



Guide to Tendering for  
Public Sector Contracts in  
Ireland and the United Kingdom



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This Guide is not intended to be a legal interpretation of the public procurement rules. It is intended simply as a means of assisting suppliers in addressing public sector procurement markets.

# Introduction

## About this Guide

With vastly improved information technology and communications suppliers are now competing successfully in worldwide markets. At the same time suppliers are extremely keen to maintain and expand the level of business they carry out in their home market, a market that holds significant scope for increased business, particularly within the public sector.

In order to successfully address public markets in Ireland and the United Kingdom, it is essential for suppliers to understand how the public sector operates and how to respond effectively to its needs.

Firstly, the public sector comprises several thousand buying agencies and can appear complex and difficult to comprehend. These agencies employ many different procedures in awarding their contracts.

Secondly, the public sector environment differs substantially from that of the private sector due to the regulation and control exercised on the public sector. In common with the private sector however, the public sector seeks to achieve VALUE for MONEY. There is an onus upon the public sector to behave in a prudent and diligent manner because they are spending taxpayers' money.

The public sector observes certain fundamental principles in all dealings with suppliers. This Guide explains these principles and sets out to assist suppliers in understanding the public sector market. It describes the essentials of the market and the needs of buyers operating within it. Above all, it gives practical advice on how to access the market and how to make the most of opportunities.



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# 1 Overview & Characteristics of the Public Sector Market

## The Public Sector in Ireland and the United Kingdom

The public sector organisations in Ireland and the United Kingdom are responsible for a combined annual expenditure on goods and services in the region of € 300 Billion.

Public-sector organisations are good customers. They have to be fair, honest and professional in the way they choose suppliers and in any dealings with them. They are also long-standing, stable customers, and have to pay promptly and in line with agreed contract terms. Public-sector organisations have to pay accounts within 30 days (or any other agreed credit period) of receiving a valid bill or invoice.

These organisations are responsible for the delivery of all the public services, from health to education to public housing to social welfare and public administration. As a result, the public sector purchases everything from paperclips to passenger cars and from catering to consultancy services. The sector may be sub-divided into groups on the basis of shared activities or objectives as follows:

- Central government departments and executive agencies
  - Department of the Taoiseach, HM Treasury, etc.
- Devolved administrations
  - Scottish Executive, Welsh Assembly, etc
- Health Boards and Trusts
  - Eastern Regional Health Authority, Birmingham Health Authority, etc
- Defence
  - Department of Defence, Defence Procurement Agency, etc.
- Local authorities
  - Mayo County Council, Southampton City Council, etc.
- Universities & colleges
  - University College Cork, Manchester University, etc.

## The Principles of Public Sector Buying

The European Community Treaty covers all public-sector procurement contracts in the European Union, regardless of their value. The Treaty establishes four fundamental principles, which govern public procurement. These are as follows:

### Equal Treatment

The principle of Equal Treatment requires that all suppliers be treated equally and with the utmost fairness at every stage of a contract award procedure. This means that the selection of candidates to tender, the receipt of tenders and the treatment of tenders must be carried out in a scrupulously fair manner.

A breach of equal treatment would occur where a supplier suffered discrimination because of location or nationality or bias of any description.



## Transparency

The principle of Transparency requires that information regarding forthcoming contracts and the rules to be applied should be readily available to all interested candidates. It requires that candidates be informed of the rules that will be applied in assessing their applications for tender lists and the criteria to be used in the evaluation of tenders. In the absence of this information, it would be impossible for a competitive tendering process to be carried out properly.

A breach of transparency would arise where a contract was awarded with limited publicity or even no publicity at all, as well as in the absence of award criteria being available to tenderers.

## Proportionality

The principle of Proportionality requires that the demands placed upon suppliers should be both relevant and directly related to the contract being awarded. For example, suppliers should be prepared to provide information about their company and their products when such information is necessary for commercial decisions to be taken by buyers.

A breach of proportionality would arise where excessive conditions were placed upon prospective suppliers. A typical example would be where a buyer insisted on a minimum turnover of € 10 million when awarding a contract for € 100,000.

## Mutual Recognition

The principle of Mutual Recognition requires that the standards, specifications and qualifications in use throughout the EU should receive equal recognition, on condition that the products or services are suitable for their intended purpose.

A breach of this principle would arise in a case where a product was suitable for the purpose specified and complied with the relevant standards in the suppliers country but was disqualified because the supplier was unable to demonstrate compliance with the specific standard quoted in the tender.

## European & National Legislation

Although the provisions of the European Community Treaty cover all public-sector procurement contracts, in practice the terms are not specific enough to provide any practical guidance. The principles are supported by European Directives, which set down procedures and standards (based on openness, non-discrimination and competition) for choosing tenderers and awarding contracts with an estimated value above a set limit or threshold.

In the early 90's the European Commission adopted the following three Directives<sup>1</sup> to regulate public procurement:

- Services Directive 92/50
- Supply Directive 93/36
- Works Directive 93/37

A European Directive is not directly enforceable in its own right but has to be implemented in the legal system of each member state. In Ireland, the Directive's have been implemented using the following Statutory Instruments.

- 1993 European Communities (Award of Public Works Contracts Regulations) (SI No. 173/1993)
- 1994 European Communities (Award of Public Supply Contracts Regulations) (SI No. 292/1994)
- 1994 European Communities (Award of Public Works Contracts Regulations) (SI No. 293/1994)

In the UK, the Directive's have been implemented using the following Statutory Instruments<sup>2</sup>.

- 1993 Public Services Contracts Regulations (SI 1993 No. 3228)
- 1995 Public Supply Contracts Regulations (SI 1995 No. 201)
- 1991 Public Works Contracts Regulations (SI 1991 No. 2680)

<sup>1</sup> The full version of these Directives can be access via the internet at <http://www.tendersdirect.co.uk>

<sup>2</sup> The full version of the Statutory Instruments can be accessed via the internet at <http://www.irishstatutebook.ie> and <http://www.hmsso.gov.uk/stat.htm>

The Regulations require contracts that exceed threshold financial values (detailed in the following section) to be advertised in the Official Journal of the European Union (OJEU) and lay down procedural rules for conducting the tender and contract award process.

Member States of the European Union are also party to the World Trade Organisation's (WTO) Government Procurement Agreement (GPA)<sup>3</sup>. This opens the public procurement market on a reciprocal basis to many of the world's leading economies including Canada, the United States and Japan. The three Directives listed above were revised in 1997 to incorporate the GPA's provisions:

ä Co-ordination of Public Service, Supply and Works Contracts Directive 97/52

The three European Directives listed on the previous page have been superseded by a single new Directive (2004/18/EC)<sup>4</sup>, which as well as simplifying the rules, consolidates the requirements for Services, Supplies and Works into a single text. The new Directive was published on 30th April 2004 and member states have 21 months in which to implement this in national legislation. In Ireland national implementation is anticipated in Q2 2005. In the UK, Scotland will implement its own version, separately from the version for England, Wales and Northern Ireland, but both implementations are anticipated at the end of 2005.

## Thresholds

The following table lists the financial thresholds that determine whether a contract, or a group of contracts, is subject to the European Procurement Directives. If the value of a single contract or a series of contracts for goods and services of a similar type exceed these thresholds then the buyer is required to comply with the procedures laid down in the relevant Directive.

The value of the thresholds are defined in terms of Euro (€) or Special Drawing Rights (SDR)<sup>5</sup>. The equivalent

Buyer	Supplies	Services	Works
Central Government authorities <sup>6</sup>	€ 154,014 ( <i>UKE 99,695</i> )	€ 154,014 <sup>7</sup> ( <i>UKE 99,695</i> )	€ 5,923,624 <sup>8</sup> ( <i>UKE 3,834,411</i> )
Other Public Authorities	€ 236,945 ( <i>UKE 153,376</i> )	€ 236,945 ( <i>UKE 153,376</i> )	€ 5,923,624 <sup>8</sup> ( <i>UKE 3,834,411</i> )
Indicative Notices	€ 750,000 ( <i>UKE 485,481</i> )	€ 750,000 ( <i>UKE 485,481</i> )	€ 5,923,624 <sup>8</sup> ( <i>UKE 3,834,411</i> )
Small Lots	Not Applicable	€ 80,000 ( <i>UKE 51,785</i> )	€ 1,000,000 ( <i>UKE 647,308</i> )

3 More information on the WTO's Government Procurement Agreement can be accessed via the internet at [http://www.wto.org/english/tratop\\_e/gproc\\_e/gp\\_gpa\\_e.htm](http://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm)

4 The new Directive 2004/18/EC can be viewed via the internet at [http://europa.eu.int/eur-lex/pri/en/oj/dat/2004/L\\_134/L\\_13420040430en01140240.pdf](http://europa.eu.int/eur-lex/pri/en/oj/dat/2004/L_134/L_13420040430en01140240.pdf)

5 The International Monetary Fund (IMF) created the SDR in 1969 as an artificial currency unit. The value is defined using a basket of national currencies that currently consists of the U.S. Dollar, Euro, Japanese Yen, and Pound Sterling.

6 Annex IV of Directive 2004/18/EC lists central government bodies subject to the World Trade Organisation's (WTO), Government Procurement Agreement (GPA). These thresholds will also apply to any successor bodies.

7 With the exception of the following services which have a threshold of € 200,000 (UKE 129,462)

- Part B (residual) services
- Research & Development Services (Category 8)
- The following Telecommunications services in Category 5
  - CPC 7524 - Television and Radio Broadcast services
  - CPC 7525 - Interconnection services
  - CPC 7526 - Integrated telecommunications services
- Subsidised services contracts under Article 3 of the Services Directive

6 For subsidised works contracts the threshold is € 5,000,000 (€3,834,411)

value in currencies outside the Eurozone is based on fixed values calculated every two years by the European Commission, which are published in the C Series of the Official Journal.

The values in the table above were published on 19th December 2003 (OJ No. C 309) and are valid from 1 January 2004 until 31 December 2005. The new Directive (2004/18/EC) introduces new financial thresholds which are approximately 5% higher but these will only take effect in each member state when the Directive is implemented in national legislation.

## The Variety of Goods and Services

The buying agencies issue tens of thousands of orders for an immense variety of goods and services, ranging in value from a few hundred to many millions of pounds. These orders are categorised into three main categories i.e. Works, Supplies and Services.

### Works

Works contracts are broadly construction related and include building completion work. Examples of these are:

- Construction of roads, bridges & railways
- Construction of buildings
- Demolition work
- Installation of plumbing, heating and electrical equipment
- Plastering, papering and tiling

### Supplies

Supply contracts are for the procurement of goods or products, and may include siting, installation, or other related services. These can be for the purchase, lease, rental, or hire purchase of products. Examples of these are:

- Ambulances
- Batteries
- Clothing
- Electrical supplies
- Food
- Furniture
- Office equipment and consumables
- Computer software
- Telecommunications equipment
- Vehicles

### Services

Services contracts are awarded for services of every description, examples of which are:

- Advertising
- Catering
- Computer support
- Engineering
- Financial services
- Maintenance and repair
- Management consultancy
- Market research
- Office cleaning
- Publishing and printing
- Security

# 2 How Public Organisations Purchase Goods & Services

Public sector purchasers are required to base the procurement of all goods and services on objective criteria. These criteria are likely to include:

- Value for money
- Compatibility and adaptability to required use
- Overall response times and quality of service
- Security of supply
- Quality of product
- Consistency of product
- Delivery times and schedules consistently met
- Ability to supply in required quantities / pack sizes
- Ability to deliver to required locations
- After-sales service
- Ability to hold spares
- Flexibility to new / additional requirements
- Courtesy and co-operation

Demonstration of these attributes is usually achieved through a competitive process, with the formality of the evaluation increasing in line with the value of the contract. As such, procurement is very much linked with a quotation or tender process, at least from the perspective of the public-sector buyer.

## Procurement Procedures

As we described in Chapter 1 higher value contracts are subject to European and national legislation that requires a competitive tender process and advertisement of the contract in the Official Journal of the European Union (OJEU).

Below the OJEU thresholds all public sector bodies will have internal procedures or Standing Orders, which will determine how the procurement process is handled. Typically this will set out a number of thresholds, the value of which will vary from organisation to organisation, as follows:

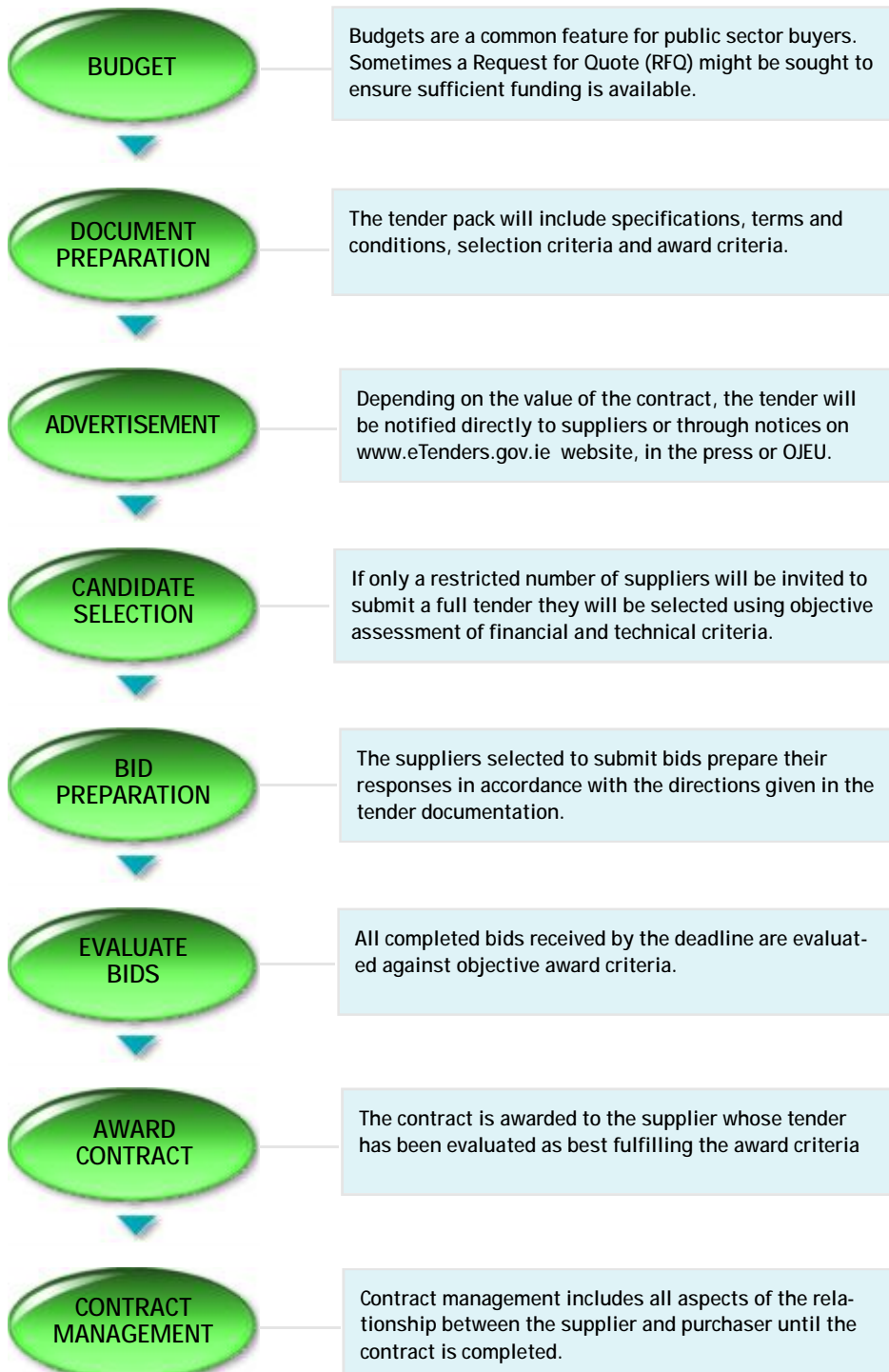
- Direct Purchase threshold
  - Goods or services below this value may be sourced from wherever convenient by the end user without having to obtain written or verbal quotations.
- Quotation threshold
  - The purchaser is required to obtain a minimum number of quotations, normally three, for the goods or services before selecting the most appropriate. For lower value purchases a verbal quotation is sometimes acceptable but for anything over a few hundred Euro, quotations are normally required in writing.

