



Council Offices, Almada Street, Hamilton

Local Government (Scotland) Act 1973 Local Government (Access to Information) Act 1985

Written Summary PART I

Summary of rights to attend meetings of the Council and meetings of committees and sub-committees of the Council, and to inspect and copy documents and to be furnished with documents, in terms of Part IIIA and Part XI of the Local Government (Scotland) Act 1973 as amended.

Access to Meetings

1. A meeting of the Council and a meeting of any committee and sub-committee of the Council is open to members of the public. Other meetings, such as a meeting of a joint committee or a statutory committee or an advisory committee and a meeting of any sub-committee of any such committee, are also open to members of the public.
2. Members of the public require to be excluded from a meeting during consideration of any item of business whenever it is likely that, if they were present, confidential information would be disclosed to them in breach of the obligation of confidence. Confidential information means information provided by a Government department in confidence or information regarding which disclosure is prohibited by any statute or by any Court order.
3. Members of the public may also be excluded by resolution from a meeting during consideration of an item of business whenever it is likely that there would be a disclosure to them of exempt information. Exempt information is defined to include such matters as personal information, the financial or business affairs of people with whom the Council has dealings, action likely to lead to criminal proceedings, matters relating to industrial relations, consultations and negotiations, and matters relating to legal proceedings.

Access to Agendas and Connected Reports

4. Copies of the agenda and reports for a meeting are open for inspection by members of the public, except for any reports on items of business during consideration of which the meeting is not likely to be open to the public. The agenda and reports are available for this purpose three clear days before a meeting or as soon as the meeting is convened or when an item is added to the agenda, if that is less than three clear days before the meeting. Copies of agendas and reports for meetings are available for inspection by members of the public at the offices of the **Executive Director (Corporate Resources) Administration Services**, Council Offices, Almada Street, Hamilton between the hours of 9.00 am and 4.00 pm Mondays to Fridays (except public holidays).

5. A reasonable number of copies of the agenda and reports for a meeting are available for members of the public present at the meeting. Copies of the agenda and reports are also available on request for the press and media.

Inspection of Minutes

6. After a meeting a copy of the minutes of the meeting or a summary of what took place in private at the meeting is available for inspection by members of the public at the offices of the **Executive Director (Corporate Resources) Administration Services**, Council Offices, Almada Street, Hamilton between the hours of 9.00 am and 4.00 pm Mondays to Fridays (except public holidays). This right of inspection continues for six years from the date of the meeting.

Inspection of Background Papers

7. Members of the public may inspect a list of background papers for any report and may also inspect a copy of each of the documents included in that list. This right is available as soon as the agenda for a meeting is published and continues for four years from the date of the meeting. Background papers disclosing confidential or exempt information are not open for public inspection. The list of background papers annexed to any given report, where appropriate, is available for inspection by members of the public at the offices of the **Executive Director (Corporate Resources) Administration Services**, Council Offices, Almada Street, Hamilton between the hours of 9.00 am and 4.00 pm Mondays to Fridays (except public holidays).
8. Background papers are documents (including maps and plans) which relate to the subject matter of a report and which disclose any fact or matter on which the report is based or which have been relied on to a material extent in preparing the report, but do not include any published works. Requests from members of the public to inspect copies of background papers (as opposed to lists of such papers) should be made to the officer of the Council whose name appears on the list of background papers annexed to the relevant report held by the **Executive Director (Corporate Resources) Administration Services**, (paragraph 7 above) when appropriate and mutually convenient arrangements can be made for the inspection of those papers.

Additional Access for Members

9. Any document in the possession of or under the control of the Council which contains material relating to any business to be transacted at a meeting is open for inspection by a Member of the Council (subject to paragraph 10 below).
10. Where a document discloses certain specified categories of exempt information it does not require to be open for inspection by a Member of the Council. The specified categories of exempt information include personal information, information relating to any legal or criminal proceedings, and matters concerned with negotiations and industrial relations.

Publication of Additional Information

11. The Council require to maintain a register stating the name and address of every Member of the Council and the ward he/she represents, and the name and address of every Member of every committee and sub-committee of the Council. This register is open for inspection by members of the public at the offices of the **Executive Director (Corporate Resources) Administration Services**, Council Offices, Almada Street, Hamilton between the hours of 9.00 am and 4.00 pm Mondays to Fridays (except public holidays).
12. The Council require to maintain a list specifying all powers delegated by them to their officers (except for powers delegated for a period of six months or less) stating the title of the officer by whom each of these powers is exercisable. This list is open for inspection by members of the public at the offices of the **Executive Director (Corporate Resources) Administration Services**, Council Offices, Almada Street, Hamilton between the hours of 9.00 am and 4.00 pm Mondays to Fridays (except public holidays).

