

Chelmsford City Council

Publication Scheme



Under the Freedom of Information Act 2000 every public authority is required to adopt and maintain a Publication Scheme. The Council has adopted the Model Publication Scheme, approved by the Information Commissioner. Please be aware that the scheme is currently under construction and will be updated from time to time.

The Publication Scheme sets out the information which we currently publish, together with details of how to obtain it. The scheme is split into the following 'classes' of information:

1. Who we are and what we do;

Organisational information, structure, locations, contacts, constitutional and legal governance

2. What we spend and how we spend it;

Financial information about projected and actual income and expenditure, tendering, procurement and contracts

3. What our priorities are and how we are doing;

Strategies and performance information, plans, assessments, inspections and reviews

4. How we make decisions;

Decision making processes policy proposals and decisions, internal criteria, procedures and consultations

5. Our policies and procedures;

Current written protocols for delivering our services and responsibilities

6. Lists and registers;

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

7. Services provided by the Council;

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

Last updated: 11th January 2021

How can I obtain information included within the Scheme?

The pages below lay out what information we currently publish and where to find it. Most is available on our website and you can access it by clicking on the appropriate links. Where the information is not available electronically a hard copy may be requested from the relevant contact.

What are the charges for obtaining information?

Documents within the Council's website are available free of charge. The Council may charge for specific documents or for any actual costs incurred such as:

- Photocopying
- Postage and packing
- Costs directly incurred as a result of viewing information

We will inform you at the time of your request if any charge is incurred. Where the Council has produced publications for sale, the cover price will be charged. Additionally, where the Council already has charging regimes in place for specific categories of information (e.g. Land Charges) these will continue to apply.

What information is exempted from the scheme?

Chelmsford City Council aims to be as open as possible. However, organisations covered by the Freedom of Information Act are entitled to withhold information when an appropriate exemption can be suitably applied. The full list of exemptions and more detailed information about them can be found at the Information Commissioner's website at <http://ico.org.uk/>

Who is responsible for the scheme and how do I make a complaint?

If you are not satisfied with the way that the Council has handled your request for information under the Scheme, with the fee you have been charged, or with the reasons given for refusing to provide information, you have the right to complain. You should address your complaint to the following address:

The Monitoring Officer
Chelmsford City Council
Civic Centre, Duke Street, Chelmsford, Essex, CM1 1JE

The Information Commissioner is responsible for enforcing the operation of the Publication Scheme. In the case of a failure to deliver information through the Scheme you may also complain to the Information Commissioner at any time:

Information Commissioners Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Fax: 01625 524510
Telephone: 01625 545745
Web: <http://ico.org.uk/>

Manner of Publication

The primary means of publication is through the Council's website www.chelmsford.gov.uk.

However, a paper-based scheme and assistance can also be provided for members of the public without internet access, by contacting the Civic Centre at the following address:

Chelmsford City Council
Civic Centre, Duke Street, Chelmsford, Essex, CM1 1JE
Telephone: 01245 606606

1. Who we are and what we do

Organisational information, structures, locations and contacts.

Explanation	Area of Website	Contact details
Articles of Constitution		
Documents which set out the basic principles that underly the way the Council operates	www.chelmsford.gov.uk/constitution	Democratic Services Tel: 01245 606480 Contact us online: Contact: Democratic Services - Chelmsford City Council
Summary and Explanation		
Articles of the Constitution		
Responsibility for Functions		
Rules of Procedure <ul style="list-style-type: none"> • Council Procedure Rules • Contracts Rules • Rules Common to Cabinet and Committees • Rules Specific to Certain Committees • Cabinet Rules • Overview and Scrutiny Rules • Access to Information Rules • Budget and Policy Framework Procedure Rules • Officer Employment Procedure Rules • Financial Rules • List of Designated Officers 		
Codes and Protocols <ul style="list-style-type: none"> • Members' Code of Conduct • Officers' Code of Conduct • Planning Code of Good Practice • Protocol for Relationships Between Councillors and Officers • Appendix A • Mayoral Party Protocol • Appendix B • Code of Conduct for Information Security 		
Members' Allowances Scheme		
Council Directorate Structure		
• Political Constitution	www.chelmsford.gov.uk/constitution	Democratic Services Tel: 01245 606480 Contact us online: Contact: Democratic Services - Chelmsford City Council
• Corporate Structure	www.chelmsford.gov.uk/transparency	Human Resources Tel 01245 606440 or contact us online: Contact: Human Resources - Chelmsford City Council