ä Tender threshold

- â As the value of the purchase increases it becomes increasingly important to demonstrate that value for money has been achieved and that any offers received have been evaluated objectively. As we have already described, once the relevant financial threshold has been reached the tender process will be subject to the detailed procedural rules of the European legislation. Below the thresholds the requirements may be less stringent but will still follow the same pattern.

## The Procurement Process

It is useful to understand the methods that a public-sector buyer will take to source and evaluate suppliers. The remainder of this Guide will suggest a practical approach which will enable you to determine which organisations are the most likely customers for your products and services and the criteria they will use to decide which supplier offers the best solution for their needs.



# 3 Evaluating the market & Promoting your company

The most effective way of approaching public sector buyers with a view to winning contracts is to adopt a multi-stage approach. For example you have to identify the public sector buyers interested in your products and/or services before making contact with them. The ultimate objective is to receive a tender invitation and win the contract.

Suppliers should have as much background knowledge of the buyer's organisation and standard practices as possible. We suggest the following four-stage process to making contact for the first time.

## Analysing the Market – Stage 1

### 1.1 Identify which organisations buy your products and services

- â Find out how much they spend
- â Find out how often they award contracts

This can be achieved by examining all the available information for example through the organisations website, making direct contact and by analysing notices which appear in the press or OJEU.

- 1.2 Decide on whether to target the sector as a whole or an individual part of it. This decision will depend on the type of product or service as well as the resources at your disposal.
- 1.3 Having decided on your target organisation(s), use their own publications, website, trade directories, or phone them discreetly to identify the key people involved in terms of their role in the buying process, i.e. the user's, specifier's, buyer's, and approver's?
- 1.4 Determine if they operate a centralised or decentralised purchasing activity for your products or services. With a centralised activity one section normally controls all purchasing for the organisation, whereas decentralised means that individual departments or units purchase on their own behalf.  
  
If they operate a centralised activity, they may award larger contracts. A decentralised activity will provide more opportunities to enter the market, but will also require more effort to identify and influence the key people.
- 1.5 Determine who the current suppliers are and how long they have been supplying the product / service. Also, find out which other companies are likely to pitch for this business. It is essential to know what level of competition you will experience.
- 1.6 Consider the potential this organisation offers you as a supplier, compared to others you might target. Only when you are satisfied that the target organisation provides a real opportunity for your company should you proceed to Stage 3 and introduce your company directly.

## Marketing to the Sector – Stage 2

Having decided on your target market you can proceed to Stage 3 and make direct contact with potential customers. In the short term this is the most likely route to an order or becoming included on a list of approved suppliers or a tender list.

However, in parallel with contacting individual organisations you should try to develop general awareness of your company and products or services within the target sector. Unless you are aiming at a very specialised market it is likely that there will be numerous customers for your products and services.

To avoid missing any opportunities you should ensure that any organisation planning to source your products or services is able to find details of your company quickly and easily. The following methods can be employed to generate this awareness.

- 2.1 Ensure that your company is listed in general company directories under the relevant categories, e.g. Yellow/Golden Pages, Kelly's, and Kompass.
- 2.2 Ensure that your company is listed in specific trade directories such as the Irish Software Association or directories associated with associations such as the British Healthcare Trades Association.
- 2.3 Identify the trade journals read by your target audience and obtain editorial coverage of new products or by providing expert comment on topical issues.
- 2.4 Advertise in trade journals. Although this can be expensive, there are a range of options such as loose inserts, classified advertising, supplier directory features, and display advertising.
- 2.5 Develop a company website, which contains rich information for any potential user of your products or services i.e. product photographs, specifications, price lists. Ensure potential purchasers can find your website by listing it with all the major Internet directories and search engines.

## Making Direct Contact – Stage 3

This stage is aimed at ensuring the buyer and/or specifier becomes aware of your company and the products/services you provide.

- 3.1 Firstly, write directly to the most relevant person(s) in the organisation selected.

Do not phone an organisation without first providing them with some idea of your company and your products / services. If they are not familiar with your company, it is more likely that they may refuse to meet you.

Write to the Purchasing Manager, Specifier or User giving the following:

- â Introductory letter about your company
- â Outline of your products / services
- â Brochures
- â Samples (if relevant)
- â Details of successes to-date
- â What you can offer

Request a direct meeting or provide an invitation to visit your plant / facilities.

- 3.2 Phone the organisation within 2 weeks of your letter and request a meeting. If the person is not available or relevant for your particular product / service, seek advice on the appropriate person. Ask them if it is possible to arrange a meeting for you with the recommended person.

Perseverance is recommended at this stage. If you don't succeed, don't be afraid to phone the organisation repeatedly, although politeness and courtesy are essential. Also, use every opportunity to attend events or seminars where your target buyers may be present. This can be a very useful way to make contact.

## Meeting The Buyer - Stage 4

Buyers are generally reluctant to meet suppliers so if you succeed in making an appointment, use the opportunity to the utmost. Make sure to leave the buyer with a good impression of you, your company and your products / services and after-sales service. The old adage "first impressions are lasting" is very apt for this situation.

4.1 When you get an opportunity to meet directly with the Buyer or Specifier, prepare well.

- â Make sure that you research the organisation and its requirements as thoroughly as possible.
- â Decide who should attend – it is recommended that not more than 2 persons from your organisation should attend.
- â Draw up an agenda for your meeting and keep it short and focused. Write down each of the questions that you need to ask. Don't rely on remembering them at the meeting; the buyer may be under time pressure, so get the most important questions in first and take notes.

4.2 At the meeting, ask clear questions relevant to your product / service and provide the buyer with comprehensive information. Bring samples if appropriate. Bring along copies of relevant documentation, e.g. quality certificates, awards, details of recent contracts and of course brochures.

Focus on the "added value" your company can offer, i.e. what makes you different from your competitors?

Remember this is your first opportunity to confirm their real and immediate interest in your products or services.

4.3 Identify the buyer's requirements.

- â Who are the specifiers and users and other relevant personnel for your product / service?
- â What are their volumes / quantities / intervals of purchase?
- â Which locations use the product / service, i.e. is it at one or several locations throughout the country and would they require delivery to one or several locations?
- â What does the buyer perceive as the key requirements from a supplier of this product / service?
- â What is the buyer's level of satisfaction with the current supplier?
- â Focus on the benefits your company can provide if awarded the next contract.

4.4 When is the next opportunity to supply your products or services i.e. when will they next be selecting suppliers or issuing a tender?

- â Is competitive tendering always used and is it via an OPEN (any company can tender) OR a RESTRICTED (limited numbers invited) procedure?
- â How will potential suppliers be advised, e.g. direct contact, newspaper advertisement or OJEU advertisement?
- â Are ongoing lists of suppliers kept and are they regularly updated?
- â Are there special procedures for special projects / once-off purchases?
- â Do they use direct invitations in addition to open tendering?
- â How many do they normally invite to tender?
- â What do they look for from suppliers – details of experience, financial standing, technical capacity, etc? What rules do they use regarding these criteria?

4.5 Will the buyer accept samples of the product for testing?

4.6 Would the buyer accept an invitation to visit your premises?

4.7 Will the buyer include you on the tender list – how can you ensure you will be included?



## Summary

As indicated, it is recommended that you draw up a list of well thought out questions prior to your meeting. It is also recommended that you send your questions to the buyer prior to the meeting, if possible, so that they can have an opportunity to prepare answers.

There is a commonly held, but mistaken belief that buyers never change suppliers and that public sector markets are all but impossible to sell to. Meetings with buyers will enable you to dispel this belief. In most instances, you will discover that buyers are constantly evaluating their supplier base in order to achieve greater value for money, while providing a quality service. However, it must also be said that the buyer, in seeking tenders, is usually responding to a demand from an internal customer.

It is essential to get to the buyer early in the tender process (i.e. months and even years before the tender process commences). This is so that the buyer can evaluate the options and be fully armed with an alternative supplier(s) to meet the current requirements. Therefore, at the meeting you should grasp the opportunity to convince the buyer that you have the resources, capability and desire to become a valued supplier.

Remember it may require some effort to get on tender lists and be in with a chance of winning a contract, but it is important to persevere.



# 4 Tender Advertisement

Opportunities for contracting with the public sector may be advertised in a wide variety of places. Contracts are often advertised in national or regional newspapers, or in trade journals. However, although public-sector organisations are obliged to publish higher value contracts, because of national legislation or their own internal standing orders, many low value contracts may not be advertised at all.

## National Newspaper Advertisements

The following tender is an example of a typical tender advertisement published in a local or regional newspaper. Because of the relatively high cost of placing such advertisements in the press, these tender notices only contain brief details of the goods or services required.

**ILLUSORY COUNTY COUNCIL  
SELECT LIST OF TENDERERS  
PROJECT MANAGEMENT ADVICE/  
MANAGEMENT CONSULTANCY SERVICES FOR  
THE GROUPED SCHOOLS MODERNISATION**

Applications are invited from suitably experienced and qualified companies, organisations or individuals wishing to tender for the provision of Project Management Advice/Technical Consultancy Services for the Grouped Schools Modernisation Project, within the County of Illusory.

It is envisaged that the service provider will need expertise in the following areas:

- preparation and compilation of relevant information prior to tender;
- preparation of ITN documentation and its agreement with stakeholders;
- the development of appropriate contract documentation and management procedures;
- the development of evaluation models and completion contractor appraisal/contract evaluation;
- negotiations with tenderers and discussions with affected stakeholders;
- completion of necessary reports on any process carried out and their presentation to stakeholders/management and the council.

The Council will be using an accelerated two-stage process to appoint the service provider. Applicants expressing an interest will be sent a business questionnaire, which must be completed and returned with the appropriate supporting information by no later than 17th March 2005.

Tenderers will be selected on the basis of experience, capability, quality, skills and resources necessary to undertake the service, and financial standing. It is anticipated that tenders will be invited on 1st April 2005. The contract is due to commence in late May 2005 and is expected to run for around two (2) years.

Contracts will be awarded on the basis of the most economically advantageous tender taking into account price, competence, experience, ability, quality criteria, skills necessary to undertake the service and also taking into account the Council's duty to obtain Best Value and achieve the stated outputs for the commission as set out in the tender documentation.

If you wish to express an interest in providing this service, please fax/write/e-mail to

Patrick Marmoutier, Procurement Group, Room 1703 Illusory Town Hall, Inventing, Illusory.  
Telephone: (01) 617 7944, Fax: (01) 123 4567 e-mail [procurement@illusory.ie](mailto:procurement@illusory.ie)

## Official Journal of the European Union (OJEU)

All public procurement contracts with a value exceeding the thresholds listed in Chapter 1 must be published in the daily supplement to the Official Journal of the European Union (OJEU). This provides information on the current requirements and invites suppliers to express an interest, or to tender directly in some cases, depending on the contract procedure. It also sets out information about contracts, which have been awarded. Some departments have made it their policy to advertise more contracts in OJEU than their legal obligations demand.

There are four basic types of notice that are published in the OJEU as follows:

- **Prior or Pre Information Notices (PIN)**
  - PIN's are published annually and indicate the contracts that the authority intends to award over the coming 12 months together with the anticipated value of these contracts.
- **Qualification Systems**
  - These indicate the existence of a list of approved suppliers who may be called upon to tender for goods and services as required.
- **Invitations to Tender (ITT)**
  - An ITT is related to a specific contract and requires the supplier to indicate their interest in providing a bid. At this stage the purchaser may conduct a selection process to reduce the number of suppliers who are invited to tender.
- **Contract Award Notices**
  - Following the award of a contract the purchaser is required to publish details of the successful supplier or contractor. Contract award notices can be very useful for identifying the type of organisation purchasing the type of goods or services you provide and for forecasting when the next purchase will take place. They are also useful for monitoring competitor activity or identifying sub-contract opportunities.

## Access to the Official Journal

Although the OJEU was originally produced as a printed document, it is now only available online or as a CD-ROM. Tenders Electronic Daily (<http://ted.publications.eu.int>) is the on-line version of OJEU. It uses subject and country codes to give you direct access to notices that may interest you. However, many businesses find it more useful to use one of the 'value added' services, as follows:

- **eTenders ([www.eTenders.gov.ie](http://www.eTenders.gov.ie))**. An excellent resource provided by the Department of Finance and listing all Irish OJEU contracts as well as a significant number of lower value contracts published by the Irish public sector.
- **Tenders Direct ([www.TendersDirect.com](http://www.TendersDirect.com))**. A commercial service providing access to all OJEU notices throughout Europe plus an increasing number of lower value contracts from a variety of sources. Also includes an email alerting facility.
- **Euro Info Centres (EIC)** have been set up throughout the UK by the European Commission to provide information and services for business. These include a full library service of OJEU and an Alerting Service for Tenders Electronic Daily. Most centres have been set up in host organisations including, for example, business development agencies, university libraries, or regional Chambers of Commerce.

## Contact:

eTenders  
National Public Procurement Policy Unit  
Department of Finance  
Dublin  
Tel: (01) 617 7944  
Email: [information@etenders.gov.ie](mailto:information@etenders.gov.ie)  
Website: [www.eTenders.gov.ie](http://www.eTenders.gov.ie)

Tenders Direct  
4 Albert Street  
Aberdeen  
AB25 1XQ  
Tel: 01224 636999  
Fax: 01224 636997  
Email: [Info@tendersdirect.co.uk](mailto:Info@tendersdirect.co.uk)  
Website: [www.tendersdirect.co.uk](http://www.tendersdirect.co.uk)

There is a multitude of notice formats used in the OJEU depending on whether a public body or a utility company is issuing the contract, whether it is for Works, Supplies or Services and also the type of tendering procedure being used. However, despite the confusing layout they all contain basically the same information, including the products or services required and who to contact for further information.

On the next page is an example of a public services tender notice as it appears in the OJEU. We have used the same tender advertised in the newspaper example used on the previous page, in order to compare the information provided in both examples. We have also added a key at the side of the OJEU advertisement to explain the layout that can sometimes be quite obscure.