Documents Deposited with the Council

13. Maps, plans or other documents may require to be deposited with an appointed officer of the Council either by Act of Parliament or by Statutory Instrument or in accordance with the Standing Orders of either House of Parliament. These documents are open for inspection by members of the public and requests to inspect such documents should in the first instance be made at the offices of the **Executive Director (Corporate Resources) Administration Services**, Council Offices, Almada Street, Hamilton between the hours of 9.00 am and 4.00 pm Mondays to Fridays (except public holidays).

Byelaws

14. The Council require to keep a register of all byelaws which they have power to revoke or amend and this register, together with copies of all the byelaws specified in it, is open for inspection by members of the public at the offices of the **Executive Director (Corporate Resources) Legal Services, Montrose House, 154 Montrose Crescent, Hamilton** between the hours of 9.00 am and 4.00 pm Mondays to Fridays (except public holidays). Copies of the byelaws are available on payment of a reasonable fee for each copy.

Fees

15. A fee of £5 is chargeable for inspecting background papers (paragraph 8 above).
16. No fee is chargeable for inspecting deposited documents (paragraph 13 above) and no payment is required for the inspection of any of the other documents referred to in Part I of this Written Summary by members of the public.

17. Any person who is entitled to inspect any of the documents referred to above may make copies of or extract from these documents without payment, but where a photographic copy of or extract from a document is required, then this is subject to a charge of 10p per side of A4 paper of material copied.
18. Any person may subscribe to an annual subscription service for copies of the Minute Volume and Committee agendas on payment of the following annual subscription charges (which are inclusive of postage):-

Minute Volume	£300
Agendas (per Committee)	£200

SUMMARY OF RIGHTS TO INSPECT AND COPY DOCUMENTS
PART II

This is a summary of the rights of members of the public to inspect, copy and receive documents from the Council to comply with legal requirements. The information will be provided under a number of headings. These give a general summary of the information, where and when it is available and whether there is any charge for inspection or copying.

To allow for easier access to the information, here is a list of each of the headings and a note of the page number on which they can be found.

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CORPORATE RESOURCES

Information Title: 1. Election Returns and Declarations		
Description :	<p>Any returns or declarations sent to the Chief Executive as the proper officer of the Council in relation to incurring expenses not authorised by a candidate/election agent, a return by an election agent in respect of all election expenses incurred by or on behalf of a candidate, together with a statement of all payments made by the election agent (with all bills and receipts for these payments) and the declaration by an election agent as to election expenses required to be kept by him at his office or at some convenient place appointed by him.</p> <p>Inspection (in relation to Council elections only) and copies of such returns and declarations, or any part of them, on payment of a prescribed fee per copy.</p>	
Availability :	<p>Executive Director (Corporate Resources) Administration Services, Council Offices, Almada Street, Hamilton</p>	<p>9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)</p>
Cost :	Prescribed fee	
Notes	<p>Fees:- Inspection £5.00 Copying £0.20 per page</p>	

Information Title: 2. List of Members of the Children's Panel		
Description :	List of names and addresses of members of the Children's Panel for their area.	
Availability :	<p>Executive Director (Corporate Resources) Administration Services, Council Offices, Almada Street, Hamilton</p>	<p>9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)</p>
Cost :	Free	
Notes		

Information Title: 3. Register of Applications under the Civic Government (Scotland) Act 1982		
Description :	Register of applications for licences under the 1982 Act, showing the final decision on each application, including a note of the type of licence, any conditions, any variation, suspension and surrender of licences.	
Availability :	<p>Executive Director (Corporate Resources)</p> <p>For Hamilton Area Legal Services, 1 Lower Auchingramont Road, Hamilton</p> <p>For East Kilbride Area Legal Services, Civic Centre, East Kilbride</p> <p>For Clydesdale Area Legal Services, South Vennel, Lanark</p> <p>For Rutherglen/Cambuslang Area District Court, King Street, Rutherglen</p>	9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)
Cost :	Free	
Notes	Certified true copies of entries are available at a reasonable fee.	

Information Title: 4. Reports by the Scottish Public Services Ombudsman		
Description :	Copies of Reports by Scottish Public Services Ombudsman Copies available at a reasonable charge per copy.	
Availability :	<p>Executive Director (Corporate Resources)</p> <p>Administration Services, Council Offices, Almada Street, Hamilton</p>	9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)
Cost :	Free	
Notes	Copies available at a reasonable charge per copy.	