• Description of Executive Arrangements

[Your Council - Chelmsford City Council](#)

Democratic Services
Tel: 01245 606480
Contact us online:
[Contact: Democratic Services - Chelmsford City Council](#)

Explanation	Area of Website	Contact details
Location and opening times of Council properties		
Details of Council owned properties, together with location and opening times (if relevant)		
• Hylands House & Park	Hylands Estate - Essex - Chelmsford	Hylands House: Tel: 01245 605500 Email: hylands@chelmsford.gov.uk Hylands Park: Tel: 01245 606606 – Ask for Parks Contact Online: Contact us: Parks - Chelmsford City Council
• Riverside Ice and Leisure Centre	www.chelmsford.gov.uk/riverside	Tel: 01245 606606 Contact our leisure centres online - Chelmsford City Council
• Civic Offices	Homepage - Chelmsford City Council	Tel: 01245 606606 Contact Customer Services online: Contact: Customer Services - Chelmsford City Council
• Bins & Recycling	Bins and recycling - Chelmsford City Council	Tel: 01245 615880 Contact Online: Bins and recycling - Chelmsford City Council
• Market	www.chelmsford.gov.uk/markets	Tel: 01245 605716 Contact Online: Contact: Chelmsford Markets - Chelmsford City Council
• Museums	Chelmsford Museum Essex Regiment Sandford Mill Free Entry	Tel: 01245 605700 Contact Online: Contact: Museums - Chelmsford City Council
• Parks Services	Home - Love Your Chelmsford	Tel: 01245 606606 – Ask for Parks Contact Online: Parks - Chelmsford City Council
• Theatres	Chelmsford City Theatres Chelmsford	Tel: 01245 606505 Contact Online: Contact Theatres - Chelmsford City Council
Councillors		
Currently elected Councillors; name position and contact details. Find a Councillor by Ward, name or street	www.chelmsford.gov.uk/councillors	Democratic Services: Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Contact details for all customer facing services		
Council Tax	Council Tax - Chelmsford City Council	Tel: 01245 606400 Contact Online: Council Tax - Chelmsford City Council
Business Rates	www.chelmsford.gov.uk/businessrates	Tel: 01245 606805

		Contact Online: Business rates - Chelmsford City Council
Benefits	Benefits - Chelmsford City Council	Tel: 01245 606400 Contact Online: Benefits - Chelmsford City Council
Environment and Public Health	Environment and public health - Chelmsford City Council	Tel: 01245 606606- Ask for Public Health Contact Online: Environment and public health - Chelmsford City Council
Housing	Housing - Chelmsford City Council	Tel: 01245 606400 Contact Online: Housing - Chelmsford City Council
Hylands House & Park	Hylands Estate - Essex - Chelmsford	Hylands House: Tel: 01245 605500 Email: hylands@chelmsford.gov.uk Hylands Park: Tel: 01245 606606 – Ask for Parks Contact Online: Contact us: Parks - Chelmsford City Council
Local Land Charges	www.chelmsford.gov.uk/landcharges	Tel: 01245 606858 Contact Online: Contact us: Planning - Chelmsford City Council
Market	www.chelmsford.gov.uk/markets	Tel: 01245 605716 Contact Online: Contact: Chelmsford Markets - Chelmsford City Council
Museums	Chelmsford Museum Essex Regiment Sandford Mill Free Entry	Tel: 01245 605700 Contact Online: Contact: Museums - Chelmsford City Council
Parking	www.chelmsford.gov.uk/parking	Tel: 01245 606710 Contact Online: Parking - Chelmsford City Council
Parks Services	Home - Love Your Chelmsford	Tel: 01245 606606 – Ask for Parks Contact Online: Parks - Chelmsford City Council