## Example of an Invitation to Tender notice published in the Official Journal

Invitation to Tender Notice	
Title:	IRL-Inventing: management consultancy and project management services
Purchase Authority:	ILLUSORY COUNTY COUNCIL
Journal Ref:	145615-2005
Published on:	29-Feb 2005
Deadline:	This notice expires on 17/03/2005.
Contract Type:	This is a service contract.
Country:	Ireland
Notice Type:	Invitation to Tender Notice - Accelerated restricted procedure
Regulations:	Regulated by the European Services Directive 92/50/EEC.
Tender Details	
1. Awarding authority: Illusory County Council, Directorate of Education and Culture, Procurement Group, Room 1703 Illusory Town Hall, Inventing, Illusory. Att: Patrick Marmoutier. Tel: (01) 617 7944, Fax: (01) 123 4567 e-mail procurement@illusory.ie.	
2. Category of service and description, CPV: 74141100, 74141700, 74142000, 74142100. Category 11, Management consultancy and project management.	
The Education and Culture Directorate wishes to invite tenders from appropriately qualified and experienced organisations (or individuals) for the provision of the identified consultancy services.	
3. Delivery to: Within the boundaries of the Illusory County, Ireland.	
4.(a) Reserved for a particular profession: The provision of the services identified requires that the service provider use staff who has the relevant experience and competencies.	
4.(b) Law, regulation or administrative provision: The contracts will be subject to English law.	
4.(c) Obligation to mention the names and qualification of personnel: Tenderers will be required to indicate the names and qualifications and experience of their employees who will be responsible for the provision of the services.	
It is envisaged that the service provider will need expertise in the following areas: preparation and compilation of relevant information prior to tender; preparation of ITN documentation and its agreement with stakeholders; the development of appropriate contract documentation and management procedures; the development of evaluation models and completion contractor appraisal/contract evaluation; negotiations with tenderers and discussions with affected stakeholders; completion of necessary reports on any process carried out and their presentation to stakeholders/management and the council.	
5. Division into lots: No.	
6. Number of service providers which will be invited to tender: To be determined on consideration of applications received, but it is envisaged that between 5-8 eligible tenderers will be invited.	
7. Variants: There are no variants.	
8. Time limits for completion or duration of the contract, for starting or providing the service: The contract will be placed for the duration of the project, which is expected to run for around 2 years from the commencement of service provision. The commission is expected to start around May 2005.	
9. Legal form in case of group bidders: Joint and several liability by all service providers. Legal bodies shall be companies or partnerships.	
10.(a) Justification for accelerated procedure: Yes, as the council has only recently been notified of the availability of time limited funding.	
10.(b) Deadline for receipt of requests to participate: 17.03.2005.	
10.(c) Address: As in 1.	
10.(d) Language(s): English.	
11. Final date for the dispatch of invitations to tender: 01.04.2005.	
12. Deposits and guarantees: The awarding authority reserves the right to require any bonds or guarantees it deems appropriate.	
13. Qualifications: Information concerning the supplier's own position and the information and formalities necessary for an appraisal of the minimum standards of economic and financial standing and technical capacity are required as provided for in Articles 29-37 of Directive 92/50/EEC. A question-	

The title identifies the location and general requirement
Name of the organisation
The Official Journal (OJEU) reference no.
Date of publication
Deadline date for responses
Works, services or supplies contract
Country of origin
Notice type i.e. information, ITT, contract award, etc.
The legislation regulating this tender
1. Contact details of the purchasing authority
2. CPV and CPC codes classify the services required for searching and statistical purposes. Followed by a short text description.
3. Normally this is the same location as the purchasing authorities office but can vary.
4. Some services must be provided by specialist providers e.g. doctors, lawyers, etc. The relevant judicial authority in case of a dispute. Requirement to specify the particular persons who will complete the work.
5. Some contracts can be divided into smaller projects which can be awarded to more than one contractor.
6. A restricted procedure will use the information provided under 13 to select the companies invited to tender.
7. Whether alternative bids will be accepted.
8. Duration of the contract
9. Legal form to be adopted if a joint venture or consortium wins.
10. a. Justification for using a shortened timescale for this contract.
b. The deadline by which potential suppliers must have noted interest.
c. The address to which requests must be sent.
d. The acceptable language of the request.
11. Date by which the ITT will have been issued.
12. Any deposit or bond required.
13. A statement that the supplier is not bankrupt or convicted plus accounts information, etc. is often required.

# 5 Responding to a Tender Invitation

The opportunity to tender a bid may arise in three main ways, depending on the value of the contract and the internal procedures of the purchasing organisation.

**1** As we described in Chapter 3 ideally you will have identified the potential customers in your target market and will be included on their list of potential suppliers. You may be directly invited to submit a tender.

**2** By responding to a notice in the OJEU

**3** By responding to an advertisement in the press.

Even if you are included on a list of suppliers it is important to monitor the press and the OJEU, as the purchasing organisation may not automatically inform you that tenders are being sought. Once again an established relationship with a purchasing organisation can be very beneficial, as you should be aware of any forthcoming purchases and have already begun to prepare your response.

## Tender Procedures

There are currently three categories of tender procedure, Open, Restricted and Negotiated, but a fourth procedure, the Competitive Dialogue, will be introduced when the new Directive 2004/18/EC is implemented in each member state.

- ä The Open procedure means that any supplier can request a copy of the tender documents and then submit a response. This is infrequently used, as it is likely to produce a large number of tender submissions that the purchasing authority has to evaluate.
- ä The Restricted procedure is used when only a limited number of suppliers will be invited to submit a full tender. On the basis of economic and technical information provided by the suppliers the purchasing authority will select those they will invite to submit a tender. In comparison with the Open procedure this reduces the amount of work in evaluating the final tenders.
- ä The Competitive Dialogue is reserved for complex contracts such as Private Finance Initiative projects and is aimed at developing a solution in consultation with suppliers that fulfills the purchaser's requirements.
- ä The Negotiated procedure can only be used in complex projects when the overall price cannot be determined in advance or when an Open, Restricted or Competitive Dialogue procedure has not resulted in a contract award.

## Candidate Selection Criteria

Unless you are providing a very simple and homogeneous commodity it is likely that the purchasing authority will use either a Restricted or a Negotiated procedure. As such you will be requested to complete a questionnaire or provide the information listed in the tender advertisement. This information will then be used to determine which suppliers will be invited to tender or negotiate.

The criteria must be relevant to determining the candidate's ability to fulfil the requirements of a specific contract and any additions anticipated to result directly from the initial contract.

Candidate selection criteria fall into three main categories:

- ä Exclusion criteria
- ä Financial and Economic Information
- ä Technical Capacity

The criteria used are usually very similar and so it is possible to prepare standard responses to these requests, although it is essential that all information is provided in the format requested by the purchasing authority.

## Exclusion Criteria

The conditions for exclusion of a candidate include issues such as:

- ä Bankruptcy
- ä Being convicted for an offence concerning professional misconduct
- ä Non-payment of social security contributions or taxes
- ä Misrepresentation in supplying information

As a supplier, you may be asked to sign a declaration attesting your compliance with the above matters, as a pre-condition of being considered for a place on a tender list.

## Financial and Economic Information

Evidence of financial and economic standing is usually ascertained through the provision of:

- ä Audited accounts
- ä Overall turnover for the previous 3 financial years
- ä Turnover related to the products or services being purchased over the same period.
- ä For services contracts evidence of risk indemnity insurance.

These requirements have to be specified either in the advertisement (newspaper or OJEU) or in the invitation to tender documentation.

## Information Supporting Technical Capacity

Evidence of technical capacity, as with financial and economic standing, may be furnished through various means specified in advance by the buyer. These may include the availability of resources or other aspects. Tests of technical capacity will relate to the nature, quantity and purpose of the products or services to be supplied and should be confined to the subject of the contract.

- ä A list of principal deliveries or services effected over the previous 3 years with details of amounts, dates and recipients (whether public or private organisations).
- ä For services contracts, the educational and professional qualifications of managerial staff and of those responsible for providing the services.
- ä The supplier's technical, quality assurance and research facilities.
- ä The technicians or personnel responsible for quality control or compliance with other standards.
- ä The technical bodies responsible for monitoring your quality control and conformance with other standards.
- ä For products, samples, descriptions or photographs, authenticated if required. Recognised third party certification of conformity of the products to given specifications and standards.
- ä For complex or special products or services, a possible check on the supplier's technical capabilities, production capacity, study and research facilities or quality control measures carried out by an official body in the supplier's country of establishment.
- ä Information on Health and Safety aspects.
- ä Information on Environmental Controls.
- ä Average annual manpower and the number of managerial staff for the last 3 years.
- ä The tools, plant or equipment available for the carrying out of the services.
- ä An indication of the proportion, if any, of the contract that the service provider intends to sub-contract.

Where a supplier or service provider meets the candidate selection criteria, and also submits a valid tender, then their tender is entitled to be given due consideration under the contract award criteria. In the event that the tender then proves to be the best tender under the contract award criteria, the awarding authority is not entitled to reject the tender by returning to re-consider the candidate selection criteria. However, the awarding authority may at its own discretion decide not to award any contract and to cancel the entire contract award procedure.

## Preparing Your Tender

In preparing your tender remember to:

- Read all of the documentation carefully and note the key points that you must act upon.
- Check that you can meet the principal requirements and that you will have the necessary resources at your disposal to fulfil the contract, if successful.
- Note the duration of the contract. It is becoming standard in the public sector to award 2 or 3-year contracts and with the utilities; 3-5 year contracts are fairly standard. If it is a 2-year contract or longer, remember if you don't succeed it will be at least 2 years before you get an opportunity to tender again.

Compile a checklist upon receipt of the tender invitation documentation that should include all the items to be provided in the tender document. Use the checklist before finalising the tender documentation and submitting it to the purchasing authority. It can also be useful to make up a loose-leaf binder with a contents list to aid in compiling the tender. Any labels provided by the purchasing authority to identify the tender submissions should be stored in a safe place.

It is recommended that you designate someone in your company with overall responsibility for compilation of the tender. Individual aspects can also be allocated to appropriate personnel, i.e. financial figures to the accounts team, etc. Always ensure that the nominated person is not away at the time the tender needs to be submitted.

**IT IS RECOMMENDED THAT ONLY ONE PERSON IS RESPONSIBLE FOR CO-ORDINATING THE TENDER.**





Requirement	Description	Responsibility	Completed
Closing Date	• Note the day, date and time by which the tender must be submitted.		
	• Make arrangements in advance for delivery (i.e. post, courier, personal delivery, etc.).		
	• Acknowledge receipt of the Invitation to Tender and advise that you intend to submit a bid?		
Award Criteria	• Note whether it is lowest price or most economically advantageous tender.		
	• If the latter, what are the factors involved?		
Company	• Information on company structure, management and organisation		
	• Details of shareholding(s)		
	• Details of personnel		
	• Details of current order book		
Financial Information	• Turnover for past 3 years		
	• Most recent audited accounts		
	• Bank references		
	• Tax Clearance Certificate		
	• Guarantees and bonds		
Technical Information	• Details of plant and equipment		
Specification	• Do you understand the full requirements of the specification? If not, seek clarification.		
	• What standards are quoted?		
	• Can you meet the requirements of the specification?		
Health & Safety	• Details of Health & Safety policy		
	• Details of accident records		
	• Environmental issues		
Quality Assurance	• Details of Quality Assurance		
Insurance	• Ensure the appropriate insurance is in place		
	• Professional Indemnity		
	• Public Liability		
	• Employers Liability		
	• Motor insurance		
Bonds & Guarantees	• Bonds required for large contracts should be arranged with the bank		
Pricing	• Structure the pricing as specified?		
	• If tender pricing sheets are included complete in full and total the costs		
Sign-Off	Don't forget to sign all tender documents - unsigned documents will not be considered		

When you have all the documentation required in the invitation to tender, it should be bound so that it is easy to read. Note: You may be asked to provide a number of copies to assist the evaluation team, some of which may omit pricing information.

**Remember the Labels and Envelopes:** did they provide a label for returning the tender? – This is an administrative detail for the buyers in order to be able to isolate tenders and treat them in a confidential manner. Do they want one envelope inside another? Comply with whatever is requested.

**Remember the Deadline:** The public sector are very strict about deadlines and being 5 minutes late may mean all your work goes to waste, as the tender will be returned to you, normally unopened.

## Contract Award Criteria

Awarding bodies must decide and make known, in advance of the tender submission, the criteria they intend to use in choosing the successful tenderer(s) for each contract. Prior to submitting your tender, you should examine these award criteria and ensure that your tender meets them to as high a degree as possible.

The criteria should be specific to the contract and may be in terms of lowest price, or the most economically advantageous tender (sometimes known as MEAT) submitted for the contract.

### Lowest Price Criteria

It is increasingly rare for a contract to be specified in terms of the lowest price. Under these terms the purchasing authority must make the contract award to the supplier who submits the lowest priced valid tender. It is important to note that the tender must be valid i.e. all the requested information must have been provided and any specifications of the product or service must be strictly observed.

### Most Economically Advantageous Criteria

Where this option is chosen, the purchasing authority must specify the particular factors chosen for the contract in question, in descending order of priority (where possible). The factors chosen must relate to the specific contract and only those factors may then be used in evaluating tenders.

The criteria may include:

- Price
- Delivery date or period
- Running costs
- Cost effectiveness
- Quality
- Aesthetic and functional characteristics
- Technical merit
- After-sales service
- Technical assistance
- Plus any other relevant factors chosen by the awarding body

## Evaluation of Tenders

Tenders are normally evaluated in two stages and quite often by two separate groups within the purchasing authority. Firstly, a technical stage to ensure the product or service will meet the specification and performance requirements. The second stage is the commercial evaluation. If a product or service is not technically acceptable, then the tender will be rejected and not evaluated commercially.

Only tenders that comply with the specifications and general requirements of the tender documentation will be considered for acceptance. A tender that does not meet these requirements cannot be accepted and must be treated as invalid. The contracting authority in carrying out the evaluation process may not alter the pre-published award criteria.

These rules ensure that all suppliers and service providers receive equal treatment when competing for public contracts.

## Contract Award

Submission of a tender normally constitutes a binding legal obligation to provide the products or services, subject to the terms and conditions contained in the tender document. As such, once the evaluation has been completed, the successful tenderer will normally receive an official purchase order or other formal notification of the purchasing authority's intention to award a contract.

If your tender has been unsuccessful you should be notified straightaway, although there may sometimes be a slight delay until the successful supplier confirms their acceptance.

## Information Feedback

On request purchasing authorities are required to inform any eliminated candidate or tenderer in writing of the reasons for rejection of their application or tender, and, in the case of a tender, the name of the successful tenderer. However, they are not entitled to have details of other tenders (including prices) disclosed to them as a matter of routine.

For contracts subject to the European directives, the awarding authorities are required to publish Notices of Contract Awards. These notices provide for publication of the "price or range of prices paid" and the "value of winning awards or the highest and lowest offer taken into account in the award of the contract". Contract Award Notices can be very useful sources of information and should not be ignored.

## Confidentiality of Tenders

In general, sensitive tender information held by public bodies and utilities is required to be kept confidential at all stages, including the periods prior to tender opening, during tender evaluation and after the contract is awarded.

## Tendering Tips

Here is some information to assist you should the circumstances arise:

- ä As far as the law is concerned you do not have to be established in any particular location (although you must have the ability to meet the response times of the buyer). However, in practice buyers frequently prefer local suppliers, so it may be prudent to highlight measures you have put in place to overcome related problems.
- ä If you have tendered to the same buyer recently, you should not have to re-supply information, which is already objectively available to the buyer. However, unless it is problematic to do so, it is probably better to supply all the information again.
- ä When tendering, you can do so on the basis of availing of the resources of other suppliers. All you need to prove is that you have a relationship or arrangement with the other supplier, i.e. you may be required to show evidence that you have their resources readily at your service.
- ä Specifications must not favour or eliminate certain candidates or standards.
- ä Specifications must not mention goods of a specific make, source, process or trademark or patent. However, if it is absolutely essential to describe something by these terms, the words "or equivalent" must be used.
- ä You will not be permitted to sub-contract an entire contract to another supplier.

# 6 Customer Relations Management

The realisation of all the preparation and hard work is the receipt of a Purchase Order or signed contract from the buyer. Rather than an end point, this is the beginning of the contract management phase to ensure that you fulfil the terms of the contract and put yourself in a strong position to win future contracts.

Here are some key points to ensure that you retain the business:

- 1 Meet the order requirements – deliver on time and deliver high quality.
- 2 If you are awarded a contract whereby several deliveries over a certain period are required, ensure you meet these timescales.
- 3 Arrange to meet with the buyer and the users occasionally to ensure they are happy with the product, delivery and response times.
- 4 Respond quickly to queries or problems. If you cannot respond immediately, always phone, fax or e-mail the organisation to explain the problem and provide an explanation and a timescale for solving the problem.
- 5 Submit invoices on a regular basis, in accordance with the conditions of contract. Ensure they are sent to the correct address.
- 6 At least six months before the contract is due for renewal, meet with the buyers, specifiers and users to gain an understanding of the requirements for the next contract. Ascertain if they are:
  - satisfied with the product, packing quantities and delivery schedules
  - satisfied with your overall performance during the contract
  - going to use the same specification next time
- 7 Work with the organisation to ensure there are no outstanding issues that could go against you in the next tender opportunity.
- 8 Don't be afraid to suggest new products / solutions. Innovation is frequently welcomed. Remember that "life cycle costs" are most important. Even if a new product is more expensive, if it saves them money in the long term, let them know.

