	https://www.rochford.gov.uk/foodrating
Charge	Free
Who to Contact?	Environmental Health
Contact Email	customerservices@rochford.gov.uk

Lists and Registers

Information Available	Register of Cooling Towers and Evaporative Condensers
Format	P and W
Website Location	https://www.rochford.gov.uk/coolingtowers
Charge	Free
Who to Contact?	Environmental Health
Contact Email	customerservices@rochford.gov.uk

Information Available	Public Register of Authorised Processes and Scheduled Installation
Format	P and W
Website Location	https://www.rochford.gov.uk/pip select from the Related Content section
Charge	Free
Who to Contact?	Environmental Health
Contact Email	customerservices@rochford.gov.uk

Information Available	Licensing Register
Format	P and W
Website Location	https://www.rochford.gov.uk/lreg
Charge	Free
Who to Contact?	Licensing
Contact Email	licensing@rochford.gov.uk

Information Available	Animal Licensing; Cats and Dogs, dog boarding, dog day care, home boarding for dogs, dog breeding, selling animals as pets, hiring of horses, exhibition of animals, dangerous wild animals, zoo
Format	P and W
Website Location	https://www.rochford.gov.uk/ALC
Charge	Free
Who to Contact?	Licensing
Contact Email	licensing@rochford.gov.uk

Lists and Registers

Information Available	Mutual Exchange List
Format	P
Website Location	Not available on website
Charge	Free
Who to Contact?	Housing Options
Contact Email	housingallocations@rochford.gov.uk

Information Available	Register of Caravan Site Licenses
Format	P & W
Website Location	https://www.rochford.gov.uk/parkhomes
Charge	Free
Who to Contact?	Environmental Health
Contact Email	privatesectorhousing@rochford.gov.uk

Information Available	Register of Houses in Multiple Occupation
Format	P & W
Website Location	https://www.rochford.gov.uk/hmo select from the Related Content section
Charge	Free
Who to Contact?	Environmental Health
Contact Email	privatesectorhousing@rochford.gov.uk

Information Available	Land Charges Register
Format	Viewable by appointment
Website Location	Not available on website
Charge	C*
Who to Contact?	Customer Services
Contact Email	land.charges@rochford.gov.uk

Lists and Registers

Information Available	Burials Registers
Format	P
Website Location	Not available on website
Charge	Free
Who to Contact?	Customer Services
Contact Email	cemeteries@rochford.gov.uk

Information Available	List of Council Assets
Format	P
Website Location	Not available on website
Charge	Free
Who to Contact?	Asset Management
Contact Email	assetmanagement@rochford.gov.uk

Information Available	Contaminated Land Register
Format	W
Website Location	https://www.rochford.gov.uk/contaminatedland
Charge	Free
Who to Contact?	Environmental Health
Contact Email	customerservices@rochford.gov.uk

Information Available	Environmental Permits
Format	W
Website Location	https://www.rochford.gov.uk/pip
Charge	Free
Who to Contact?	Environmental Health
Contact Email	environmentalhealth@rochford.gov.uk

Lists and Registers

Information Available	Contracts Register
Format	P and W
Website Location	https://www.rochford.gov.uk/selling select from the Related Content section
Charge	Free
Who to Contact?	Procurement
Contact Email	procurement@rochford.gov.uk

Information Available	Scheme of Delegations
Format	P and W
Website Location	https://www.rochford.gov.uk/constitution Part 3
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Information Available	Business Rates Full Account List
Format	W
Website Location	https://www.rochford.gov.uk/foidata select from the Related Content section
Charge	Free
Who to Contact?	Revenues & Benefits
Contact Email	business.rates@rochford.gov.uk

Information Available	Retention and Records Management Policy
Format	P and W
Website Location	http://www.rochford.gov.uk/dataprotection select from the Related Content section
Charge	Free
Who to Contact?	Legal Services
Contact Email	dpo@rochford.gov.uk

Lists and Registers

Information Available	Responsible Buyers List
Format	P and W
Website Location	https://www.rochford.gov.uk/selling select from the Related Content section
Charge	Free
Who to Contact?	Procurement
Contact Email	procurement@rochford.gov.uk

Information Available	Public Health Funerals Register
Format	P and W
Website Location	https://www.rochford.gov.uk/getting-help-funeral select from the Related Content section
Charge	Free
Who to Contact?	Environmental Health
Contact Email	environmentalhealth@rochford.gov.uk

