



## **Publication Scheme**

**Freedom of Information Act 2000**

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## **Freedom of Information Act 2000**

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## **1. Introduction**

Leeds City Council (“the Council”) is committed to open government and the pro-active release of the information it holds. The Council has been voluntarily releasing information since the 1980s and the website already contains a substantial amount of information and individual documents.

## **2. What is the Freedom of Information Act 2000?**

The Freedom of Information Act 2000 (“the Act”) grants a right of access to information held by public authorities. As such, any person who makes a request for information to the Council is entitled to be informed, subject to any exemptions, whether the Council holds that information and, if so, to be supplied with that information.

## **3. What is a Publication Scheme?**

A public authority’s publication scheme is intended to be a guide to the types of information that it routinely publishes. The Act requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme. As of January 2009, there will be one approved model scheme and, as such, the Council’s publication scheme has been reviewed and updated to accord with the model scheme.

The Council is required under the Act to provide the following information in its publication scheme:

- the information it routinely makes available;
- how the information can be accessed; and
- whether or not a charge will be made for it.

## **4. How to make a request for information**

To request information from the Council under the Act you must write to the council (email is acceptable) providing the following information:

- your name;
- your address for correspondence; and
- a description of the information you are requesting
- email: [cs.freedom.of.information@leeds.gov.uk](mailto:cs.freedom.of.information@leeds.gov.uk)

Where information is already available via this publication scheme and any payment required is specified in, or determined in accordance with this scheme, the Council will not usually be obliged to supply it in a response to a request made under the Act.

## **5. Charges for Information**

Most of the time the Council will provide you with the information in the publication scheme free of charge. Some documents require a charge to be paid and these charges are set out in the publication scheme by a £ sign.

Where information has to be copied or printed, the Council reserves the right to charge a reasonable fee. This will usually be approximately 10 pence a sheet but will depend on the format of the documents.

## **6. Design of the Scheme**

The structure of the publication scheme is designed to be user friendly and is based on 'classes' of information that people are generally most interested in. We have not followed the structure of the Council as members of the public may not understand how the Council is structured and, therefore, where to find information. You will find a summary of the publication scheme on pages 6 and 7.

## **7. Exemptions**

There are two types of exemption to the right of access known as 'absolute exemptions' and 'qualified exemptions'.

If an absolute exemption applies, then the Council does not have to disclose the information requested and may not even have to say whether it holds it, although the Council is required to tell the requester which exemption applies and why. The absolute exemptions most relevant to information held by the Council are:

- Information reasonably accessible by other means;
- Information contained in court records;
- Personal information;
- Information provided in confidence; and
- Information covered by prohibitions on disclosure.

If a qualified exemption applies, then it is subject to the 'public interest test'. This means that the Council must decide whether in each particular case it serves the interests of the public better to withhold or to disclose the information requested. The qualified exemptions most relevant to information held by the Council are:

- Information intended for future publication;
- Investigations and proceedings conducted by public authorities;
- Law enforcement
- Health and Safety
- Environmental information (accessible instead under the Environmental Information Regulations 2004)
- Legal professional privilege
- Commercial interests

Further details on the exemptions and how they work can be found on the website of the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk)

## **8. Complaints Procedure**

If you believe that your request under this publication scheme has not been handled fairly or you believe that the information sent to you was not the information you requested, then you should speak to the officer who dealt with your request.

If you continue to feel dissatisfied with the service you have received in relation to your request and wish to make a complaint or request a review of the Council's decision, you should write to: FREEPOST RLZR-ELTV-RUEH, Leeds City Council, PO Box 657, Leeds, LS1 9BS or use the on-line form at [www.leeds.gov.uk](http://www.leeds.gov.uk).

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner's Office for a decision. Generally, the Information Commissioner's Office will not make a decision unless you have exhausted the complaints procedure provided by the Council. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Class Description		Information Available	
1	Council & Democracy	1.1	Introduction to the Council
		1.2	Constitutional Information
		1.3	Councillors
		1.4	Decision Making
		1.5	Election Results
		1.6	Electoral Register
		1.7	Information on Elections and referendums
		1.8	Lord Mayor of Leeds
		1.9	Members of European Parliament
		1.10	Members of Parliament
		1.11	Relationships with other authorities
		1.12	Census
2	Working for the Council	2.1	Agencies/ Services
		2.2	Council vacancies
		2.3	Health and Safety
		2.4	Voluntary work
		2.5	Election Expenses
		2.6	Staff Pay & Structures
		2.7	HR Policies
3	Policies, Plans & Procedures	3.1	Council's Performance
		3.2	Emergency Planning
		3.3	Equalities
		3.4	Information Rights
		3.5	Plans & Strategies
		3.6	Risk Management
4	Procurement	4.1	Procurement
5	Council Tax, Business Rates & Benefits	5.1	Advice & Benefits
		5.2	Business Rates
		5.3	Council Tax
6	Education, Children & Young People	6.1	Childcare
		6.2	Children's library service
		6.3	Early Years
		6.4	Jobs and Skills
		6.5	Youth Service
		6.6	Children & Young People's Social Care
		6.7	<a href="#">Family Placement</a>
		6.8	<a href="#">Fostering &amp; Adoption</a>
7	Communities : Crime & Safety	7.1	Area Management Committees
		7.2	Clubs and Societies
		7.3	Community Safety/Crime
		7.4	Ethnic Minorities
		7.5	Nuisance Neighbours
		7.6	Refugees
		8.1	City Centre and Town Centre Regeneration
8	Development & Regeneration	8.2	Development
		8.3	Housing
		8.4	Sustainable Development
		8.5	Support for local business
		9.1	Conservation
9	Environment	9.1	Conservation Area Appraisal
		9.2	Contaminated Land
		9.3	Environmental Assessments
		9.4	Environment City
		9.5	Litter Enforcement
		9.6	Minerals, Waste Disposal and Recycling
		9.7	Parks and Countryside
		9.8	Recycling and Refuse Collection
		9.9	Street Cleansing
10	External Relations : Press, News & Customer	10.1	Accounts
		10.2	Budgets
		10.3	Customer Services
		10.4	News
		10.5	Press Releases
		10.6	Policy & Reports (Financial)
11	Health & Environmental Health	11.1	Animals
		11.2	Health Advice
		11.3	Health and Safety
		11.4	Food Hygiene
		11.5	Pest Control

Class Description	Information Available
12 Housing	<ul style="list-style-type: none"> <li>12.1 Applying for a House</li> <li>12.2 Estate Management</li> <li>12.3 Evictions</li> <li>12.4 Homelessness</li> <li>12.5 Housing Policies</li> <li>12.6 Private Sector Housing</li> <li>12.7 Rent</li> <li>12.8 Repairs</li> <li>12.9 Right to Buy</li> <li>12.10 Temporary Housing</li> <li>12.11 Tenants</li> </ul>
13 Leisure & Libraries	<ul style="list-style-type: none"> <li>13.1 Bodyline</li> <li>13.2 Central Library</li> <li>13.3 Children and Young People</li> <li>13.4 Cycling</li> <li>13.5 Learning in Libraries</li> <li>13.6 Leisure Centres</li> <li>13.7 Library Catalogue</li> <li>13.8 Libraries in Leeds</li> <li>13.9 Publications</li> <li>13.10 Sport Strategy</li> <li>13.11 Swimming</li> <li>13.12 Using Libraries</li> <li>13.13 Walks</li> </ul>
14 Planning Services	<ul style="list-style-type: none"> <li>14.1 Building Control Services</li> <li>14.2 Building Regulation Application Forms and Guidance Notes</li> <li>14.3 Decision Lists</li> <li>14.4 Development Plans</li> <li>14.5 Local Land Charges</li> <li>14.6 New Plans List</li> <li>14.7 OS Extracts</li> <li>14.8 Planning Applications</li> <li>14.9 Planning Applications Forms and Guides</li> <li>14.10 Personal Searches</li> <li>14.11 Procurement</li> <li>14.12 Planning Guidance &amp; Advice</li> </ul>
15 Registration and Licensing	<ul style="list-style-type: none"> <li>15.1 Gambling Act 2005</li> <li>15.2 Licensing Act</li> <li>15.2 Licensing Act 2003</li> <li>15.3 Registration of Births</li> <li>15.5 Registration of Marriage</li> <li>15.6 Commons, Town and Village Greens</li> <li>15.7 Taxi and Private Hire Licensing</li> </ul>
16 Adult Social Care	<ul style="list-style-type: none"> <li>16.1 <a href="#">Adult Social Services</a></li> <li>16.2 <a href="#">Carers</a></li> <li>16.3 <a href="#">Disabilities</a></li> <li>16.4 <a href="#">Mental Health</a></li> <li>16.5 <a href="#">Older People</a></li> <li>16.6 <a href="#">Safeguarding</a></li> </ul>
17 Tourism	<ul style="list-style-type: none"> <li>17.1 Books</li> <li>17.2 Museums and Galleries</li> </ul>
18 Transport & Highways	<ul style="list-style-type: none"> <li>18.1 Pedestrians</li> <li>18.2 Road safety and Accidents</li> <li>18.3 Supertram</li> <li>18.4 Supplementary Planning Document Consultation Main Report - Travel Plans</li> <li>18.5 Sustainable Education Travel Strategy</li> <li>18.6 Traffic Information</li> <li>18.7 Transport Planning</li> </ul>

1	Class Description Council & Democracy	Information Available	Cost	Format	Contact Details	Link	
1.1	Introduction to the Council	1.1.1	General Information about the Council	£ -	Website	0113 2224444	<a href="#">Click Here</a>
		1.1.2	Contact details for all customer-facing departments	£ -	Website and Hard Copy.	Customer Services 0113 222 4444	<a href="#">Click Here</a>
		1.1.3	Location and opening times of council properties	£ -	Website and Hard Copy	Customer Services 0113 222 4444	<a href="#">Click Here</a>
1.2	Constitutional Information	1.2.1	The Constitution	£ -	website	0113 247 8408 cxd.corporategovernance@leeds.gov.uk	<a href="#">Click Here</a>
		1.2.2	Byelaws	£ -	Hard Copy, Electronically	0113 247 4426	
		1.2.3	Corporate Governance	£ -	website	0113 247 8408 cxd.corporategovernance@leeds.gov.uk	<a href="#">Click Here</a>
		1.2.4	Parish Councils	£ -	website	0113 3951954 andrea.holgate@leeds.gov.uk	<a href="#">Click Here</a>
		1.2.5	Pleasure Grounds, Public Walks and open spaces Byelaws	£ -	Website	Internet	
		1.2.6	Committee Structure	£ -	website	0113 247 6005 karen.schofield@leeds.gov.uk	<a href="#">Click Here</a>
1.3	Councillors	1.3.1	Allowances	£ -	website	0113 247 6005 karen.schofield@leeds.gov.uk	<a href="#">Click Here</a>
		1.3.2	Councillors in Leeds	.	website	0113 247 6005 karen.schofield@leeds.gov.uk	<a href="#">Click Here</a>
		1.3.3	Complaints of Misconduct	£ -	website	0113 395 0035 cxd.corporategovernance@leeds.gov.uk	<a href="#">Click Here</a>
		1.3.4	Declarations of Interest	£ -	website	0113 395 1711 cxd.corporategovernance@leeds.gov.uk	<a href="#">Click Here</a>
		1.3.5	Members Code of Conduct	£ -	website	0113 395 1711 cxd.corporategovernance@leeds.gov.uk	<a href="#">Click Here</a>
		1.3.6	Outside Bodies	£ -	website	0113 395 1712 cxd.corporategovernance@leeds.gov.uk	<a href="#">Click Here</a>
		1.3.7	Members' Allowances	£ -	website	0113 247 6005 karen.schofield@leeds.gov.uk	<a href="#">Click Here</a>
1.4	Decision Making	1.4.1	Committees	£ -	website	0113 247 4350 cxd.councilandexec@leeds.gov.uk	<a href="#">Click Here</a>
		1.4.2	Consultation	£ -	website	Matthew.lund@leeds.gov.uk	<a href="#">Click Here</a>
		1.4.3	Delegated Decisions	£ -	website	0113 247 4350 cxd.councilandexec@leeds.gov.uk	<a href="#">Click Here</a>
		1.4.4	Executive Board and Reports	£ -	website	0113 247 4350 cxd.councilandexec@leeds.gov.uk	<a href="#">Click Here</a>
		1.4.5	External audit and inspection reports	£ -	website	0113 247 8408 cxd.corporategovernance@leeds.gov.uk	<a href="#">Click Here</a>
		1.4.6	Forward Plan	£ -	website	0113 247 4350 cxd.councilandexec@leeds.gov.uk	<a href="#">Click Here</a>
		1.4.7	Meetings Diary	£ -	website	0113 247 4350 cxd.councilandexec@leeds.gov.uk	<a href="#">Click Here</a>
		1.4.8	Minutes of council committee, sub committee and standing forum meetings	£ -	website	0113 247 4350 cxd.councilandexec@leeds.gov.uk	<a href="#">Click Here</a>
		1.4.9	Plans Panel	£ -	website	0113 247 4350 cxd.councilandexec@leeds.gov.uk	<a href="#">Click Here</a>
		1.4.10	Scrutiny Board and Reports	£ -	website	0113 395 1151 scrutiny.unit@leeds.gov.uk	<a href="#">Click Here</a>
		1.4.11	Standards Committee annual reports	£ -	website	0113 395 1711 cxd.corporategovernance@leeds.gov.uk	<a href="#">Click Here</a>
1.5	Election Results	1.5.1	European Parliamentary	£ -	Website & Hard Copy	Alex Meek (0113) 2476731 Alex.meek@leeds.gov.uk Bill Gillat (0113) 2476730 Bill.gillat@leeds.gov.uk	<a href="#">Click Here</a>
		1.5.2	Leeds City Council	£ -	Website & Hard Copy	Alex Meek (0113) 2476731 Alex.meek@leeds.gov.uk Bill Gillat (0113) 2476730 Bill.gillat@leeds.gov.uk	<a href="#">Click Here</a>
		1.5.3	Parish & Town Council	£ -	Website & Hard Copy	Alex Meek (0113) 2476731 Alex.meek@leeds.gov.uk Bill Gillat (0113) 2476730 Bill.gillat@leeds.gov.uk	<a href="#">Click Here</a>