Information Title: 5. Review of Local Government Boundaries		
Description :	Copies of proposals to review and reports by the Local Government Boundary Commission for Scotland affecting the area of South Lanarkshire.	
Availability :	Executive Director (Corporate Resources) Administration Services, Council Offices, Almada Street, Hamilton	9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)
Cost :	Free	
Notes		

EDUCATION RESOURCES

Information Title: 6. Information on Schools (including early years establishments)		
Description :	Information in relation to their schools and early years establishments including <i>inter alia</i> their guidelines relating to the placing of children in their schools and the means by which parents may make placing requests and appeal against refusals to grant such requests. In addition information on early entry to schools and early years establishments is also available.	
Availability :	Executive Director (Education Resources) Council Offices, Almada Street, Hamilton	9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)
Cost :	Free	
Notes		

Information Title: 7. Annual Statement of Objectives and Performance		
Description :	Annual statement by the Council as education authority setting out their objectives for the improvement of education in respect of each of the national priorities in education and by reference to such measurements of performance as may be published by them.	
Availability :	Executive Director (Education Resources) Council Offices, Almada Street, Hamilton	9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)
Cost :	Free	
Notes		

ENTERPRISE RESOURCES

Information Title: 8. Access and Public Footpath Orders		
Description :	Copies of Access Orders, Public Footpath Creation Orders, Public Footpath Extinguishment Orders and Public Footpath Diversion Orders, both prior to and after the making of the orders and their confirmation, including any maps.	
Availability :	<p><i>Executive Director (Enterprise Resources)</i> Estates & Support Services - Legal, Montrose House, 154 Montrose Crescent, Hamilton, ML3 6LB</p> <p>Tel:01698 455379</p> <p>Email:Enterprise_hq@southlanarkshire.gov.uk</p>	9.00 am -4.00 pm Mondays to Fridays (excluding public holidays)
Cost :	Free	
Notes		

Information Title: 9. Flood Prevention Schemes		
Description :	Flood Prevention Scheme prior to submission to the Scottish Ministers for confirmation.	
Availability:	<p><i>Executive Director (Enterprise Resources)</i> Roads & Transportation Services Montrose House, 154 Montrose Crescent Hamilton ML3 6LB Tel:-01698 454772 Email:Enterprise.hq@southlanarkshire.gov.uk</p>	9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)
Cost :	Free	
Notes		

Information Title: 10. Application for Listed Building Consent	
Description :	Copies of the applications for listed building consent and the plans and related documents.
Availability :	<p>Executive Director (Enterprise Resources)</p> <p>Planning and Building Control Services:- Clydesdale Area South Vennel, Lanark ML11 7JT Tel: 01555 673000 <u>Email:</u> Enterprise.lanark@southlanarkshire.gov.uk (for former Clydesdale District Area)</p> <p>East Kilbride Area Civic Centre, East Kilbride G74 1AB Tel: 01355 806337 <u>Email:</u> Enterprise.ek@southlanarkshire.gov.uk (for former East Kilbride District Area)</p> <p>Hamilton Area Brandongate, 1 Leechlee Road, Hamilton ML3 OXB Tel: 01698 453518 <u>Email:</u> Enterprise.hamilton@southlanarkshire.gov (for former Hamilton District Area)</p> <p>Cambuslang/ Rutherglen Area 380 King Street Rutherglen Glasgow G73 1QQ Tel:0141 613 5170 <u>Email:</u>Enterprise.cam-ruth@southlanarkshire.gov.uk (for former Glasgow District Area)</p>
Cost :	Free
Notes	

Information Title: 11. Buildings of Special Architectural or Historic Interest	
Description :	Copies of all lists of buildings of special architectural or historic interest for the area of South Lanarkshire compiled, approved or made by the Scottish Ministers and any amendments of such lists deposited with the Council.
Availability :	<p>Executive Director (Enterprise Resources)</p> <p>Planning and Building Control Services:- Clydesdale Area South Vennel, Lanark ML11 7JT Tel: 01555 673000 <u>Email:</u> Enterprise.lanark@southlanarkshire.gov.uk (for former Clydesdale District Area)</p> <p>East Kilbride Area Civic Centre, East Kilbride G74 1AB Tel: 01355 806337 <u>Email:</u> Enterprise.ek@southlanarkshire.gov.uk (for former East Kilbride District Area)</p> <p>Hamilton Area Brandongate, 1 Leechlee Road, Hamilton ML3 OXB Tel: 01698 453518 <u>Email:</u> Enterprise.hamilton@southlanarkshire.gov (for former Hamilton District Area)</p> <p>Cambuslang/ Rutherglen Area 380 King Street Rutherglen Glasgow G73 1QQ Tel:0141 613 5170 <u>Email:</u>Enterprise.cam-ruth@southlanarkshire.gov.uk (for former Glasgow District Area)</p>
Cost :	Free
Notes	

