

4. ACCESSING INFORMATION UNDER THE SCHEME

Information available under our publication scheme will normally be available through the routes described below. [Section 13 – Classes of Information](#) provides more details on the information available under the scheme, along with additional guidance, where relevant, on how the information falling within each 'class' may be accessed.

Online:

Most information listed in our publication scheme is available to download from our website.

If no links are provided in Section 13 you can use our website's 'Search' facility at <http://www.angus.gov.uk/>

If you are still having trouble finding any document listed under our scheme, please contact the following person for assistance:

Lisa Rose
Principal Solicitor
Law and Administration Division
Corporate Services Department
Angus Council
Angus House
Orchardbank Business Park
Forfar DD8 1AN
Telephone 01307 476232
Fax 01307 476299
Email RoseL@angus.gov.uk

By email:

If the information you seek is listed in our publication scheme but is not published on our website, we will usually be able to send the information to you by email. When requesting information from us, please provide a telephone number so that we can contact you to clarify details, if necessary.

By phone:

Information can also be requested from us over the telephone. Please call ACCESSLine on 08542 777 778 to request information available under this scheme.

By post:

All information under the scheme will normally be available in paper copy form. Please address your request to: ACCESSLine, Angus House, Orchardbank Business Park, Forfar DD8 1AX

When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see [Section 6: Our Charging Policy](#) for further information on fees). Please also include a telephone number so we can contact you to clarify any details, if necessary.

Personal visits:

In limited cases, you may be required to make an appointment to view the information. In such cases, this will be set out within [Section 13 – Classes of Information](#), and contact details will be provided within the relevant class.

Advice and assistance:

If you have any difficulty identifying the information you want to access, then please contact the following person who will be happy to help.

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The content of this publication can be made available in alternative formats or translated into other community languages.

Please contact the council's ACCESSLine on 08452 777 778 for further information.