



Freedom of Information Act 2000

Publication Scheme

December 2022

Freedom of Information Act

The Freedom of Information Act 2000, which became effective from January 2005, gives a general right of public access to all types of information that public authorities hold, including us.

One of the requirements that the Act makes is that every public authority must adopt and maintain a Publication Scheme. The purpose of the Publication Scheme is to ensure that a significant amount of information is available without the need for a specific request. The Scheme is intended to encourage the proactive publication of more information and to develop a greater culture of openness.

The Publication Scheme

This Publication Scheme has been based on the model Publication Scheme prepared and approved by the Information Commissioner and was adopted on the 15 January 2009.

The scheme sets out the kinds of information that a public authority should make routinely available. This Publication Scheme:

- Identifies the classes of information that the Council intends to publish
- Sets out the format in which the information will be made available
- Gives details of any charges we may make in providing the information

The Aims of the Scheme

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this Publication Scheme available to the public.

Classes of Information

Who we are and what we do

Organisational information, locations and contracts, constitutional and legal governance

What we spend and how we spend it

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

What our priorities are and how we are doing

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

How we make decisions

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

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

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

The service we offer

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

Asking for Information

A substantial amount of information is available on our website (www.west-lindsey.gov.uk). However information will be available in other formats such as papers or electronic copies. You can also make an appointment to see the information personally.

The Scheme does not limit the rights that people have to information or limit the large amounts of information we publish outside this Scheme.

Formal requests for information should be put in writing (e-mail will suffice) to foi@west-lindsey.gov.uk stating the relevant Service to which the request is directed.

If you have special needs, we can provide copies in other formats, eg. in larger print, audio, braille or another language.

Existing Rights of Access to Information held by West Lindsey District Council

Individuals already have the right of access to information about themselves under the Data Protection Act 1998 and other legislation allows the public access to certain types of information created by the Council.

Re-using Information

Where possible the Council intends to allow the re-use of information without restriction.

An application for permission to re-use information should be made in writing. This can be made at the same time as a request under the Freedom of Information Act, but you must make it clear that you are requesting re-use. You should not assume that you can re-use information unless you obtain permission.

Permission to re-use the information will ensure that the user is not in breach of any copyright that the Council holds in the information. However, the user will have to satisfy himself/herself that use of the information is not breaching any copyright or other intellectual property rights held by third parties.

Our Commitment to the Act and the Regulations

We are working to make ourselves more open and already make large amounts of information available to the public through our website.

The Publication Scheme will help us continue to make our service more open and accessible to the public.

The officer responsible for the Publication Scheme and for giving advice on the requirements of the Freedom of Information Act is the Freedom of Information Officer. You can phone them on 01427 676585 or e-mail foi@west-lindsey.gov.uk

Charges

We plan to make most information available without charge. However, multiple printouts or complete documents may attract a charge of the cost of printing, photocopying, postage, etc. If possible we would let you know this at the time of request. Otherwise we will contact you as soon as possible with an estimated cost before we proceed. Documents can be inspected free of charge at the Guildhall.

For some information there may be a statutory charge which is outside the control of the Council. You will be informed if this applies when you make your request for information.

There is currently no charge for the re-use of information identified in the Scheme.

Feedback

We welcome comments and suggestions on how we can improve the Scheme, as it is important that it meets your needs.

Your comments on the following questions would help us to develop the Scheme and make us more open in how we work:

- Have you understood the aim of the Scheme?
- Are there any other areas of our work that you would like us to include in the Scheme?
- Did the structure and classification of information in the Scheme allow you to find the information you needed easily?
- Did you receive enough help from our staff when you asked for information?
- How could we improve the Scheme?

Please send your reply to:

Freedom of Information Officer
West Lindsey District Council
Guildhall, Marshall's Yard
Gainsborough
Lincolnshire
DN21 2NA

Telephone: 01427 676585
E-Mail: foi@west-lindsey.gov.uk

Complaints

We would normally expect the named officer or section to understand what information you have asked for and/or which to re-use and to tell you where you can find it and/or whether you can re-use it. If the information you receive is not what you need, you should first contact the named officer.

If the information you asked for is not available, the named officer will tell you why.

If the information cannot be re-used you will also be informed of this.