Class Description		Information Available	Cost	Format	Contact Details	Link
<b>1 Council &amp; Democracy</b>						
<b>1.6 Electoral Register</b>	<b>1.6.1</b>	Absent Voting - Proxy	£ -	Website	Susanna Benton (0113) 2476727 Susanna.benton@leeds.gov.uk	<a href="#">Click Here</a>
	<b>1.6.2</b>	Annual Canvass	£ -	Can inspect under supervision. Charges for copies	Susanna Benton (0113) 2476727 Susanna.benton@leeds.gov.uk	
	<b>1.6.3</b>	Inspection and purchase of full electoral register	£ -	Can inspect under supervision. Charges for copies - see website.	Susanna Benton (0113) 2476727 Susanna.benton@leeds.gov.uk	<a href="#">Click Here</a>
	<b>1.6.4</b>	Rolling Registration	£ -	Website	Susanna Benton (0113) 2476727 Susanna.benton@leeds.gov.uk	<a href="#">Click Here</a>
<b>1.7 Information on Elections and referendums</b>	<b>1.7.1</b>	About my vote	£ -	Website	Susanna Benton (0113) 2476727 Susanna.benton@leeds.gov.uk	<a href="#">Click Here</a>
	<b>1.7.2</b>	Forthcoming elections and referendums	£ -	Website & Hard Copy	Alex Meek (0113) 2476731 Alex.meek@leeds.gov.uk Bill Gillat (0113) 2476730 Bill.gillat@leeds.gov.uk	
<b>1.8 Lord Mayor of Leeds</b>	<b>1.8.1</b>	The Lord Mayor, including the Lord Mayor's Charities	-	website	lordmayoroffice@leeds.gov.uk 0113 247 4194	<a href="#">Click Here</a>
<b>1.9 Members of European Parliament</b>	<b>1.9.1</b>	MEPs in Leeds	£ -	Website	Contact Details on Internet	<a href="#">Click Here</a>
<b>1.10 Members of Parliament</b>	<b>1.10.1</b>	MPs in Leeds	£ -	Website	Contact Details on Internet	<a href="#">Click Here</a>
<b>1.11 Relationships with other authorities</b>	<b>1.11.1</b>	Leeds City Region Development Programme and appendices including Transport Vision (Nov 2006)	£ -	Website	maraki.mikroudaki@leeds.gov.uk	<a href="#">Click Here</a>
	<b>1.11.2</b>	Leeds City Region New Growth Point Programme of Development (October 2008)	£ -	Website	maraki.mikroudaki@leeds.gov.uk	<a href="#">Click Here</a>
	<b>1.11.3</b>	Leeds City Region Urban Eco Settlements Proposals (October 2008)	£ -	Website	maraki.mikroudaki@leeds.gov.uk	<a href="#">Click Here</a>
	<b>1.11.4</b>	Leeds City Region Leaders Board Procedures and Protocols (April 2008)	£ -	Website	maraki.mikroudaki@leeds.gov.uk	<a href="#">Click Here</a>
<b>1.12 Census</b>	<b>1.12.1</b>	Census 1991		Website & Hard Copy	Business Transformation 0113 2476394	<a href="#">Click Here</a>
	<b>1.12.2</b>	Census 2001		Website & Hard Copy	Business Transformation 0113 2476394	<a href="#">Click Here</a>
	<b>1.12.3</b>	Census 2011		Website & Hard Copy	Business Transformation 0113 2476394	<a href="#">Click Here</a>
<b>2 Working for the Council</b>						
<b>2.1 Agencies/ Services</b>	<b>2.1.1</b>	Employment Agencies in Leeds	£ -	Website	Keith Holdrich 0113 247 8269	<a href="#">Click Here</a>
	<b>2.1.2</b>	Directory of IT Services in Leeds	£ -	Website	Keith Holdich, Development Librarian, Economic Projects and content	<a href="#">Click Here</a>
<b>2.2 Council vacancies</b>	<b>2.2.1</b>	List of vacancies at Leeds City Council	£ -	Website	Leeds City Council Recruitment Service 0113 224 3357	<a href="#">Click Here</a>
	<b>2.2.2</b>	Info for people who are looking for a job with LCC	£ -	Website & Hard Copy	Leeds City Council Recruitment Service 0113 224 3357	<a href="#">Click Here</a>
<b>2.3 Health and Safety</b>	<b>2.3.1</b>	Information about Health and Safety at Work	£ -	Website	Health and Safety 0113 247 7782	<a href="#">Click Here</a>
<b>2.4 Voluntary work</b>	<b>2.4.1</b>	Information about Volunteering in Leeds and Compact Leeds	£ -	Website	Regeneration Service, Pat Fairfax, 0113 247 8128	<a href="#">Click Here</a>
<b>2.5 Election Expenses</b>	<b>2.5.1</b>	Expenses for most elections, retained for two years (one year for town and parish council elections)	Inspection by appointment, no charge	Hard Copy	Bill Gillatt 0113 2476730. Bill.gillatt@leeds.gov.uk	
<b>2.6 Staff Pay &amp; Structures</b>	<b>2.6.1</b>	Staff allowances and expenses	.	Electronically & Hard Copy.	Res.Customer.Contact@leeds.gov.uk	
	<b>2.6.2</b>	New Pay and Grading structure information.		Electronically & Hard Copy.	Pay and Grading Team: 0113 395 2257 newpay&grading@leeds.gov.uk	
<b>2.7 HR Polices</b>	<b>2.7.1</b>	Staff Polices. A-Z HR Policy List	£ -	Electronically & Hard Copy.	Res.Customer.Contact@leeds.gov.uk	
	<b>2.7.2</b>	Policy - Procedures. A-Z HR Policy List	£ -	Electronically & Hard Copy.	Res.Customer.Contact@leeds.gov.uk	
	<b>2.7.3</b>	Register of gifts and hospitality (Officers)	£ -	Electronically & Hard Copy.	Res.Customer.Contact@leeds.gov.uk	

3	Class Description Policies, Plans & Procedures	Information Available	Cost	Format	Contact Details	Link
3.1	<b>Council's Performance</b>	3.1.1 Council performance management information		Website & Hard Copy	Corporate Policy and Performance Team	<a href="#">Click Here</a>
		3.1.2 Neighbourhood Index		Website & Hard Copy	Business Transformation 0113 2476394	<a href="#">Click Here</a>
3.2	<b>Emergency Planning</b>	3.2.1 Advice for the Business Community about Planning for Emergencies	£ -	Website & Hard Copy	Emergency Planning 0113 247 5744 emergencyinfo@leeds.gov.uk	<a href="#">Click Here</a>
		3.2.2 Community Leaflet on how to Prepare for Emergencies	£ -	Website & Hard Copy	Emergency Planning 0113 247 5744 emergencyinfo@leeds.gov.uk	<a href="#">Click Here</a>
		3.2.3 Flood Risk and Water Asset Management	£ -	Website & Hard Copy	Emergency Planning 0113 247 5744 emergencyinfo@leeds.gov.uk	<a href="#">Click Here</a>
		3.2.4 Map of City Centre Evacuation Zones	£ -	Website & Hard Copy	Emergency Planning 0113 247 5744 emergencyinfo@leeds.gov.uk	<a href="#">Click Here</a>
		3.2.5 Who Does What: Sets out the roles and responsibilities of all our Emergency Planning Partners in West Yorkshire	£ -	Internet	Emergency Planning 0113 247 5744 emergencyinfo@leeds.gov.uk	<a href="#">Click Here</a>
		3.2.6 Planning for Emergencies - guidance for businesses in planning for evacuations and other incidents.	£ -	website and hard copy	Emergency Planning 0113 247 5744 emergencyinfo@leeds.gov.uk	<a href="#">Click Here</a>
3.3	<b>Equalities</b>	3.3.1 Community Cohesion Annual Report 2006 - 2007	£ -	Website, electronically, hard copy	Equality Team 0113 247 4190	<a href="#">Click Here</a>
		3.3.2 Cohesion and Integration Delivery Plan 2008 - 2010	£ -	Website, electronically, hard copy	Equality Team 0113 247 4190	<a href="#">Click Here</a>
		3.3.3 Cohesion and Integration Priorities 2008 - 2011	£ -	Website, electronically, hard copy	Equality Team 0113 247 4190	<a href="#">Click Here</a>
		3.3.4 Equality & Diversity Calendar	£ -	Website, electronically, hard copy	Equality Team 0113 247 4190	<a href="#">Click Here</a>
		3.3.5 Equality & Diversity Policy	£ -	Website, electronically, hard copy	Equality Team 0113 247 4190	<a href="#">Click Here</a>
		3.3.6 Equality & Diversity Scheme 2008 - 2011	£ -	Website, electronically, hard copy	Equality Team 0113 247 4190	<a href="#">Click Here</a>
		3.3.7 Equality and Diversity Annual Report 2007 - 2008	£ -	Website, electronically, hard copy	Equality Team 0113 247 4190	<a href="#">Click Here</a>
		3.3.8 Equality and Diversity Scheme Summary 2008 - 2011	£ -	Website, electronically, hard copy	Equality Team 0113 247 4190	<a href="#">Click Here</a>
		3.3.9 Equality Impact Assessment Guide	£ -	Website, electronically, hard copy	Equality Team 0113 247 4190	<a href="#">Click Here</a>
		3.3.10 Equality Monitoring Guidance	£ -	Website, electronically, hard copy	Equality Team 0113 247 4190	<a href="#">Click Here</a>
		3.3.11 Equality Monitoring Leaflet	£ -	Website, electronically, hard copy	Equality Team 0113 247 4190	<a href="#">Click Here</a>
		3.3.12 Members Guide	£ -	Electronically	Equality Team 0113 247 4190	
		3.3.13 Religion and Faith Guide	£ -	Website, electronically, hard copy	Equality Team 0113 247 4190	<a href="#">Click Here</a>
		3.3.14 Summary of Equality Legislation	£ -	Electronically, hard copy	Equality Team 0113 247 4190	.
		3.3.15 The Equality Standard – What is it ?	£ -	Electronically, hard copy	Equality Team 0113 247 4190	.
		3.3.16 The Jargon Guide	£ -	Electronically, hard copy	Equality Team 0113 247 4190	.
		3.3.17 The work of the Equality Team	£ -	Electronically, hard copy	Equality Team 0113 247 4190	.
		3.3.18 Equality Now Ongoing quarterly	-	Electronically on request.	Equality Team 0113 247 4190	.
		3.3.19 Taxis & Private Hire Vehicles – Info for Disabled People in Leeds	-	.	Equality Team 0113 247 4190	.
		3.3.20 Reasonable Adjustment Guide	-	Electronically & Hard	Res.Customer.Contact@leeds.gov.uk	