Information Title: 12. Conservation Areas	
Description :	List containing particulars of the areas in South Lanarkshire which have been designated as conservation areas.
Availability :	<p><i>Executive Director (Enterprise Resources)</i></p> <p>Roads & Transportation Services: Parking Unit, Brandongate, 1 Leechlee Road, Hamilton ML3 0XB Lanark ML11 7JT Tel: 01698 453518 Email: Enterprise.hq@southlanarkshire.gov.uk</p> <p>8.45 am - 4.45pm Mondays to Thursdays 8.45 am – 4.15 pm Fridays (excluding public holidays)</p>
Cost :	Free
Notes	

Information Title: 13. Determination or Redetermination Orders (Roads)	
Description :	Both prior to and after confirmation by the Scottish Ministers copies of Orders determining or, if appropriate, redetermining the means by which the public have right or passage over any road under the Council's (or Scottish Ministers) management and maintenance.
Availability :	<p>Executive Director (Enterprise Resources)</p> <p>Planning and Building Control Services:- Clydesdale Area South Vennel, Lanark ML11 7JT <u>Email:</u> Enterprise.lanark@southlanarkshire.gov.uk (for former Clydesdale District Area)</p> <p>East Kilbride Area Civic Centre, East Kilbride G74 1AB Tel: 01355 806337 <u>Email:</u> Enterprise.ek@southlanarkshire.gov.uk (for former East Kilbride District Area)</p> <p>Hamilton Area Brandongate, 1 Leechlee Road, Hamilton ML3 OXB Tel: 01698 453518 <u>Email:</u> Enterprise.hamilton@southlanarkshire.gov (for former Hamilton District Area)</p> <p>Cambuslang/ Rutherglen Area 380 King Street Rutherglen Glasgow G73 1QQ Tel:0141 613 5170 <u>Email:</u>Enterprise.cam-ruth@southlanarkshire.gov.uk (for former Glasgow District Area)</p> <p>9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)</p>
Cost :	Free
Notes	

Information Title: 14. Enforcement and Stop Notices (Planning)	
Description :	Registers of Notices requiring proper maintenance of land and enforcement, breach of conditions and Stop Notices served by the Council as Planning authority.
Availability :	<p>Executive Director (Enterprise Resources)</p> <p>Planning and Building Control Services:-</p> <p>Clydesdale Area South Vennel, Lanark ML11 7JT Tel: 01555 673000 <u>Email:</u> Enterprise.lanark@southlanarkshire.gov.uk (for former Clydesdale District Area)</p> <p>East Kilbride Area Civic Centre, East Kilbride G74 1AB Tel: 01355 806337 <u>Email:</u> Enterprise.ek@southlanarkshire.gov.uk (for former East Kilbride District Area)</p> <p>Hamilton Area Brandongate, 1 Leechlee Road, Hamilton ML3 OXB Tel: 01698 453518 <u>Email:</u> Enterprise.hamilton@southlanarkshire.gov.uk (for former Hamilton District Area)</p> <p>Cambuslang/ Rutherglen Area 380 King Street Rutherglen Glasgow G73 1QQ Tel:0141 613 5170 <u>Email:</u>Enterprise.cam-ruth@southlanarkshire.gov.uk (for former Glasgow District Area)</p>
Cost :	Free
Notes	

Information Title: 15. Stopping-Up of Roads Orders	
Description :	Orders stopping up of roads (whether public, trunk or private) either proposed to be or made by the Council, together with any supporting documents.
Availability :	<p>Executive Director (Enterprise Resources)</p> <p>Roads & Transportation Services:- Cambuslang/Rutherglen Area 380 King Street Rutherglen Glasgow G73 1OQ Tel: 0141 613 5170 <u>Email:Enterprise.cam- ruth@southlanarkshire.gov.uk</u> (for former Glasgow District Area)</p> <p>Hamilton Area Brandongate, 1 Leechlee Road, Hamilton ML3 OXB Tel: 01698 453519 <u>Email:</u> Enterprise.hamilton@southlanarkshire.gov (for former Hamilton District Area)</p> <p>East Kilbride Area Civic Centre, East Kilbride G74 1AB Tel: 01355 806337 <u>Email:</u> Enterprise.lanark@southlanarkshire.gov.uk (for former East Kilbride District Area)</p> <p>Clydesdale Area South Vennel, Lanark ML11 7JT Tel: 01555 673000 <u>Email:</u> Enterprise.lanark@southlanarkshire.gov.uk (for former Clydesdale District Area)</p>
Cost :	Free
Notes	