If you believe that we have not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our Complaints Procedure. You can get details of this from:

Freedom of Information Officer, contact as above.

If you are still not happy with how we have dealt with your request for information under the Freedom of Information Act, you may also contact the Information Commissioner at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113
E-mail: data@dataprotection.gov.uk

If you are not happy in respect of the re-use of information then, after using our Complaints Procedure, you can contact the Standards Division of the Office of Public Sector Information at:

1.35 Admiralty Arch
The Mall
London
SW1A 2WH

Telephone: 020 7276 5217
E-mail: opsistandards@cabinet-office.x.gsi.gov.uk

Corporate Governance & Democratic Services	How is it Available	Charges
Who we are and what we do. Organisational information, locations and contracts, constitutional and legal governance.		
Council Constitution including Democratic Structure	On Council reception and on WLDC website.	
Currently elected councillors' information & contact details: This information also details the committee and outside bodies on which Councillors serve and their political groups.	List of names, Address, wards and committee membership of Councillors available Upon Request. Also available on WLDC website.	
Contact details for all customer-facing departments	This information is detailed in the 'Key Officer Contact' leaflet and is also available on WLDC website.	
Most recent election results	On WLDC site/Upon Request.	
The role of the Monitoring Officer	Part 2, Article 11 Para 3 & Part 4 page 33 of the Council Constitution – available on WLDC website.	
West Lindsey District Council's Partnership Register	Upon Request	
West Lindsey District Council Guidance on Managing Risk		
What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.		
The members' allowances scheme and the allowances paid under it to councillors each year.	This information is available Upon Request and the allowances paid are published in a local newspaper at the end of the Financial year. It is also available on the website. This Scheme is detailed in the Council's Constitution.	
Election expenses (returns or declarations and accompanying documents relating to election expenses sent to the council).	WLDC candidates expense returns and declarations are open for inspection for two years after their receipt. For Parish/Town Council candidates expense returns and declarations are open for only one year after their receipt. The documents are held by DRO.	Copies of any return, declaration or accompanying document: 20p for each side of each page.
What are our priorities and how are we doing. Strategy and performance information, plans, Assessments, inspections and reviews.		
State of District Report	On WLDC site/Upon Request	
Corporate Plan (Current or Previous Editions)		
Annual District Auditor's Reports.		
Inspection Reports		
Statistical information produced in accordance with the council's and departmental requirements		
Impact Assessments		
Equality Impact Assessment		
How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.		
Public consultations		

Facts and analyses of facts considered when framing major policies	On WLDC site/Upon Request	
State of the District		
Data Quality Strategy		
Timetable of council meetings		
Citizens Panel reports		
Internal communications guidance, criteria used for decision making, internal instructions, manuals and guidelines	In the Council's Constitution – available on WLDC website and upUpon Request	
Agendas, officers' reports, background papers and minutes of council committee, sub-committee and standing forum meetings	Upon Request	
Background paper are already available for four years from the date of the meeting; agenda, reports and minutes for six years. No material shall be made available which is 'exempt' within the meaning of the Local Authority access to information rules	Agenda, minutes and reports available on the website five working days before meeting. Summary of rights to attend meetings and inspect papers available Upon Request and on the website	
Our policies and procedures. Current written protocols for delivering our functions and responsibilities		
Policies and procedures for conducting council business	Part of the Constitution	
Codes of practice, memoranda of understanding, procedural standing orders, internal guidance about the division of responsibilities between committees and delegated authority, policies on communications between Councillors and members of staff		
Local Code of Governance		
Policies and procedures for delivering our service		
Freedom of Information; Data Protection; Public Sector re-use	On WLDC site/Upon Request	
Records management and personal data policies		
Destruction and archive policies, and data protections (including data sharing) policies		
Charging regimes and policies	Upon Request. Details of certain fees are included on the Council's website in association with	