3	Class Description Policies, Plans & Procedures	Information Available	Cost	Format	Contact Details	Link
3.4	Information Rights	3.4.1 Data Protection	£ -	Website & Hard Copy	0113 2243513	<a href="#">Click Here</a>
		3.4.2 Freedom of Information	£ -	Website & Hard Copy	cs.freedom.of.information@leeds.gov.uk	<a href="#">Click Here</a>
		3.4.3 Records Management	£ -	Website & Hard Copy	ikm@leeds.gov.uk	<a href="#">Click Here</a>
3.5	Plans & Strategies	3.5.1 A Summary – Older Better : A strategy to promote a healthy and active life for Older People in Leeds 2006 – 2011	£ -	Website & Hard Copy	Leeds Initiative 0113 247 8989	<a href="#">Click Here</a>
		3.5.2 BME Housing Strategy	£ -	Hard Copy	Environment and Neighbourhoods 0113 2243480	<a href="#">Click Here</a>
		3.5.3 Children and Young People's Plan (2009-2014)	£ -	Website & Hard Copy	Leeds Initiative 0113 247 8989	<a href="#">Click Here</a>
		3.5.4 City Centre Leeds – Leeds City Centre Strategic Plan 2006 – 2010	£ -	Website & Hard Copy	Leeds Initiative 0113 247 8989	<a href="#">Click Here</a>
		3.5.5 Compact for Leeds - An agreement between the voluntary community, faith and public sector partnerships	£ -	Website & Hard Copy	Neighbourhoods & Housing 0113 247 8128	<a href="#">Click Here</a>
		3.5.6	£ -		Corporate Policy and Performance Team	<a href="#">Click Here</a>
		3.5.7 Disabled People's Housing Strategy	£ -	Hard Copy	Environment and Neighbourhoods 0113 2243480	
		3.5.8 Environment Leeds Newsletter	£ -	Website & Hard Copy	Leeds Initiative 0113 247 8989	<a href="#">Click Here</a>
		3.5.9 External inspection reports available from various inspectorate websites	£ -	Website	Corporate Policy and Performance Team	<a href="#">Click Here</a>
		3.5.10 Financial Plan	£ -	Website & Hard Copy	Financial Management corporate.services@leeds.gov.uk	<a href="#">Click Here</a>
		3.5.11 Healthy Leeds - Leeds Health and Wellbeing Plan 2005 – 2008 - Leeds Tobacco Control Strategy 2006 – 2010 - Leeds Food Matters: A food Strategy for Leeds 2006 – 2010	£ -	Website & Hard Copy	Leeds Initiative 0113 247 8989	<a href="#">Click Here</a>
		3.5.12 Homeless Strategy 2006- 2010	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 2243480	<a href="#">Click Here</a>
		3.5.13 International Leeds Newsletter	£ -	website	International Relations 0113 247 4484	<a href="#">Click Here</a>
		3.5.14 Integrated Waste Management Strategy 2005-2035	£ -	Website	Environment & Neighbourhoods	<a href="#">Click Here</a>
		3.5.15	£ -		0113 246 7877	<a href="#">Click Here</a>
		3.5.16 Leeds City Centre Prospectus	£ -	Website & Hard Copy	Leeds Initiative 0113 247 8989	<a href="#">Click Here</a>
		3.5.17 Leeds Culture	£ -	Website & Hard Copy	Leeds Initiative 0113 247 8989	<a href="#">Click Here</a>
		3.5.18 Leeds Initiative Newsletter		website	Leeds Initiative 0113 247 8989	<a href="#">Click Here</a>
		3.5.19 Leeds Strategic Plan 2008-2011	£ -	Website & Hard Copy	Policy, Performance and Improvement Team 0113 224 3462	<a href="#">Click Here</a>
		3.5.20 Local Transport Plan	£ -	Website & Hard Copy	Development 0113 222 4407	<a href="#">Click Here</a>

Class Description		Information Available	Cost	Format	Contact Details	Link
3	Policies, Plans & Procedures					
3.5	Plans & Strategies	Meeting Documentation including Minutes: Narrowing the Gap Executive Group Going up a League Executive Group Climate Change Partnership Skills & Economy Partnership Transport Partnership Culture Leeds Healthy Leeds	£ -	Website & Hard Copy	Leeds Initiative 0113 247 8989	<a href="#">Click Here</a>
		3.5.21 Older People's Housing Strategy	£ -	Hard Copy currently; Website to follow	Environment and Neighbourhoods 0113 2224412	<a href="#">Click Here</a>
		3.5.22 Sports & Recreation Strategy 2006 - 2012	£ -	Website & Hard Copy	Learning & Leisure 0113 224 3041	<a href="#">Click Here</a>
		3.5.23 Supporting People Directory of Services	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 3950486	<a href="#">Click Here</a>
		3.5.24 Supporting People Eligibility Criteria	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 3950486	<a href="#">Click Here</a>
		3.5.25 Supporting People Fairer Charging Policy	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 3950486	<a href="#">Click Here</a>
		3.5.26 Supporting People Provider Complaints	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 2476752	<a href="#">Click Here</a>
		3.5.27 Supporting People Value for Money Policy	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 2476752	<a href="#">Click Here</a>
		3.5.28 Taking the lead - A summary of the Strategy and Active recreation in Leeds 2006 0 2012	£ -	Website & Hard Copy	Learning & Leisure 0113 224 3041	<a href="#">Click Here</a>
		3.5.29 Urban Design Strategy	£ 6.00	CD	Development 0113 222 4409	<a href="#">Click Here</a>
		3.5.30 Vision for Leeds 2004 - 2020	£ -	Website & Hard Copy	Leeds Initiative 0113 247 8989	<a href="#">Click Here</a>
		3.5.31 Information Security Policies		Website, electronically, hard copy	IKM@leeds.gov.uk	<a href="#">Click Here</a>
		3.5.32 Destruction and Archive Policies		Electronically, hard copy	IKM@leeds.gov.uk	
		3.5.33 Health & Wellbeing Partnership Plan	-	Website & Hard Copy	Leeds Initiative 0113 247 8989	<a href="#">Click Here</a>
		3.5.34 Older Better Strategy	-	Website & Hard Copy	Leeds Initiative 0113 247 8989	<a href="#">Click Here</a>
		3.5.35 Active Leeds: A healthy city 2008 - 2012	-	Website & Hard Copy	Leeds Initiative 0113 247 8989	<a href="#">Click Here</a>
		3.5.36 Leeds Alcohol Strategy 2007 - 2010	-	Website & Hard Copy	Leeds Initiative 0113 247 8989	<a href="#">Click Here</a>
		3.5.37 Adaptations Strategy		hard copy leaflet	0113 3950287	
3.5.38 Overcrowding		hard copy leaflet	01132 224413			
3.6	Risk Management	3.6.1 Risk Management Policy	£ -	Website, electronically, hard copy	Risk Management Unit - 51572/1 riskmanagement@leeds.gov.uk	<a href="#">Click Here</a>

4 Class Description Procurement	Information Available	Cost	Format	Contact Details	Link
4.1 Procurement	4.1.1 Details of contracts currently being tendered	£ -	Website	Telephone 0113 22 43702 dean.backhouse@leeds.gov.uk	<a href="#">Click Here</a>
	4.1.2 List of contracts awarded and their value	£ -	Website	Telephone 0113 22 43702 dean.backhouse@leeds.gov.uk	<a href="#">Click Here</a>
	4.1.3 Procurement Procedures - Approved Suppliers	£ -	Website & Hard Copy	Telephone 0113 22 43702 dean.backhouse@leeds.gov.uk	<a href="#">Click Here</a>
	4.1.4 Tenders and Contracts - Procurement Unit - responsible procurement	£ -	Website & Hard Copy	Telephone 0113 22 43702 dean.backhouse@leeds.gov.uk	<a href="#">Click Here</a>
	4.1.5 Tenders and Contracts - Procurement Unit - business support	£ -	Website & Hard Copy	Telephone 0113 22 43702 dean.backhouse@leeds.gov.uk	<a href="#">Click Here</a>
	4.1.6 Tenders and Contracts - Procurement Unit - guidance for contractors	£ -	Website & Hard Copy	Telephone 0113 22 43702 dean.backhouse@leeds.gov.uk	<a href="#">Click Here</a>
	4.1.7 Tenders and Contracts - Procurement Unit - strategy, policy and regulations	£ -	Website	Telephone 0113 22 43702 dean.backhouse@leeds.gov.uk	<a href="#">Click Here</a>
	4.1.8 Tenders and Contracts - Procurement Unit - historical information	£ -	Website	Telephone 0113 22 43702 dean.backhouse@leeds.gov.uk	<a href="#">Click Here</a>
	4.1.9 Tenders and Contracts - Procurement Unit - news and events	£ -	Website	Telephone 0113 22 43702 dean.backhouse@leeds.gov.uk	<a href="#">Click Here</a>
	4.1.10 Tenders and Contracts - Procurement Unit - contact us for feedback	£ -	Website	Telephone 0113 22 43702 dean.backhouse@leeds.gov.uk	<a href="#">Click Here</a>

Class Description	Information Available	Cost	Format	Contact Details	Link
<b>5</b>	<b>Council Tax, Business Rates &amp; Benefits</b>				
<b>5.1 Advice &amp; Benefits</b>	<b>5.1.1</b> Benefit Application Forms	£ -	Website & Hard Copy	Leeds Benefits Service 0113 222 4404	<a href="#">Click Here</a>
	<b>5.1.2</b> Benefits Calculator	£ -	Website & Hard Copy	Leeds Benefits Service 0113 222 4404	<a href="#">Click Here</a>
	<b>5.1.3</b> Housing & Council Tax Benefit	£ -	Website & Hard Copy	Leeds Benefits Service 0113 222 4404	<a href="#">Click Here</a>
	<b>5.1.4</b> Information for Landlords	£ -	Website & Hard Copy	Leeds Benefits Service 0113 222 4404	<a href="#">Click Here</a>
	<b>5.1.5</b> School Clothing Allowance and Free School Meals	£ -	Website & Hard Copy	Leeds Benefits Service 0113 222 4404	<a href="#">Click Here</a>
	<b>5.1.6</b> Useful documents including Claim Forms, Appeal Form, Change of Circumstances Form	£ -	Website & Hard Copy	Leeds Benefits Service 0113 222 4404	<a href="#">Click Here</a>
<b>5.2 Business Rates</b>	<b>5.2.1</b> Business Rates Annual Information Booklet	£ -	Website & Hard Copy	Revenue Service 0113 247 6983	<a href="#">Click Here</a>
	<b>5.2.2</b> Business Rate Calculations	£ -	Website & Hard Copy	Revenue Service 0113 247 6983	<a href="#">Click Here</a>
	<b>5.2.3</b> Business Rates – Equal Access Information	£ -	Website & Hard Copy	Revenue Service 0113 247 6983	<a href="#">Click Here</a>
	<b>5.2.4</b> Business Rates Liability	£ -	Website & Hard Copy	Revenue Service 0113 247 6983	<a href="#">Click Here</a>
	<b>5.2.5</b> Business Rates Reductions	£ -	Website & Hard Copy	Revenue Service 0113 247 6983	<a href="#">Click Here</a>
	<b>5.2.6</b> Business Rates Transitional Arrangements	£ -	Website & Hard Copy	Revenue Service 0113 247 6983	<a href="#">Click Here</a>
	<b>5.2.7</b> Introduction to Business Rates	£ -	Website & Hard Copy	Revenue Service 0113 247 6983	<a href="#">Click Here</a>
	<b>5.2.8</b> Valuations and Appeals	£ -	Website & Hard Copy	Revenue Service 0113 247 6983	<a href="#">Click Here</a>
<b>5.3 Council Tax</b>	<b>5.3.1</b> A Guide to Council Tax	£ -	Hard Copy	0113 24 75060	
	<b>5.3.2</b> Council Tax Bands	£ -	Website & Hard Copy	Revenue Service 0113 398 4730	<a href="#">Click Here</a>
	<b>5.3.3</b> Council Tax Explained	£ -	Website & Hard Copy	Revenue Service 0113 398 4730	<a href="#">Click Here</a>
	<b>5.3.4</b> Introduction to Council Tax	£ -	Website & Hard Copy	Revenue Service 0113 398 4730	<a href="#">Click Here</a>