Explanation	Area of website	Contact details
Planning and Building Control	Planning and building control - Chelmsford City Council	Tel: 01245 606826 Contact Online: Planning or building control - Chelmsford City Council
Bins and Recycling	Bins and recycling - Chelmsford City Council	Tel: 01245 615800 Contact Online: Bins and recycling - Chelmsford City Council
Riverside Ice & Leisure Centre	www.chelmsford.gov.uk/riverside	Tel: 01245 60606 Contact our leisure centres online - Chelmsford City Council
Theatres	Chelmsford City Theatres Chelmsford	Tel: 01245 606505 Contact Online: Contact Theatres - Chelmsford City Council
Partnership arrangements, relationship with central government, joint working and the role of the monitoring officer		
Safer Chelmsford Partnership	www.chelmsford.gov.uk/saferchelmsford	Tel: 01245 60606 ask for Community Safety Contact Online: https://www.chelmsford.gov.uk/your-council/contacting-us/contact-community-safety/
The role of the Monitoring Officer: Article 11 Constitution	http://www.chelmsford.gov.uk/complaints-about-councillors	The Electoral Office Democratic Services Tel 01245 606480 https://www.chelmsford.gov.uk/your-council/contacting-us/contact-democratic-services/
Most Recent Election Results and Voting		
Most Recent Election results	View election results - Chelmsford City Council	The Electoral Office Democratic Services. Tel: 01245 606449 Contact Online: Contact us: Electoral services - Chelmsford City Council
Registering to vote	www.chelmsford.gov.uk/register-to-vote	The Electoral Office Democratic Services Tel: 01245 606449 Contact Online: Contact us: Electoral services - Chelmsford City Council
Voting	Voting and elections - Chelmsford City Council	The Electoral Office Democratic Services Tel: 01245 606449 Contact Online: Contact us: Electoral services - Chelmsford City Council
Elections	Voting and elections - Chelmsford City Council	The Electoral Office Democratic Services Tel: 01245 606449 Contact Online: Contact us: Electoral services - Chelmsford City Council

Useful Electoral Links

[Voting and elections - Chelmsford City Council](#)

The Electoral Office Democratic Services

Tel: 01245 606449

Contact Online: [Contact us: Electoral services - Chelmsford City Council](#)

2. What we spend and how we spend it

Explanation	Area of website	Contact details
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.		
Budget book for the current financial year providing a breakdown of the budget for each service area. Final Accounts	Budgets - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy. Contact: Audit, accounts and budgets - Chelmsford City Council
What we spend and how we spend it		
Budget book for the current financial year	Budgets - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy. Contact: Audit, accounts and budgets - Chelmsford City Council
Financial Statements, budgets and variance reports		
Budget book for the current financial year	Budgets - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy. Contact: Audit, accounts and budgets - Chelmsford City Council
Capital Programme		
Final Accounts	Budgets - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy. Contact: Audit, accounts and budgets - Chelmsford City Council
Information on major plans for capital expenditure:		
Budget Report – Capital Strategy	Budgets - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy. Contact: Audit, accounts and budgets - Chelmsford City Council
Spending reviews		
Budget Report	Budgets - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy. Contact: Audit, accounts and budgets - Chelmsford City Council
Financial audit reports		
Audit & Inspection Letter	Statement of accounts - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy. Contact: Audit, accounts and budgets - Chelmsford City Council
Members Allowances scheme		