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# Appendix A

## Central Government Departments

# A

### A1

Ireland

#### Department of Agriculture & Food

[Website:www.agriculture.gov.ie](http://www.agriculture.gov.ie)

##### Contact

Agriculture House  
Kildare Street  
Dublin 2  
Tel: 01 6072000  
Email: [info@agriculture.gov.ie](mailto:info@agriculture.gov.ie)

#### Department of Arts, Sport and Tourism

[Website:www.dast.gov.ie](http://www.dast.gov.ie)

##### Contact

23 Kildare Street  
Dublin 2  
Tel: 063 13800  
Email: [webmaster@dast.gov.ie](mailto:webmaster@dast.gov.ie)

#### Office of the Attorney General

[Website:www.attorneygeneral.ie](http://www.attorneygeneral.ie)

##### Contact

Government Buildings  
Upper Merrion Street  
Dublin 2  
Tel: 01 6314000  
Email: [info@ag.irlgov.ie](mailto:info@ag.irlgov.ie)

#### Department of Communications, Marine and Natural Resources

[Website:www.dcmnr.gov.ie](http://www.dcmnr.gov.ie)

##### Contact

29-31 Adelaide Road  
Dublin 2  
Tel: 01 6782000  
Email: [webmaster@dcmnr.gov.ie](mailto:webmaster@dcmnr.gov.ie)

#### Department of Community, Rural and Gaeltacht Affairs

[Website:www.pobail.ie](http://www.pobail.ie)

##### Contact

43-49 Mespil Road  
Dublin 4  
Tel: 01 6473000  
Email: [eolas@pobail.ie](mailto:eolas@pobail.ie)

#### Department of Education and Science

[Website:www.education.gov.ie](http://www.education.gov.ie)

##### Contact

Marlborough Street  
Dublin 1  
Tel: 01 8896400  
Email: [information@education.gov.ie](mailto:information@education.gov.ie)

#### Department of Environment, Heritage and Local Government

[Website:www.environ.ie](http://www.environ.ie)

##### Contact

Custom House  
Dublin 1  
Tel: 01 8882638  
Email: [press-office@environ.ie](mailto:press-office@environ.ie)

## Department of Finance

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Website:[www.finance.gov.ie](http://www.finance.gov.ie)

### Contact

Government Buildings  
Upper Merrion Street  
Dublin 2  
Tel: 01 6767571  
Email: [webmaster@finance.gov.ie](mailto:webmaster@finance.gov.ie)

## Department of Foreign Affairs

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Website:[www.foreignaffairs.gov.ie](http://www.foreignaffairs.gov.ie)

### Contact

80 St. Stephen's Green  
Dublin 2  
Tel: 01 4780822  
Email: [library1@iveagh.gov.ie](mailto:library1@iveagh.gov.ie)

## Department of Health & Children

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Website:[www.doh.ie](http://www.doh.ie)

### Contact

Hawkins House  
Hawkins Street  
Dublin 2  
Tel: 016 354000  
Email: [webmaster@health.irlgov.ie](mailto:webmaster@health.irlgov.ie)

## Department of Justice, Equality and Law Reform

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Website:[www.justice.ie](http://www.justice.ie)

### Contact

94 St. Stephens Green  
Dublin 2  
Tel: 01 6028202  
Email: [pagemaster@justice.ie](mailto:pagemaster@justice.ie)

## Revenue Commissioners

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Website:[www.revenue.ie](http://www.revenue.ie)

### Contact

Dublin Castle  
Dublin 2  
Tel: 016 792777  
Email: [custserv@revenue.ie](mailto:custserv@revenue.ie)

## Department of Social & Family Affairs

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Website:[www.welfare.ie](http://www.welfare.ie)

### Contact

Aras Mhic Dhiarmada  
Store Street  
Dublin 1  
Tel: 01 7043000  
Email: [info@welfare.ie](mailto:info@welfare.ie)

## Department of Enterprise, Trade and Employment

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Website:[www.entemp.ie](http://www.entemp.ie)

### Contact

23 Kildare Street  
Dublin 2  
Tel: 01 6312121  
Email: [webmaster@entemp.ie](mailto:webmaster@entemp.ie)

## Department of the Taoiseach

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Website:[www.taoiseach.irlgov.ie](http://www.taoiseach.irlgov.ie)

### Contact

Government Buildings  
Upper Merrion Street  
Dublin 2  
Tel: 01 6624888  
Email: [webmaster@taoiseach.gov.ie](mailto:webmaster@taoiseach.gov.ie)

## Department of Transport

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Website:[www.transport.ie](http://www.transport.ie)

### Contact

Transport House  
Kildare Street  
Dublin 2  
Tel: 01 6707444  
Email: [info@transport.ie](mailto:info@transport.ie)

# Appendix A

## Central Government Departments



### A2

England, Wales & N. Ireland

#### Cabinet Office

[Website:www.cabinet-office.gov.uk](http://www.cabinet-office.gov.uk)

The Cabinet Office buys goods, equipment and services needed to run a modern office-based organisation. Purchasing is devolved with in the central department to management unit level with each area responsible for purchasing as required to meet its own business objectives. Some of the key areas include: information technology, office stationery, property management services, building works, maintenance and furnishings, training and consultancy.

##### Contact

70 Whitehall  
London  
SW1A 2AS  
Tel: 020 7270 1234

#### Department for Constitutional Affairs

[Website:www.dca.gov.uk/procurement](http://www.dca.gov.uk/procurement)

DCA has a central procurement unit staffed by procurement professionals, which provides procurement support and advice to the DCA and its Agencies; including the Court Service (CS) and the Public Guardianship Office (PGO).

In addition to letting its own contracts for goods and services, the DCA often makes use of collaborative opportunities, by utilising available framework contracts set up by Other Government Departments.

##### Contact

Southside  
105 Victoria Street  
London  
SW1E 6QT  
Tel: 0207 210 2197

#### Department for Culture Media and Sport

[Website:www.culture.gov.uk](http://www.culture.gov.uk)

The DCMS has a small procurement team that decides co-ordinates all procurement activities except for IS/IT goods and services and press/publicity and coordinates a network of procurement contacts within DCMS' Non Departmental Public Bodies (NDPB). Direct spend is around £38 million per annum on accommodation, IT, support services, legal, training, travel, publicity and conferences.

##### Contact

2-4 Cockspur Street  
London  
SW1Y 5DH  
Tel: 020 7211 6200

#### Department for Education & Skills

[Website:www.dfes.gov.uk/procurement](http://www.dfes.gov.uk/procurement)

Procurement in DfES is handled by specialist teams who between them cover most of the goods and services purchased. The procurement policy team based in Sheffield co-ordinates major procurement activity, and provides advice and guidance on all aspects of departmental procurement.

##### Contact

Moorfoot  
Sheffield  
S1 4PQ  
Tel: 0207 273 4781



## Department for Environment, Food and Rural Affairs (DEFRA)

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Website:[www.defra.gov.uk](http://www.defra.gov.uk)

Through its network of purchasing staff in the core department and its Executive Agencies, DEFRA spends in the region of £400 million each year on a wide range of goods and services. The Procurement and Contracts Division, based in London, sets national agreements for the supply of many products and services. The goods and services purchased by the department include; advertising, facilities management, building management, research and development, consultancy, printing, agricultural machinery, animal foodstuffs, computer hardware and software, office machinery, office cleaning, furniture, protective clothing, laboratory consumables, photographic equipment, consumables, telecommunications, veterinary products.

### Contact

Ergon House c/o Noble House  
17 Smith Square London  
SW1P 3JR  
Tel: 020 7238 6951

## Foreign and Commonwealth Office (FCO)

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Website:[www.fco.gov.uk](http://www.fco.gov.uk)

Purchasing policy is co-ordinated by the Directorate of Purchasing in central London. The principal purchasing departments are located in Croydon and Milton Keynes.

### Contact

Purchasing Directorate  
Room 1/116, OAB  
London  
SW1A 2AF  
Tel: 020 7008 0931

## Home Office

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Website:[www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

The Home Office spends around £1 billion per annum on a wide range of goods and services. There are a number of specialist procurement units who purchase items including; office machinery and equipment, IT systems, scientific and laboratory equipment construction, maintenance, consultancy services

### Contact

Horseferry House  
Dean Ryle Street  
London  
SW1P 2AW  
Tel: 0207 217 8300

## Department for International Development

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Website:[www.dfid.gov.uk](http://www.dfid.gov.uk)

The Department for International Development finances substantial purchases of goods and associated services for the benefit of developing countries, in all fields except military equipment, luxury goods or tobacco related products. Procurement is normally undertaken by the Department's registered agents.

### Contact

Abercrombie House  
Eaglesham Road  
East Kilbride  
G75 8EA  
Tel: 01355 843644

## Northern Ireland

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Website:[www.cpdni.gov.uk](http://www.cpdni.gov.uk)

The Northern Ireland public sector spends over £1.6bn each year on procurement of its business needs. The Central Procurement Directorate provides expertise to assist individual departments.

### Contact

Rosepark House  
Newtownards  
Belfast  
BT4 3NR  
Tel: 028 9052 6453

## Office of the Deputy Prime Minister

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Web:[www.procurementportal.odpm.gov.uk](http://www.procurementportal.odpm.gov.uk)

The Office of the Deputy Prime Minister was created as a central department in its own right in May 2002 and brings together key responsibilities for regional and local government, fire, housing, planning and regeneration

### Contact

Procurement Infrastructure Services Division 1/H29  
123 Victoria Street  
London  
SW1E 6DE  
Tel: 020 7944 4400 ext 17435

## Department of Trade and Industry (DTI)

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**Website:**[www.dti.gov.uk](http://www.dti.gov.uk)

The DTI has a mixed procurement organisation. At the centre is the Procurement Policy and Services (PPS) branch. PPS is staffed by professionally trained people and provides a single and consistent approach to procurement within the department and its Agencies.

PPS is responsible for the provision of guidance to DTI procurement staff on all aspects of procurement. It has close links with the Office of Government Commerce (OGC) and promulgates procurement policy and strategy. PPS does no buying itself.

There are several "centres of expertise" that are the intelligent customers for specialised areas of procurement. These include Information Technology (IT) facilities, estate management, publicity and advertising.

There are also about 65 Management Units making up the Department's structure that have the authority to purchase in their own right. They also put in place Framework Arrangements for common goods or services that can be accessed by the entire Department.

Further, the Department has five Executive Agencies. The Employment Tribunal Service, The National Weights and Measures Laboratory, Companies House, The Patent Office and the Insolvency Service. Each of these has a measure of autonomy but generally follows DTI procurement practices.

Finally there are the Department's Executive Non Departmental Public Bodies. These are not obliged to follow DTI procurement policies and practices or to use DTI Frameworks. They do receive funding from the Department but are Contracting Authorities in their own right and thus subject to Public Procurement rules.

The Department has offices and establishments throughout the United Kingdom. These not only include the offices of the Official Receivers or Employment Tribunals (parts of the Insolvency Services and Employment Tribunal Service Agencies respectively) but also Government Offices for the Regions, which are jointly staffed with officers from other Departments.

### Contact

Elizabeth House  
39 York Road  
London  
SE1 7LJ  
Tel: 020 7215 5742

## Department for Transport

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**Website:**<http://dft.g2b.info/>

The Department for Transport Headquarters Organisation is responsible for developing and implementing government transport policy. It spends annually around £200 million on the direct procurement of goods and services. Additionally, taking into account our 6 Executive Agencies who concentrate on major strategic transport projects and the delivery of services to the public, DfT as a whole spends around £2 billion on the direct procurement of goods and services.

### Contact

Great Minster House  
76 Marsham Street  
London  
SW1P 4DR  
Tel: 0207 944 8300

## HM Treasury

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**Website:**[www.hm-treasury.gov.uk](http://www.hm-treasury.gov.uk)

HM Treasury has a central purchasing unit that it is responsible for all the goods and services purchased by the department. Service requirements including; cleaning, electricity, travel, consultancies of all types, stationery.

### Contact

Allington Towers  
19 Allington Street  
London  
SW1E 5EB  
Tel: 020 7270 1304

## Department for Work and Pensions (DWP)

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**Website:**[www.dwp.gov.uk](http://www.dwp.gov.uk)

DWP business is conducted within discreet areas of work, such as Job Centre Plus and the Pension Service, with a small central headquarters. Procurement in the DWP is carried out within centrally controlled Centres of Expertise, split in to commodity groups.

### Contact

Commercial Policy and Procurement Division  
Mayfield Court  
Sheffield  
S1 4EP  
Tel: 0114 2597228

## Biotechnology and Biological Sciences Research Council (BBSRC)

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[Website:www.bbsrc.ac.uk](http://www.bbsrc.ac.uk)

### Contact

Polaris House  
North Star Avenue  
Swindon  
SN21UH  
Tel: 01793 413200

## British Library

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[Website:www.bl.uk](http://www.bl.uk)

### Contact

St Pancras  
90 Euston Road  
London  
NW1 2DB  
Tel: 020 7412 7332

## Central Office of Information (COI Communications)

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[Website:www.coi.gov.uk](http://www.coi.gov.uk)

### Contact

Hercules House  
Hercules Road  
London  
SE1 7DU  
Tel: 020 7928 2345

## Civil Service College Directorate (CMPS)

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[Website:www.cmeps.gov.uk](http://www.cmeps.gov.uk)

### Contact

Admiralty Arch  
The Mall  
London  
SW1A 2WH  
Tel: 0207 276 1800

## Council for the Central Laboratory of the Research Council (CCLRC)

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[Website:www.cclrc.ac.uk](http://www.cclrc.ac.uk)

### Contact

Chilton  
Didcot  
OX11 0QX  
Tel: 01235 445000

## Court Service

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[Website:www.courtservice.gov.uk](http://www.courtservice.gov.uk)

### Contact

Clive House  
Petty France  
London  
SW1H 9HD  
Tel: 020 7189 2000

## Crown Prosecution Service (CPS)

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[Website:www.cps.gov.uk](http://www.cps.gov.uk)

### Contact

Departmental Procurement Unit  
50 Ludgate Hill  
London  
EC4M 7EX  
Tel: 020 7796 8404

## Customs and Excise

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[Website:www.hmce.gov.uk](http://www.hmce.gov.uk)

### Contact

Ralli Quays  
3 Stanley Street  
Salford  
M60 9LA  
Tel: 0161 827 0443

## Non-Ministerial Bodies

### Driver and Vehicle Licensing Agency (DVLA).

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Website:[www.dvla.gov.uk](http://www.dvla.gov.uk)

#### Contact

Swansea  
SA6 7JL  
Tel: 01792 782443

### Engineering and Physical Sciences Research Council (EPSRC)

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Website:[www.epsrc.ac.uk](http://www.epsrc.ac.uk)

#### Contact

Polaris House  
North Star Avenue  
Swindon  
SN2 1ET  
Tel: 01739 444000

### Export Credits Guarantee Department (ECGD)

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Website:[www.ecgd.gov.uk](http://www.ecgd.gov.uk)

#### Contact

2 Exchange Tower  
Harbour Exchange Square  
London  
E14 9GS  
Tel: 020 7512 7000

### Government Car and Despatch Agency (GCDA)

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Website:[www.gcda.gov.uk](http://www.gcda.gov.uk)

#### Contact

London  
SW8 5AX  
Tel: 020 7217 3839

### Health and Safety Executive

### (HSE)

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Website:[www.hse.gov.uk](http://www.hse.gov.uk)

#### Contact

Magdalen House  
Trinity Road  
Bootle  
L20 3QZ  
Tel: 08701 545500

### Inland Revenue

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Website:[www.inlandrevenue.gov.uk](http://www.inlandrevenue.gov.uk)

#### Contact

Corporate Procurement  
PO Box 46  
Nottingham  
NG2 1BD  
Tel: 0115 974 0080

### Insolvency Service

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Website:[www.insolvency.gov.uk](http://www.insolvency.gov.uk)

#### Contact

21 Bloomsbury Street  
London  
WC1B 3QW  
Tel: 0207 6371110

### Land Registry

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Website:[www.landreg.gov.uk](http://www.landreg.gov.uk)

#### Contact

Touthill Close  
City Road  
Peterborough  
PE1 1XN  
Tel: 01733 288288

### Metropolitan Police Service

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Website:[www.met.police.uk](http://www.met.police.uk)