Class Description		Information Available	Cost	Format	Contact Details	Link
6 Education, Children & Young People						
6.1 Childcare	6.1.1 Advice and Assistance	£ -	Website	The Family Hub, tel: 0113 2474386 or 0800 731 0640 email: family.hub@leeds.gov.uk	<a href="#">Click Here</a>	
	6.1.2 Leaflets available from The Family Hub Childcare Service	£ -	Website and Hard Copy	The Family Hub, tel: 0113 2474386 or 0800 731 0640 email: family.hub@leeds.gov.uk	<a href="#">Click Here</a>	
6.2 Children's library service	6.2.1 Free books and advice for parents	£ -	.	The Family Hub, tel: 0113 2474386 or 0800 731 0640 email: family.hub@leeds.gov.uk	<a href="#">Click Here</a>	
6.3 Early Years	6.3.1 Sure start and childrens centre plan	£ -	Website	The Family Hub, tel: 0113 2474386 or 0800 731 0640 email: family.hub@leeds.gov.uk	<a href="#">Click Here</a>	
	6.3.2 Parents guide to services out of school schemes, nannies, childminders, babysitters, grants, nurseries and groups	£ -	Website/Hard Copy and telephone help line	The Family Hub, tel: 0113 2474386 or 0800 731 0640 email: family.hub@leeds.gov.uk	<a href="#">Click Here</a>	
	6.3.3 NCMA publications for childminders	£ -	Website/Hard Copy and telephone help line	The Family Hub, tel: 0113 2474386 or 0800 731 0640 email: family.hub@leeds.gov.uk	<a href="#">Click Here</a>	
	6.3.4 Ofsted publications about childcare	£ -	Website/Hard Copy and telephone help line	The Family Hub, tel: 0113 2474386 or 0800 731 0640 email: family.hub@leeds.gov.uk	<a href="#">Click Here</a>	
	6.3.5 DFES publications about parenting and childcare	£ -	Website/Hard Copy and telephone help line	The Family Hub, tel: 0113 2474386 or 0800 731 0640 email: family.hub@leeds.gov.uk	<a href="#">Click Here</a>	
	6.3.6 Inland Revenue publications	£ -	Hard Copy	The Family Hub, tel: 0113 2474386 or 0800 731 0640 email: family.hub@leeds.gov.uk	<a href="#">Click Here</a>	
6.4 Jobs and Skills	6.4.1 Service information on adult literacy, numeracy, training for all, voluntary schemes	Copy charge	Website & Hard Copy	Jobs and Skills 0113 247 5963	<a href="#">Click Here</a>	
6.5 Youth Service	6.5.1 Youth Service	£ -	Website	Youth service 0113	<a href="#">Click Here</a>	
	6.5.2 Youth Offending Service	£ -	Website	Youth Service 0113 2144650	<a href="#">Click Here</a>	
6.6 <a href="#">Children &amp; Young People's Social Care</a>	6.6.1 <a href="#">Information for children and young people: explaining assessments 2008</a>	£ -	hard copy & website, other languages	Social Care 0113 2478924	<a href="#">Click Here</a>	
	6.6.2 <a href="#">Information for parents: explaining assessments 2008</a>	£ -	hard copy & website, other languages	Social Care 0113 2478924	<a href="#">Click Here</a>	
	6.6.3 <a href="#">Community equipment and adaptations services in Leeds 2008</a>	£ -	website & hard copy	Social Care 0113 2478924	<a href="#">Click Here</a>	
	6.6.4 Contact Leeds Leaflet	£ -	hard copy	Social Care 0113 2478924		
	6.6.5 Leeds independent visitors scheme leaflet	£ -	hard copy	Roundhay Road area office 3951255		
	6.6.6 Transitions Team Leaflet	£ -	website & hard copy	0113 2478584	<a href="#">Click Here</a>	
	6.6.7 'How to complain if you are not happy with the help you get'	£ -	hard copy	Social Care 0113 2478924		
	6.6.8 Children's review booklet		Hard copy	Kate Brooks		
	6.6.9 Contact- Keeping in touch with your family		Hard copy	Dee Lynn		
	6.6.10 Get it sorted complain cards		Hard copy	Joise Warwick		
	6.6.11 Info 4 U!		Hard copy/ Website	Kate Brooks		
6.6.12 Our promises to you CD, Children Leeds		Hard copy	Sue May 43249			
6.6.13 Parents' guide to Direct Payments for disabled children and young people		Hard copy	Kate Brooks 75329			
6.7 Family Placement	6.7.1 Family Placement Service: sitting for disabled children	£ -	hard copy	0113 2478584		
	6.7.2 Family Placement Service: short breaks for disabled children	£ -	hard copy	0113 2478584		
	6.7.3 Family Placement Service: professional fostering for disabled children	£ -	hard copy	0113 2478584		
6 Education, Children & Young People						

<b>6.8</b> <a href="#">Fostering &amp; Adoption</a>	<b>6.8.1</b> <a href="#">Adoption information Pack</a>	£	-	website & hard copy	0113 247 4747	<a href="#">Click Here</a>
	<b>6.8.2</b> <a href="#">Fostering Information Pack</a>	£	-	website & hard copy	0113 247 4747	<a href="#">Click Here</a>
	<b>6.8.3</b> <a href="#">Private Fostering Leaflet Information for carers 2008</a>	£	-	website & hard copy	Social Care 0113 2478924	<a href="#">Click Here</a>
	<b>6.8.4</b> <a href="#">Private Fostering Leaflet Information for parents 2008</a>	£	-	website & hard copy	Social Care 0113 2478924	<a href="#">Click Here</a>
	<b>6.8.5</b> My Guide to Adoption			Hard copy/ Website	Caroline Faithwaite 50884	
	<b>6.8.6</b> My Guide To Fostering 12 -16 years			Hard copy/ Website	Caroline Faithwaite 50884	
	<b>6.8.7</b> My Guide To Fostering 4 -12 years			Hard copy/ Website	Caroline Faithwaite 50884	
	<b>6.8.8</b> Private fostering information for carers			Hard copy	Brenda Dring 43990	
	<b>6.8.9</b> Private fostering information for parents			Hard copy	Brenda Dring 43990	
	<b>6.8.10</b> Young People's Guide to Adoption Support Services			Hard copy	Lynn Buckle 78586	
	<b>6.8.11</b> Kinship Care in Leeds			Hard copy/ Website	Stuart Wilson	
	<b>6.8.12</b> Adoption Information for parents			Hard copy	Lynn Buckle	
	<b>6.8.13</b> Adoption Linking Services leaflet			Hard copy	Lynn Buckle	
	<b>6.8.14</b> Adoption Support Services			Hard copy	Lynn Buckle	

Class Description		Information Available	Cost	Format	Contact Details	Link
<b>7</b>	<b>Communities : Crime &amp; Safety</b>					
<b>7.1</b>	<b>Area Management Committees</b>	<b>7.1.1</b> General enquiries about Area Management	£ -	Website & Hard Copy	Elizabeth Jarmin - 0113 2243960	<a href="#">Click Here</a>
		<b>7.1.2</b> Information about the Inner and Outer East Area Committee	£ -	Website & Hard Copy	John Woolmer 0113 2145874	<a href="#">Click Here</a>
		<b>7.1.3</b> Information about the Inner and Outer North East Area committee	£ -	Website & Hard Copy	Rory Barke 0113 2145865	<a href="#">Click Here</a>
		<b>7.1.4</b> Information about the Inner and Outer North West Area	£ -	Website & Hard Copy	Jason Singh 0113 395 2836	<a href="#">Click Here</a>
		<b>7.1.5</b> Information about the Inner and Outer South Area committee	£ -	Website & Hard Copy	Keith Lander 0113 2243973	<a href="#">Click Here</a>
		<b>7.1.6</b> Information about the Inner and Outer West Area committee	£ -	Website & Hard Copy	Steve Crocker 0113 395 0966	<a href="#">Click Here</a>
<b>7.2</b>	<b>Clubs and Societies</b>	<b>7.2.1</b> Compact for Leeds - An agreement between the voluntary community, faith and public sector partnerships	-	Website & Hard Copy	Neighbourhoods & Housing 0113 247 8128	<a href="#">Click Here</a>
		<b>7.2.2</b> Small grants booklet	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 395 2393	<a href="#">Click Here</a>
		<b>7.2.3</b> Voluntary, Community and Faith Organisations in Leeds - 2000 groups listing	£ -	website	Keith Holdich 0113 247 8269	<a href="#">Click Here</a>
<b>7.3</b>	<b>Community Safety/Crime</b>	<b>7.3.1</b> Anti-Social Behaviour how to report it.	£ -	Website & Hard Copy	ASB Unit 0113 2224402	<a href="#">Click Here</a>
		<b>7.3.2</b> Burglary Prevention Guide, Vehicle Crime Prevention List and Distraction Burglary	£ -	Website	Community Safety 0113 2224444	<a href="#">Click Here</a>
		<b>7.3.3</b> CCTV, where are cameras located?	£ -	Website	Leedswatch 0113 2474159	<a href="#">Click Here</a>
		<b>7.3.4</b> Contact Safer Leeds Drugs Team	£ -	Website	Jackie Calvert 3950839	<a href="#">Click Here</a>
		<b>7.3.5</b> Safer Leeds Partnership Plan 2008-11	£ -	Website & Hard Copy	Katie Rowan 2476521	<a href="#">Click Here</a>
		<b>7.3.6</b> Crime Survey and cost of Crime	£ -	Website & Hard Copy	Community Safety 0113 222 4444	<a href="#">Click Here</a>
		<b>7.3.7</b> Domestic Violence: information on impact, how to report it and information guidebook	£ -	Website & Hard Copy	Community Safety 0113 222 4444	<a href="#">Click Here</a>
		<b>7.3.8</b> Introduction to Community Safety	£ -	Website	Community Safety 0113 395 0821	<a href="#">Click Here</a>
		<b>7.3.9</b> Policing, Community Police Officers	£ -	Website & Hard Copy	Local Police Station	<a href="#">Click Here</a>
<b>7.4</b>	<b>Ethnic Minorities</b>	<b>7.4.1</b> Gypsy Travellers Guidebook to LCC Provision	£ -	Website & Hard Copy	Community Safety 0113 222 4444	<a href="#">Click Here</a>
		<b>7.4.2</b> Racial Harassment - How to report hate crimes	£ -	Website	Community Safety 0113 222 4444	<a href="#">Click Here</a>
<b>7.5</b>	<b>Nuisance Neighbours</b>	<b>7.5.1</b> Contact Anti Social Behaviour Unit	£ -	Website	Anti-Social Behaviour Unit 0113 222 4402	<a href="#">Click Here</a>
		<b>7.5.2</b> How to Report Noise Nuisance	£ -	Website	Environment and Neighbourhoods 0113 2224406	<a href="#">Click Here</a>
<b>7.6</b>	<b>Refugees</b>	<b>7.6.1</b> Gypsy Travellers Hate Crime Reporting Flyer	-	Hard Copy	Community Safety 0113 222 4444	

Class Description	Information Available	Cost	Format	Contact Details	Link
<b>8</b>	<b>Development &amp; Regeneration</b>				
<b>8.1</b>	<b>City Centre and Town Centre Regeneration</b>				
8.1.1	Bardsey Village Design Statement Spring 2002	£ 10.00	Hard Copy	Development 0113 222 4409	
8.1.2	Bramhope Village Design Statement	£ 3.00	Hard Copy	Development 0113 222 4409	
8.1.3	East Keswick Village Design Statement	£10 Hard Copy	Website & Hard Copy	Development 0113 222 4409	<a href="#">Click Here</a>
8.1.4	Holbeck Urban Village Revised Planning Framework	Free	Hard Copy	Development 0113 222 4409	
8.1.5	9th Leeds City Centre Audit (2010)	£ -	Website	citycentre@leeds.gov.uk	<a href="#">Click Here</a>
8.1.6	Leeds City Centre Urban Design Strategy	£ 5.00	CD	Development 0113 222 4409	
8.1.7	Leeds Waterfront Strategy	£ 20.00	Hard Copy	Development 0113 222 4409	
8.1.8	Various Supplementary Planning Guidance documents and Development Plans	-	Electronic	Development 0113 222 4409	<a href="#">Click Here</a>
8.1.9	Renaissance Leeds Delivery Plan 2007-2009	-	Website	Development 0113 222 4409 /rlp@leeds.gov.uk	<a href="#">Click Here</a>
<b>8.2</b>	<b>Development</b>				
8.2.1	Leeds Unitary Development Plan Review. Vol. 1 - Written Statement, Vol. 2 - Appendices. Proposals Map (A3 Map Book)	Vol 1. - £15. Vol 2. £10 + £4 P&P. Proposals Map £30 + 4 P&P. All of the above - £55 + £4 P&P	Hard Copy and Website (for written statement and appendices)	Development 0113 222 4409	<a href="#">Click Here</a>
8.2.2	Open Space Sport and Recreation Needs Assessment	£15 Paper/£5 CD	Paper/Cd	Umar Usman 0113 2478121	
8.2.3	Planning Policy Guidance Note 17 (PPG 17)	£ 50.00	CD	Umar Usman 0113 2478121	
8.2.4	West Leeds Gateway SPD	£ 20.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.5	Core Strategy Preferred Approach	£ 25.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.6	Aire Valley Leeds Area Action Report (Preferred Options Main Report)	£ 10.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.7	Roundhay Draft Neighbourhood Design Statement - Oct 2010	£ 10.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.8	Farsley Village Design Statement - 2010	£ 10.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.9	Adel Village Design Statement	£ 10.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.10	Kippax Village Design Statement - Dec 2010	£ 10.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.11	Little Woodhouse - Design Statement - Oct 2010	£ 10.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.12	Far Headingley, Weetwood and West Park Village Design Statement - 2005	£ 10.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.13	Thorp Arch Village Design Statement - 2005	£ 10.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.14	Holbeck Urban Village - Revised Planning Framework - 2006	£ 10.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.15	Thornor Draft Village Design Statement	£ 10.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.16	Headingley and Hyde Park Neighbourhood Design Statement - 2010	£ 10.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.17	East Keswick Village Design Statement - June 2002	£ 10.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.18	Parish of Collingham with Linton Village Design Statement - 2010	£ 10.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.19	Horsforth Design Statement SPD - Nov 2010	£ 5.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.20	New Farnley Draft Village Design Statement - Jan 2011	£ 10.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.21	Kirkstall Road Renaissance Area - Planning Framework - Jan 2004	£ 5.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.22	Abbey Mills - Planning and Development Brief - Jan 2006	£ 5.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.2.23	High Royds Hospital - Planning Framework - April 2000	£ 15.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>