Information Title: 16. Stopping-Up, Diversion, Conversion and Extinguishment Orders		
Description :	<p>Copies of draft orders, as published by the Scottish Ministers stopping up or diversion of a highway, or for the extinguishment of a public right of way, together with maps or plans.</p> <p>Copies of orders as published by the Scottish Ministers for the stopping up or diversion of a highway or for the extinguishment of a public right of way as and when made affecting the area of South Lanarkshire.</p> <p>Prior to and after making, by South Lanarkshire Council, copies of orders for the stopping up or diversion of a road, or for the stopping up or diversion of a footpath or bridleway, or for the conversion of a road into a footpath or bridleway, or for the extinguishment of a public right of way before or after being made, affecting the area of South Lanarkshire.</p>	
Availability :	<p><i>Executive Director (Enterprise Resources)</i></p> <p>Estates & Support Services – Legal:- Montrose House 154 Montrose Crescent Hamilton ML3 6LB Tel: 01698 455379 Email: Enterprise.hq@southlanarkshire.gov.uk</p>	8.45 am - 4.45 pm Mondays to Thursdays 8.45 a.m. – 4.15 pm Fridays (excluding public holidays)
Cost :	Free	
Notes		

Information Title: 17. Land Subject to Public Access	
Description :	Maps of land in South Lanarkshire subject to public access and any notices specifying restrictions on access.
Availability :	<p>Executive Director (Enterprise Resources)</p> <p>Planning and Building Control Services:</p> <p>Clydesdale Area South Vennel, Lanark ML11 7JT Tel: 01555 673000 <u>Email:</u> Enterprise.lanark@southlanarkshire.gov.uk (for former Clydesdale District Area)</p> <p>East Kilbride Area Civic Centre, East Kilbride G74 1AB Tel: 01355 806337 <u>Email:</u> Enterprise.ek@southlanarkshire.gov.uk (for former East Kilbride District Area)</p> <p>Hamilton Area Brandongate, 1 Leechlee Road, Hamilton ML3 OXB Tel: 01698 453518 <u>Email:</u> Enterprise.hamilton@southlanarkshire.gov.uk (for former Hamilton District Area)</p> <p>Cambuslang/ Rutherglen Area 380 King Street Rutherglen Glasgow G73 1QQ Tel: 0141 613 5170 <u>Email:</u> Enterprise.cam-ruth@southlanarkshire.gov.uk (for former Glasgow District Area)</p>
Cost :	Free
Notes	If possible, members of the public are requested to make a prior appointment.

Information Title: 18 . List of Public Roads	
Description :	List of roads under the management and maintenance of the Council.
Availability :	<p>Executive Director (Enterprise Resources)</p> <p>Roads & Transportation Services:- Cambuslang/Rutherglen Area 380 King Street Rutherglen Glasgow G73 1OQ Tel: 0141 613 5170 <u>Email:Enterprise.cam- ruth@southlanarkshire.gov.uk</u> (for former Glasgow District Area)</p> <p>Hamilton Area Brandongate, 1 Leechlee Road, Hamilton ML3 OXB Tel: 01698 453519 <u>Email:</u> Enterprise.hamilton@southlanarkshire.gov (for former Hamilton District Area)</p> <p>East Kilbride Area Civic Centre, East Kilbride G74 1AB Tel: 01355 806337 <u>Email:</u> Enterprise.lanark@southlanarkshire.gov.uk (for former East Kilbride District Area)</p> <p>Clydesdale Area South Vennel, Lanark ML11 7JT Tel: 01555 673000 <u>Email:</u> Enterprise.lanark@southlanarkshire.gov.uk (for former Clydesdale District Area)</p>
Cost :	Free
Notes	

Information Title: 19. Listed Buildings	
Description :	List of buildings in respect of which listed building enforcement notices have been served by the Council.
Availability :	<p>Executive Director (Enterprise Resources)</p> <p>Planning and Building Control Services:- Clydesdale Area South Vennel, Lanark ML11 7JT Tel: 01555 673000 Email: Enterprise.lanark@southlanarkshire.gov.uk (for former Clydesdale District Area)</p> <p>East Kilbride Area Civic Centre, East Kilbride G74 1AB Tel: 01355 806337 Email: Enterprise.ek@southlanarkshire.gov.uk (for former East Kilbride District Area)</p> <p>Hamilton Area Brandongate, 1 Leechlee Road, Hamilton ML3 OXB Tel: 01698 453518 Email: Enterprise.hamilton@southlanarkshire.gov (for former Hamilton District Area)</p> <p>Cambuslang/ Rutherglen Area 380 King Street Rutherglen Glasgow G73 1QQ Tel:0141 613 5170 Email: Enterprise.cam-ruth@southlanarkshire.gov.uk (for former Glasgow District Area)</p>
Cost :	Free
Notes	