	information on the specific item for which a fee is charged. Within specific service areas	
Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.		
Register of councillors' financial and other interests	District Councillors' register is available on the Web and also available for inspection upUpon Request	
Register of gifts and hospitality	Available for inspection and upUpon Request	
Register of electors	The FULL version of the Register is available for inspection under supervision at Guildhall by appointment. Persons may only make hand- written notes to record any part of it or particulars of it. The EDITED version of the Register must be supplied Upon Request to any person subject to payment of the prescribed fee. Copies are available in data or printed format	Data format £20 plus £1.50 for each 1000 entries (or remaining entries). Printed format £10 plus £5 for each 1000 entries (or remaining entries)
Register of payment to Members	On Website	
The services we offer. Advice and guidance, booklets, leaflets, transactions and media releases and a description of the services offered.		
Leaflets, booklets and newsletters	On website where possible, otherwise Upon Request due to office closure because of Covid 19 restrictions	
Citizen Panel Newsletter	Through Royal Mail to Citizen Panel Members	
Services for members of the public	Complaint form and guidance on WLDC website and upUpon Request	
WLDC receives complaints from the public concerning alleged breaches of the Code of conduct by District and Parish Councillors. This is dealt with by the Standards Committee	Leaflets available on WLDC website and upUpon Request	
Election information	The following documents are available on WLDC website at appropriate times during elections: Notice of Election, Statement as to Persons Nominated, Notice of Poll, Results both Current & Historical Appropriate documentation and. Information about becoming a Councillor is available throughout the year. Printed copies of all the above documents are available Upon Request. Available on WLDC website and upUpon Request. Tel: 01427 675134.UpUpon Request and leaflets in Guildhall Reception	
HR, Communications & H&S 01427 676607	How is it Available	Charges
Who we are and what we do. Organisational information, locations and contracts, constitutional and legal governance.		
Council Directorate Structure	Upon Request	
What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.		
Staff allowances and expenses	Upon Request	
Pay and grading structure		

Our policies and procedures. Current written protocols for delivering our functions and responsibilities		
Policies and procedures about the recruitment and employment of staff	On WLDC site/Upon Request	
The services we offer. Advice and guidance, booklets, leaflets, transactions and media releases and a description of the services offered.		
Leaflets, booklets and newsletters	On WLDC website and social media	
Residents News Letters/ Media releases		
Job Advertisements		
HR information on policy and procedures	Upon Request	
Vacancies/jobs advertised recruitment and selection processes and procedures, job descriptions and person specifications, local conditions of service	On WLDC website/jobs in Lincs/job centre plus/public sector careers and jobs with Lincolnshire County Council, local and national press and specialist publications and upUpon Request	
Services for members of the public		
Planning and Building Control 01427 676654	How is it Available	Charges
Our policies and procedures. Current written protocols for delivering our functions and responsibilities		
Demolitions	Upon Request	
Dangerous Buildings		
Cavity Wall insulations		
Charging regimes and policies		
Statutory Planning Fees	Link on WLDC site to Planning Portal	
Land Charge Fees	On WLDC site/Upon Request	
Central Lincolnshire Local Plan	https://www.west-lindsey.gov.uk/my-services/planning-and-building/planning-policy/central-lincolnshire-local-plan/	
Neighbourhood Plans	https://www.west-lindsey.gov.uk/my-services/planning-and-building/neighbourhood-planning/	
West Lindsey Landscape Character Assessment	https://www.west-lindsey.gov.uk/my-services/planning-and-building/planning-policy/evidence-base-and-monitoring/landscape-character-assessment/	
Conservation Area Appraisals	https://www.west-lindsey.gov.uk/my-services/planning-and-building/conservation-and-environment/	
Community Infrastructure Levy Charging schedule	https://www.west-lindsey.gov.uk/my-services/planning-and-building/community-infrastructure-levy-cil/	
Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.		
Public registers and registers held as public records	On WLDC site/Upon Request	