8	Class Description	Information Available	Cost	Format	Contact Details	Link
8.2	Development	8.2.24 Kirkstall Forge - Planning Framework (SPG) - Sept 2003	£ 5.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
		8.2.25 Little London Draft Development Framework - June 2007	£ 20.00	Hard Copy/Website	0113 2478092	<a href="#">Click Here</a>
8.3	Housing	8.3.1 Affordable Housing Policy Guidance Notes	£5 (free on website)	Website, Hard Copy	Development 0113 222 4409	<a href="#">Click Here</a>
		8.3.2 Development of Self Contained Flats - Draft	-	Website	Development 0113 222 4409	<a href="#">Click Here</a>
		8.3.3 Greenspace Relating to New Housing Development	£ 5.00	Hard Copy	Development 0113 222 4409	<a href="#">Click Here</a>
8.4	Sustainable Development	8.4.1 Neighbourhoods for Living	£ -	£12 hard copy or free from website	Sustainable Development 0113 2478144	<a href="#">Click Here</a>
		8.4.2 Sustainable Drainage Document	£ -	Hard Copy	Sustainable Development 0113 2478144	
		8.4.3 Sustainable Development Guide	£ 6.00	Hard Copy	Sustainable Development 0113 2478144	
		8.4.4 Tall Buildings SPD	Free	Website	Design 2478144	<a href="#">Click Here</a>
		8.4.5 Building for Tomorrow Today: Sustainable Design & Construction SPD		£20 hard copy or free from website	Development Enquiry Centre, The Leonardo Building, 2 Rossington Street, Leeds LS2 8HD. Tel: 0113 247 8000.	<a href="#">Click Here</a>
8.5	Support for local business	8.5.1 Business and Patents Service - Information about Services	£ -	website, electronically	Business & Patents Services 0113 247 8266	<a href="#">Click Here</a>
		8.5.2 Business and Patents Service - Request for Information	General enquiries	website, electronically, Hard Copy	Business & Patents Services 0113 247 8266	<a href="#">Click Here</a>
		8.5.3 Business and Patents Service - Request for research services	Minimum charges apply for some research. Additional charges may apply see current library charges	website, electronically, Hard Copy	Business & Patents Services 0113 247 8266	<a href="#">Click Here</a>
		8.5.4 Introduction to business support	£ -	Website	0113 220 6350	<a href="#">Click Here</a>

9	Class Description Environment	Information Available	Cost	Format	Contact Details	Link	
9.1	Conservation	9.1.1	Conservation Areas in Leeds: A Guide	Free	Hard Copy	Conservation 2478146	
		9.1.2	Conservation of Georgian and Victorian building and SPAB pamphlets	£ 3.00	Hard Copy	Development 0113 222 4409	
		9.1.3	Landscape management plans required by planning condition	£ -	Website	Development 0113 222 4409	<a href="#">Click Here</a>
		9.1.4	Leeds countryside strategy	£ -	Hard Copy	Development 0113 222 4409	
		9.1.5	Leeds Nature Conservation Strategy	£ -	Inspection Only	Development 0113 222 4409	
		9.1.6	Out of print, new version out late 2011	£ 5.00	Hard Copy	Development 0113 222 4409	
		9.1.7	Protected trees and buildings: guidance on subsidence investigations	£ -	Website	Development 0113 222 4409	<a href="#">Click Here</a>
		9.1.8	Tree protection on demolition sites/ development site tree surveys and tree contractors in Leeds	£ -	Website	Development 0113 222 4409	<a href="#">Click Here</a>
		9.1.9	Woodland management plans required by planning condition	£ -	Website	Development 0113 222 4409	<a href="#">Click Here</a>
		9.1.10	Over The Garden Hedge	Free	Hard Copy	Landscape 2478148	
		9.1.11	High Hedges: Complaining to the Council	Free	Hard Copy	Landscape 2478148	
		9.1.12	TPO's: A guide to procedure	Free	Hard copy	Landscape 2478148	
9.1	Conservation Area Appraisal	9.1.12	Conservation Area Appraisals up to date for 35 areas	-	Electronic	Development 0113 222 4409	<a href="#">Click Here</a>
9.2	Contaminated Land	9.2.1	Annual Review Summer 2005	Hard copy £10, free on website	Website & Hard Copy	Stella Keenan 01132478154	<a href="#">Click Here</a>
		9.2.2	Development of contaminated sites. Reports in support of planning applications - The Blue Leaflet CL2	Free	Website & hard copy	Stella Keenan 01132478154	<a href="#">Click Here</a>
		9.2.3	Development of contaminated sites. Human health quantitative risk assessment - The Green Leaflet CL3	Free	Website & hard copy	Stella Keenan 01132478154	<a href="#">Click Here</a>
		9.2.4	Contaminated Land Inspection Strategy	Hard copy £24, Free on website	Website & hard copy	Stella Keenan 01132478154	<a href="#">Click Here</a>
		9.2.5	The Part 2A Public Register	Variable depending on sections required.	Hard Copy	Stella Keenan 01132478154	
		9.2.6	Development of contaminated sites. Residential development on land effected by contamination - The Yellow Leaflet CL4	Free	Website & hard copy	Stella Keenan 01132478154	<a href="#">Click Here</a>
		9.2.7	Inspection Strategies	Free	Website	Stella Keenan 01132478154	<a href="#">Click Here</a>
		9.2.8	YAHPAC Planning Guide	Free	Website	Stella Keenan 01132478155	<a href="#">Click Here</a>
		9.2.9	The provision of environm	Free	Website & hard copy	Stella Keenan 01132478156	<a href="#">Click Here</a>
		9.3	Environmental Assessments	9.3.1	Impact assessments and screening options	£ -	Inspection
9.3.2	Strategic Flood Risk assessment			-	Website	Development 0113 222 4409	<a href="#">Click Here</a>
9.4	Environment City	9.4.1	Environment Leeds (Quarterly)	£ -	Hard Copy	Planning Services 0113 222 4409	
		9.4.2	Leeds City Council Environmental Policy Statement	£ -	Hard Copy	Development 0113 222 4409	
		9.4.3	Passport to the environment	£ -	Hard Copy	Development 0113 222 4409	
9.5	Litter Enforcement	9.5.1	Environmental Offences Hotline	£ -	.	Environment and Neighbourhoods 0113 2224406	<a href="#">Click Here</a>
		9.5.2	Environmental Policy	£ -	Website	Development 0113 222 4409	<a href="#">Click Here</a>
		9.5.3	Thrown Litter Policy 2006	£ -	Website	Environment and Neighbourhoods 0113 2224406	<a href="#">Click Here</a>
9.6	Minerals, Waste Disposal and Recycling	9.6.1	Minerals Application form and guidance notes	£ -	Website & Hard Copy	Development 0113 222 4409	<a href="#">Click Here</a>
		9.6.2	Recycling Information	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 2224406 info.recycling@leeds.gov.uk	<a href="#">Click Here</a>

9	Class Description Environment	Information Available	Cost	Format	Contact Details	Link
9.7	Parks and Countryside	9.7.1 Leeds Biodiversity Action Plan	£20 + P&P	Hard Copy	Addition to previous register	
		9.7.2 Leeds Country Way	Large 2nd class stamp or Large 1st class stamp	Website & Hard Copy	Parks and Countryside 0113 247 7400	<a href="#">Click Here</a>
9.8	Recycling and Refuse Collection	9.8.1 Integrated Waste Management Strategy 2005-2035	£ -	Website	Environment and Neighbourhoods	<a href="#">Click Here</a>
		9.8.2 Recycling and Refuse Collection	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 2224406 refusecollection@leeds.gov.uk	<a href="#">Click Here</a>
		9.8.3 Recycling Information	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 2224406 info.recycling@leeds.gov.uk	<a href="#">Click Here</a>
		9.8.4 Integrated Waste Strategy 2005-2035		website pdf and hardcopy	Environment and Neighbourhoods 0113 2224406 info.recycling@leeds.gov.uk	<a href="#">Click Here</a>
		9.8.5 Business Waste Handbook		website pdf and hardcopy	Environment and Neighbourhoods 0113 2224406 info.recycling@leeds.gov.uk	<a href="#">Click Here</a>
9.9	Street Cleansing	9.9.1 Removal of Graffiti contact details	£ -	Website	Environment and Neighbourhoods 0113 2224406	<a href="#">Click Here</a>
		9.9.2 Street Cleansing Services	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 2224406	<a href="#">Click Here</a>

Class Description		Information Available	Cost	Format	Contact Details	Link
<b>10</b>	<b>External Relations : Press, News &amp; Cust</b>					
<b>10.1</b>	<b>Accounts</b>	<b>10.1.1</b> Statements of Accounts with supporting Reports and Audit Letters	£ -	Website	Corporate Financial Management 0113 247 4278	<a href="#">Click Here</a>
		<b>10.1.2</b> Your Rights (Audit Commission Publication)	£ -	Website	Corporate Financial Management 0113 247 4278	<a href="#">Click Here</a>
<b>10.2</b>	<b>Budgets</b>	<b>10.2.1</b> Annual Financial Plans and summaries	£ -	Website	Corporate Financial Management 0113 247 4278	<a href="#">Click Here</a>
		<b>10.2.2</b> Capital Programmes (2009 – 13, 2010 – 14, etc)	£ -	Website	Financial Development 0113 247 4770	<a href="#">Click Here</a>
		<b>10.2.3</b> Financial Plans (2005 – 8, 2008 – 11, etc)	£ -	Website	Corporate Financial Management 0113 247 4278	<a href="#">Click Here</a>
<b>10.3</b>	<b>Customer Services</b>	<b>10.3.1</b> Corporate Complaints and Compliments policy	£ -	Website and hard copy.	Compliments and complaints 0113 222 4405	<a href="#">Click Here</a>
		<b>10.3.2</b> How to complain to the Local Government Ombudsman leaflet	£ -	Website & Hard Copy	Natalie Hadwin 0113 376 0078 csu.ombudsman.admin@leeds.gov.uk	<a href="#">Click Here</a>
		<b>10.3.3</b> Let Us Know Leaflet	£ -	Website & Hard Copy	Compliments and Complaints 0113 222 4405	<a href="#">Click Here</a>
		<b>10.3.4</b> One Stop Centre Leaflets	£ -	Website & Hard Copy	Customer Services 0113 222 4444	<a href="#">Click Here</a>
		<b>10.3.5</b> Leeds City Council - Our Standards	£ -	Website		<a href="#">Click Here</a>
<b>10.4</b>	<b>News</b>	<b>10.4.1</b> Community Safety Press Releases	£ -	Website & Hard Copy	Media Office 0113 247 4328	<a href="#">Click Here</a>
		<b>10.4.2</b> Education – Press Releases	£ -	Website & Hard Copy	Media Office 0113 247 4328	<a href="#">Click Here</a>
		<b>10.4.3</b> Environment Leeds	£ -	Website & Hard Copy	Development 0113 222 4409	<a href="#">Click Here</a>
<b>10.5</b>	<b>Press Releases</b>	<b>10.5.1</b> A-Z of Council Services (Ongoing)	£ -	Website	Communications Team 0113 247 4328	<a href="#">Click Here</a>
		<b>10.5.2</b> About Leeds' civic newspaper	£ -	website and hard copy where available	Mark Travis, Communications 0113 224 3298	<a href="#">Click Here</a>
		<b>10.5.3</b> Core Cities Annual Report (2008)	£ -	Website & Hard Copy www.corecities.com	Regional Policy 0113 395 2262	<a href="#">Click Here</a>
		<b>10.5.4</b> Core Cities Prospectus "A Century for Cities" (2008)	£ -	Website & Hard Copy www.corecities.com	Regional Policy 0113 395 2262	<a href="#">Click Here</a>
		<b>10.5.5</b> Core Cities "Working Together: Transformational Leadership for City Growth" (N/A)	£ -	Website and Hard Copy	Regional Policy 0113 395 2262	<a href="#">Click Here</a>
		<b>10.5.6</b> International Leeds electronic newsletter	£ -	Website	Alex Lawler tel: 74154	<a href="#">Click Here</a>
		<b>10.5.7</b> Leeds City Region Development Programme (2009)	£ -	Website & Hard Copy www.leeds.gov.uk/leedsregion	Maraki Mikroudaki 76947	<a href="#">Click Here</a>
		<b>10.5.8</b> Leeds City Region Development Programme Appendices (2009)	£ -	Website & Hard Copy	Maraki Mikroudaki 76947	<a href="#">Click Here</a>
		<b>10.5.9</b> Leeds City Region Leaders meeting papers	£ -	Website & Hard Copy	Regional Policy 0113 395 2262	<a href="#">Click Here</a>
		<b>10.5.10</b> Press Releases	£ -	Website & Hard Copy	Media Office 0113 247 4328	<a href="#">Click Here</a>
		<b>10.5.11</b> Community Engagement Policy	-	Website and Hard Copy	Communications Team 0113 247 4328	<a href="#">Click Here</a>
<b>10.6</b>	<b>Policy &amp; Reports (Financial)</b>	<b>10.6.1</b> External Audit Reports	-	Electronic & Hard Copy	Internal Audit 2474170	
		<b>10.6.2</b> Financial Procedure Rules	-	Electronic & Hard Copy	Internal Audit 2474170	