Information Title: 20. Planning Applications	
Description :	Register of planning applications made to the Council, including information as to the manner in which such applications have been dealt with.
Availability :	<p>Executive Director (Enterprise Resources)</p> <p>Planning and Building Control Services:- Clydesdale Area South Vennel, Lanark ML11 7JT Tel: 01555 673000 Email: Enterprise.lanark@southlanarkshire.gov.uk</p> <p>East Kilbride Area Civic Centre, East Kilbride G74 1AB Tel: 01355 806337 Email: Enterprise.lanark@southlanarkshire.gov.uk (for former East Kilbride District Area)</p> <p>Hamilton Area Brandongate, 1 Leechlee Road, Hamilton ML3 OXB Tel: 01698 453518 Email: Enterprise.hamilton@southlanarkshire.gov (for former Hamilton District Area)</p> <p>Cambuslang/ Rutherglen Area 380 King Street Rutherglen Glasgow G73 1QQ Tel:0141 613 5170 Email: Enterprise.cam-ruth@southlanarkshire.gov.uk (for former Glasgow District Area)</p> <p>9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)</p>
Cost :	Free
Notes	Copies of weekly list of Planning Applications and monthly list of decisions are available at a cost of £310 for an annual subscription. Single weekly list - £10.00

Information Title: 21. Sites of Special Scientific Interest	
Description :	Register as compiled by Scottish Natural Heritage, of sites of special scientific interest notifications relating to South Lanarkshire.
Availability :	<p>Executive Director (Enterprise Resources)</p> <p>Planning and Building Control Services:- Clydesdale Area South Vennel, Lanark ML11 7JT Tel: 01555 673000 <u>Email:</u> Enterprise.lanark@southlanarkshire.gov.uk</p> <p>East Kilbride Area Civic Centre, East Kilbride G74 1AB Tel: 01355 806337 <u>Email:</u> Enterprise.lanark@southlanarkshire.gov.uk (for former East Kilbride District Area)</p> <p>Hamilton Area Brandongate, 1 Leechlee Road, Hamilton ML3 OXB Tel: 01698 453518 <u>Email:</u> Enterprise.hamilton@southlanarkshire.gov.uk (for former Hamilton District Area)</p> <p>Cambuslang/ Rutherglen Area 380 King Street Rutherglen Glasgow G73 1QQ Tel: 0141 613 5170 <u>Email:</u> Enterprise.cam-ruth@southlanarkshire.gov.uk (for former Glasgow District Area)</p> <p>9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)</p>
Cost :	Free
Notes	

Information Title: 22. Structure and Local Plans	
Description :	<p>Copies of plans where a notice given or served by the Council under the Town & Country Planning (Structure and Local Plans) (Scotland) Regulations 1983 refers to a deposited document in relation to a plan.</p> <p>Local plans made by the Council, together with the statement specified in terms of the 1983 Regulations.</p> <p>Copies, including reproductions on an appropriate scale, and copies of all relevant public documents or documents previously made available for inspection in connection with any such plan.</p> <p>Register containing information regarding Structure and Local Plans which relate to South Lanarkshire.</p> <p>Up-to-date index map for South Lanarkshire, showing the boundary of any area to which any operative Structure or Local Plan relates, together with a reference to the appropriate entry in the Register.</p>
Availability :	<p>Executive Director (Enterprise Resources)</p> <p>Planning and Building Control Services:-</p> <p>Clydesdale Area South Vennel, Lanark ML11 7JT Tel: 01555 673000 Email: Enterprise.lanark@southlanarkshire.gov.uk</p> <p>East Kilbride Area Civic Centre, East Kilbride G74 1AB Tel: 01355 806337 Email: Enterprise.lanark@southlanarkshire.gov.uk (for former East Kilbride District Area)</p> <p>Hamilton Area Brandongate, 1 Leechlee Road, Hamilton ML3 OXB Tel: 01698 453518 Email: Enterprise.hamilton@southlanarkshire.gov (for former Hamilton District Area)</p> <p>Cambuslang/ Rutherglen Area 380 King Street Rutherglen Glasgow G73 1QQ Tel: 0141 613 5170 Email: Enterprise.cam-ruth@southlanarkshire.gov.uk (for former Glasgow District Area)</p> <p>9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)</p>
Cost :	Free
Notes	Copies are available at a cost of £25 for Local Plans, with the exception of Clydesdale which is £15.