Highways, licensing, planning, commons, footpaths etc		
Planning Register		
Copy of Decision Notices		
Copy of Completion Certificates		
Register of Tree Preservation Order applications	Upon Request	
Register of Hazardous Substances applications		
Register of Enforcement Notices		
Local Land Charges Register		
Building Control Enforcement Policy and Procedures		
How do I apply for building regulations		
Guidance Notes Conservatories and Porches Guidance Notes Timber Floor Joists Building Control Policy Statement		
Building Regulations applications		
Information required for conveyancing	Obtained by submission of a Con 29 form	
Planning Pre-application Fees and Process Document	On WL Website	
Guide to selling your property/Homeowner information and FAQs		
Why do I need building Control Brochure (CR2021)		
Guidance Notes Generally/Videos		
Definitive Map of Public Rights of Way	Link to LCC on WLDC site	Statutory fee for hard copy
Authority Monitoring Report	https://www.west-lindsey.gov.uk/my-services/planning-and-building/planning-policy/evidence-base-and-monitoring/	
Five Year Housing Land supply	https://www.west-lindsey.gov.uk/my-services/planning-and-building/planning-policy/evidence-base-and-monitoring/	
Brownfield Register	https://www.west-lindsey.gov.uk/my-services/planning-and-building/planning-policy/evidence-base-and-monitoring/	
self-build and custom house building register	https://www.west-lindsey.gov.uk/my-services/planning-and-building/custom-self-build-scheme/	
Strategic Growth 01427 675187	How is it Available	Charges
Our policies and procedures. Current written protocols for delivering our functions and responsibilities.		
County Wide Housing Strategy	On WLDC site/Upon Request	
Strategic Housing		

Customer Service Charter		
Economic Recovery Action Plan (2021)		
Visitor Economy Strategy (2022)		
Housing Assistance Policy		
Houses of multiple occupation Policy		
Statutory Nuisance Policy		
Banning Order Policy		
Housing Enforcement Policy		
Civil Penalties Policy		
Anti-Social Behaviour and Nuisance	Upon Request (hard copy)	
Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.		
Public registers and registers held as public records		
Rented properties in the district Housing Register (information provided would not include any personal information)	Upon Request – to be viewed in person	
The services we offer. Advice and guidance, booklets, leaflets, transactions and media releases and a description of the services offered.		
Services for local business/Other Orgs		
Gainsborough Town Centre Heritage Masterplan	Information available on WLDC's website or by request. Email: growth@west-lindsey.gov.uk	
Employment & Skills Plan		
West Lindsey Economic Strategy		
Licensing and Housing and Environmental Enforcement	How is it Available	Charges
Our policies and procedures. Current written protocols for delivering our functions and responsibilities		
Charging regimes and policies	See Website for Fees and Charges.	Statutory Charge.
Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.		
Public registers and registers held as public records		
Register of Licensed Landlords	On WLDC site/Upon Request	
Food Premises Register		
Cooling Tower Register		
Private Water Supplies		
Contaminated Land		
Statutory Notices		
IPPC		
Animal Welfare Register		
Dangerous Wild Animal Register		

Zoo Register		
Combined HC/PH Driver Register		
Private Hire Operator Register		
Licensing Act Register		
Gambling Act Register		
Skin Piercing Register		
Acupuncture Register		
Tattooing Register		
Scrap Metal Register		
House to House Collection Register		
Street Collection Register		
Caravan Site Register		
Sex Shop Register		
Sexual Entertainment Venue Register		
Street Trading Consent Register		
Hypnotism Register		
The services we offer. Advice and guidance, booklets, leaflets, transactions and media releases and a description of the services offered.		
Regulatory and licensing responsibility	On WLDC site/Upon Request/in reception	
Food Hygiene Rating Scheme		
Booklets and newsletters		
Media releases		
Services for members of the public		
Abandoned Vehicles		
Dog Control		
Services for which the council is entitled to recover a fee, together with those fees		
Food, Health & Hygiene Registrations		
Advice and guidance as well as services for the public		
Pest Control		
Noise		
Smoke		
Air Quality		
Contaminated Land		
Flooding		
Litter		
Pollution inc air Pollution/Quality		

Environmental Permitting (England and Wales) Regulations 2016		Statutory Charge.
Leaflets, booklets and newsletters		
Leaflets available include:		
Affordable Housing		
Decent Homes Grants		
Disabled Homes Grants		
Energy Efficiency		
Harassments & Illegal Eviction		
Private Renting		
Repairs		
Strategic Housing Service		
Housing Associations		
Services for which the council is entitled to recover a fee, together with those fees	Available on displays in car parks	
Mandatory HMO Licensing Scheme	On website and via appointment at the authority	
Revenues & Benefits 01427 676566	How is it Available	Charges
The services we offer. Advice and guidance, booklets, leaflets, transactions and media releases and a description of the services offered.		
Business Rates	Information related to companies is available on WLDC website and upUpon Request. Personal information is exempt under the FOIA. This information is updated on a quarterly basis.	
Benefits – selected information on claim procedures, claim forms, informatiUpon Requests, benefit entitlement and assessment guidance. Includes Local Housing Allowance Rates		
Council Tax – Council Tax leaflet and the register of dwellings within the Council's area that are subject to assessment for Council Tax purposes. Information on exemptions and discounts, assessment guidance, help in case of payment difficulties. Limited – information relating to tax payers and property owners will not be available	On WLDC site/Upon Request	
Property and Asset Services 01427 676557	How is it Available	Charges
Our policies and procedures. Current written protocols for delivering our functions and responsibilities		