Class Description		Information Available	Cost	Format	Contact Details	Link
11	Health & Environmental Health					
11.1	Animals	11.1.1 Details about the animal health and welfare licenses and how to apply for them. Model conditions are currently being updated.	£ -	Hard copy and website	Health and Safety team 0113 2477791	<a href="#">Click Here</a>
11.2	Health Advice	11.2.1 Reports of the air quality assessments that have been carried out in Leeds dating from 2004. Older reports can be requested.	£ -	Hard copy and website	Contact Centre 0113 222 4406 or Environmental Protection Team 0113 3951156	<a href="#">Click Here</a>
		11.2.2 Child Home Safety Equipment Scheme - A Good Practice Guide	£ -	Website	Royal Society for Prevention of Accidents 0121 248 2000	<a href="#">Click Here</a>
		11.2.3 Food Hygiene	£ 29.95	Video	Environment and Neighbourhoods 0113 2224406	
		11.2.4 Information available signposting people to other organisations.	£ -	Website	Contact Centre 0113 222 4406 or Service Support 0113 247 6252	<a href="#">Click Here</a>
		11.2.5 Drugs Action - What is Drug Abuse	£ -	Website	Drugs Action Team, Safer Leeds 0113 395 0839	<a href="#">Click Here</a>
11.3	Health and Safety	11.3.1 Information about contact centres	£ -	Website	Contact Centre 0113 222 4406 or Health and Safety team 0113 2477791	<a href="#">Click Here</a>
		11.3.2 Information about childrens play areas	£ -	Website	Contact Centre 0113 222 4406 or Health and Safety team 0113 2477791	<a href="#">Click Here</a>
		11.3.3 Firework displays	£ -	Website	Contact Centre 0113 222 4406 or Health and Safety team 0113 2477791	<a href="#">Click Here</a>
		11.3.4 Goal post safety	£ -	Website	Contact Centre 0113 222 4406 or Health and Safety team 0113 2477791	<a href="#">Click Here</a>
		11.3.5 Hairdressing	£ -	Website	Contact Centre 0113 222 4406 or Health and Safety team 0113 2477791	<a href="#">Click Here</a>
		11.3.6 Information includes: alcohol in the workplace, cash transit, legionella, legionella and spa pools, mobile work equipment and seat restraints, property management, sunbed salons, toilets for workers, working temperatures, working time regulations, workplace transport and advise to premises holders.	£ -	Website	Contact Centre 0113 222 4406 or Health and Safety team 0113 2477791	<a href="#">Click Here</a>
11.4	Food Hygiene	11.4.1 Food Hygiene for Child Minders	£ -	Hard Copy	Environment and Neighbourhoods 0113 2224406	
		11.4.2 General information about the work done in relation to food hygiene and signposting to other sites. Information booklet available (hard copy)	£ -	Hard copy and website	Contact Centre 0113 222 4406 or Health and Safety team 0113 2477791	<a href="#">Click Here</a>
		11.4.3 Information is available about registering a food premises and applying for food premises approval.	£ -	Website	Contact Centre 0113 222 4406 or Food Team 0113 2477789	<a href="#">Click Here</a>
11.5	Pest Control	11.5.1 Information about Pest Control Services	£ -	Website	Environment and Neighbourhoods 0113 2224406	<a href="#">Click Here</a>

12	Class Description	Information Available	Cost	Format	Contact Details	Link
12.1	<b>Applying for a House</b>	12.1.1 Applying for a Home	£ -	Website & Hard Copy	Leeds Homes 0113 222 4413	<a href="#">Click Here</a>
		12.1.2 Finding a Home	£ -	Website & Hard Copy	Leeds Housing Options 0113 2224412	<a href="#">Click Here</a>
		12.1.3 Leeds Homes Register Form	£ -	Website & Hard Copy	Leeds Homes 0113 2224413	<a href="#">Click Here</a>
12.2	<b>Estate Management</b>	12.2.1 Aire Valley Homes Leeds	£ -	Website	0800 915 6660 avhleeds.enquiries@avhleeds.org.uk	<a href="#">Click Here</a>
		12.2.2 East North East Homes Leeds	£ -	Website	0800 915 1600 enehl.enquiries@enehl.org.uk	<a href="#">Click Here</a>
		12.2.3 Housing Associations	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 2224444	<a href="#">Click Here</a>
		12.2.4 West North West Homes Leeds	£ -	Website	0800 915 1113 wnwhl.enquiries@wnwhl.org.uk	<a href="#">Click Here</a>
12.3	<b>Evictions</b>	12.3.1 Information about Evictions	£ -	Hard Copy	ALMO & CAB	<a href="#">Click Here</a>
12.4	<b>Homelessness</b>	12.4.1 Homeless Advice: Are you homeless now, next week, next year?	£ -	Hard Copy	Environment and Neighbourhoods 0113 2224444	
		12.4.2 Homeless Prevention advice	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 2224444	<a href="#">Click Here</a>
12.5	<b>Housing Policies</b>	12.5.1 Letting Policy and Summary Booklet	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 2224413	<a href="#">Click Here</a>
		12.5.2 Tenancy Agreements	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 234 8080	<a href="#">Click Here</a>
12.6	<b>Private Sector Housing</b>	12.6.1 Guide to Tenancies for Private Landlords	£ -	Hard Copy	0113 2476135	<a href="#">Click Here</a>
		12.6.2 Home Maintenance Pack	£ -	Website & Hard Copy	Service Support 0113 247 6252	<a href="#">Click Here</a>
		12.6.3 Leeds Accredited Tenant Scheme	£ -	Website and hard copy	Leeds Landlord Accreditation Scheme Team 0113 247 6135	<a href="#">Click Here</a>
		12.6.4 Leeds Landlord Accreditation Scheme	£ -	Website & Hard Copy	0113 2476135	<a href="#">Click Here</a>
		12.6.5 Leeds Landlord Accreditation Scheme	£ -	Poster	0113 2476135	<a href="#">Click Here</a>
12.7	<b>Rent</b>	12.7.1 How to pay your rent	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 247 6192	<a href="#">Click Here</a>
		12.7.2 Rent standing order or Direct Debit	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 247 6192	<a href="#">Click Here</a>
12.8	<b>Repairs</b>	12.8.1 Home Maintenance	£ -	website	0113 224444	<a href="#">Click Here</a>
12.9	<b>Right to Buy</b>	12.9.1 Right to buy Tenants Toolkit	£ -	Website & Hard Copy	Home Ownership Team 0113 2476041	<a href="#">Click Here</a>
		12.9.2 Sheltered Housing Service Standards	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 222 4412	<a href="#">Click Here</a>
12.10	<b>Temporary Housing</b>	12.10.1 Sheltered Housing Guidebook and Service Standards	£ -	Website & Hard Copy	Environment and Neighbourhoods 0113 222 4412	<a href="#">Click Here</a>
12.11	<b>Tenants</b>	12.11.1 Tenants and residents groups and Information on Tenant Participation, Transfers and Exchanges	£ -	Website	Leeds Tenants Federation 0113 2145330	<a href="#">Click Here</a>

13	Class Description Leisure & Libraries	Information Available	Cost	Format	Contact Details	Link
13.1	<b>Bodyline</b>	13.1.1 Information about membership	£ -	Website	Tel: 0113 395 0160, email: <a href="mailto:bodyline@leeds.gov.uk">bodyline@leeds.gov.uk</a>	<a href="#">Click Here</a>
13.2	<b>Central Library</b>	13.2.1 Information about facilities available at Central Library	£ -	Website & Hard Copy	Enquiry Express 0113 247 6016	<a href="#">Click Here</a>
		13.2.2 Library and Information Service Request for Information	General enquiries	website, electronically, Hard Copy	Enquiry Express 0113 247 6016	<a href="#">Click Here</a>
		13.2.3 Library and Information Service Request for research services	Minimum charges apply for research Additional charges may apply see current library charges	website, electronically, Hard Copy	Enquiry Express 0113 247 6016	<a href="#">Click Here</a>
13.3	<b>Children and Young People</b>	13.3.1 Information about the Library Services available for Children and Young People	£ -	Website	Fiona Titterington, Children's Services Manager, Te:: 0113 3953240	<a href="#">Click Here</a>
13.4	<b>Cycling</b>	13.4.1 Cycling maps for Leeds areas	£ -	Website and Hard Copy	<a href="mailto:travelwise@leeds.gov.uk">travelwise@leeds.gov.uk</a>	<a href="#">Click Here</a>
13.5	<b>Learning in Libraries</b>	13.5.1 Learning Sessions	£ -	Website & Hard Copy	Area Development Librarian, Learning, 0113 395 2357	<a href="#">Click Here</a>
		13.5.2 Learning Strategy	£ -	Website & Hard Copy	Area Development Librarian, Learning, 0113 395 2357	<a href="#">Click Here</a>
13.6	<b>Leisure Centres</b>	13.6.1 Leisure centre contact information	£ -	Website	<a href="mailto:sport@leeds.gov.uk">sport@leeds.gov.uk</a>	<a href="#">Click Here</a>
13.7	<b>Library Catalogue</b>	13.7.1 Details of Books, CDS, DVDS etc available in libraries across Leeds	£ -	Website	Business Improvement Manager 0113 395 2334	<a href="#">Click Here</a>
13.8	<b>Libraries in Leeds</b>	13.8.1 List of Libraries, Contact Details and Opening Times	£ -	Website & Hard Copy	Enquiry Express 0113 247 6016	<a href="#">Click Here</a>
13.9	<b>Publications</b>	13.9.1 "Central Leeds", by R Gibson & M.Lefevre	£ 14.99	Hard Copy	Area Development Librarian, Information Services 0113 2474882	
		13.9.2 Job Search Booklet	£5.25 and no longer free to jobseekers	website, Electronically, Hard Copy	Keith Holdich, Development Librarian, Economic Projects and content, 0113 2478269	<a href="#">Click Here</a>
		13.9.3 Directory of Employment Agencies	Free	Website	Keith Holdich, Development Librarian, Economic Projects and content, 0113 2478269	<a href="#">Click Here</a>
		13.9.4 Business Start up booklet	£ -	Electronically, Hard Copy	Keith Holdich, Development Librarian, Economic Projects and content, 0113 2478269	<a href="#">Click Here</a>
		13.9.5 'Leeds in Maps' – Maps of Old Leeds	£ 14.99	Website Hard Copy and Images	Area Development Librarian, Information Services 0113 2474822	<a href="#">Click Here</a>
13.10	<b>Sport Strategy</b>	13.10.1 A sport and Active Recreation Strategy for Leeds 2006- 2012	-	Website & Text	<a href="mailto:info@sportleeds.com">info@sportleeds.com</a>	<a href="#">Click Here</a>
13.11	<b>Swimming</b>	13.11.1 Information about Swimming Facilities in Leeds	£ -	Website	<a href="mailto:sport@leeds.gov.uk">sport@leeds.gov.uk</a>	<a href="#">Click Here</a>
13.12	<b>Using Libraries</b>	13.12.1 Access Strategy	£ -	Website & Hard Copy	Community and Wellbeing Manager, 0113 395525, email <a href="mailto:hannah.farley@leeds.gov.uk">hannah.farley@leeds.gov.uk</a>	<a href="#">Click Here</a>
		13.12.2 Annual Library Plan	£ -	Hard Copy	Business Improvement Manager 0113 395 2334	<a href="#">Click Here</a>
		13.12.3 Borrowing Books	£ -	Website & Hard Copy	Business Improvement Manager 0113 395 2334	<a href="#">Click Here</a>
		13.12.4 How to join: Membership Information	£ -	Website & Hard Copy	Business Improvement Manager 0113 395 2334	<a href="#">Click Here</a>
		13.12.5 Stock Management Policy	£ -	Website	Business Improvement Manager 0113 395 2334	<a href="#">Click Here</a>
13.13	<b>Walks</b>	13.13.1 Library Charges	£ -	Website & Hard Copy	Business Improvement Manager 0113 395 2334	<a href="#">Click Here</a>
		13.13.2 Branch Library Newspapers	£ -	Website & Hard Copy	Business Improvement Manager 0113 395 2334	<a href="#">Click Here</a>