Information Title: 23. Traffic Regulation Orders	
Description :	Traffic Regulation Orders either proposed to be or made by the Council (other than temporary orders) together with any supporting documents.
Availability :	<p>Executive Director (Enterprise Resources)</p> <p>Roads & Transportation Services:- Cambuslang/Rutherglen Area 380 King Street Rutherglen Glasgow G73 10Q Tel: 0141 613 5170 <u>Email:Enterprise.cam- ruth@southlanarkshire.gov.uk</u> (for former Glasgow District Area)</p> <p>Hamilton Area Brandongate, 1 Leechlee Road, Hamilton ML3 OXB Tel: 01698 453519 <u>Email: Enterprise.hamilton@southlanarkshire.gov</u> (for former Hamilton District Area)</p> <p>East Kilbride Area Civic Centre, East Kilbride G74 1AB Tel: 01355 806337 <u>Email:</u> <u>Enterprise.lanark@southlanarkshire.gov.uk</u> (for former East Kilbride District Area)</p> <p>Clydesdale Area South Vennel, Lanark ML11 7JT Tel: 01555 673000 <u>Email:</u> <u>Enterprise.lanark@southlanarkshire.gov.uk</u> (for former Clydesdale District Area)</p> <p>8.45 am – 4.45 pm Mondays to Thursdays 8.45 am – 4.15 pm Fridays (excluding public holidays)</p>
Cost :	Free
Notes	

Information Title: 24. Tree Preservation Notices	
Description :	List of Tree Preservation Notices.
Availability :	<p>Executive Director (Enterprise Resources)</p> <p>Planning and Building Control Services:- Clydesdale Area South Vennel, Lanark ML11 7JT Tel: 01555 673000 <u>Email:</u> Enterprise.lanark@southlanarkshire.gov.uk</p> <p>East Kilbride Area Civic Centre, East Kilbride G74 1AB Tel: 01355 806337 <u>Email:</u> Enterprise.lanark@southlanarkshire.gov.uk (for former East Kilbride District Area)</p> <p>Hamilton Area Brandongate, 1 Leechlee Road, Hamilton ML3 OXB Tel: 01698 453518 <u>Email:</u> Enterprise.hamilton@southlanarkshire.gov (for former Hamilton District Area)</p> <p>Cambuslang/ Rutherglen Area 380 King Street Rutherglen Glasgow G73 1QQ Tel: 0141 613 5170 <u>Email:</u> Enterprise.cam-ruth@southlanarkshire.gov.uk (for former Glasgow District Area)</p>
Cost :	Free
Notes	

FINANCE AND INFORMATION TECHNOLOGY RESOURCES

Information Title: 25. Inspection of Accounts		
Description :	<p>The accounts of the Council to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to the accounts, together with copies of the duplicate abstract of the accounts prepared by them.</p> <p>Copies of all or any part of the accounts and those other documents.</p> <p>Copies of certified duplicate abstract of the accounts and copies of any report made by the Controller of Audit.</p> <p>Copies of each certified duplicate abstract of the accounts.*</p>	
Availability :	<p>Executive Director (Finance & IT Resources) Council Offices, Almada Street, Hamilton</p>	<p>9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)</p>
Cost :	Free	
Notes	Copies of each certified duplicate abstract of the accounts at a reasonable charge.	

Information Title: 26. Records of Allowances to Members		
Description :	<p>Records of all payments to members made by them by way of basic allowance and special responsibility payments (where applicable) and travelling and subsistence allowance, indicating the amounts paid to each member and heads under which they were paid.</p> <p>Any local government elector in South Lanarkshire may make copies or extracts from the records.</p>	
Availability :	<p>Executive Director (Finance & IT Resources) Council Offices, Almada Street, Hamilton</p>	<p>9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)</p>
Cost :	Free	
Notes		

HOUSING AND TECHNICAL RESOURCES

Information Title: 27. Housing Records	
Description :	Information furnished by an applicant in connection with his application available to any such applicant.
Availability :	<p>Housing Office:-</p> <p>Hamilton - Block B, Brandongate, 1 Leechlee Road, Hamilton</p> <p>Larkhall - 30 Union Street, Larkhall</p> <p>Blantyre - 45 John Street, Blantyre</p> <p>Rutherglen/Cambuslang- 25 Stonelaw Road, Rutherglen</p> <p>East Kilbride - Civic Centre, Andrew Street, East Kilbride</p> <p>Lanark - South Vennel, Lanark</p> <p>Carluke - 9 Kirkton Street, Carluke</p> <p>9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)</p>
Cost :	Free
Notes	

