

Your...  
**Environmental Services Guide**

with Burrows





## environmental services content

This guide is written to give you an idea of the contents your guide could include. Edit, expand, amend – we hope you find this template a good starting point for your project

### Environmental Services Handbook

An Environmental Services Handbook is an ideal publication to highlight and promote the scope of the environmental services a council provides. The choice of content will vary from council to council, depending on their own infrastructure – but can include some or all of the following topics:

### Introduction to the Borough/District

Description/flow chart of how the council divides up responsibility for different services/sectors

### Planning and Building Control

- Development control
- Local Development Framework (LDF)
- Enforcement
- Conservation and design
- Landscaping
- Tree preservation
- Regeneration and economic development
- Sustainable Development
- Town centre management

### Architectural, Housing and Property Services

- Housing register
- Homelessness
- Housing advice
- Private sector housing
- Care, repair and disabled access adaptations
- Landlord services
- Housing policy and development
- Estates

### Community Support Services

- Retirement homes
- Meals on wheels
- Relief carers scheme
- Community transport
- Community alarms
- Voluntary sector support
- Community safety

### Environmental Care

- Street cleaning
- Litter control

- Abandoned cars
- Domestic waste collection
- Recycling
- Land drainage
- Car parks
- Road works
- Public toilets
- Winter services

### Environmental Health

- Food hygiene
- Occupational Health
- Pollution control
- Health and safety at work
- Pest control
- Alcohol and entertainment licensing
- Local Agenda 21
- Green business programmes, energy efficiency and climate change

### Sustainability

- Environmental and community campaigns
- Environmental education
- Fairtrade
- Biodiversity and wildlife

### Trading Standards

- Consumer advice

### Leisure and Cultural Services

- Leisure facilities
- Public halls
- Parks, commons and open spaces
- Cemeteries
- Museums, arts and culture
- Health development
- Transport

### Contract services

- Cleansing and Graffiti removal
- Waste collection and disposal
- MOT testing
- Tree surgery services
- Landscaping services
- Grass cutting services

### Other headings

- Useful Contacts
- Commitment to Quality statement/information
- Borough/District profile

Please do get in contact with any suggestions and ideas on how to make this guide even more informative and useful.

Email: [productionservices@burrows.co.uk](mailto:productionservices@burrows.co.uk)

Tel: 020 8773 3010



Burrows Communications Ltd  
Production Department, Cantium House,  
2nd Floor, Railway Approach, Wallington, Surrey SM6 0DZ  
Tel: 020 8773 3010 • Fax: 020 8669 0301  
Email: [productionservices@burrows.co.uk](mailto:productionservices@burrows.co.uk) • Website: [www.burrows.co.uk](http://www.burrows.co.uk)