Class Description	Information Available	Cost	Format	Contact Details	Link
<b>14 Planning Services</b>					
<b>14.1 Building Control Services</b>	<b>14.1.1</b> Search for documents that have been archived	£ 47.00	Hard Copy	Development 0113 2224409	
	<b>14.1.2</b> History search	£ 47.00	Hard Copy	Development 0113 2224409	
<b>14.2 Building Regulation Application Forms and Guidance Notes</b>	<b>14.2.1</b> Building Regulation, Building Notice, Regularisation and SAP Assessment Forms, Guidance notes and fees	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
	<b>14.2.2</b> Fees are now part of the application forms	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
<b>14.3 Decision Lists</b>	<b>14.3.1</b> Weekly new plans lists including lists for the previous year	Free from website	Electronic on Public Access	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
	<b>14.3.2</b> This really needs splitting - as Bregs decision notices and Completion Certificates cost £19.50 each. However planning decision notices are 10p per sheet or for applications after 1/1/2009 free from Public Access	Completion Certificates £19.50 or inspect free of charge	Planning decision notices for applications received in 2009 available to download from Public Access. All others hard copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
	<b>14.3.3</b> Planning Appeals, Enforcement Appeals, Public Enquires and Hearing files	10p per sheet or inspect free of charge or free from website where available	Hardcopy or from 1/1/2009 from Public Access	Planning Services Administration 0113 222 4409	<a href="#">Click Here</a>
<b>14.4 Development Plans</b>	<b>14.4.1</b> Publications and Development Plans	£10 £40 free on website	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
<b>14.5 Local Land Charges</b>	<b>14.5.1</b> Local authority search procedures, services, standards, search request form, fees, copy documents etc	fees apply	Website and Hard Copy	Local Land Charges 0113 247 4015/6	<a href="#">Click Here</a>
<b>14.6 New Plans List</b>	<b>14.6.1</b> Weekly decisions list including lists for the previous year	Free from website	Electronic on Public Access	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
<b>14.7 OS Extracts</b>	<b>17.7.1</b> Min 4 copies, max 6 copies. Additional copies £1	£ 25.00	Hard Copy	Development Enquiry Centre 0113 222 4409	
<b>14.8 Planning Applications</b>	<b>14.8.1</b> Commenting on Planning Applications	-	Website	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
	<b>14.8.2</b> Index to Enforcement Register	-	Website	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
	<b>14.8.3</b> Planning application documents from 1/1/2009 available on Public Access	-	Website	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
	<b>14.8.4</b> Planning Application Files 1947 – 1990	Per Plan or inspect free	Hard Copy	Development Enquiry Centre 0113 222 4409	
	<b>14.8.5</b> Planning Applications Files 1991 – Current Year	£3 Per Plan or inspect free	Hard Copy	Development Enquiry Centre 0113 222 4409	
	<b>14.8.6</b> 2009 planning application documents available free on public access	-	Website	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
	<b>14.8.7</b> Site Histories of previous Planning Applications pre 1974	£ 53.50	Hard Copy	Development Enquiry Centre 0113 222 4409	
	<b>14.8.8</b> Section 106 Agreements from October 2002	£19.50 or free from website	Hard Copy or free from website	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
<b>14.9 Planning Applications Forms and Guides</b>	<b>14.9.1</b> Planning Application Forms, guidance notes, additional information and validation criteria	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
	<b>14.9.2</b> Planning Fees Guide and Fees Schedule	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
	<b>14.9.3</b> Planning Application Forms, guidance notes, additional information and validation criteria	£ 25.00	Hard Copy - £25 Web Site - Free	Mike Darwin mike.darwin@leeds.gov.uk 0113 247 5302	<a href="#">Click Here</a>
<b>14.10 Personal Searches</b>	<b>14.10.1</b> Zoning Information	£ 32.00	Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
	<b>14.10.2</b> Written response with map to show extent of adoption for a specific area.	£ 19.90	Paper/Electronic	Highways Services 0113 2475285	

Class Description		Information Available	Cost	Format	Contact Details	Link	
14	Planning Services						
14.11	Planning Guidance & Advice	14.11.1	What should I consider before applying for planning permission?	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
		14.11.2	Do I need planning permission?	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
		14.11.3	What can I do if my planning application is refused	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
		14.11.4	What can I do if planning rules are broken?	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
		14.11.5	What are plans panels?	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
		14.11.6	Development Enquiry Centre Service	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
		14.11.7	FAQs about telecommunications development	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
		14.11.8	Customer guidance note non material amendment	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
		14.11.9	Complaints Handling	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
		14.11.10	Welcome to DEC - FAQs	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
		14.11.11	Customer Satisfaction Survey	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
		14.11.12	Consultation Strategy	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
		14.11.13	Planning Performance Agreement	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
		14.11.14	Planning Charter Guidance	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>
		14.11.15	Planning Pre-application Advice Charter	£ -	Website & Hard Copy	Development Enquiry Centre 0113 222 4409	<a href="#">Click Here</a>

Class Description		Information Available	Cost	Format	Contact Details	Link
<b>15</b>	<b>Registration and Licensing</b>					
<b>15.1</b>	<b>Gambling Act 2005</b>	<b>15.1.1</b> Statement of Licensing Policy and Overview	£-	Website & Hard Copy	Entertainment Licensing 0113 2474095	<a href="#">Click here</a>
		<b>15.1.2</b> Inspection of Public Register	£-	Hard Copy	Entertainment Licensing 0113 2474095	
<b>15.2</b>	<b>Licensing Act</b>	<b>15.2.1</b> City Centre Street Café Guidelines	£ -	Website & Hard Copy	.	<a href="#">Click Here</a>
		<b>15.2.2</b> Statement of Licensing Policy and Overview	£-	Website & Hard Copy	Entertainment Licensing 0113 2474095	<a href="#">Click here</a>
		<b>15.2.3</b> Inspection of Public Register	£-	Website & Hard Copy	Entertainment Licensing 0113 2474095	<a href="#">Click here</a>
<b>15.3</b>	<b>Registration of Births</b>	<b>15.3.1</b> Information on how to register a birth	£ 6.50	Website & Hard Copy	0113 222 4408	<a href="#">Click Here</a>
		<b>15.3.2</b> Information on how to register a death/still birth	£ 6.50	Website & Hard Copy	0113 222 4408	<a href="#">Click Here</a>
<b>15.5</b>	<b>Registration of Marriage</b>	<b>15.5.1</b> Information on what to do to get married	£ -	Website & Hard Copy	0113 227 6709	<a href="#">Click Here</a>
<b>15.6</b>	<b>Commons, Town and Village Greens</b>	<b>15.6.1</b> Inspection of Public Register	No charge for inspection; charge for official search	Hard Copy	Legal, Licensing & Registration Development 0113 2474385	<a href="#">Click here</a>
<b>15.7</b>	<b>Taxi and Private Hire Licensing</b>	<b>17.7.1</b> Overview, applications and advice	See website for charges	Website	Taxi & Private Hire Licensing 0113 2143366	<a href="#">Click here</a>

Class Description	Information Available	Cost	Format	Contact Details	Link
16 Adult Social Care					
16.1 <a href="#">Adult Social Services</a>					
16.1.1	Delete	0	website & hard copy	Social Care 0113 2478925	<a href="#">Click Here</a>
16.1.2	Delete	0	hard copy	Social Care 0113 2478924	
16.1.3	Delete	0	website & hard copy	Social Care 0113 2478924	<a href="#">Click Here</a>
16.1.4	Complaints- Annual Reports	0	website & hard copy	Social Care 0113 2478924	<a href="#">Click Here</a>
16.1.5	Complaints comments and Compliments	0	website & hard copy	Social Care 0113 2478924	<a href="#">Click Here</a>
16.1.6	Crisis Centre leaflet	0	hard copy	Crisis Centre 275 5898	
16.1.7	Direct Payments	0	hard copy	Social Care 0113 2478924	
16.1.8	Directory of services available to blind and partially sighted people	0	hard copy	Shire View Centre 0113 2144544	
16.1.9	Eligibility Leaflet 2008	0	website & hard copy	Social Care 0113 2478924	<a href="#">Click Here</a>
16.1.10	Single Assessment Process leaflet	0	website & hard copy	Contact centre 222 4401	<a href="#">Click Here</a>
16.1.11	Talking about disability, Which words are best leaflet	0	hard copy	Strategic partnership & development team , older people & disabled people 2243793	
16.1.12	Your right to see information about you in social services	0	website & hard copy	Social Care 0113 2478924	<a href="#">Click Here</a>
16.1.13	7 day hot meals service		Hard copy/ Website	Sally Duggan	
16.1.14	A picture of Leeds Independence Wellbeing & Choice		Hard copy/ Website	Mike Sells	
16.1.15	Adult Social Care- Commissioning Prospectus May 2010		Hard copy/ Website	Mike Sells	
16.1.16	Adult Social Care- make your experience count- complaint leaflet		Hard copy/ Website	Judith Kasalo	
16.1.17	Adult Social Care Business Plan 2009/10		Hard copy/ Website	Mike Sells	
16.1.18	Adult Social Care Personal Budgets		Hard copy	Leonie Gregson	
16.1.19	ASC supporting excellent communications in social care		Hard copy	Mike Sells	
16.1.20	Becoming an employer (SDS)		Hard copy/ Website	Leonie Gregson	
16.1.21	Bullying and Harrassment		Hard copy	Peter Burden	
16.1.22	Dignity compliments and complaints		Hard copy	Judith Kasalo	
16.1.23	Guide to buying service and support (SDS)		Hard copy	Leonie Gregson	
16.1.24	How to complain		Hard copy/ Website	Judith Kasalo	
16.1.25	Leeds Care Services Directory 2010/11		Hard copy/ Website	Mike Sells	
16.1.26	Leeds City Council Business Plan 2008/11		Hard copy/ Website	Mike Sells	
16.1.27	Leeds multi-agency safeguarding adults policies/ procedures		Website	Hilary Paxton 0113 224 3099	
16.1.28	Leeds Safeguarding Adults Partnership - Annual Report 2008/09		Hard copy/ Website	Hilary Paxton 0113 224 3099	
16.1.29	Leeds Safeguarding Adults Partnership - Safeguarding Policy & Procedures Overview		Hard copy/ Website	Hilary Paxton 0113 224 3099	
16.1.30	People Development Strategy 2009 -2012		Hard copy/ Website	Graham Sephton/ Tracey Cooper 78603	
16.1.31	Personal Budgets DVD (SDS)		Hard copy	Leonie Gregson 78735	
16.1.32	Personal budgets peer support group		Hard copy/ Website	Leonie Gregson 78735	
16.1.33	Practice Guidelines for the provision of adaptations - Leeds Community Equipment Service		Hard copy	Liz Ward	
16.1.34	Your personal budget a user's guide		Hard copy	Leonie Gregson 78735	
16.1.35	Guide to community equipment and adaptions services		Website	Leonie Gregson 78735	<a href="#">Click Here</a>
16.1.36	Telecare booklet for professionals		Website	Leonie Gregson 78735	<a href="#">Click Here</a>
16.1.37	Telecare Handbook		Website	Leonie Gregson 78735	<a href="#">Click Here</a>
16.1.38	Telecare Customer Leaflet		Website	Leonie Gregson 78735	<a href="#">Click Here</a>
16.1.39	Reablement		Hard copy/ Website	Leonie Gregson 78735	
16.1.40	Roseville Laundry - What is the Roseville Project about?		Hard copy	Peter Burden	
Class Description	Information Available	Cost	Format	Contact Details	Link
16 Adult Social Care					