Members Allowances Scheme	www.chelmsford.gov.uk/councillors	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Allowances paid to Members each year		
Breakdown of allowances for previous financial year. Hard copy available for viewing at Council Offices	www.chelmsford.gov.uk/councillors	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Staff Allowances and Expenses		
Final Accounts	Finance and transparency - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy Contact Online: Contact: Audit, accounts and budgets - Chelmsford City Council
Details of allowances and expenses that can be claimed		
Travelling, Subsistence and attendance allowances for Officers and members of the Council	www.chelmsford.gov.uk/constitution	Financial Services Tel: 01245 606606- ask for Accountancy Contact Online: Contact: Audit, accounts and budgets - Chelmsford City Council
Total allowances paid to senior staff		
Final Accounts	Statement of accounts - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy Contact Online: Contact: Audit, accounts and budgets - Chelmsford City Council
Pay and Grading Structure		
Pay & Grading Structure for the Current Financial Year	www.chelmsford.gov.uk/transparency	Human Resources Tel: 01245 606440 Contact Online: Contact: Human Resources - Chelmsford City Council
Trade Union Facility Time		
Trade Union Facility Time	www.chelmsford.gov.uk/transparency	Human Resources Tel: 01245 606440 Contact Online: Contact: Human Resources - Chelmsford City Council
Posts and levels of pay		
Senior Management Team (salaries over £50,000)	Senior salaries and chief officer details - Chelmsford City Council	Human Resources Tel: 01245 606440

		Contact Online: Contact: Human Resources - Chelmsford City Council
Election expenses		
Election Expenses Incurred by the Candidates	Hard copy available on application to the Council	The Electoral Office Democratic Services Tel: 01245 606449 Contact Online: Contact us: Electoral services - Chelmsford City Council
Procurement Procedures		
Doing Business with the Council Procurement Code of Practice	www.chelmsford.gov.uk/procurement	Procurement Tel: 01245 606606 ask for Procurement Contact Online: Contact: Procurement - Chelmsford City Council
Contracts being tendered		
Limited information may be available on application to the Procurement Manager	www.chelmsford.gov.uk/procurement	Procurement Tel: 01245 606606 ask for Procurement Contact Online: Contact: Procurement - Chelmsford City Council
List of contracts awarded and their value		
Contract information is proactively published in the contract database on the East of England Local Government Association website which is called Improvement East.	www.chelmsford.gov.uk/procurement	Procurement Tel: 01245 606606 ask for Procurement Contact Online: Contact: Procurement - Chelmsford City Council
District auditor's report		
External Auditors Report	Statement of accounts - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy Contact Online: Contact: Audit, accounts and budgets - Chelmsford City Council
Financial statements for projects and events		
Final Accounts and Budget Book	Finance and transparency - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy Contact Online: Contact: Audit, accounts and budgets - Chelmsford City Council
Internal Financial Regulations		
Paragraph 4.9 of the Council's Constitution	www.chelmsford.gov.uk/constitution	Financial Services

		<p>Tel: 01245 606606- ask for Accountancy</p> <p>Contact Online: Contact: Audit, accounts and budgets - Chelmsford City Council</p>
Funding for partnership arrangements		
Corporate Grants	www.chelmsford.gov.uk/grants	<p>Financial Services</p> <p>Tel: 01245 606606- ask for Accountancy</p> <p>Contact Online: Contact: Audit, accounts and budgets - Chelmsford City Council</p>

3. What are our priorities and how are we doing?

Explanation	Area of website	Contact details
Strategies and plans, performance indicators, audits, inspections and reviews		
Vision; Summary of Strategic Themes and Corporate priorities: Corporate plan; action plan; capital strategy	www.chelmsford.gov.uk/corporateplan	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Annual Reports		
Annual Governance Statement	Statement of accounts - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy Contact Online: Contact: Audit, accounts and budgets - Chelmsford City Council
Annual Report & Statement of Accounts	Statement of accounts - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy Contact Online: Contact: Audit, accounts and budgets - Chelmsford City Council
Strategies and business plans for services provided by the Council		
Corporate Plan	www.chelmsford.gov.uk/corporateplan	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Biodiversity	www.chelmsford.gov.uk/climate-emergency	Love Your Chelmsford Tel: 01245 615800 Contact Online: Contact: Love Your Chelmsford - Chelmsford City Council
Equality Plans & Procedures	Equality duty and gender pay gap - Chelmsford City Council	Human Resources Tel: 01245 606440 Contact Online: Contact: Human Resources - Chelmsford City Council
Health & Safety	www.chelmsford.gov.uk/healthandsafety	Health and Safety Tel: 01245 606662 Contact Online: Contact: Commercial Services for business - Chelmsford City Council
Internal & external organisation performance reviews		
Annual Audit letters	Statement of accounts - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy

		Contact Online: Contact: Audit, accounts and budgets - Chelmsford City Council
Strategies developed in partnership with other authorities		
Safer Chelmsford Partnership	www.chelmsford.gov.uk/saferchelmsford	Community Safety Tel: 01245 606606-ask for Community Safety Contact Online: Contact: Community Safety - Chelmsford City Council
Economic development action plan		
Economic Development and Implementation team	Business - Chelmsford City Council	Economic Development and Implementation team Tel: 01245 606606 ask for Economic Development Contact Online: Contact: Economic Development and Implementation Team - Chelmsford City Council

Explanation	Area of website	Contact details
Forward plan		
Corporate Plan	www.chelmsford.gov.uk/corporateplan	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Capital Strategy		
Budget Book	Budgets - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy Contact Online: Contact: Audit, accounts and budgets - Chelmsford City Council
Corporate performance indicators		
Latest Quarterly performance report	Overview and Scrutiny Committee - Chelmsford City Council	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
District auditors report		
Direction of Travel Statement & Annual Audit Letter	Audit and Risk Committee - Chelmsford City Council	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Inspection reports		
Inspection Reports	Audit and Risk Committee - Chelmsford City Council	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Statistical information produced in accordance with the Council's and departmental guidelines		
Performance Indicators, Performance & Targets	Overview and Scrutiny Committee - Chelmsford City Council	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Service Standards and Public Service Agreements		
Corporate Plan	www.chelmsford.gov.uk/corporateplan	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council

4. How we make decisions

Decision making processes and records of decisions

Explanation	Area of website	Contact details
Timetable of Council meetings		
Programme of meetings for the current financial year	www.chelmsford.gov.uk/councilmeetings	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Agendas officers' reports, background papers and minutes of council committee, sub committee and executive meetings		
Agendas for each committee and minutes of previous committee meetings	www.chelmsford.gov.uk/councilmeetings	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Major policy proposals and decisions		
Cabinet Forward Plan	Cabinet - Chelmsford City Council	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Facts considered when framing major policies		
Background Papers	Hard copies available on application to the Council	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Public consultations		
Current Consultations, Closed Consultations, Consultation Results	www.chelmsford.gov.uk/consultation	Marketing and Engagement Tel: 01245 606900 Contact Online: Contact: Marketing, Events and Engagement Team - Chelmsford City Council
Internal communications guidance, criteria used for decision making, internal instructions, manuals and guidelines		
Officers Scheme of Delegation	www.chelmsford.gov.uk/constitution	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Procurement Strategy	www.chelmsford.gov.uk/procurement	Procurement Tel: 01245 606606 ask for Procurement

		Contact Online: Contact: Procurement - Chelmsford City Council
Financial Regulations	Finance and transparency - Chelmsford City Council	Financial Services Tel: 01245 606606- ask for Accountancy Contact Online: Contact: Audit, accounts and budgets - Chelmsford City Council
Officers' Code of Conduct	www.chelmsford.gov.uk/constitution	Human Resources Tel: 01245 606440 Contact Online: Contact: Human Resources - Chelmsford City Council

5. Our policies and procedures

Explanation	Area of website	Contact details
Current written protocols, policies and procedures for delivering our services and Responsibilities		
Constitution	www.chelmsford.gov.uk/constitution	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
For Conducting Council Business		
Constitution	www.chelmsford.gov.uk/constitution	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
For delivering our services		
Constitution/ Service Plans	www.chelmsford.gov.uk/constitution	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
For recruitment and employment of staff		
Working for Chelmsford City Council	www.chelmsford.gov.uk/jobs	Human Resources Tel: 01245 606440 Contact Online: Contact: Human Resources - Chelmsford City Council
Customer service		
Customer Service	www.chelmsford.gov.uk/contact	Customer Services Tel: 01245 606606 Contact Online: Contact: Have your say - Chelmsford City Council
Charging regimes and policies		
Details of fees and charges for various Council Services	Transparency - Chelmsford City Council	Contact relevant service for details