Charging regimes and policies	Current car park charges are provided on the WLDC website. All of Property & Assets current policies are available upUpon Request	
Capital Strategy and Asset Management Plan		
Car Park Strategy & Information	Some information can be found in the committee papers however all information is available Upon Request	
Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.		
Asset registers and information asset register	On WLDC site/Upon Request	
The services we offer. Advice and guidance, booklets, leaflets, transactions and media releases and a description of the services offered.		
Advice and guidance	Upon Request	
Public Toilets		
Financial Services 01427 676542	How is it Available	Charges
What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.		
Financial statements, budgets and variance reports	On WLDC site/Upon Request	
Statement of Accounts		
Annual Treasury Management Strategy		
S137s		
Senior Officer Salaries		
Capital programme/Strategy		
Budget	In the Constitution – available on the WLDC website.	
Approved 5 year capital programme		
Quarterly reports on the progress of the capital programme - CPNR		
Quarterly reports on revenue, capital and treasury management - CPNR		
Financial audit reviews		
The Annual Audit & Inspection letter Agendas, reports and minutes of the Audit Sub Committee		
Procurement procedures	https://www.west-lindsey.gov.uk/council-democracy/selling-council/contracts/contract-regulations	
Procurement Lincolnshire (PL) 'Sustainable Procurement Strategy'	Constitution https://www.lincolnshire.gov.uk/supply-council-goods-services/procurement-lincolnshire	
List of contracts awarded and their value		
Procurement and tendering processes and procedures	https://www.west-lindsey.gov.uk/council-democracy/selling-council/contracts/contract-regulations	
	www.contractsfinder.service.gov.uk	

Details of contracts currently being tendered/Current contracts being tendered.	This information can also be found on the proactis portal https://www.west-lindsey.gov.uk/council-democracy/selling-council/contracts/contract-opportunities	
District auditor's report	On WLDC site/Upon Request	
Annual Audit and Inspection letters		
Financial statements for projects and events	Available on WLDC website via the Committee Administration system and upUpon Request	
Internal financial regulations	In the Councils Constitution	
Funding for partnership arrangements		
Transparency – Publishing expenditure items over £250	transparency@westlindsey.gov.uk	
The services we offer. Advice and guidance, booklets, leaflets, transactions and media releases and a description of the services offered.		
Annual Audit Letter	On WLDC site/Upon Request	
Use of Resource Assessment		
Services for which the council is entitled to recover a fee, together with those fees		
Council's Budget – charges set for Council Services for the forthcoming year	Available on WLDC website via the Committee Administration system and upUpon Request	
Waste Services 01427 675124	How is it Available	Charges
The services we offer. Advice and guidance, booklets, leaflets, transactions and media releases and a description of the services offered.		
Services for members of the public	All on website, or Upon Request	
Street Cleansing		
Provision of Dog and Litter Bins		
Fly-tipping removal		
Household Refuse Collection Service		
Chargeable Green waste collection		
Recycling Collection Sites		
Refuse Collection – Side Waste Policy		
Clinical Waste (only sharps collected by WLDC)		
Assisted Collection Service		
Household Waste Recycling Centres (responsibility of LCC)		
Household Waste Recycling Service		