#### Contact

New Scotland Yard  
Broadway  
London  
SW1 OBG  
Tel: 020 7230 1212

## National Archives

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Website:[www.nationalarchives.gov.uk](http://www.nationalarchives.gov.uk)

### Contact

Kew  
Richmond  
Surrey  
TW9 4DU  
Tel: 0208876 3444

## National Assembly for Wales

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Website:[www.wales.gov.uk](http://www.wales.gov.uk)

### Contact

Cardiff Bay  
Cardiff  
CF99 1NA  
Tel: 029 20 825111

## National Savings and Investments

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Website:[www.nationalsavings.co.uk](http://www.nationalsavings.co.uk)

### Contact

Glasgow  
G58 1SB  
Tel: 0845 964 5000

## Office for National Statistics

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Website:[www.ons.gov.uk](http://www.ons.gov.uk)

### Contact

1 Drummond Gate  
London  
SW1V 2QQ  
Tel: 0845 601 3034

## Office of Government Commerce

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Website:[www.ogc.gov.uk](http://www.ogc.gov.uk)

### Contact

Trevelyan House  
26-30 Great Peter Street  
London  
SW1P 2BY  
Tel: 020 7271 2633

## Office of Water Services (OFWAT)

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Website:[www.ofwat.gov.uk](http://www.ofwat.gov.uk)

### Contact

Centre City Tower  
7 Hill Street  
Birmingham  
B5 4UA  
Tel: 0121 625 1300

## OGCbuying.solutions

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Website:[www.ogcbuyingsolutions.gov.uk](http://www.ogcbuyingsolutions.gov.uk)

### Contact

Royal Liver Building  
Pier Head  
Liverpool  
L3 1PE  
Tel: 0870 268 2222

## Ordnance Survey

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Website:[www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk)

### Contact

Romsey Road  
Southampton  
SO16 4GU  
Tel: 0845 605 0505

## Patent Office

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Website:[www.patent.gov.uk](http://www.patent.gov.uk)

### Contact

Concept House  
Cardiff Road  
Newport  
NP10 8QQ  
Tel: 01633 814000

## Research Council's Procurement Organisation

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Website:[www.rcpo.research-councils.ac.uk](http://www.rcpo.research-councils.ac.uk)

### Contact

Polaris House  
North Star Avenue  
Swindon  
SN21EU  
Tel: 01793 413396

## Royal Mint

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Website:[www.royalmint.com](http://www.royalmint.com)

### Contact

Cardiff  
CF1 1HA  
Tel: 0845 6088 300

## Rural Payments Agency

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Website:[www.rpa.gov.uk](http://www.rpa.gov.uk)

### Contact

Kings House  
33 Kings Road  
Reading  
RG1 3BU  
Tel: 0118 958 3626

## Small Business Service

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Website:[www.sbs.gov.uk](http://www.sbs.gov.uk)

### Contact

Kingsgate House  
66-74 Victoria Street  
London  
SW1E 6SW  
Tel: 0845 001 0031

## Treasury Solicitor

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Website:[www.treasury-solicitor.gov.uk](http://www.treasury-solicitor.gov.uk)

### Contact

Queen Anne's Chambers  
28 Broadway  
London  
SW1H 9JS  
Tel: 0207 210 3000

## United Kingdom Passport Service

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Website:[www.ukpa.gov.uk](http://www.ukpa.gov.uk)

### Contact

Globe House  
89 Eccleston Square  
London  
SW1V 1PN  
Tel: 00870 521 0410

## Welsh Historic Monuments (CADW)

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Website:[www.cadw.wales.gov.uk](http://www.cadw.wales.gov.uk)

### Contact

Crown Building  
Cathays Park  
Cardiff  
CG10 3NQ  
Tel: 029 2082 6595

# Appendix A

## Central Government Departments

# A

### A3

#### Scotland

### Scottish Executive

[Website:www.scotland.gov.uk](http://www.scotland.gov.uk)

#### Contact

Scottish Procurement Directorate  
Meridian Court  
5 Cadogan Street  
Glasgow  
G2 6AT  
Tel: 0141 242 5595

### Accountant in Bankruptcy

[Website:www.aib.gov.uk](http://www.aib.gov.uk)

#### Contact

George House  
126 George Street  
Edinburgh  
EH2 4HH  
Tel: 0131 473 4600

### Audit Scotland

[Website:www.audit-scotland.gov.uk](http://www.audit-scotland.gov.uk)

#### Contact

110 George Street  
Edinburgh  
EH2 4LH  
Tel: 0131 477 1234

### Caledonian MacBrayne Ltd

[Website:www.calmac.co.uk](http://www.calmac.co.uk)

#### Contact

The Ferry Terminal  
Gourock  
PA19 1QP  
Tel: 01475 650100

### Communities Scotland

[Website:www.communitiesscotland.gov.uk](http://www.communitiesscotland.gov.uk)

#### Contact

Thistle House  
91 Haymarket Terrace  
Edinburgh  
EH12 5HE  
Tel: 0131 313 0044

### Crofters' Commission

[Website:www.crofterscommission.org.uk](http://www.crofterscommission.org.uk)

#### Contact

Castle Wynd  
Inverness  
IV2 3EQ  
Tel: 01463 663405

### Fisheries Research Service

[Website:www.marlab.ac.uk](http://www.marlab.ac.uk)

#### Contact

PO Box 101  
Aberdeen  
AB11 9DB  
Tel: 01224 876544

### General Register Office for Scotland

[Website:www.nas.gov.uk](http://www.nas.gov.uk)

#### Contact

HM General Register House  
2 Princes Street  
Edinburgh  
EH1 3YY  
Tel: 0131535 1330

## General Teaching Council for Scotland

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Website:[www.gtcs.org.uk](http://www.gtcs.org.uk)

### Contact

Clerwood House  
96 Clermiston Road  
Edinburgh  
EH12 6UT  
Tel: 0131 314 6000

## Highlands & Islands Airports Ltd

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Website:[www.hial.co.uk](http://www.hial.co.uk)

### Contact

Inverness Airport  
Inverness  
IV2 7JB  
Tel: 01667 462445

## Highlands and Islands Enterprise

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Website:[www.hie.co.uk](http://www.hie.co.uk)

### Contact

Cowan House  
Inverness retail and Business Park  
Inverness  
IV2 7GF  
Tel: 01463 234171

## Historic Scotland

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Website:[www.historic-scotland.gov.uk](http://www.historic-scotland.gov.uk)

### Contact

Longmore House  
Salisbury Place  
Edinburgh  
EH9 1SH  
Tel: 0131 668 8600

## HM Inspectorate of Education

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Website:[www.hmie.gov.uk](http://www.hmie.gov.uk)

### Contact

T1 Saughton House  
Broomhouse Drive  
Edinburgh  
EH11 3XD  
Tel: 0131 244 0650

## Learning & Teaching Scotland

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Website:[www.ltscotland.org.uk](http://www.ltscotland.org.uk)

### Contact

74 Victoria Crescent Road  
Glasgow  
G12 9JN  
Tel: 0141 337 5000

## Mental Welfare Commission for Scotland

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Website:[www.mwscot.org.uk](http://www.mwscot.org.uk)

### Contact

Argyle House  
3 Lady Lawson Street  
Edinburgh  
EH3 9SH  
Tel: 0131 222 6111

## National Galleries of Scotland

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Website:[www.natgalscot.ac.uk](http://www.natgalscot.ac.uk)

### Contact

The Dean Gallery  
73 Belford Road  
Edinburgh  
EH4 3DS  
Tel: 0131 624 6290



## National Library of Scotland

---

Website:[www.nls.uk](http://www.nls.uk)

### Contact

George IV Bridge  
Edinburgh  
EH1 1EW  
Tel: 0131 226 4531

## National Museums of Scotland

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Website:[www.nms.ac.uk](http://www.nms.ac.uk)

### Contact

Chambers Street  
Edinburgh  
EH1 1JF  
Tel: 0131 225 7534

## Registers of Scotland

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Website:[www.ros.gov.uk](http://www.ros.gov.uk)

### Contact

Meadowbank House  
153 London Road  
Edinburgh  
EH8 7AU  
Tel: 0131 479 3670

## Royal Botanic Garden, Edinburgh

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Website:[www.rbge.org.uk](http://www.rbge.org.uk)

### Contact

20A Inverleith Row  
Edinburgh  
EH3 5LR  
Tel: 0131 248 2840

## Royal Commission on the Ancient and Historical Monuments of Scotland

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Website:[www.rcahms.gov.uk](http://www.rcahms.gov.uk)

### Contact

John Sinclair House  
16 Bernard Terrace  
Edinburgh  
EH8 9NX  
Tel: 0131 662 1456

## Scottish Agricultural Science Agency

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Website:[www.sasa.gov.uk](http://www.sasa.gov.uk)

### Contact

82 Craigs Road  
Edinburgh  
EH12 8NJ  
Tel: 0131 244 8849

## Scottish Arts Council

---

Website:[www.scottisharts.org.uk](http://www.scottisharts.org.uk)

### Contact

12 Manor Place  
Edinburgh  
EH3 7DD  
Tel: 0131 226 6051

## Scottish Children's Reporter Administration

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Website:[www.childrens-reporter.org](http://www.childrens-reporter.org)

### Contact

Ochil House  
Springkerse Business Park  
Stirling  
FK7 7XE  
Tel: 01786 459548

## Care Commission

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Website:[www.carecommission.com](http://www.carecommission.com)

### Contact

Compass House  
11 Riverside Drive  
Dundee  
DD1 4NY  
Tel: 01382 207139

## Scottish Court Service

---

Website:[www.scottishcourts.gov.uk](http://www.scottishcourts.gov.uk)

### Contact

Hayweight House  
23 Lauriston Street  
Edinburgh  
EH2 9DQ  
Tel: 0131 229 9200

## Scottish Enterprise

---

Website:[www.scottish-enterprise.com](http://www.scottish-enterprise.com)

### Contact

150 Broomielaw  
Atlantic Quay  
Glasgow  
G2 8LU  
Tel: 0141 248 2060

## Scottish Environment Protection Agency

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Website:[www.sepa.org.uk](http://www.sepa.org.uk)

### Contact

Erskine Court  
The Castle Business Park  
Stirling  
FK9 4TR  
Tel: 01786 452538

## Scottish Fisheries Protection Agency

---

Website:[www.sfpa.gov.uk](http://www.sfpa.gov.uk)

### Contact

523 Pentland House  
47 Robbs Loan  
Edinburgh  
EH14 1TY  
Tel: 0131 244 6085

## Scottish Further Education Funding Council

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Website:[www.sfc.ac.uk](http://www.sfc.ac.uk)

### Contact

Donaldson House  
97 Haymarket Terrace  
Edinburgh  
EH12 5HD  
Tel: 0131 313 6513

## Scottish Higher Education Funding Council

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Website:[www.sfc.ac.uk](http://www.sfc.ac.uk)

### Contact

Donaldson House  
97 Haymarket Terrace  
Edinburgh  
EH12 5HD  
Tel: 0131 313 6685

## Scottish Legal Aid Board

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Website:[www.slabb.org.uk](http://www.slabb.org.uk)

### Contact

44 Drumsheugh Gardens  
Edinburgh  
EH3 7SW  
Tel: 0131 240 2019

## Scottish Natural Heritage

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Website:[www.snh.org.uk](http://www.snh.org.uk)

### Contact

12 Hope Terrace  
Edinburgh  
EH9 2AS  
Tel: 0131 447 4784

## Scottish Parliamentary Corporate Body

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Website:[www.scottish.parliament.uk](http://www.scottish.parliament.uk)

### Contact

Procurement Services  
Edinburgh  
EH99 1SP  
Tel: 0131 348 6503

## Scottish Prison Service

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Website:[www.sps.gov.uk](http://www.sps.gov.uk)

### Contact

5 Redheughs Rigg  
Edinburgh  
EH12 9HW  
Tel: 0131 244 5708

## Scottish Qualifications Authority

---

Website:[www.sqa.org](http://www.sqa.org)

### Contact

Ironmills Road  
Dalkeith  
EH22 1LE  
Tel: 0845 279 000

## Visitscotland

---

Website:[www.scotexchange.net](http://www.scotexchange.net)

### Contact

23 Ravelston Terrace  
Edinburgh  
EH4 3TP  
Tel: 0131 472 2026

## Scottish Water

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Website:[www.scottishwater.co.uk](http://www.scottishwater.co.uk)

### Contact

6 Castle Drive  
Carnegie Campus  
Dunfermline  
KY11 8GG  
Tel: 01506 446101

## Students Awards Agency for Scotland

---

Website:[www.saas.gov.uk](http://www.saas.gov.uk)

### Contact

Gyleview House  
3 Redheughs Rigg  
Edinburgh  
EH12 9HH  
Tel: 0131 2445819

# Appendix B

## Local Authorities

# B

### B1

## Ireland

### Carlow County Council

Athy Road  
Carlow  
Tel: 059 9170300  
Web: [www.carlowcoco.ie](http://www.carlowcoco.ie)  
Email: [secretar@carlowcoco.ie](mailto:secretar@carlowcoco.ie)

### Cavan County Council

Courthouse  
Farnham Street  
Cavan  
Co. Cavan  
Tel: 049 4331799  
Web: [www.cavancoco.ie](http://www.cavancoco.ie)  
Email: [info@cavancoco.ie](mailto:info@cavancoco.ie)

### Clare County Council

New Road  
Ennis  
Co. Clare  
Tel: 065 6821616  
Web: [www.clarecoco.clare.ie](http://www.clarecoco.clare.ie)  
Email: [secretar@clarecoco.ie](mailto:secretar@clarecoco.ie)

### Clonmel Borough Council

Town Hall  
Clonmel  
Co. Tipperary  
Tel: 052 83800  
Web: [www.clonmel.ie](http://www.clonmel.ie)  
Email: [info@clonmel.ie](mailto:info@clonmel.ie)

### Cork City Council

City Hall  
Cork  
Tel: 021 4966222  
Web: [www.corkcorp.ie](http://www.corkcorp.ie)  
Email: [corporateaffairs@corkcity.ie](mailto:corporateaffairs@corkcity.ie)

### Cork County Council

County Hall  
Cork  
Tel: 021 4276891  
Web: [www.corkcoco.com](http://www.corkcoco.com)  
Email: [corporate.affairs@corkcoco.ie](mailto:corporate.affairs@corkcoco.ie)

### Donegal County Council

County House  
Lifford  
Co. Donegal  
Tel: 074 9172222  
Web: [www.donegal.ie](http://www.donegal.ie)  
Email: [info@donegalcoco.ie](mailto:info@donegalcoco.ie)

### Drogheda Borough Council

Fair Street  
Drogheda  
Co. Louth  
Tel: 041 9833511  
Web: [www.droghedaboro.ie](http://www.droghedaboro.ie)  
Email: [info@droghedaboro.ie](mailto:info@droghedaboro.ie)



### Dublin City Council

Block 4, Floor 4,  
Civic Offices  
Wood Quay  
Dublin 8  
Tel: 01 2222222  
Web: [www.dublincity.ie](http://www.dublincity.ie)  
Email: [press@dublincity.ie](mailto:press@dublincity.ie)

### Dun Laoghaire/Rathdown County Council

County Hall  
Marine Road  
Dun Laoghaire  
Co. Dublin  
Tel: 01 2054700  
Web: [www.dlrcoco.ie](http://www.dlrcoco.ie)  
Email: [corp@dlrcoco.ie](mailto:corp@dlrcoco.ie)

### Fingal County Council

PO Box 174  
Fingal County Hall  
Main Street, Swords  
Co. Dublin  
Tel: 01 8905000  
Web: [www.fingalcoco.ie](http://www.fingalcoco.ie)  
Email: [genpurp@fingalcoco.ie](mailto:genpurp@fingalcoco.ie)

### Galway City Council

City Hall  
College Rd  
Galway  
Tel: 091 536400  
Web: [www.galwaycity.ie](http://www.galwaycity.ie)  
Email: [enquiries@galwaycity.ie](mailto:enquiries@galwaycity.ie)