6. Lists and registers

Information about the lists and registers held by the Council

Explanation	Area of website	Contact details
Asset registers and information asset register		
Council assets	https://www.chelmsford.gov.uk/your-council/finance-and-transparency/transparency/local-authority-land/	Property Services Tel: 01245 606665 Contact Online: Contact: Property Services - Chelmsford City Council
Disclosure logs:		
Register of Councillors' financial & other interests		
Councillors Financial Interests	www.chelmsford.gov.uk/councillors	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Register of gifts & hospitality		
Hard copies available to view at the Council's offices	www.chelmsford.gov.uk/councillors	Democratic Services Tel: 01245 606480 Contact Online: Contact: Democratic Services - Chelmsford City Council
Licensing	www.chelmsford.gov.uk/licensing	Licensing Tel: 01245 606606 Contact Online: Licensing - Chelmsford City Council
Planning	Planning and building control - Chelmsford City Council	Planning Tel: 01245 606826 Contact Online: Planning or building control - Chelmsford City Council
Register of electors		
Contents of Register and accessing register	About the electoral register - Chelmsford City Council	The Electoral Office Democratic Services Tel: 01245 606449 Contact Online: Contact us: Electoral services - Chelmsford City Council
Open Data and Transparency		
Open Data and Transparency data sets - Employees - Finances - Tenders and Contracts - Assets - Car Parks - Grants and Funding - Business Rates and NDR - Public Health Funerals	Transparency - Chelmsford City Council	Information Governance Team Tel: 01245 606606- Ask for Freedom of Information Contact Online: Contact: Data Team - Chelmsford City Council

7. The services we offer

Explanation	Area of website	Contact details
Regulatory & licensing responsibilities		
Licensing Policy	Licensing policies and objectives - Chelmsford City Council	Licensing Tel: 01245 606606 Contact Online: Licensing - Chelmsford City Council
Environmental information		
Biodiversity	www.chelmsford.gov.uk/climate-emergency	Love Your Chelmsford Tel: 01245 615800 Contact Online: Contact: Love Your Chelmsford - Chelmsford City Council
Services for local businesses		
Inward Investment Services & Events	Business - Chelmsford City Council	Economic Development and Implementation Team Tel: 01245 606606 Contact Online: Contact: Economic Development and Implementation Team - Chelmsford City Council
Services for members of the public:-		
Services for which the Council is entitled to recover a fee and details of those fees		
List of fees and charges for various Council Services. Planning application fees; License fees; Leisure & Cultural and Parks Services fees	Finance and transparency - Chelmsford City Council	Contact relevant service for details
Information for visitors to the area, leisure information, events, museums, and archive collections		
About the city; visitor guides& information, places to visit, places to stay, maps travel & parking, shopping, wining & dining, events, photo gallery	Visiting Chelmsford - Chelmsford City Council	Contact relevant service for details
Advice and Guidance		
Housing Benefit advice	Benefits - Chelmsford City Council	Benefits Tel: 01245 606400 Contact Online: Benefits - Chelmsford City Council
Citizens Advice Bureau	Chelmsford Citizens Advice (chelmsfordcab.org)	Contact the Citizens Advice Bureau directly
Housing Advice Service	Housing - Chelmsford City Council	Housing Tel: 01245 606400 Contact Online: Housing - Chelmsford City Council
Media Releases		

Copies of press releases issued by the Council	News - Chelmsford City Council	The Press Team Tel: 01245 606 474 Contact Online: Contact: Marketing, Events and Engagement Team - Chelmsford City Council
Election Information		
Election information	Voting and elections - Chelmsford City Council	The Electoral Office Democratic Services Tel: 01245 606449 Contact Online: Contact us: Electoral services - Chelmsford City Council