

If you would like to know further information regarding the publication scheme please visit the Information Commissioners Office website on the following link.

[What information do we need to publish? | ICO](#)

Please provide all information relating to your service sector by end of 31st May 2021.

Information	How the information can be obtained	Where to find the information	Does a Charge apply
Information about Basildon	<ul style="list-style-type: none"> BBC Website A description of the services offered. Leaflet, booklet PDFs. Transactions and media releases. Are our service available in leaflet format at CAB, Job centre, Library Contact numbers hunt group emails. 	<ul style="list-style-type: none"> Heritage Local history and heritage - Basildon How to find us How to find us Towngate Theatre 	<ul style="list-style-type: none"> Website free
Business	<ul style="list-style-type: none"> BBC Website A description of the services offered. Leaflet, booklet PDFs. Transactions and media releases. Are our service available in leaflet format at CAB, Job centre, Library Contact numbers hunt group emails. 	<ul style="list-style-type: none"> Covid 19- Grant support and rates discounts for business COVID-19 - Grant support and rates discounts for business - Basildon Commercial Service 	<ul style="list-style-type: none"> Website free Charges may be made for information subject to a charging regime specified by parliament. Disbursement incurred eg: photocopying Post & packaging Costs directly incurred as a result of viewing information.

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<p>Commercial Services - Basildon</p> <ul style="list-style-type: none"> Food safety service <p>Food safety services - Basildon</p> <ul style="list-style-type: none"> Conference, Hall and Meeting room hire <p>Conference, hall and meeting room hire - Basildon</p> <ul style="list-style-type: none"> Public weighbridges <p>Public weighbridges - Basildon</p> <ul style="list-style-type: none"> Basildon- A 1st Class business location <p>Basildon for business - a first class location for business - Basildon</p>	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<ul style="list-style-type: none"> • Business rates Business rates - Basildon • Doing business with Basildon Council Doing business with Basildon Council - Basildon • Commercial Waste recycling Commercial waste and recycling - Basildon • Commercial property Commercial Property - land and premises for sale or to let - Basildon • Trading standards 	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<p>Trading standards - Basildon</p> <ul style="list-style-type: none"> Business support growth <p>Basildon for business - business support and growth - Basildon</p> <ul style="list-style-type: none"> Promotional pitches for hire in town centre <p>Promotional pitches for hire in Basildon Town Centre - Basildon</p> <ul style="list-style-type: none"> Market grounds <p>Market grounds - Basildon</p>	
Council Tax and Benefits	<ul style="list-style-type: none"> BBC Website A description of the services offered. Leaflet, booklet PDFs. Transactions and media releases. Are our service available in leaflet format at CAB, Job centre, Library 	<ul style="list-style-type: none"> Council Tax and Benefits Debt and Money Advice <p>Council tax and benefits - Basildon</p>	<ul style="list-style-type: none"> Website free Charges may be made for information subject to a charging regime specified by parliament. Disbursement incurred eg: photocopying Post & packaging Costs directly incurred as a result of viewing information.

Information	How the information can be obtained	Where to find the information	Does a Charge apply
	<ul style="list-style-type: none"> Contact numbers hunt group emails. 		
Job Vacancies	<ul style="list-style-type: none"> BBC Website A description of the services offered. Leaflet, booklet PDFs. Transactions and media releases. Are our service available in leaflet format at CAB, Job centre, Library Contact numbers hunt group emails. 	<ul style="list-style-type: none"> Job Vacancies <p>Basildon Council job vacancies and careers information - Basildon</p>	<ul style="list-style-type: none"> Website free
Press Releases	<ul style="list-style-type: none"> BBC Website A description of the services offered. Leaflet, booklet PDFs. Transactions and media releases. Are our service available in leaflet format at CAB, Job centre, Library Contact numbers hunt group emails. 	<ul style="list-style-type: none"> Press Releases <p>Council News and Media Publications - Basildon</p>	<ul style="list-style-type: none"> Website free Charges may be made for information subject to a charging regime specified by parliament. Disbursement incurred eg: photocopying Post & packaging Costs directly incurred as a result of viewing information..
Environment Health	<ul style="list-style-type: none"> BBC Website A description of the services offered. Leaflet, booklet PDFs. 	<ul style="list-style-type: none"> Animal Welfare 	<ul style="list-style-type: none"> Website free Charges may be made for information subject to a charging regime specified by parliament.