The Services we Offer

Information Available	A Guide to Meetings of the Council, the Executive and Committees
Format	W
Website Location	https://www.rochford.gov.uk/cmis
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Information Available	Rochford District Tour
Format	W
Website Location	https://www.rochford.gov.uk/districttour
Charge	Free
Who to Contact?	Leisure & Cultural Services Team
Contact Email	leisure@rochford.gov.uk

Information Available	Online Services: Apply For it, Comments, Compliments and Complaints, Pay it, Report it, Say it
Format	W
Website Location	https://www.rochford.gov.uk/apply https://www.rochford.gov.uk/ccs https://www.rochford.gov.uk/payit https://www.rochford.gov.uk/report
Charge	Free
Who to Contact?	Web Team
Contact Email	webmaster@rochford.gov.uk

Information Available	Media Releases
Format	P and W
Website Location	https://www.rochford.gov.uk/news & https://www.rochford.gov.uk/events
Charge	Free
Who to Contact?	Communications
Contact Email	communications@rochford.gov.uk

The Services we Offer

Information Available	Council Tax Services Information; Do it online; Pay your Council Tax; Moving home; Discounts, Exemptions & Local Council Tax Support; About paying Council Tax; Banding; Council Tax Billing Information; Freeman of The Land
Format	P and W
Website Location	https://www.new.rochford.gov.uk/counciltax
Charge	Free online or C if paper copies
Who to Contact?	Revenues and Benefits
Contact Email	revenues&benefits@rochford.gov.uk

Information Available	Revenues & Benefits Leaflets; How to pay your Business Rates, Information relating to the issue of a summons for Non Domestic Rate (Business Rate), How to pay your Council Tax and overpaid Housing Benefit, Information relating to the issue of a summons for Council Tax, Attachment of Earnings Order guidelines, Schedule of fees chargeable by the Enforcement Agent, Council Tax Information
Format	P
Website Location	Not Applicable
Charge	Free
Who to Contact?	Revenues and Benefits
Contact Email	revenues&benefits@rochford.gov.uk

Information Available	Business Rates Services Information; Do it online; Billing Information; About Moving; Business Rates Reliefs; How to Check & Challenge your Rateable Value; Report a New Business; Rateable Values of Properties; Using a Rating Agent Advice
Format	P and W
Website Location	https://www.rochford.gov.uk/businessrates
Charge	Free
Who to Contact?	Revenues & Benefits
Contact Email	business.rates@rochford.gov.uk

The Services we Offer

Information Available	Benefit Fraud Information
Format	P and W
Website Location	https://www.rochford.gov.uk/reportafraud
Charge	Free
Who to Contact?	Revenues and Benefits
Contact Email	revenues&benefits@rochford.gov.uk

Information Available	Benefits Calculator
Format	W
Website Location	https://www.rochford.gov.uk/calculator
Charge	Free
Who to Contact?	Revenues and Benefits
Contact Email	revenues&benefits@rochford.gov.uk

Information Available	Benefits Services Information ; Do it online; Financial Help and Money Advice; Overpayments; Challenging Decisions; Fraud; Universal Credit; How to Claim
Format	P and W
Website Location	https://www.rochford.gov.uk/benefits
Charge	Free online or C if paper copies
Who to Contact?	Revenues and Benefits
Contact Email	revenues&benefits@rochford.gov.uk

Information Available	How to Report a Safeguarding Concern
Format	P and W
Website Location	https://www.rochford.gov.uk/community-and-people/safeguarding
Charge	Free
Who to Contact?	Director – Communities and Health
Contact Email	safeguarding@rochford.gov.uk

The Services we Offer

Information Available	Information on voluntary organisation grants
Format	P and W
Website Location	https://www.rochford.gov.uk/vog
Charge	Free
Who to Contact?	Strategic Partnership Officer
Contact Email	partnerships@rochford.gov.uk

Information Available	Discretionary Housing Payment Policy
Format	P and W
Website Location	https://new.rochford.gov.uk/discretionary-housing-payments-policy
Charge	Free
Who to Contact?	Revenues and Benefits
Contact Email	revenues&benefits@rochford.gov.uk

Information Available	Speaking at the Development Control Committee
Format	P and W
Website Location	https://www.rochford.gov.uk/speaking
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Information Available	Complete Guide to the Planning Enforcement Service
Format	P and W
Website Location	https://www.rochford.gov.uk/enforcement select from the Related Content section
Charge	Free
Who to Contact?	Planning Enforcement
Contact Email	planning.enforcement@rochford.gov.uk

