CLASSES OF INFORMATION

7.7 The Services we offer (Class 7)

Information about services we offer, leaflets, guidance and newsletters produced for public and business. Details of services for which we are entitled to recover a fee.

Charges: Information is provided free of charge, or at the rate shown in the Council's Charging Structure for Published Information.

Class of Information	Description	Relevant Publications	Format	Charge
Antrim Borough – Welcome to	Information for new residents to the Borough of Antrim. Available in 4 different languages.	Welcome Pack (English version) Welcome Pack (Lithuanian version) Welcome Pack (Slovakian version) Welcome Pack (Polish version)	http://www.antrim.gov.uk/PubUploads/Welcome%20Pack.pdf http://www.antrim.gov.uk/PubUploads/Welcome%20Pack%20Lithuanian%20screen.pdf http://www.antrim.gov.uk/PubUploads/WelcomePack_Slovak%20screen.pdf http://www.antrim.gov.uk/PubUploads/Welcome%20Pack%20Polish%20screen%20(2).pdf	Free Free Free Free
Access to Countryside	Information leaflet on the Council's approach to resolving 'rights of way' disputes including contact details.	Public Rights of Way – A Guide to the Status Investigation Procedure	http://www.antrim.gov.uk/PubUploads/Public%20Rights%20of%20Way%20Information%20Leaflet.pdf Hard copy on request	Free Free
Arts & Cultural Facilities	Information on arts and cultural facilities within the Council area including addresses, opening hours, fees and charges, main telephone numbers and other contact details.	Clotworthy Arts Centre, Antrim	http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/128/Page_Key/172/show/more	Free
Biodiversity	Information leaflets on biodiversity in Antrim Borough Council	Biodiversity in the Borough of Antrim Gardening for Wildlife – Do you bit for Biodiversity	http://www.antrim.gov.uk/PubUploads/ABC%20Biodiversity%20.pdf http://www.antrim.gov.uk/PubUploads/BCC61358%20GardeningforWildlife.pdf	Free Free
Building Control	Information on the full range of functions carried out by Building Control including Dangerous Buildings and Structures.	Building Control Home Page	http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/128/Page_Key/358/show/more	Free

Building Control	Standards and procedures regarding building control approval and how to go about applying.	Building Regulations Fees	http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/128/Page_Key/832/show/more	Free
Business Directory	The Business Directory provides a detailed listing of businesses based within Antrim Borough, and offers the opportunity to develop trading links and networking.	Business Directory	http://www.antrim.gov.uk/directory.cfm/website_Key/27/Category_key/127/Page_Key/164/show/more Hard copy available on request	Free £10.00 copy charge will apply
Business Support	Details of partnership arrangements that Antrim Borough Council has with a range of public, private and community-based organisations which aim to strengthen and sustain the local economy.	n/a	http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/127/Page_Key/166/show/more	Free
Cemetery Services	Information on cemetery services and facilities within the Council area including addresses, opening hours, charging mechanisms, telephone numbers and other contact details.	n/a Transfer of Burial Rights Information Sheet Information Sheet 2008 Purchase of Burial Rights Information Sheet 2008 Burial Times and Charges 1 Apr 2010	http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/128/Page_Key/794/show/more http://www.antrim.gov.uk/PubUploads/Transfer%20of%20Burial%20Rights%20Cemeteries%20Information%20Sheet%202008.pdf http://www.antrim.gov.uk/PubUploads/Purchase%20of%20Burial%20Rights%20Cemeteries%20Information%20Sheet%202008.pdf http://www.antrim.gov.uk/userfiles/file/Cemetery%20Charges%201%20Apr%202010.pdf	Free Free Free Free
Community Centres and Services	Information on community centres and outreach facilities and services within the Council area including addresses, opening hours, fees and charges, main telephone numbers and other contact details.	Community Directory Community Centres Pricing Policy 2008-2009	http://www.antrim.gov.uk/Community.cfm/website_Key/27/Category_key/128/Page_Key/562/show/more Hard copy on request http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/128/Page_Key/227/show/more http://www.antrim.gov.uk/PubUploads/Community%20Centre%20Pricing%20Policy%202008-2009.pdf	Free £10.00 copy charge will apply Free Free
Council Bye Laws	Bye laws made by the Council.	Council Bye-Laws	Available for viewing in the Chief Executive's Office free of charge via an appointment with the Records Management Office 028 94 463113	Free