Information	How the information can be obtained	Where to find the information	Does a Charge apply
	<ul style="list-style-type: none"> • Transactions and media releases. • Are our service available in leaflet format at CAB, Job centre, Library • Contact numbers hunt group emails. 	<ul style="list-style-type: none"> • Animal control and licensing - Basildon • Food Safety Food safety services - Basildon • Pest Control Pest and Vermin Control - Basildon • Pollution Pollution - Basildon • Sewers, Drainage & Water Environmental Health - Basildon • Animal control and licensing - Basildon 	<ul style="list-style-type: none"> • Disbursement incurred eg: photocopying • Post & packaging • Costs directly incurred as a result of viewing information.
Licensing	<ul style="list-style-type: none"> • BBC Website • A description of the services offered. • Leaflet, booklet PDFs. 	<ul style="list-style-type: none"> • Public Register of Licences and Registration 	<ul style="list-style-type: none"> • Website free • Charges may be made for information subject to a charging regime specified by parliament.

Information	How the information can be obtained	Where to find the information	Does a Charge apply
	<ul style="list-style-type: none"> • Transactions and media releases. • Are our service available in leaflet format at CAB, Job centre, Library • Contact numbers hunt group emails. 	<ul style="list-style-type: none"> • Public Register of Licences and Registrations - Basildon • Animal and Animal Business Licence - Animals, Animal businesses - Basildon • Pavement Licence - Pavement Licence - Basildon • Gambling premises Licence - Gambling Premises - Basildon • House in Multiple Occupation Houses in Multiple Occupation (HMO) - Basildon 	<ul style="list-style-type: none"> • Disbursement incurred eg: photocopying • Post & packaging • Costs directly incurred as a result of viewing information..

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<ul style="list-style-type: none"> • Credit Licence - Credit - Basildon • Hackney Carriage and private hire vehicle Licences - Hackney Carriage and Private Hire Vehicle - Basildon • Alcohol and Entertainment Licensing - Alcohol and Entertainment - Basildon • Street Collections Licence - Street Collections - Basildon • Street Trading Licence - Street Trading - Basildon 	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<ul style="list-style-type: none"> <li data-bbox="1048 316 1330 347">• Licensing Hearing Licensing Hearing - Basildon <li data-bbox="1048 472 1391 539">• Consent for Hypnotism Exhibition Consent for Hypnotism Exhibition - Basildon <li data-bbox="1048 703 1447 850">• Sex establishments Licence - Sex Establishments - Basildon <li data-bbox="1048 903 1429 1126">• Caravans, camping sites and Park Homes Licence - Caravans, Camping Sites And Park Homes - Basildon <li data-bbox="1048 1179 1413 1283">• Lottery Licence - Lottery - Basildon 	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<ul style="list-style-type: none"> <li data-bbox="1048 316 1301 384">• Sunday Trading notifications Licence - Sunday Trading Notifications - Basildon <li data-bbox="1048 552 1301 695">• Pollution control Pollution Control - Inspection and Regulation - Basildon <li data-bbox="1048 743 1352 935">• Registration of Skin piercing practices Registration of Skin Piercing Practices - Basildon <li data-bbox="1048 983 1335 1126">• Gaming Machines Licence - Gaming Machines - Basildon <li data-bbox="1048 1174 1447 1318">• House to House collections Licence - House to House Collections - Basildon 	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<ul style="list-style-type: none"> • Scrap metal sites and Scrap metal collectors Licence - Scrap Metal Sites and Scrap Metal Collectors - Basildon • Street parties Licence - Street Parties - Basildon • Public health cooling tower notification. Public health - Cooling Tower Notification - Basildon 	
Housing	<ul style="list-style-type: none"> • BBC Website • A description of the services offered. • Leaflet, booklet PDFs. • Transactions and media releases. • Are our service available in leaflet format at CAB, Job centre, Library 	<ul style="list-style-type: none"> • Alarms for Elderly & Disabled Adapt Your Home - Council Tenants - Basildon • Domestic Violence 	<ul style="list-style-type: none"> • Website free • Charges may be made for information subject to a charging regime specified by parliament. • Disbursement incurred eg: photocopying • Post & packaging • Costs directly incurred as a result of viewing information.