Collection of Schedule 2 Household Waste (Household Waste for which a charge can be made)		
Collection of waste from schools		
Bulky Waste Collections		
Collection of fridges		
Collection of Trade Refuse		
Purple Bin Guidance		
Leaflets, booklets and newsletters		
Recycling Made Simple leaflet Triple Bin Service leaflet (Black Bin Guide)		
Requests for information:		
Waste and Recycling figures	Figures are available through Wastedataflow: www.wastedataflow.org	
Net Cost of waste collection		
Tonnage of waste sent to landfill		
Tonnage of waste recycled		
No of Fly-tipping incidents		
No of abandoned vehicles reported		
Services for which the council is entitled to recover a fee, together with those fees	Fees and Charges available on WLDC website	
Communities, Localism and CCTV	How is it Available	Charges
The services we offer. Advice and guidance, booklets, leaflets, transactions and media releases and a description of the services offered.		
Gainsborough Market – information on operations, code of conduct, days of operation, events, rent	On WLDC site/Upon Request	
Charges and market trader application form		
Street Naming, Postal Numbering and House Renaming	New Addresses available on Website and LLPG. Applications are not published.	
Home Choices/Homelessness	How is it Available	Charges
The services we offer. Advice and guidance, booklets, leaflets, transactions and media releases and a description of the services offered.		
Homelessness Service	Available by contacting us by phone, email or in person	
Housing Advice Service	01427 676 676	
Household Waste Recycling Service		
Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.		
Home Choices/Homelessness	homechoice.west-lindsey.gov.uk	
Housing Register		

Licensing	How is it Available	Charges
The services we offer. Advice and guidance, booklets, leaflets, transactions and media releases and a description of the services offered.		
Domestic Energy Efficiency Advice		
Financial assistance to Assist Owners to Repair or Improve their Properties		
Disabled Facilities Grants Service		
Landlord Accreditation Scheme		
Empty Property Advice and Assistance		
Affordable Housing Enabling and Advice		
Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.		
Burial Register	On WLDC site/Upon Request	
Crematorium 01427 676500	How is it Available	Charges
The services we offer. Advice and guidance, booklets, leaflets, transactions and media releases and a description of the services offered.		
Privacy Policy	On Lea Fields Website	
Fees and Charges		
Lea Fields Crem Figures Quarterly	On WLDC site	
Memorial Book	Link on the Lea Fields Site	
Medical Certificates	Upon Requesting a cremation	
Customer Services	How is it Available	Charges
Our policies and procedures. Current written protocols for delivering our functions and responsibilities		
What happens when a Customer Calls	On website, by email or telephone: 01427676676 Customer.services@west-lindsey.gov.uk	
Customer Service Charter		
Customer Feedback Policy		
The services we offer. Advice and guidance, booklets, leaflets, transactions and media releases and a description of the services offered.		
Services for local business	On website	
Services for members of the public		
Growth, Regeneration & Leisure	How is it Available	Charges
The services we offer. Advice and guidance, booklets, leaflets, transactions and media releases and a description of the services offered.		
Information for visitors to the area including details of Events/Leisure Activities and visitor attractions – comprising occasional publications, guides and leaflets on leisure activities and visitor attractions	WLDC website and Upon Request. Email: tourism.info@west-lindsey.gov.uk	
What's on? – Also see Events/Leisure Activities		

Leaflets, booklets and newsletters	Leaflets are produced specifically for certain events and activities and are available either on WLDC's website or by request. Email: tourism.info@west-lindsey.gov.uk	
Additional Areas	How is it Available	Charges
The services we offer. Advice and guidance, booklets, leaflets, transactions and media releases and a description of the services offered.		
Gainsborough Leisure Centre – facility offering a range of activities.	WLDC website and upon Request. Tel: 01472 852404 and 01673 842695	
Trinity Arts Centre – live shows, films, exhibitions, workshops, participatory activities	WLDC website; brochure at Trinity Arts Centre and Reception. Tel: 01427 676655. Information also available on our social media sites and when you consent to receive marketing emails.	
Complaints Procedure		
Dial a Ride – Door to door service for those unable to use public transport	On WLDC site/Upon Request	
Complaints Procedure		
Rural Touring (arts in the community)	WLDC website and upon Request. Tel: 01427 675134	



If you would like a copy of this leaflet in large, clear print, audio, braille or in another language, please telephone:

01427 676676

Guildhall,
Marshall's Yard
Gainsborough,
Lincolnshire
DN21 2NA
Tel: 01427 676676
Fax: 01427 675170
DX: 27214 Gainsborough

www.west-lindsey.gov.uk