Council Offices	Information on Council offices, addresses, opening hours, main telephone numbers and other contact details.	Council Eye	http://www.antrim.gov.uk/PubUploads/AVIS_CouncilEye.pdf www.antrim.gov.uk/docuploads/yourratesexplained.pdf	Free Free
Dog Warden Service	Information on how the Council deals with stray dogs, the enforcement of dog fouling laws and investigations into dog attacks on other animals and people.	Dog License Application Form Dog Licensing Guidance Notes	http://www.antrim.gov.uk/productservices/index2.cfm/website_Key/27/Category_key/123/Page_Key/708/show/more http://www.antrim.gov.uk/uploads/file/pdf/ABC%20Dog%20Licence%20Info%20Sheet.pdf See also Dog Control under A to Z	Free Free
Environmental Health	Standards and procedures for the public and businesses and guidelines on environmental health matters.	Smoke Free Policy Template for Businesses	http://www.antrim.gov.uk/PublicationsArchive.cfm/year/2007/month/1	Free
Job Vacancies	Current job vacancies and jobs advertised within the past year	n/a	http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/123/Page_Key/219/show/more Available on an ongoing basis Local Newspapers Council Website. Previous	Free
Leisure Facilities & Services	Information on leisure facilities within the Council area including addresses, opening hours, fees and charges, main telephone numbers and other contact details.	Antrim Forum Leisure Centre Allen Park, Antrim Active Antrim September 2008	http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/128/Page_Key/722/show/more http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/128/Page_Key/723/show/more http://www.antrim.gov.uk/PubUploads/Active%20Antrim%20Issue%2021.pdf	Free Free Free
Parks and Grounds	Information on parks and grounds within the Council area including addresses, opening hours, telephone numbers and other contact details.	n/a	No publication however officers from Parks Section within Operational Services can advise. Contact 028 94 463113	
Property Register	The register is a comprehensive list of all the Industrial Estates within the Borough and includes availability, size, price and leasing terms of workspace.	n/a	http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/127/Page_Key/383/show/more	Free
Public Conveniences	Locations, charges (if any) and contact details for further queries.	Publication Scheme Information Leaflet	http://www.antrim.gov.uk/PubUploads/Public%20Conveniences%20Information%20Sheet.pdf	Free

Refuse Collection, Waste Disposal & Recycling (Domestic & Trade)	Information on refuse collection timetables, 'bulky' collection services, landfill sites, skip sites, depots including (where appropriate) addresses, opening hours, fees and charges, main telephone numbers and other contact details. Details of the Council's recycling facilities.	Recycling Facilities Recycling Webpage	http://www.antrim.gov.uk/docuploads/recycling%20facilities.pdf http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/128/Page_Key/617/show/more	Free
Registration of Births, Deaths & Marriages	Information on offices, addresses, opening hours, main telephone numbers and other contact details. Marriage Notice Forms, Birth Registration Forms	n/a A Guide to Ceremonies in Antrim Marriage Notice Application Form Civil Partnership Notification Form Birth Registration Form Death Registration Form	http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/128/Page_Key/712/show/more http://www.antrim.gov.uk/PubUploads/antrim%20ceremonies%20guide.pdf http://www.antrim.gov.uk/PubUploads/Marriage%20Notice%20Form.pdf http://www.antrim.gov.uk/PubUploads/Civil%20Partnership.pdf http://www.antrim.gov.uk/PubUploads/Reg%20Birth%20form.pdf http://www.antrim.gov.uk/docuploads/Death%20Reg%20form.pdf	Free Free Free Free Free Free
Street Naming, Postal Numbering and Property Certificates	Information on Street Naming, Postal Numbering and Property Certificates, including addresses, telephone numbers and other contact details.	Property Certificate Fees	http://www.antrim.gov.uk/PubUploads/Property%20Certificate%20Fees.pdf http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/128/Page_Key/358/show/more	Free
Street Cleansing & Litter Control	Information on street cleansing and litter control services including contact details.	n/a	http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/128/Page_Key/617/show/more	Free
Tourism	Information on tourist facilities and services within the Council area including (where applicable) addresses, opening hours, fees and charges, main telephone numbers and other contact details.		http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/129/show/more	Free
Venue Hire for Meetings, Conferences, etc	Information on rooms available, charges, catering facilities, technology for meetings, conferences etc within Antrim Civic Centre	Conference & Meeting Room Brochure Conference & Meeting Room Booking Form	http://www.antrim.gov.uk/PubUploads/Conference%20Brochure1.pdf http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/123/Page_Key/851/show/more	Free Free

		Conference & Meeting Room Charges Conference & Meeting Room Terms and Conditions of Use	http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/123/Page_Key/851/show/more http://www.antrim.gov.uk/index.cfm/website_Key/27/Category_key/123/Page_Key/851/show/more	Free Free