### Galway County Council

County Hall  
Prospect Hill  
Galway  
Tel: 091 509000  
Web: [www.galwaycoco.ie](http://www.galwaycoco.ie)  
Email: [secretary@galwaycoco.ie](mailto:secretary@galwaycoco.ie)

### Kerry County Council

Aras An Chontae  
Rathass  
Tralee  
Co. Kerry  
Tel: 066 7183500  
Web: [www.kerrycoco.ie](http://www.kerrycoco.ie)  
Email: [kcc@kerrycoco.ie](mailto:kcc@kerrycoco.ie)

### Kildare County Council

St Mary's  
Naas  
Co. Kildare  
Tel: 045 873800  
Web: [www.kildare.ie/countycouncil/index.html](http://www.kildare.ie/countycouncil/index.html)  
Email: [secretar@kildarecoco.ie](mailto:secretar@kildarecoco.ie)

### Kilkenny Borough Council

City Hall  
High Street  
Kilkenny  
Co. Kilkenny  
Tel: 056 7794500  
Web: [www.kilkennycity.ie](http://www.kilkennycity.ie)  
Email: [info@kilkennycity.ie](mailto:info@kilkennycity.ie)

### Kilkenny County Council

County Hall  
John Street  
Kilkenny  
Tel: 056 7794000  
Web: [www.kilkennycoco.ie](http://www.kilkennycoco.ie)  
Email: [secretar@kilkennycoco.ie](mailto:secretar@kilkennycoco.ie)

### Laois County Council

Aras an Chontae  
Portlaoise  
Co. Laois  
Tel: 050 264000  
Web: [www.laois.ie](http://www.laois.ie)  
Email: [internet@laoiscoco.ie](mailto:internet@laoiscoco.ie)

### Leitrim County Council

Governor House  
Carrick-on-Shannon  
Co. Leitrim  
Tel: 071 9620005  
Web: [www.leitrimcoco.ie](http://www.leitrimcoco.ie)  
Email: [webmaster@leitrimcoco.ie](mailto:webmaster@leitrimcoco.ie)

### Limerick City Council

City Hall  
Merchants Quay  
Limerick City  
Tel: 061 415799  
Web: [www.limerickcity.ie](http://www.limerickcity.ie)  
Email: [info@limerickcity.ie](mailto:info@limerickcity.ie)

### Limerick County Council

County Hall  
Dooradoyle  
Limerick  
Tel: 061 496000  
Web: [www.limerickcoco.ie](http://www.limerickcoco.ie)  
Email: [info@limerickcoco.ie](mailto:info@limerickcoco.ie)

### Longford County Council

Great Water St  
Longford  
Tel: 061 496000  
Web: [www.longfordcoco.ie](http://www.longfordcoco.ie)  
Email: [info@longfordcoco.ie](mailto:info@longfordcoco.ie)

### Louth County Council

County Hall  
Millennium Centre  
Dundalk  
Tel: 042 9335457  
Web: [www.louthcoco.ie/louthcoco/louth/html/lthin-dex.shtml](http://www.louthcoco.ie/louthcoco/louth/html/lthin-dex.shtml)  
Email: [info@louthcoco.ie](mailto:info@louthcoco.ie)

### Mayo County Council

Aras An Chontae  
Castlebar  
Co. Mayo  
Tel: 094 9024444  
Web: [www.mayococo.ie](http://www.mayococo.ie)  
Email: [webmaster@mayococo.ie](mailto:webmaster@mayococo.ie)

### Meath County Council

County Hall  
Navan  
Co. Meath  
Tel: 046 9021581  
Web: [www.meathcoco.ie](http://www.meathcoco.ie)  
Email: [info@meathcoco.ie](mailto:info@meathcoco.ie)

### Monaghan County Council

County Offices  
The Glen  
Monaghan  
Tel: 047 30500  
Web: [www.monaghancoco.ie](http://www.monaghancoco.ie)  
Email: [secretar@monaghancoco.ie](mailto:secretar@monaghancoco.ie)

### North Tipperary County Council

Courthouse  
Nenagh  
Co. Tipperary  
Tel: 067 31771  
Web: [www.northtippcoco.ie](http://www.northtippcoco.ie)  
Email: [secretary@northtippcoco.ie](mailto:secretary@northtippcoco.ie)

### Offaly County Council

Aras An Chontae  
Charleville Road  
Tullamore  
Tel: 0506 46800  
Web: [www.offalycoco.ie](http://www.offalycoco.ie)  
Email: [webmaster@offaly.ie](mailto:webmaster@offaly.ie)

### Roscommon County Council

The Courthouse  
Co. Roscommon  
Tel: 090 6637100  
Web: [www.roscommoncoco.ie](http://www.roscommoncoco.ie)  
Email: [secretar@roscommoncoco.ie](mailto:secretar@roscommoncoco.ie)

### Sligo Borough Council

City Hall  
Quay Street  
Sligo  
Co. Sligo  
Tel: 071 914 2141  
Web: [www.sligoborough.ie](http://www.sligoborough.ie)  
Email: [info@sligoborough.ie](mailto:info@sligoborough.ie)

### Sligo County Council

County Hall  
Riverside  
Sligo  
Co. Sligo  
Tel: 071 9156666  
Web: [www.sligococo.ie](http://www.sligococo.ie)  
Email: [info@sligococo.ie](mailto:info@sligococo.ie)

### South Dublin County Council

County Hall  
Tallaght  
Dublin 24  
Tel: 01 4149000  
Web: [www.sdcc.ie](http://www.sdcc.ie)  
Email: [council@sdcc.ie](mailto:council@sdcc.ie)

### South Tipperary County Council

County Hall  
Clonmel  
Co. Tipperary  
Tel: 052 34455  
Web: [www.southtippcoco.ie](http://www.southtippcoco.ie)  
Email: [secretary@southtippcoco.ie](mailto:secretary@southtippcoco.ie)

### Waterford City Council

City Hall  
The Mall  
Waterford City  
Tel: 051 309900  
Web: [www.waterfordcity.ie](http://www.waterfordcity.ie)  
Email: [website@waterfordcity.ie](mailto:website@waterfordcity.ie)

### Waterford County Council

Civic Offices  
Dungarvan  
Co. Waterford  
Tel: 058 22000  
Web: [www.waterfordcoco.ie](http://www.waterfordcoco.ie)  
Email: [coordinate@waterfordcoco.ie](mailto:coordinate@waterfordcoco.ie)

### Westmeath County Council

County Building  
Mount Street  
Mullingar  
Co. Westmeath  
Tel: 044 32000  
Web: [www.westmeathcoco.ie](http://www.westmeathcoco.ie)  
Email: [secretar@westmeathcoco.ie](mailto:secretar@westmeathcoco.ie)

### Wexford Borough Council

Municipal Buildings  
Wexford  
Co. Wexford  
Tel: 053 42611  
Web: [www.wexfordcorp.ie](http://www.wexfordcorp.ie)  
Email: [info@wexfordcorp.ie](mailto:info@wexfordcorp.ie)

### Wexford County Council

County Hall  
Spawell Road  
Wexford Town  
Tel: 053 76500  
Web: [www.wexfordcoco.ie](http://www.wexfordcoco.ie)  
Email: [postmaster@wexfordcoco.ie](mailto:postmaster@wexfordcoco.ie)

### Wicklow County Council

County Buildings  
Wicklow  
Tel: 0404 20100  
Web: [www.wicklow.ie](http://www.wicklow.ie)  
Email: [cosec@wicklowcoco.ie](mailto:cosec@wicklowcoco.ie)

# Appendix B

## Local Authorities

### B2

#### England and Wales

Local Authorities buy a wide range of goods and services. They make their own decisions on the way they invite tenders and award their procurement contracts, subject to the law and financial propriety, and in accordance with their own standing orders which are made under Section 135 of the Local Government Act 1972.

In awarding contracts, Authorities must comply with the European Public Procurement Rules (see Chapter 1) and also with UK legislation which includes the Best Value legislation laid down by Part I of the Local Government Act 1999.

#### Best Value Legislation

Under Best Value, which came into force on 1 April 2000, Local Authorities are required to make arrangements to secure continuous improvements to all local services, having regard to a combination of economy, efficiency and effectiveness. All services have to be fundamentally reviewed over a 5-year period usually starting with the poorest performers. Performance Indicators and targets for improvement will be set and published in Annual Best Value Performance Plans. External auditors will inspect these and the Secretary of State has powers to intervene in situations where Authorities fail to remedy clear performance failure.

Further information on Best Value can be obtained from the Department of Transport, Local Government & the Regions (DTLR) website at [www.local-regions.detr.gov.uk/bestvalue](http://www.local-regions.detr.gov.uk/bestvalue)

Authorities must also have regard to Part II of the Local Government Act 1988 which prohibits them from having regard to “non commercial considerations” when awarding contracts.

The Government published in April 2000 a consultation paper Best Value and Procurement: Handling of Workforce Matters in Contracting setting out its proposals to amend Part II of the Local Government Act 1988 to allow for proper consideration of workforce matters in contracting where relevant to the achievement of Best Value and also in circumstances where the requirements of the Transfer of Undertakings (Protection of Employment) Regulations 1981 are to be applied. They will not however relax the restriction on those matters that can be said to be truly “non-commercial”.

The purchasing organisation within Authorities varies from one to another but there are four basic approaches you may encounter and it is likely that any authority may use one or more of these approaches:

- Authorities which allow each potential unit to buy for itself
- Authorities where the unit which buys the most acts for the others
- Authorities where a central purchasing facility provides for all units
- Purchasing Consortia that aggregate purchasing and distribution for their member Authorities.





# Greater London



## Barking & Dagenham London Borough Council

Civic Centre  
Dagenham  
RM10 7BN  
Tel: 020 8592 4500  
Web: [www.barking-dagenham.gov.uk](http://www.barking-dagenham.gov.uk)

## Barnet London Borough Council

Town Hall  
The Burroughs, Hendon  
London  
NW4 4BG  
Tel: 020 8359 2000  
Web: [www.barnet.gov.uk](http://www.barnet.gov.uk)

## Bexley London Borough Council

Civic Offices  
Broadway  
Bexleyheath  
DA6 7LB  
Tel: 020 8303 7777  
Web: [www.bexley.gov.uk](http://www.bexley.gov.uk)

## Brent London Borough Council

Town Hall  
Forty Lane  
Wembley  
HA9 9HD  
Tel: 020 8937 1234  
Web: [www.brent.gov.uk](http://www.brent.gov.uk)

## Bromley London Borough Council

Directorate of Environmental Services  
Stockwell Close  
Bromley  
BR1 3UH  
Tel: 020 8464 3333  
Web: [www.bromley.gov.uk](http://www.bromley.gov.uk)

## Camden London Borough Council

Camden Town Hall  
Judd St  
London  
WC1H 9JE  
Tel: 020 7278 4444  
Web: [www.camden.gov.uk](http://www.camden.gov.uk)

## Croydon London Borough Council

Corporate Services Dept  
Taberner House, Park Lane  
Croydon  
CR9 3JS  
Tel: 020 8686 4433  
Web: [www.croydon.gov.uk](http://www.croydon.gov.uk)

## Ealing London Borough Council

Perceval House,  
14-16 Uxbridge Road,  
Ealing  
W5 2HL  
Tel: 020 8825 5000  
Web: [www.ealing.gov.uk](http://www.ealing.gov.uk)

## Enfield London Borough Council

Civic Centre  
Silver St  
Enfield  
EN1 3XY  
Tel: 020 8379 1000  
Web: [www.enfield.gov.uk](http://www.enfield.gov.uk)

## Greenwich London Borough Council

29-37 Wellington St, Woolwich  
London  
SE18 6PW  
Tel: 020 8854 8888  
Web: [www.greenwich.gov.uk](http://www.greenwich.gov.uk)

## Hackney London Borough Council

Hackney Town Hall  
Mare Street  
London  
E8 1EA  
Tel: 020 8356 5000  
Web: [www.hackney.gov.uk](http://www.hackney.gov.uk)

## Hammersmith & Fulham London Borough Council

Town Hall  
King St  
London  
W6 9JU  
Tel: 020 8748 3020  
Web: [www.lbhf.gov.uk](http://www.lbhf.gov.uk)

## Haringey London Borough Council

Alexandra House  
10 Station Rd  
Wood Green, London  
N22 7TR  
Tel: 020 8489 0000  
Web: [www.haringey.gov.uk](http://www.haringey.gov.uk)

## Harrow London Borough Council

Civic Centre, PO Box 57  
Station Rd  
Harrow  
HA1 2XF  
Tel: 020 8863 5611  
Web: [www.harrow.gov.uk](http://www.harrow.gov.uk)

## Havering London Borough Council

Town Hall  
Main Road  
Romford  
RM1 3BB  
Tel: 01708 434343  
Web: [www.havering.gov.uk](http://www.havering.gov.uk)

## Hillingdon London Borough Council

Civic Centre  
High Street  
Uxbridge  
UB8 1UW  
Tel: 01895 250111  
Web: [www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

## Hounslow London Borough Council

Civic Centre  
Lampton Rd  
Hounslow  
TW3 4DN  
Tel: 020 8583 2000  
Web: [www.hounslow.gov.uk](http://www.hounslow.gov.uk)

## Islington London Borough Council

222 Upper Street  
Islington  
N1 1XR  
Tel: 020 7527 2000  
Web: [www.islington.gov.uk](http://www.islington.gov.uk)

**Kensington & Chelsea Royal London Borough Council**

Town Hall  
Hornton St  
London  
W8 7NX  
Tel: 020 7937 5464  
Web:www.rbkc.gov.uk

**Kingston upon Thames Royal London Borough Council**

Guildhall, High St  
Kingston upon Thames  
KT1 1EU  
Tel: 020 8547 5757  
Web:www.kingston.gov.uk

**Lambeth London Borough Council**

Lambeth Town Hall  
Brixton Hill  
London  
SW2 1RW  
Tel: 020 7926 1000  
Web:www.lambeth.gov.uk

**Lewisham London Borough Council**

Town Hall  
Catford  
London  
SE6 4RU  
Tel: 020 8314 6000  
Web:www.lewisham.gov.uk

**Merton London Borough Council**

Merton Civic Centre  
London Rd  
Morden  
SM4 5DX  
Tel: 020 8274 4901  
Web:www.merton.gov.uk

**Newham London Borough Council**

Newham Town Hall  
Barking Rd, East Ham  
London  
E6 2RP  
Tel: 020 8430 2000  
Web:www.newham.gov.uk

**Redbridge London Borough Council**

Town Hall  
PO Box 2  
Ilford  
IG1 1DD  
Tel: 020 8554 5000  
Web:www.redbridge.gov.uk

**Richmond upon Thames London Borough Council**

Civic Centre  
44 York St  
Twickenham  
TW1 3BZ  
Tel: 020 8891 1411  
Web:www.richmond.gov.uk

**Southwark London Borough Council**

First Fl, Central House  
Town Hall, Peckham Rd  
London  
SE5 8UB  
Tel: 020 7525 5000  
Web:www.southwark.gov.uk

**Sutton London Borough Council**

Civic Offices  
St Nicholas Way  
Sutton  
SM1 1EA  
Tel: 020 8770 5000  
Web:www.sutton.gov.uk

**Tower Hamlets London Borough Council**

Town Hall, Mulberry Place  
5 Clove Crescent  
London  
E14 2BG  
Tel: 020 7364 5000  
Web:www.towerhamlets.gov.uk

**Waltham Forest London Borough Council**

Town Hall  
Forest Road  
London  
E17 4JF  
Tel: 020 8496 3000  
Web:www.lbwf.gov.uk

**Wandsworth London Borough Council**

Town Hall  
Wandsworth High St  
London  
SW18 2PU  
Tel: 020 8871 6000  
Web:www.wandsworth.gov.uk

**Westminster City Council**

Westminster City Hall  
64 Victoria St  
London  
SW1E 6QP  
Tel: 020 7641 6000  
Web:www.westminster.gov.uk



# South East Region



## Bedfordshire

### Bedford Borough Council

Town Hall  
St Pauls Sq  
Bedford  
MK40 1SJ  
Tel: 01234 267422  
Web: [www.bedford.gov.uk](http://www.bedford.gov.uk)