The Services we Offer

Information Available	'View Planning Applications' service for planning applications
Format	W
Website Location	https://www.rochford.gov.uk/planningapps
Charge	Free
Who to Contact?	Planning Applications
Contact Email	planning.applications@rochford.gov.uk

Information Available	Conservation Areas Guidance Note
Format	P and W
Website Location	https://www.rochford.gov.uk/conservation
Charge	Free
Who to Contact?	Planning Applications
Contact Email	planning.applications@rochford.gov.uk

Information Available	Listed Buildings in the Rochford District
Format	P and W
Website Location	https://www.rochford.gov.uk/listedbuilding
Charge	Free
Who to Contact?	Planning Applications
Contact Email	planning.applications@rochford.gov.uk

Information Available	Guidance Notes for Owners of Listed Buildings
Format	P and W
Website Location	https://www.rochford.gov.uk/listedbuilding select from the Related Content section
Charge	Free
Who to Contact?	Planning Applications
Contact Email	planning.applications@rochford.gov.uk

The Services we Offer

Information Available	Our Building Control Service; Exempt buildings, Full Plans Application, Building Notice Submissions, Regularisation Certificate, Building Control Charges, Site Inspections, Dangerous Structures, Frequently Asked Questions
Format	P and W
Website Location	https://www.rochford.gov.uk/bc
Charge	Free
Who to Contact?	Building Control
Contact Email	building.control@rochford.gov.uk

Information Available	Information on Food Safety
Format	P and W
Website Location	https://www.rochford.gov.uk/foodsafety
Charge	Free
Who to Contact?	Environmental Health
Contact Email	customerservices@rochford.gov.uk

Information Available	Licensing Information; Alcohol and Entertainment, Animal Related Licensing, Betting, Gaming and Lotteries, Charity Collections, Hypnotism, Licensing Applications, Licence Applications Search, Licensing Register, Pavement Permissions, Scrap Metal, Sex Establishments, Street Trading
Format	P and W
Website Location	https://www.rochford.gov.uk/licensing
Charge	Free
Who to Contact?	Licensing
Contact Email	licensing@rochford.gov.uk

Information Available	Public Conveniences Information
Format	P and W
Website Location	https://www.rochford.gov.uk/wc
Charge	Free
Who to Contact?	Customer Services
Contact Email	customerservices@rochford.gov.uk

The Services we Offer

Information Available	Information on Drinking Water Quality
Format	P and W
Website Location	https://www.rochford.gov.uk/drinkingwater
Charge	Free
Who to Contact?	Environmental Health
Contact Email	customerservices@rochford.gov.uk

Information Available	Information on Pest Control
Format	P and W
Website Location	https://www.rochford.gov.uk/pestcontrol
Charge	Free
Who to Contact?	Environmental Health
Contact Email	customerservices@rochford.gov.uk

Information Available	Pollution Information
Format	P and W
Website Location	https://www.rochford.gov.uk/nuisance
Charge	Free
Who to Contact?	Environmental Health
Contact Email	customerservices@rochford.gov.uk

Information Available	Recycling Information
Format	P and W
Website Location	https://www.rochford.gov.uk/recycle
Charge	Free
Who to Contact?	Street Scene Team
Contact Email	customerservices@rochford.gov.uk

The Services we Offer

Information Available	Bin Collection Calendar
Format	P and W
Website Location	https://www.rochford.gov.uk/bincollections
Charge	Free
Who to Contact?	Street Scene Team
Contact Email	customerservices@rochford.gov.uk

Information Available	Recycling Bank Sites
Format	P and W
Website Location	www.rochford.gov.uk/recyclingbanks
Charge	Free
Who to Contact?	Street Scene Team
Contact Email	customerservices@rochford.gov.uk

Information Available	Street Cleansing Information
Format	P and W
Website Location	https://www.rochford.gov.uk/streetscene
Charge	Free
Who to Contact?	Street Scene Team
Contact Email	customerservices@rochford.gov.uk

Information Available	Tree Preservation
Format	P and W
Website Location	https://www.rochford.gov.uk/tpo
Charge	Free
Who to Contact?	Parks and Open Spaces Team
Contact Email	customerservices@rochford.gov.uk

The Services we Offer

Information Available	Hedgerows Information
Format	P and W
Website Location	https://www.rochford.gov.uk/hrow
Charge	Free
Who to Contact?	Parks and Open Spaces Team
Contact Email	customerservices@rochford.gov.uk