Information	How the information can be obtained	Where to find the information	Does a Charge apply
	<ul style="list-style-type: none"> Contact numbers hunt group emails. 	<ul style="list-style-type: none"> Domestic Abuse - Basildon ASB Anti-social Behaviour (ASB) and Nuisance - Basildon Reporting Housing Fraud and unauthorised occupants Report housing fraud and unauthorised occupants - Basildon Landlords I am a landlord - Basildon Leaseholders I am a leaseholder - Basildon Shared owner 	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<p>I am a shared owner - Basildon</p> <ul style="list-style-type: none"> Private tenant <p>I am a private tenant - Basildon</p> <ul style="list-style-type: none"> Council Tenant <p>I am a Council Tenant - Basildon</p> <ul style="list-style-type: none"> Applying for Social Housing <p>Apply for Social Housing in the Basildon Borough - Basildon</p> <ul style="list-style-type: none"> Homelessness <p>I am at risk of homelessness - Basildon</p> <ul style="list-style-type: none"> Housing solutions 	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<p>The Housing Solutions Service - Basildon</p> <ul style="list-style-type: none"> Moving house <p>Thinking of moving? - Basildon</p> <ul style="list-style-type: none"> Right to Buy <p>Right to Buy - Basildon</p> <ul style="list-style-type: none"> Repairs and Maintenance <p>Council housing repairs and maintenance - Basildon</p> <ul style="list-style-type: none"> Home improvements <p>Adapt Your Home - Council Tenants - Basildon</p> <p>Dealing with Asbestos - Basildon</p>	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<ul style="list-style-type: none"> • Payments and E-service Payments and e-services - Basildon • Renting a garage Application to Rent a Council Garage (basildon.gov.uk) • Sheltered Accommodation Sheltered Housing - Basildon Choice 	
Insurance	<ul style="list-style-type: none"> • BBC Website • A description of the services offered. • Leaflet, booklet PDFs. 	<p>Claims Insurance-Claims-Against-Basildon-Council</p> <p>Tenants Contents Scheme Tenants Contents Insurance</p>	<ul style="list-style-type: none"> • Website free

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<p>Leasehold Buildings Insurance</p> <p>Buildings-Insurance-For-Right-To-Buy-Leaseholders</p> <p>Commercial Buildings Insurance</p> <p>Buildings-Insurance-For-Commercial-Leaseholders</p>	
<p>Leisure, Arts and Community Public spaces</p>	<ul style="list-style-type: none"> • BBC Website • A description of the services offered. • Leaflet, booklet PDFs. • Transactions and media releases. • Are our service available in leaflet format at CAB, Job centre, Library • Contact numbers hunt group emails. 	<ul style="list-style-type: none"> • Community Organisations • Activity Centres for the over 50s - Basildon • Community - Basildon • Emergency Planning 	<ul style="list-style-type: none"> • Website free • Charges may be made for information subject to a charging regime specified by parliament. • Disbursement incurred eg: photocopying • Post & packaging • Costs directly incurred as a result of viewing information.

