



**SNOWDONIA NATIONAL PARK AUTHORITY
FREEDOM OF INFORMATION ACT 2000
INFORMATION GUIDE**

WHO WE ARE AND WHAT WE DO	
Authority History	Click on https://www.snowdonia.gov.wales/addysg-education/history-of-snowdonia
Members Contact Information	Click on https://www.snowdonia.gov.wales/authority/about-the-authority/authority-members
Members Code of Conduct	Click on https://www.snowdonia.gov.wales/authority/publications?name=
Planning Service	Click on https://www.snowdonia.gov.wales/planning
Conservation, Agriculture, Woodlands and Biodiversity Work	Click on https://www.snowdonia.gov.wales/looking-after?name=
Visiting and public access	Click on https://www.snowdonia.gov.wales/visiting
Education Services	Click on https://www.snowdonia.gov.wales/addysg-education?name=
Plas Tan y Bwlch Study Centre	Click on https://www.snowdonia.gov.wales/study-centre
WHAT WE SPEND AND HOW WE SPEND IT	
Annual audited accounts and balance sheet, funding sources and expenditure breakdown	Click on https://www.snowdonia.gov.wales/authority/about-the-authority/statement-of-accounts?name=
Executive Summaries of District and Internal Auditors Final Reports	E-mail your request to: parc@eryri.llyw.cymru

Invitations to Tender	Click on https://www.snowdonia.gov.wales/authority/tenders or visit Sell2Wales
Standing Orders: Contracts	Click on https://www.snowdonia.gov.wales/authority/publications
Members Scheme of Allowances and a Summary of Members Allowances Payments	Click on https://www.snowdonia.gov.wales/authority/publications/member-allowances?name=
Pay and Grading Structures	E-mail your request to: parc@eryri.llyw.cymru

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

Annual Report and Improvement Plan	Click on https://www.snowdonia.gov.wales/authority/publications/annual-report-and-improvement-plan
Corporate Work Plans and Performance Indicators – progress reports and final results	See Performance & Resources Committee Agendas https://www.snowdonia.gov.wales/authority/about-the-authority/committee-agendas?name=
Eryri Local Development Plan	Click on https://www.snowdonia.gov.wales/planning/planning-policy/local-development-plan-ldp
Wales Audit Office Reports and Annual Letters	Click on https://www.snowdonia.gov.wales/authority/publications/annual-report-and-improvement-plan?name=

HOW WE MAKE DECISIONS

Committee Structure & Timetable of Authority Meetings	Click on https://www.snowdonia.gov.wales/authority/about-the-authority
Agendas and Minutes of the Authority, Committees and Sub Committees for the last 3 years.	Click on https://www.snowdonia.gov.wales/authority/about-the-authority/committee-agendas
Agendas and Minutes of the Authority, Committees and Sub Committees held prior to the last 3 years.	E-mail your request to: parc@eryri.llyw.cymru
Agendas and Minutes of the Planning and Access Committee held for the last 3 years.	Click on https://www.snowdonia.gov.wales/authority/about-the-authority/planning-and-access-

<p>Agendas and Minutes of the Planning and Access Committee held prior to the last 3 years.</p> <p>Scheme of Delegation and Standing Orders</p>	<p>committee-agendas</p> <p>E-mail your request to: parc@eryri.llyw.cymru</p> <p>Click on https://www.snowdonia.gov.wales/authority/publications/corporate-publications</p>
<p>OUR POLICIES AND PROCEDURES</p>	
<p>Complaints Procedure</p> <p>Welsh Language Standards</p> <p>Environmental Policy</p> <p>Current Vacancies</p> <p>Document Management Policy & Charging Policy for Copies</p> <p>All other policies and procedures</p>	<p>Click on https://www.snowdonia.gov.wales/authority/have-your-say/how-do-i-complain</p> <p>Click on https://www.snowdonia.gov.wales/authority/publications/welsh-language</p> <p>Click on https://www.snowdonia.gov.wales/authority/publications/environmental-publications?name=</p> <p>Click on https://career.snowdonia.gov.wales/</p> <p>Click on https://www.snowdonia.gov.wales/authority/publications?name=</p> <p>E-mail your request to: parc@eryri.llyw.cymru</p>
<p>LIST AND REGISTERS</p>	
<p>Register of Members Declarations of Interests</p> <p>Register of Gifts and Hospitality</p> <p>List of Conservation Areas</p> <p>Information on Listed Buildings</p> <p>Weekly List of New Planning Applications</p>	<p>Click on https://www.snowdonia.gov.wales/authority/publications/register-of-members-interests?name=</p> <p>E-mail your request to: parc@eryri.llyw.cymru</p> <p>Click on https://www.snowdonia.gov.wales/planning/heritage-and-planning/conservation-areas</p> <p>Click on https://www.snowdonia.gov.wales/planning/heritage-and-planning/listed-buildings?name=</p> <p>Click on</p>

	https://www.snowdonia.gov.wales/planning/search-for-information/new-applications-list
THE SERVICES WE OFFER	
Planning Information	
Current Planning Applications and associated documents and plans	Click on https://www.snowdonia.gov.wales/planning/search-for-information?name= (limited information available). Full planning files available for inspection at SNPA Head Office, Penrhyndeudraeth.
All other planning information	Click on https://www.snowdonia.gov.wales/planning
Visitor Information	
Access guides, places to visit, paths, walks and cycle routes, public transport and Information Centres	Click on https://www.snowdonia.gov.wales/visiting
Educational Material / Courses	
Education Materials, Fact Sheets and Statistical Information	Click on https://www.snowdonia.gov.wales/addysg-education?name=
Public Courses	Click on https://www.snowdonia.gov.wales/study-centre/public-courses/assets/public-courses

Charging for Information

There will be no publication charge for information on-line.

Charges may be necessary to re-coup part or all of the cost of some printed publications as well as postage costs. You will be informed of any charges beforehand.

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Information Format

It is possible to arrange that some publications be available in large print, braille or on audio tape. This will not incur any extra charges. If you would like any publications in this format, please contact us.

Information not included in the scheme

- Information that is restricted under the terms of the Local Government Act, 1972.
- Information that would compromise the privacy of an individual.
- Information given under a statutory guarantee that confidentiality would be protected, where there was no legal obligation to provide the information and no agreement sought for it to be published.
- Information or other records or research that are still in the course of completion.
- Confidential material relating to legal matters.
- Information and/or data that could compromise conservation purposes.
- Material that is commercially or industrially sensitive.
- Confidential tendering, contractual and financial data.
- Draft responses to Auditors.
- Information held by the Authority belonging to other individuals and organisations may also be exempted depending on the copyright terms under which the information is held.

If the type of information you are looking for cannot be found under the classifications above you can try searching the National Park Authority Website: www.eryri-npa.gov.uk or contact Bethan.Hughes@eryri.llyw.cymru

Complaints and Feedback

We intend to be as open as possible and provide you with the information you have requested, however the Authority may not always provide the requested information. Where we apply exemption provisions and withhold the information, we will write to you giving our reasons for refusal.

If you are dissatisfied with our response, you can follow our complaints procedure (which is available at the National Park Authority Office or on the website). You will also be able to complain direct to the Information Commissioner if you feel we have not complied with our obligations under the Freedom of Information Act 2000.

If you wish to comment and give feedback about the publication scheme we would be pleased to hear from you. Please contact the Head of Administration and Customer Care (Bethan.Hughes@eryri.llyw.cymru).