Information Available	Woodlands, Parks and Open Spaces Information
Format	P and W
Website Location	https://www.rochford.gov.uk/woodlands
Charge	Free
Who to Contact?	Parks and Open Spaces Team
Contact Email	customerservices@rochford.gov.uk

Information Available	Heritage Guide
Format	P and W
Website Location	https://www.rochford.gov.uk/groupvisitheritageguide
Charge	Free
Who to Contact?	Leisure & Cultural Services Team
Contact Email	leisure@rochford.gov.uk

Information Available	Events Information
Format	P and W
Website Location	https://www.rochford.gov.uk/activities
Charge	Free
Who to Contact?	Leisure & Cultural Services Team
Contact Email	leisure@rochford.gov.uk

The Services we Offer

Information Available	Housing Options Service
Format	P and W
Website Location	https://www.rochford.gov.uk/housingoptions
Charge	Free
Who to Contact?	Housing Options
Contact Email	housingoptions@rochford.gov.uk

Information Available	Leisure Centres
Format	P and W
Website Location	https://www.rochford.gov.uk/lfacilities
Charge	Free
Who to Contact?	Leisure & Cultural Services Team
Contact Email	leisure@rochford.gov.uk

Information Available	Active Rochford
Format	P and W
Website Location	https://www.rochford.gov.uk/active
Charge	Free
Who to Contact?	Leisure & Cultural Services Team
Contact Email	sport@rochford.gov.uk

Information Available	Information on Rayleigh Windmill
Format	P and W
Website Location	https://www.rochford.gov.uk/windmill
Charge	Free
Who to Contact?	Leisure & Cultural Services Team
Contact Email	leisure@rochford.gov.uk

The Services we Offer

Information Available	Civil Ceremonies
Format	P and W
Website Location	https://www.rochford.gov.uk/weddings
Charge	Free
Who to Contact?	Leisure & Cultural Services Team
Contact Email	celebrations@rochford.gov.uk

Information Available	Information on Car Parks
Format	P and W
Website Location	https://www.rochford.gov.uk/carparks
Charge	Free
Who to Contact?	Transportation Team
Contact Email	transportation@rochford.gov.uk

Information Available	Information on Parking Fines/Penalty Charge Notices
Format	P and W
Website Location	https://www.rochford.gov.uk/payfine
Charge	Free
Who to Contact?	Transportation Team
Contact Email	transportation@rochford.gov.uk

Information Available	Parking Permits
Format	P and W
Website Location	https://new.rochford.gov.uk/car-parks under Related Content
Charge	Free
Who to Contact?	Transportation Team
Contact Email	transportation@rochford.gov.uk

The Services we Offer

Information Available	Information on Taxis and Private Hire Vehicles
Format	P and W
Website Location	https://www.rochford.gov.uk/taxi
Charge	Free
Who to Contact?	Licensing
Contact Email	hackney@rochford.gov.uk

Information Available	Cemeteries and Burials Information
Format	P and W
Website Location	https://www.rochford.gov.uk/cemburials
Charge	Free
Who to Contact?	Cemeteries
Contact Email	cemeteries@rochford.gov.uk

Information Available	Tell Me More Alerts
Format	Email Alert
Website Location	https://www.rochford.gov.uk/tellmemore
Charge	Free
Who to Contact?	Communications
Contact Email	communications@rochford.gov.uk

Information Available	My Council (facilities and services per property / location)
Format	W
Website Location	https://www.rochford.gov.uk/MyCouncil
Charge	Free
Who to Contact?	Web Team
Contact Email	webmaster@rochford.gov.uk

The Services we Offer

Information Available	Live Streams and Audio Recordings of Council Meetings
Format	P and W
Website Location	www.rochford.gov.uk/recordings
Charge	Free
Who to Contact?	Member Services
Contact Email	memberservices@rochford.gov.uk

Information Available	Contaminated Land Information
Format	P
Website Location	https://www.rochford.gov.uk/environment/what-contaminated-land/buying-and-selling-property
Charge	Charge
Who to Contact?	Environmental Health
Contact Email	environmentalhealth@rochford.gov.uk

Information Available	Local Land Charges Search
Format	P
Website Location	https://www.rochford.gov.uk/community-and-people/local-land-charges-search
Charge	Charge
Who to Contact?	Customer Services
Contact Email	land.charges@rochford.gov.uk



Rochford District Council

Council Offices South Street
Rochford Essex SS4 1BW

Phone: 01702 546366
customerservices@rochford.gov.uk

Website: www.rochford.gov.uk