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<p>Emergency Planning - Contact Us and Useful Links - Basildon</p> <p>Emergencies - Basildon</p> <ul style="list-style-type: none"> • Events <p>Basildon For Business - Exhibitions And Events - Basildon</p> <p>Forthcoming Entertainment and Events - Basildon</p> <ul style="list-style-type: none"> • Parks & Open Spaces <p>Parks, open spaces and play areas - Basildon</p> <ul style="list-style-type: none"> • Tree management <p>Parks, open areas and trees - Basildon</p> <ul style="list-style-type: none"> • Play Areas 	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<p>Outdoor play areas - Basildon</p> <ul style="list-style-type: none"> • Sports & Activities <p>Leisure - Basildon</p> <ul style="list-style-type: none"> • Tourism <p>Basildon Local Area - Basildon</p> <ul style="list-style-type: none"> • Volunteering <p>Community volunteering and helping others - Basildon</p> <p>Volunteer Basildon - Basildon</p> <ul style="list-style-type: none"> • Allotments <p>Allotments in Basildon Borough - Basildon</p> <ul style="list-style-type: none"> • Burial plots <p>Buying a burial plot from Basildon Council - Basildon</p>	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
Planning and Environment	<ul style="list-style-type: none"> • BBC Website • A description of the services offered. • Leaflet, booklet PDFs. • Transactions and media releases. • Are our service available in leaflet format at CAB, Job centre, Library • Contact numbers hunt group emails. 	<ul style="list-style-type: none"> • Building Control Services Basildon Building Control - Basildon • Fryerns and Craylands compulsory purchase order Basildon Council (Fryerns and Craylands) (Phase North) Compulsory Purchase Order 2020 - Basildon • Land Charges Local Land Charges Search - Basildon • E-Planning- Search and comment on applications e-Planning - Search and comment on applications - Basildon 	<ul style="list-style-type: none"> • Website free • Charges may be made for information subject to a charging regime specified by parliament. • Disbursement incurred eg: photocopying • Post & packaging • Costs directly incurred as a result of viewing information.

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<ul style="list-style-type: none"> <li data-bbox="1048 316 1384 347">• Planning Applications Planning Applications - Advice articles - Basildon <li data-bbox="1048 507 1453 657">• Planning Information Basildon Planning Services Information - Basildon <li data-bbox="1048 705 1438 817">• Planning Policy Planning Policy - Basildon <li data-bbox="1048 865 1406 1015">• Planning Enforcement Planning Enforcement - Basildon <li data-bbox="1048 1062 1442 1206">• Major Projects Planning - Major Projects - Basildon <li data-bbox="1048 1254 1411 1366">• Conservation Conservation - Basildon 	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<ul style="list-style-type: none"> • Environmental Health Environmental Health - Basildon • Assets of Community Value-Nomination Procedure. Assets of Community Value - Nomination Procedure - Basildon 	
Refuse & Recycling	<ul style="list-style-type: none"> • BBC Website • A description of the services offered. • Leaflet, booklet PDFs. • Transactions and media releases. • Are our service available in leaflet format at CAB, Job centre, Library • Contact numbers hunt group emails. 	<ul style="list-style-type: none"> • Check your collection day Basildon Council - Where I Live • Book Clinical & hazardous waste disposal Book Clinical and hazardous waste disposal - Basildon • How to reduce your waste 	<ul style="list-style-type: none"> • Website free • Charges may be made for information subject to a charging regime specified by parliament. • Disbursement incurred eg: photocopying • Post & packaging • Costs directly incurred as a result of viewing information.

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<p>Book Clinical and hazardous waste disposal - Basildon</p> <ul style="list-style-type: none"> • Domestic Waste Spillage <p>Reporting Missed Collections (basildon.gov.uk)</p> <ul style="list-style-type: none"> • Replacement container (Green bin, Orange box etc.) <p>Request Recycling Containers (basildon.gov.uk)</p> <ul style="list-style-type: none"> • Recycling information <p>Rubbish, bins and recycling information - Basildon</p> <ul style="list-style-type: none"> • Food Waste collection trial 	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<p>Food Waste Collection Trial - Basildon</p> <ul style="list-style-type: none"> • Special collection <p>Book a Special collection - Basildon</p> <ul style="list-style-type: none"> • Street Basildon App <p>Download the Our Streets Basildon App - Basildon</p> <ul style="list-style-type: none"> • Recycling Centre information <p>Recycling Centre information - Basildon</p> <ul style="list-style-type: none"> • Missed collection <p>Reporting Missed Collections (basildon.gov.uk)</p> <ul style="list-style-type: none"> • Order pink sacks 	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<p>Order Pink sacks - Basildon</p> <ul style="list-style-type: none"> Trade waste <p>Request a quote for commercial waste collection - Basildon</p> <p>Order Pink sacks - Basildon</p>	
Street Scene	<ul style="list-style-type: none"> BBC Website A description of the services offered. Leaflet, booklet PDFs. Transactions and media releases. Are our service available in leaflet format at CAB, Job centre, Library Contact numbers hunt group emails. 	<ul style="list-style-type: none"> Report dumped rubbish <p>Reporting Dumped Rubbish (basildon.gov.uk)</p> <ul style="list-style-type: none"> Abandoned vehicles <p>Report an abandoned vehicles - Basildon</p> <ul style="list-style-type: none"> Report graffiti <p>Reporting Graffiti (basildon.gov.uk)</p>	<ul style="list-style-type: none"> Website free Charges may be made for information subject to a charging regime specified by parliament. Disbursement incurred eg: photocopying Post & packaging Costs directly incurred as a result of viewing information.