16.1 <a href="#">Adult Social Services</a>	16.1.41	Roseville Laundry Project Leaflet		Hard copy	Peter Burden	
	16.1.42	Self Direct Support Information Pack		Hard copy	Leonie Gregson 78735	
	16.1.43	Self-directed support information pack		Hard copy	Leonie Gregson 78735	
	16.1.44	Stand Tall Avoid a Fall		Hard copy/ Website		
	16.1.45	Stop Look Listen to me! Working together better		Hard copy	Cath Runciman kath.runciman@leeds.gov.uk	
	16.1.46	Stop, Look, Listen to me! Helping you to help me Book 1.		Hard copy	Cath Runciman kath.runciman@leeds.gov.uk	
	16.1.47	Stop, Look, Listen to Me! Building a brighter future for me Book 2a.		Hard copy	Cath Runciman kath.runciman@leeds.gov.uk	
	16.1.48	Stop, Look, Listen to Me! Building a brighter future for me Book 2b.		Hard copy	Cath Runciman kath.runciman@leeds.gov.uk	
	16.1.49	Talking a Closer Look at the Adult Social Care Workforce 2009/10		Hard copy/ Website	Graham Sephton/ Tracey Cooper 78603	
	16.1.50	Transition (Green)		Hard copy	Cath Runciman kath.runciman@leeds.gov.uk	
	16.1.51	Transition (Orange)		Hard copy	Cath Runciman kath.runciman@leeds.gov.uk	
	16.1.52	What is a personal budget.		Hard copy	Leonie Gregson 78735	
	16.1.53	Careers Leeds- Are you looking after a relative or a friend		Hard copy	Bridget Maguire	
	16.1.54	Carers Emergency Service- leaflet		Hard copy	Bridget Maguire	
	16.1.55	Caring in Leeds Postcard		Hard copy	Bridget Maguire	
	16.1.56	Caring in Leeds, quick guide to services for carers		Hard copy	Bridget Maguire	
	16.1.57	Every Carer Counts- Carer Strategy 2009/12		Hard copy/ Website	Bridget Maguire	
	16.1.58	Leeds Shared Lives Leaflets- giving carers in Leeds a little lift		Hard copy/ Website	Helen Carter 78659	
	16.1.59	Leeds Shared Lives Postcards		Hard copy	Helen Carter 78659	
	16.1.60	Older Carer Support Services		Hard copy	Bridget Maguire 43991	
	16.1.61	Help and support for people in Leeds bereaved by suicide and other sudden traumatic death		Hard copy/ Website	Info for Mental Health	
16.2 <a href="#">Carers</a>	16.2.2	<a href="#">Choices for carers</a>	£ -	website & hard copy	Social Care 0113 2478924	<a href="#">Click Here</a>
	16.2.3	Assessments for carers leaflet	£ -	hard copy	Social Care 0113 2478924	
	16.2.4	Getting a break leaflet	£ -	hard copy	Social Care 0113 2478924	
	16.2.5	Planning your future carers and work or training	£ -	hard copy	Social Care 0113 2478924	
	16.2.6	Carer's Emergency Plan	£ -	hard copy	Social Care 0113 2478924	
	16.2.7	Careers Leeds- Are you looking after a relative or a friend		Hard copy	Bridget Maguire	
	16.2.8	Carers Emergency Service- leaflet		Hard copy	Bridget Maguire	
	16.2.9	Caring in Leeds Postcard		Hard copy	Bridget Maguire	
	16.2.10	Caring in Leeds, quick guide to services for carers		Hard copy	Bridget Maguire	
	16.2.11	Every Carer Counts- Carer Strategy 2009/12		Hard copy/ Website	Bridget Maguire	
	16.2.12	Leeds Shared Lives Leaflets- giving carers in Leeds a little lift		Hard copy/ Website	Helen Carter 78659	
	16.2.13	Leeds Shared Lives Postcards		Hard copy	Helen Carter 78659	
	16.2.14	Older Carer Support Services		Hard copy	Bridget Maguire 43991	

16	Class Description Adult Social Care	Information Available	Cost	Format	Contact Details	Link
16.3	<a href="#">Disabilities</a>	16.3.1 Action Plan – Disability Policy Group	£ -	hard copy	Community Safety 0113 395 0821	
		16.3.2 Aims and objectives of the Modernisation Team	£ -	hard copy	Community Safety 0113 395 0821	
		16.3.3 Improving consultation/involvement, disables people from BME communities	£ -	hard copy	Community Safety 0113 395 0821	
		16.3.4 The A-Z Health and social care information in Leeds mini guide for older people and disabled people.	£ -	hard copy	0113 247 8730	
		16.3.5 Welfare to work for disabled people investment plan	£ -	hard copy	Community Safety 0113 395 0821	
		16.3.6 Language and social model of disability	£ -	hard copy	Community Safety 0113 395 0821	
		16.3.7 Leeds low vision services – action plan	£ -	hard copy	Community Safety 0113 395 0821	
		16.3.8 <a href="#">Sheltered housing in Leeds</a>	£ -	website & hard copy	Community Safety 0113 395 0821	<a href="#">Click Here</a>
16.4	<a href="#">Mental Health</a>	16.4.1 Quick Guide to Mental Health	£ -	hard copy	0113 247 8924 0113 275 2417	
		16.4.3 Living with dementia	£ -	hard copy	0113 231 1727	
		16.4.4 <a href="#">How are you feeling 2004</a>	£ -	website & hard copy	0113 247 8914	<a href="#">Click Here</a>
		16.4.5 Help and support for people in Leeds bereaved by suicide and other sudden traumatic death		Hard copy/ Website	Info for Mental Health	
16.5	<a href="#">Older People</a>	16.5.1 The A-Z Health and social care information in Leeds mini guide for older people and disabled people.	£ -	hard copy	Social Care 0113 2478924	
		16.5.2 Leeds care homes directory	£ -	hard copy	Social Care 0113 247 8730	
		16.5.3 Leaflets about Social Care Establishments	£ -	hard copy	Now available from each establishment	
		16.5.4 <a href="#">Community equipment and adaptations services in Leeds</a>	£ -	hard copy, Braille, website	Social Care 0113 247 8730	<a href="#">Click Here</a>
16.6	<a href="#">Safeguarding</a>	16.6.1 <a href="#">Safeguarding Adults, safe from abuse or mistreatment leaflet</a>	£ -	website & hard copy	Social Care 0113 2478924	<a href="#">Click Here</a>
		16.6.2 <a href="#">Safeguarding Adults Keeping your self safe leaflet</a>	£ -	website & hard copy	Social Care 0113 2478924	<a href="#">Click Here</a>
		16.6.3 <a href="#">Safeguarding Adults Annual report</a>	£ -	website & hard copy	Social Care 0113 2478925	<a href="#">Click Here</a>

Class Description		Information Available	Cost	Format	Contact Details	Link
<b>17</b>	<b>Tourism</b>					
<b>17.1</b>	<b>Books</b>	<b>17.1.1</b> Art Gallery	Various Prices	Website & Hard Copy	Leeds Museum Discovery Centre 0113 2141548	<a href="#">Click Here</a>
		<b>17.1.2</b> Books by Leeds Museums and Galleries	Various Prices	Website & Hard Copy	Leeds Museum Discovery Centre 0113 2141548	<a href="#">Click Here</a>
		<b>17.1.3</b> Guide Books	Various Prices	Website & Hard Copy	Leeds Museum Discovery Centre 0113 2141548	<a href="#">Click Here</a>
		<b>17.1.4</b> Temple Newsam	Various Prices	Website & Hard Copy	Leeds Museum Discovery Centre 0113 2141548	<a href="#">Click Here</a>
<b>17.2</b>	<b>Museums and Galleries</b>	<b>17.2.1</b> Information on Museums and Galleries in Leeds	£ -	Hard Copy	Leeds Museum Discovery Centre 0113 2141548	
<b>18.1</b>	<b>Road safety and Accidents</b>	<b>18.1.1</b> For Injury Accident Data for Sites in West Yorkshire	£143.00	electronic	Development 0113 222 4409	
		<b>18.2.2</b> Injury Accident Data for Sites in Leeds	£143.00	electronic	Development 0113 222 4409	
		<b>18.2.3</b> Leeds Road Injuries	£ -	Website & Hard Copy	Development 0113 222 4409	<a href="#">Click Here</a>
		<b>18.2.4</b> Leeds sites and Lengths for Concern	£ -	Website & Hard Copy	Development 0113 222 4409	<a href="#">Click Here</a>
		<b>18.2.5</b> Location of Safety Cameras	£ -	Electronic	Development 0113 222 4409	<a href="#">Click Here</a>
		<b>18.2.6</b> Leeds Safer Roads Action Plan	£ -	Website & Hard Copy	Development 0113 222 4409	<a href="#">Click Here</a>
		<b>18.2.7</b> Teaching Resources for Road Safety	£ -	Website & Hard Copy	Development 0113 222 4409	<a href="#">Click Here</a>
		<b>18.2.8</b> Information about the training schemes is available on the website. Copies of training manuals / guidelines available electronically on request	£ -	Website & Hard Copy	Becky Prosser 0113 3952590	<a href="#">Click Here</a>
<b>18.2</b>	<b>Supplementary Planning Document Consultation Main Report - Travel Plans</b>	<b>18.2.1</b> Working Highways Development Control Draft	-	printed and website	Nathan Huntley, Ray Hill 76334 or Christine Hampshire	<a href="#">Click Here</a>
<b>18.3</b>	<b>Sustainable Education Travel Strategy</b>	<b>18.3.1</b> Sustainable Education Travel Strategy and Action Plan	-	website (printed version in preparation)	Sue Walker or Ray Hill 76334	<a href="#">Click Here</a>
<b>18.4</b>	<b>Traffic Information</b>	<b>18.4.1</b> Census Information; Car Ownership in Leeds	£ -	Website & Hard Copy	Development 0113 222 4409	<a href="#">Click Here</a>
		<b>18.4.2</b> Local Transport Plan: Annual Progress Report	£ -	Hard Copy	Development 0113 222 4409	
		<b>18.4.3</b> Traffic Data for Leeds	£75.00	Hard Copy	Development 0113 222 4409	<a href="#">Click Here</a>
		<b>18.4.4</b> Transport Facts Leaflet	£ -	Website & Hard Copy	Development 0113 222 4409	<a href="#">Click Here</a>
		<b>18.4.5</b> Traffic Growth in Leeds 2000-2010	£ -	Hard Copy	Development 0113 222 4409	<a href="#">Click Here</a>
		<b>18.4.6</b> Traffic Monitoring Report, Leeds and Yorkshire 2002	£ -	Hard Copy	Development 0113 222 4409	
		<b>18.4.7</b> Traffic Regulation Order (TRO)	£25 per TRO plus copy costs	Hard Copy. (can be viewed on site)	Development 0113 247 7533	
<b>18.5</b>	<b>Transport Planning</b>	<b>18.5.1</b> Car Sharing	£ -	Website	Ray Hill 2476334	<a href="#">Click Here</a>
		<b>18.5.2</b> High Occupancy Vehicle Lane	£ -	Website & Hard Copy	Development 0113 222 4409	<a href="#">Click Here</a>
		<b>18.5.3</b> Highways Maintenance	£ -	Website	City Development 0845 124 0113	<a href="#">Click Here</a>
		<b>18.5.4</b> Street Register - list of streets maintained at public expense (adopted)	£ -	Website	streetregistry@leeds.gov.uk	<a href="#">Click Here</a>
		<b>18.5.5</b> Streetworks register - listing of streetworks notified to Leeds Highways Authority	£ -	Website	highways@leeds.gov.uk	<a href="#">Click Here</a>
		<b>18.5.6</b> Travel Wise	£ -	Website	Ray Hill 2476334	<a href="#">Click Here</a>
		<b>18.5.7</b> Transport Strategy	£ -	Website	Development 0113 222 4409	<a href="#">Click Here</a>