### Bedfordshire County Council

County Hall  
Cauldwell St  
Bedford  
MK42 9AP  
Tel: 01234 363222  
Web: [www.bedfordshire.gov.uk](http://www.bedfordshire.gov.uk)

### Luton Borough Council (U)

Town Hall  
  
Luton  
LU1 2BQ  
Tel: 01582 546000  
Web: [www.luton.gov.uk](http://www.luton.gov.uk)

### Mid Bedfordshire District Council

The Limes  
12 Dunstable St, Ampt Hill  
Bedford  
MK45 2JU  
Tel: 01525 402051  
Web: [www.midbeds.gov.uk](http://www.midbeds.gov.uk)

### South Bedfordshire District Council

The District Offices  
High St North  
Dunstable  
LU6 1LF  
Tel: 01582 472222  
Web: [www.southbeds.gov.uk](http://www.southbeds.gov.uk)

## Berkshire

### Bracknell Forest Borough Council (U)

Seymour House  
38 Broadway, Town Square  
Bracknell  
RG12 1AU  
Tel: 01344 424642  
Web: [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk)

### Reading Borough Council (U)

Civic Offices  
Civic Centre  
Reading  
RG1 7TD  
Tel: 0118 939 0900  
Web: [www.reading.gov.uk/](http://www.reading.gov.uk/)

### Slough Borough Council (U)

Town Hall  
Bath Rd  
Slough  
SL1 3UQ  
Tel: 01753 552288  
Web: [www.slough.gov.uk/](http://www.slough.gov.uk/)

### West Berkshire District Council (U)

Council Offices, Market St  
Newbury  
RG14 5LD  
Tel: 01635 42400  
Web: [www.westberks.gov.uk/](http://www.westberks.gov.uk/)

### Windsor & Maidenhead Royal Borough (U)

Town Hall  
St Ives Rd  
Maidenhead  
SL6 1RF  
Tel: 01628 798888  
Web: [www.rbwm.gov.uk](http://www.rbwm.gov.uk)

### Wokingham District Council (U)

PO Box 151  
Shute End  
Wokingham  
RG40 1WH  
Tel: 0118 974 6000  
Web: [www.wokingham.gov.uk](http://www.wokingham.gov.uk)

## Buckinghamshire

### Aylesbury Vale District Council

Bearbrook House  
Oxford Rd  
Aylesbury  
HP19 3RJ  
Tel: 01296 585858  
Web: [www.aylesburyvaledc.gov.uk](http://www.aylesburyvaledc.gov.uk)

### Buckinghamshire County Council

County Hall  
Market Sq  
Aylesbury  
HP20 1UD  
Tel: 01296 395000  
Web: [www.buckscc.gov.uk](http://www.buckscc.gov.uk)

### Chiltern District Council

Council Offices  
King George V Rd  
Amersham  
HP6 5AW  
Tel: 01494 729000  
Web: [www.chiltern.gov.uk](http://www.chiltern.gov.uk)

### Milton Keynes Council

Civic Offices  
PO Box 111, 1 Saxon Gate East  
Central Milton Keynes  
MK9 3HG  
Tel: 01908 691691  
Web: [www.mkweb.co.uk](http://www.mkweb.co.uk)

## South Bucks District Council

South Bucks District Council  
Council Offices, Windsor Rd  
Slough  
SL1 2HN  
Tel: 01753 533333  
Web:www.southbucks.gov.uk

## Wycombe District Council

Queen Victoria Rd  
High Wycombe  
HP11 1BB  
Tel: 01494 461000  
Web:www.wycombe.gov.uk

# East Sussex

## Brighton & Hove Council (U)

Brighton Town Hall  
Bartholomews  
Brighton  
BN1 1JA  
Tel: 01273 290000  
Web:www.brighton-hove.gov.uk

## East Sussex County Council

PO Box 2714  
The Croft, County Hall  
Lewes  
BN7 1AL  
Tel: 01273 481000  
Web:www.eastsussexcc.gov.uk

## Eastbourne Borough Council

Town Hall, Grove Rd  
Eastbourne  
BN21 4UG  
Tel: 01323 410000  
Web:www.eastbourne.gov.uk

## Hastings Borough Council

Town Hall  
Queens Rd  
Hastings  
TN34 1QR  
Tel: 01424 781066  
Web:www.hastings.gov.uk

## Lewes District Council

Southover House  
Southover Rd  
Lewes  
BN7 1AB  
Tel: 01273 471600  
Web:www.lewes.gov.uk

## Rother District Council

Town Hall  
Bexhill-on-Sea  
TN39 3JX  
Tel: 01424 787878  
Web:www.rother.gov.uk

## Wealden District Council

Council Offices, Pine Grove  
Crowborough  
TN6 1DH  
Tel: 01892 653311  
Web:www.wealden.gov.uk

# Essex

## Basildon District Council

Basildon Centre  
St Martin's Square  
Basildon  
SS14 1DL  
Tel: 01268 533333  
Web:www.basildon.gov.uk

## Braintree District Council

Causeway House  
Bocking End  
Braintree  
CM7 9HB  
Tel: 01376 552525  
Web:www.braintree.gov.uk

## Brentwood Borough Council

Town Hall  
Ingrave Rd  
Brentwood  
CM15 8AY  
Tel: 01277 261111  
Web:www.brentwood-council.gov.uk

## Castle Point Borough Council

Council Offices  
Kiln Rd  
Thundersley, Benfleet  
SS7 1TF  
Tel: 01268 882200  
Web:www.castlepoint.gov.uk

## Chelmsford Borough Council

Civic Centre, Duke St  
Chelmsford  
CM1 1JE  
Tel: 01245 606606  
Web:www.chelmsfordbc.gov.uk

## Colchester Borough Council

PO Box 884, Town Hall, High St  
Colchester  
CO1 1FR  
Tel: 01206 282222  
Web:www.colchester.gov.uk

## Epping Forest District Council

Civic Offices  
High St  
Epping  
CM16 4BZ  
Tel: 01992 564000  
Web:www.eppingforestdc.gov.uk

## Essex County Council

PO Box 11  
County Hall, Duke St  
Chelmsford  
CM1 1LX  
Tel: 01245 492211  
Web:www.essexcc.gov.uk

## Harlow District Council

Town Hall  
Harlow  
CM20 1HJ  
Tel: 01279 446611  
Web:www.harlow.gov.uk

## Maldon District Council

Council Offices  
Princes Rd  
Maldon  
CM9 5DL  
Tel: 01621 854477  
Web:www.maldon.gov.uk

## Rochford District Council

Council Offices  
South St  
Rochford  
SS4 1BW  
Tel: 01702 546366  
Web:www.rochford.gov.uk

## Southend-on-Sea Borough Council (U)

PO Box 6, Civic Centre, Victoria Ave  
Southend-on-Sea  
SS2 6ER  
Tel: 01702 215000  
Web:www.southend.gov.uk

## Tendring District Council

88-90 Pier Ave  
Clacton-on-Sea  
CO15 1NJ  
Tel: 01255 425501  
Web:www.tendringdc.gov.uk

## Thurrock Borough Council (U)

Central Services  
Civic Offices, New Rd  
Grays  
RM17 6SL  
Tel: 01375 390000  
Web:www.thurrock.gov.uk

## Uttlesford District Council

Council Offices  
London Rd  
Saffron Walden  
CB11 4ER  
Tel: 01799 510510  
Web:www.uttlesford.gov.uk

# Hampshire

## Basingstoke & Deane Borough Council

Civic Offices  
London Rd  
Basingstoke  
RG21 4AH  
Tel: 01256 844844  
Web:www.basingstoke.gov.uk

## East Hampshire District Council

Planning & Development Dept  
Penns Pl  
Petersfield  
GU31 4EX  
Tel: 01730 266551  
Web:www.easthants.gov.uk

## Eastleigh Borough Council

Civic Offices  
Leigh Rd  
Eastleigh  
SO50 9YN  
Tel: 023 8068 8000  
Web:www.eastleigh.gov.uk

## Fareham Borough Council

PO Box 13, Civic Offices  
Civic Way  
Fareham  
PO16 7PU  
Tel: 01329 236100  
Web:www.fareham.gov.uk

## Gosport Borough Council

Town Hall  
Gosport  
PO12 1EB  
Tel: 023 9258 4242  
Web:www.gosport.gov.uk

## Hampshire County Council

Elizabeth II Ct  
The Castle  
Winchester  
SO23 8UJ  
Tel: 01962 841841  
Web:www.hants.gov.uk

### Hart District Council

Civic Offices  
Harlington Way, Fleet  
Aldershot  
GU13 8AE  
Tel: 01252 622122  
Web:www.hart.gov.uk/hartdc

### Havant Borough Council

Civic Offices, Civic Centre Rd  
Havant  
PO9 2AX  
Tel: 01705 474174  
Web:www.havant.gov.uk

### New Forest District Council

Appletree Ct  
Lyndhurst  
SO43 7PA  
Tel: 023 8028 5000  
Web:www.nfdc.gov.uk

### Portsmouth City Council (U)

Civic Offices  
Guildhall Sq  
Portsmouth  
PO1 2AL  
Tel: 023 9282 2251  
Web:www.portsmouthcc.gov.uk

### Rushmoor Borough Council

Council Offices  
Farnborough Rd  
Farnborough  
GU14 7JU  
Tel: 01252 398398  
Web:www.rushmoor.gov.uk

### Southampton City Council (U)

Civic Centre  
Southampton  
SO14 7LY  
Tel: 023 8022 3855  
Web:www.southampton.gov.uk

### Test Valley Borough Council

Council Offices  
Duttons Rd, Romsey  
Hants  
SO51 8XG  
Tel: 01794 515117  
Web:www.testvalley.gov.uk

### Winchester City Council

City Offices  
Colebrook St  
Winchester  
SO23 9LJ  
Tel: 01962 840222  
Web:www.winchester.gov.uk

## Hertfordshire

### Broxbourne Borough Council

Borough Offices  
Bishop's College  
Cheshunt  
EN8 9XQ  
Tel: 01992 785555  
Web:www.broxbourne.gov.uk

### Dacorum Borough Council

Civic Centre  
Marlowes  
Hemel Hempstead  
HP1 1HH  
Tel: 01442 228000  
Web:www.dacorum.gov.uk

### East Hertfordshire District Council

Council Offices  
The Causeway  
Bishop's Stortford  
CM23 2EN  
Tel: 01279 655261  
Web:www.eastherts.gov.uk

### Hertfordshire County Council

County Hall  
Hertford  
SG13 8DE  
Tel: 01992 555555  
Web:www.hertscc.gov.uk

### Hertsmere Borough Council

Civic Offices  
Elstree Way  
Borehamwood  
WD6 1WA  
Tel: 020 8207 2277  
Web:www.hertsmere.gov.uk

### North Hertfordshire District Council

Council Offices  
Gernon Rd  
Letchworth  
SG6 3JF  
Tel: 01462 474000  
Web:www.nhdc.gov.uk

### St Albans City & District Council

PO Box 2  
District Council Offices, St Peter's St  
St Albans  
AL1 3JE  
Tel: 01727 866100  
Web:www.stalbansdc.gov.uk

### Stevenage Borough Council

Daneshill House  
Danestrete  
Stevenage  
SG1 1HN  
Tel: 01438 242242  
Web:www.stevenage.gov.uk

### Three Rivers District Council

Three Rivers House  
Northway  
Rickmansworth  
WD3 1RL  
Tel: 01923 776611  
Web:www.3rivers.gov.uk

### Watford Borough Council

Town Hall  
Watford  
WD1 3EX  
Tel: 01923 226400  
Web:www.watford.gov.uk

### Welwyn Hatfield District Council

Council Offices  
The Campus  
Welwyn Garden City  
AL7 6AE  
Tel: 01707 357000  
Web:www.welhat.gov.uk

## Kent

### Ashford Borough Council

Civic Centre  
Tannery Lane  
Ashford  
TN23 1PL  
Tel: 01233 637311  
Web:www.ashford.gov.uk

### Canterbury City Council

Military Rd  
Canterbury  
CT1 1YW  
Tel: 01227 862000  
Web:www.canterbury.gov.uk

### Dartford Borough Council

Civic Centre  
Home Gdns  
Dartford  
DA1 1DR  
Tel: 01322 343434  
Web:www.dartfordbc.gov.uk

### Dover District Council

Council Offices  
White Cliffs Business Park  
Dover  
CT16 3PJ  
Tel: 01304 821199  
Web:www.dover.gov.uk

### Gravesham Borough Council

Civic Centre  
Windmill St  
Gravesend  
DA12 1AU  
Tel: 01474 564422  
Web:www.gravesham.gov.uk

### Kent County Council

1st Fl, Invicta Hse  
County Hall  
Maidstone  
ME14 1XX  
Tel: 01622 671411  
Web:www.kent.gov.uk

### Maidstone Borough Council

London House  
5-11 London Rd  
Maidstone  
ME16 8HR  
Tel: 01622 602000  
Web:www.maidstone.gov.uk

### Medway Council (U)

Civic Centre  
High St, Strood  
Rochester  
ME2 4AU  
Tel: 01634 306000  
Web:www.medway.gov.uk

### Sevenoaks District Council

Council Offices  
Argyle Rd  
Sevenoaks  
TN13 1HG  
Tel: 01732 227000  
Web:www.sevenoaks.gov.uk

### Shepway District Council

Civic Centre  
Castle Hill Ave  
Folkestone  
CT20 2QY  
Tel: 01303 850388  
Web:www.shepway.gov.uk

### Swale Borough Council

Swale House  
East St  
Sittingbourne  
ME10 3HT  
Tel: 01795 424341  
Web:www.swale.gov.uk

### Thanet District Council

PO Box 9  
Cecil St  
Margate  
CT9 1XZ  
Tel: 01843 577000  
Web:www.thanet.gov.uk

### Tonbridge & Malling Borough Council

Gibson Bldg  
Gibson Drive  
West Malling  
ME19 4LZ  
Tel: 01732 844522  
Web:www.tmbc.gov.uk

### Tunbridge Wells Borough Council

Town Hall  
Tunbridge Wells  
TN1 1RS  
Tel: 01892 526121  
Web:www.tunbridgewells.gov.uk

## Oxfordshire

### Cherwell District Council

Bodicote House  
Bodicote  
Banbury  
OX15 4AA  
Tel: 01295 252535  
Web:www.cherwell-dc.gov.uk

### Oxford City Council

PO Box 1191  
Town Hall  
Oxford  
OX1 4YS  
Tel: 01865 249811  
Web:www.oxford.gov.uk

### South Oxfordshire District Council

PO Box 21  
Council Offices, Crowmarsh  
Wallingford  
OX10 8HQ  
Tel: 01491 835351  
Web:www.southoxon.gov.uk

### Vale of White Horse District Council

Abbey House  
Abingdon  
OX14 3JE  
Tel: 01235 520202  
Web:www.oxfordshire.gov.uk/centres/io.idc?ioi=6

### West Oxfordshire District Council

Council Offices  
Woodgreen  
Witney  
OX8 6BN  
Tel: 01993 702941  
Web:www.westoxon.gov.uk

## Surrey

### Elmbridge Borough Council

Civic Centre  
High St  
Esher  
KT10 9SD  
Tel: 01372 474474  
Web:www.elmbridge.gov.uk

### Epsom & Ewell Borough Council

PO Box 5  
Town Hall, The Parade  
Epsom  
KT18 5BY  
Tel: 01372 732000  
Web:www.epsom-ewell.gov.uk

### Guildford Borough Council

Council Offices, Millmead House, Millmead  
Guildford  
GU2 5BB  
Tel: 01483 505050  
Web:www.guildfordborough.co.uk

### Mole Valley District Council

Pippbrook  
Dorking  
RH4 1SJ  
Tel: 01306 885001  
Web:www.mole-valley.gov.uk

### Reigate & Banstead Borough Council

Town Hall  
Castlefield Rd  
Reigate  
RH2 0SH  
Tel: 01737 276000  
Web:www.reigate-banstead.gov.uk