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<ul style="list-style-type: none"> • Report broken furniture Report Street Furniture Issues (basildon.gov.uk) • Report public highway spillages Reporting Cleansing / Fouling Issues (basildon.gov.uk) • Report lighting issues Tell us - Essex County Council (essexhighways.org) • Report street cleansing issues Report street cleaning issues - Basildon • Report stary dead animals or fouling 	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<p>Report Stray or Dead Animals or Fouling - Basildon</p> <ul style="list-style-type: none"> • Parks Open areas and trees <p>Parks, open areas and trees - Basildon</p> <ul style="list-style-type: none"> • Report untaxed vehicles <p>Report an Untaxed Vehicle - Basildon</p>	
Parking	<ul style="list-style-type: none"> • BBC Website • A description of the services offered. • Leaflet, booklet PDFs. • Transactions and media releases. • Are our service available in leaflet format at CAB, Job centre, Library • Contact numbers hunt group emails. 	<ul style="list-style-type: none"> • Season tickets- Billericay <p>Season tickets - Billericay and Wickford - Basildon</p> <ul style="list-style-type: none"> • Apply for a garage letting <p>Apply for garage lettings - Basildon</p> <ul style="list-style-type: none"> • Town Centre car parks 	<ul style="list-style-type: none"> • Charges may be made for information subject to a charging regime specified by parliament. • Disbursement incurred eg: photocopying • Post & packaging • Costs directly incurred as a result of viewing information.

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<p>Town centre car parks - Basildon</p> <ul style="list-style-type: none"> • Parking and restrictions <p>Parking and restrictions - Basildon</p> <ul style="list-style-type: none"> • Council managed car parks <p>Council managed car parks - Pay and display parking - Basildon</p> <ul style="list-style-type: none"> • Penalty charge notices <p>Parking fines - Chelmsford City Council</p> <ul style="list-style-type: none"> • Dropped curb <p>Dropped Kerb - Basildon</p>	
Information services	<ul style="list-style-type: none"> • ICO website Home ICO • BBC Website • PDF Microsoft Word - Freedom of Information 	<ul style="list-style-type: none"> • FOI- Freedom of Information <p>What is the Freedom of Information Act? ICO</p>	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
	Policy.doc (basildon.gov.uk)	<p>Freedom of Information Advice - Basildon</p> <ul style="list-style-type: none"> EIR- Environmental Information Regulation. <p>What are the Environmental Information Regulations? ICO</p> <p>Environmental Information Request - Basildon</p> <p>The Environmental Information Regulations 2004 (legislation.gov.uk)</p> <ul style="list-style-type: none"> SAR Subject Access Request <p>Data Protection and Subject Access Requests - Basildon</p>	

Information	How the information can be obtained	Where to find the information	Does a Charge apply
		<ul style="list-style-type: none"> • GDPR- General Data Protection Regulations <p>Data Protection and Subject Access Requests - Basildon</p> <ul style="list-style-type: none"> • Data subject rights <p>Individual rights ICO</p> <ul style="list-style-type: none"> • Fees and Charges <p>Fees and Charges - Basildon</p>	
Customer Service	<ul style="list-style-type: none"> • BBC Website • A description of the services offered. • Leaflet, booklet PDFs. • Transactions and media releases. • Are our service available in leaflet format at CAB, Job centre, Library • Contact numbers hunt group emails. 	<ul style="list-style-type: none"> • Complaints • Councillors • MPs • Access to all services <p>Customer services - Basildon</p>	