Information Title: 28. Housing Rules	
Description :	<p>The rules of the Council as a landlord authority (and, within 6 months from the date of alteration, any alterations thereto) governing admission to any housing list, priority of allocation, transfers and exchanges.</p> <p>Summaries of the rules</p> <p>Copies of the rules*</p> <p>Housing Association rules governing admission to any housing list, priority of allocation, transfers and exchanges, as sent to the Council.</p>
Availability :	<p>Housing Office:-</p> <p>Hamilton - Block B, Brandongate, 1 Leechlee Road, Hamilton</p> <p>Larkhall - 30 Union Street, Larkhall</p> <p>Blantyre - 45 John Street, Blantyre</p> <p>Rutherglen/Cambuslang- 25 Stonelaw Road, Rutherglen</p> <p>East Kilbride - Civic Centre, Andrew Street, East Kilbride</p> <p>Lanark - South Vennel, Lanark</p> <p>Carluke - 9 Kirkton Street, Carluke</p> <p>9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)</p>
Cost :	*reasonable charge
Notes	Copies of the rules are available at a reasonable charge.

Information Title: 29. Scheme for Rent Rebates, Allowances and Benefits			
Description :	Copies of the statutory scheme and, where appropriate, local schemes for rent rebates, allowances and benefits operated by them.		
Availability :	<table border="1"> <tr> <td> <p>Housing Office:- Hamilton - Block B, Brandongate, 1 Leechlee Road, Hamilton Larkhall - 30 Union Street, Larkhall Blantyre - 45 John Street, Blantyre Rutherglen/Cambuslang- 25 Stonelaw Road, Rutherglen East Kilbride -Civic Centre, Andrew Street, East Kilbride Lanark - South Vennel, Lanark Carluke - 9 Kirkton Street, Carluke</p> </td> <td>9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)</td> </tr> </table>	<p>Housing Office:- Hamilton - Block B, Brandongate, 1 Leechlee Road, Hamilton Larkhall - 30 Union Street, Larkhall Blantyre - 45 John Street, Blantyre Rutherglen/Cambuslang- 25 Stonelaw Road, Rutherglen East Kilbride -Civic Centre, Andrew Street, East Kilbride Lanark - South Vennel, Lanark Carluke - 9 Kirkton Street, Carluke</p>	9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)
<p>Housing Office:- Hamilton - Block B, Brandongate, 1 Leechlee Road, Hamilton Larkhall - 30 Union Street, Larkhall Blantyre - 45 John Street, Blantyre Rutherglen/Cambuslang- 25 Stonelaw Road, Rutherglen East Kilbride -Civic Centre, Andrew Street, East Kilbride Lanark - South Vennel, Lanark Carluke - 9 Kirkton Street, Carluke</p>	9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)		
Cost :	Free		
Notes			

Information Title: 30. Housing Action Areas			
Description :	Copies of draft or final housing action area resolutions and the accompanying map.		
Availability :	<table border="1"> <tr> <td> <p>Executive Director (Housing & Technical Resources) Floor 10, Council Offices, Almada Street, Hamilton</p> </td> <td>9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)</td> </tr> </table>	<p>Executive Director (Housing & Technical Resources) Floor 10, Council Offices, Almada Street, Hamilton</p>	9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)
<p>Executive Director (Housing & Technical Resources) Floor 10, Council Offices, Almada Street, Hamilton</p>	9.00 am - 4.00 pm Mondays to Fridays (excluding public holidays)		
Cost :	Free		
Notes			

GENERAL

Information Title: 31. Compulsory Purchase Orders	
Description :	Copies of Compulsory Purchase Order prior to submission to the Scottish Ministers for confirmation and after confirmation by them, including any map.
Availability :	<p><i>For Orders made by Enterprise Resources</i> Estates & Support Services – Legal, Montrose House, 154 Montrose Crescent, Hamilton, ML3 6LB Tel: 01698 455379 Email: Enterprise_hq@southlanarkshire.gov.uk</p> <p><i>For Orders made by Housing & Technical Resources</i> <i>Executive Director (Housing & Technical Resources)</i> Floor 10 , Council Offices, Almada Street, Hamilton</p> <p><i>For Orders made by all other Resources</i> <i>Executive Director Corporate Resources)</i> Corporate Legal Services, Montrose House, 154 Montrose Crescent, Hamilton</p>
Cost :	Free
Notes	

Information Title: 32. Fees	
Description :	Unless otherwise indicated above in Part II of this Written Summary, any person who is entitled on payment or otherwise to inspect any of the documents may make copies of or extracts from those documents without payment but, where a photographic copy of or extract from document is required and no set charge is indicated, then this is subject generally to a charge of 10p per side of A4 paper of material copied.
Cost	
Notes :	

South Lanarkshire Council
April 2005

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