### Runnymede Borough Council

Civic Offices  
Station Rd  
Aldershot  
KT15 2AH  
Tel: 01932 838383  
Web:www.runnymede.gov.uk

### Spelthorne Borough Council

Council Offices  
Knowle Green  
Staines  
TW18 1XB  
Tel: 01784 451499  
Web:www.spelthorne.gov.uk

### Surrey County Council

County Hall  
Penrhyn Rd  
Kingston upon Thames  
KT1 2DN  
Tel: 020 8541 8800  
Web:www.surreycc.gov.uk

### Surrey Heath Borough Council

Surrey Heath House  
Knoll Rd  
Camberley  
GU15 3HD  
Tel: 01276 707100  
Web:www.surreyheath.gov.uk

### Tandridge District Council

Council Offices  
Station Rd East  
Oxted  
RH8 0BT  
Tel: 01883 722000  
Web:www.tandridge.gov.uk

### Waverley Borough Council

Council Offices  
The Burys  
Godalming  
GU7 1HR  
Tel: 01483 861111  
Web:www.waverley.gov.uk

### Woking Borough Council

Directorate of Central Services  
Civic Offices, Gloucester Sq  
Woking  
GU21 1YL  
Tel: 01483 755855  
Web:www.woking.gov.uk

## West Sussex

### Adur District Council

Civic Centre  
Ham Rd  
Shoreham-by-Sea  
BN43 6PR  
Tel: 01273 263000  
Web:www.adurdc.gov.uk

### Arun District Council

Civic Centre  
Maltravers Rd  
Littlehampton  
BN17 5LF  
Tel: 01903 737500  
Web:www.arun.gov.uk

### Chichester District Council

East Pallant House, East Pallant  
Chichester  
PO19 1TY  
Tel: 01243 785166  
Web:www.chichester.gov.uk

### Crawley Borough Council

Town Hall  
The Boulevard  
Crawley  
RH10 1UZ  
Tel: 01293 438000  
Web:www.crawley.gov.uk

### Horsham District Council

Planning Dept  
Council Offices, Park House, North St  
Horsham  
RH12 1RL  
Tel: 01403 215100  
Web:www.horsham.gov.uk

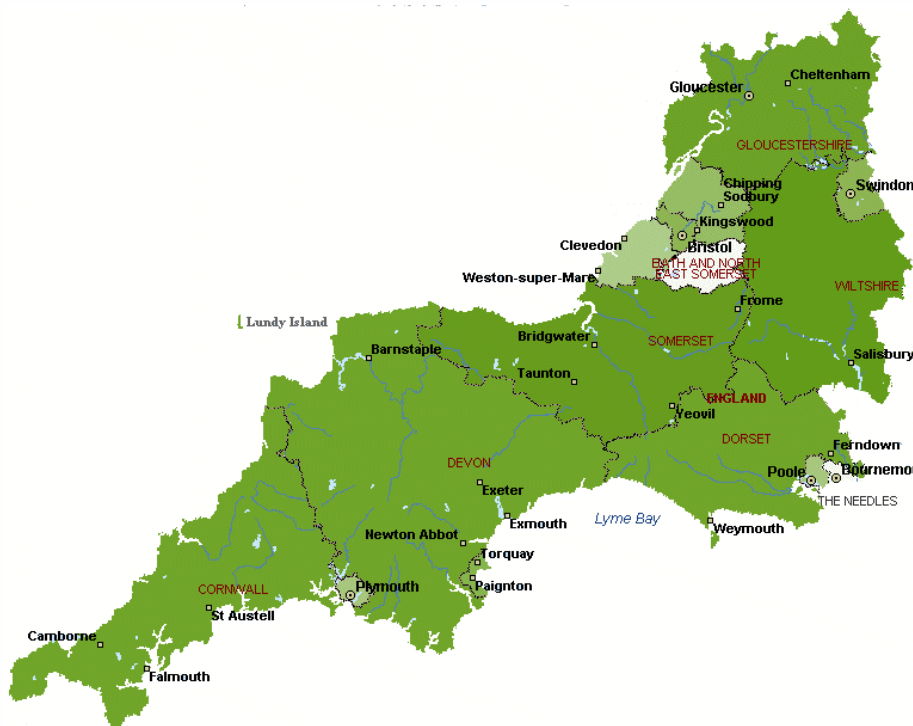
### Mid Sussex District Council

Oaklands  
Oaklands Rd  
Haywards Heath  
RH16 1SS  
Tel: 01444 458166  
Web:www.midsussex.gov.uk

### Worthing Borough Council

Town Hall  
Chapel Rd  
Worthing  
BN11 1HA  
Tel: 01903 239999  
Web:www.worthing.gov.uk

# South West Region



## Bristol

### Bristol City Council (U)

Council House  
College Green  
Bristol  
BS1 5TR  
Tel: 0117-922 2000  
Web: [www.bristol-city.gov.uk](http://www.bristol-city.gov.uk)

## Cornwall

### Caradon District Council

Luxstowe House  
Liskeard  
PL14 3DZ  
Tel: 01579 341000  
Web: [www.caradon.gov.uk](http://www.caradon.gov.uk)

### Carrick District Council

Carrick House  
Pydar St  
Truro  
TR1 1EB  
Tel: 01872 224400  
Web: [www.carrick.gov.uk](http://www.carrick.gov.uk)

### Kerrier District Council

Council Offices  
Dolcoath Ave  
Camborne  
TR14 8SX  
Tel: 01209 614000  
Web: [www.kerrier.gov.uk](http://www.kerrier.gov.uk)

### North Cornwall District Council

3/5 Barn Lane  
Bodmin  
PL31 1LZ  
Tel: 01208 893333  
Web: [www.ncc.gov.uk](http://www.ncc.gov.uk)

### Penwith District Council

St Clare  
Penzance  
TR18 3QW  
Tel:  
Web: [www.penwith.gov.uk](http://www.penwith.gov.uk)

### Restormel Borough Council

Restormel Borough Offices  
39 Penwinnick Rd  
St Austell  
PL25 5DR  
Tel: 01726 223300  
Web: [www.restormel.gov.uk](http://www.restormel.gov.uk)

## Devon

### East Devon District Council

Council Offices, Knowle  
Sidmouth  
EX10 8HL  
Tel: 01395 516551  
Web: [www.east-devon.gov.uk](http://www.east-devon.gov.uk)

### Exeter City Council

Civic Centre  
Paris St  
Exeter  
EX1 1JJ  
Tel: 01392 277888  
Web: [www.exeter.gov.uk](http://www.exeter.gov.uk)

### Mid Devon District Council

7 St Peter St  
Tiverton  
EX16 6NU  
Tel: 01884 252525  
Web: [www.middevon.gov.uk](http://www.middevon.gov.uk)

### North Devon District Council

Civic Centre, North Walk  
Barnstaple  
EX31 1EA  
Tel: 01271 327711  
Web: [www.northdevon.gov.uk](http://www.northdevon.gov.uk)

### Plymouth City Council (U)

Civic Centre  
Armada Way  
Plymouth  
PL1 2EW  
Tel: 01752 668000  
Web: [www.plymouth.gov.uk](http://www.plymouth.gov.uk)

### South Hams District Council

Council Offices, Follaton House  
Plymouth Rd  
Totnes  
TQ9 5NE  
Tel: 01803 861234  
Web: [www.south-hams-dc.gov.uk](http://www.south-hams-dc.gov.uk)

### Teignbridge District Council

Forde House Council Offices  
Newton Abbot  
TQ12 4XX  
Tel: 01626 361101  
Web: [www.teignbridge.gov.uk](http://www.teignbridge.gov.uk)

### Torbay Council (U)

Civic Offices  
Castle Circus  
Torquay  
TQ1 3DR  
Tel: 01803 201201  
Web: [www.torbay.gov.uk](http://www.torbay.gov.uk)

### Torridge District Council

Riverbank House  
Bideford  
EX39 2QG  
Tel: 01237 476711  
Web: [www.torridge.gov.uk](http://www.torridge.gov.uk)

### West Devon Borough Council

Kilworthy Pk  
Drake Rd  
Tavistock  
PL19 0BZ  
Tel: 01822 813600  
Web: [www.westdevon.gov.uk](http://www.westdevon.gov.uk)



# Dorset

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## Bournemouth Borough Council (U)

Town Hall  
Bourne Ave  
Bournemouth  
BH2 6DY  
Tel: 01202 451451  
Web:www.bournemouth.gov.uk

## Christchurch Borough Council

Civic Offices  
Bridge St  
Christchurch  
BH23 1AZ  
Tel: 01202 495000  
Web:www.christchurch.gov.uk

## East Dorset District Council

Council Offices  
Furzehill  
Wimborne  
BH21 4HN  
Tel: 01202 886201  
Web:www.eastdorsetdc.gov.uk

## North Dorset District Council

'Nordon'  
Salisbury Rd  
Blandford Forum  
DT11 7LL  
Tel: 01258 454111  
Web:www.north-dorset.gov.uk

## Poole Borough Council (U)

Unit A, Mitre Court  
16 Commercial Rd  
Poole  
BH14 0JW  
Tel: 01202 633633  
Web:www.poole.gov.uk

## Purbeck District Council

Westport House  
Worgret Rd  
Wareham  
BH20 4PP  
Tel: 01929 556561  
Web:www.purbeck-dc.gov.uk

## West Dorset District Council

Stratton House  
58-60 High West St  
Dorchester  
DT1 1UZ  
Tel: 01305 251010  
Web:www.westdorset-dc.gov.uk

## Weymouth & Portland Borough Council

Council Offices  
North Quay  
Weymouth  
DT4 8TA  
Tel: 01305 761222  
Web:www.weymouth.gov.uk

# Gloucestershire

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## Cheltenham Borough Council

Municipal Offices  
Promenade  
Cheltenham  
GL50 1PP  
Tel: 01242 262626  
Web:www.cheltenham.gov.uk

## Cotswold District Council

Trinity Rd  
Cirencester  
GL7 1PX  
Tel: 01285 643643  
Web:www.cotswold.gov.uk

## Forest of Dean District Council

Council Offices  
High St  
Coleford  
GL16 8HG  
Tel: 01594 810000  
Web:www.fweb.org.uk

## Gloucester City Council

North Warehouse  
The Docks  
Gloucester  
GL1 2EP  
Tel: 01452 522232  
Web:www.glos-city.gov.uk

## South Gloucestershire District Council (U)

Castle St  
Thornbury  
BS35 1HF  
Tel: 01454 868686  
Web:www.southglos.gov.uk

## Stroud District Council

Council Offices  
Ebley Mill, Westward Rd  
Stroud  
GL5 4UB  
Tel: 01453 766321  
Web:www.stroud.gov.uk

## Tewkesbury Borough Council

Council Offices  
Gloucester Rd  
Tewkesbury  
GL20 5TT  
Tel: 01684 295010  
Web:www.tewkesburybc.gov.uk

# Somerset

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## Bath & North East Somerset District Council (U)

Trimbridge House  
Trim St  
Bath  
BA1 2DP  
Tel: 01225 477000  
Web:www.bathnes.gov.uk

## Mendip District Council

Cannards Grave Rd  
Shepton Mallet  
BA4 5BT  
Tel: 01749 343399  
Web:www.mendip.gov.uk

## North Somerset District Council (U)

Town Hall  
Weston-super-Mare  
BS23 1AE  
Tel: 01934 888888  
Web:www.n-somerset.gov.uk

## Sedgemoor District Council

Bridgwater House  
King Sq  
Bridgwater  
TA6 3AR  
Tel: 01278 435435  
Web:www.sedgemoor.gov.uk

## South Somerset District Council

PO Box 25, Council Offices, Brympton Way  
Yeovil  
BA20 2DS  
Tel: 01935 462462  
Web:www.southsomerset.gov.uk

## Taunton Deane Borough Council

Deane House  
Belvedere Rd  
Taunton  
TA1 1HE  
Tel: 01823 356356  
Web:www.tauntondeane.gov.uk

## West Somerset District Council

Council Offices  
20 Fore St, Williton  
Taunton  
TA4 4QA  
Tel: 01984 632291  
Web:www.west.somerset.gov.uk

# Wiltshire

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## Kennet District Council

Browfort  
Bath Rd  
Devizes  
SN10 2AT  
Tel: 01380 724911  
Web:www.kennet.gov.uk

## North Wiltshire District Council

Monkton Pk  
Chippenham  
SN15 1ER  
Tel: 01249 706111  
Web:www.northwilts.gov.uk

## Salisbury District Council

The Council House  
Bourne Hill  
Salisbury  
SP1 3UZ  
Tel: 01722 336272  
Web:www.salisbury.gov.uk

## Swindon Borough Council (U)

Premier House  
Station Rd  
Swindon  
SN1 1TZ  
Tel: 01793 463000  
Web:www.swindon.gov.uk

## West Wiltshire District Council

Bradley Rd  
Trowbridge  
BA14 0RD  
Tel: 01225 776655  
Web:www.west-wiltshire-dc.gov.uk

# East Anglia Region



## Cambridgeshire

### Cambridge City Council

The Guildhall  
Market Sq  
Cambridge  
CB2 3QJ  
Tel: 01223 457000  
Web: [www.cambridge.gov.uk](http://www.cambridge.gov.uk)

### East Cambridgeshire District Council

The Grange  
Nutholt Lane  
Ely  
CB7 4PL  
Tel: 01353 665555  
Web: [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk)

### Fenland District Council

Fenland Hall, County Rd  
March  
PE15 8NQ  
Tel: 01354 654321  
Web: [www.fenland.gov.uk](http://www.fenland.gov.uk)

### Huntingdon District Council

Pathfinder House  
St Mary's St  
Huntingdon  
PE29 3TN  
Tel: 01480 388388  
Web: [www.huntsdc.gov.uk](http://www.huntsdc.gov.uk)

### Peterborough City Council (U)

Town Hall  
Peterborough  
PE1 1PJ  
Tel: 01733 747474  
Web: [www.peterborough.gov.uk](http://www.peterborough.gov.uk)

### South Cambridgeshire District Council

Sth Cambridgeshire Hall  
Cambourne Business Park  
Cambridge  
CB3 6EA  
Tel: 08450 450 500  
Web: [www.scambs.gov.uk](http://www.scambs.gov.uk)

## Norfolk

### Breckland District Council

Elizabeth House  
Walpole Loke  
Dereham  
NR19 1EE  
Tel: 01362 695333  
Web: [www.breckland.gov.uk](http://www.breckland.gov.uk)

### Broadland District Council

Thorpe Lodge, 1 Yarmouth Rd  
Thorpe St Andrew  
Norwich  
NR7 0DU  
Tel: 01603 431133  
Web: [www.broadland.gov.uk](http://www.broadland.gov.uk)

### Great Yarmouth Borough Council

Town Hall  
Great Yarmouth  
NR30 2QF  
Tel: 01493 856100  
Web: [www.great-yarmouth.gov.uk](http://www.great-yarmouth.gov.uk)

### King's Lynn & West Norfolk Borough Council

King's Ct  
Chapel St  
King's Lynn  
PE30 1EX  
Tel: 01553 616200  
Web: [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk)

### North Norfolk District Council

Council Offices,  
Council Offices, Holt Rd  
Cromer  
NR27 9EN  
Tel: 01263 513811  
Web: [www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk)

### Norwich City Council

City Hall  
St Peter's St  
Norwich  
NR2 1NH  
Tel: 01603 622233  
Web: [www.norwich.gov.uk](http://www.norwich.gov.uk)

### South Norfolk District Council

South Norfolk House  
Swan Lane  
Long Stratton  
NR15 2XE  
Tel: 01508 533633  
Web: [www.south-norfolk.gov.uk](http://www.south-norfolk.gov.uk)

## Suffolk

### Babergh District Council

Council Offices  
Corks Lane, Hadleigh  
Ipswich  
IP7 6SJ  
Tel: 01473 822801  
Web: [www.babergh-south-suffolk.gov.uk](http://www.babergh-south-suffolk.gov.uk)

### Forest Heath District Council

District Offices  
College Heath Rd  
Mildenhall  
IP28 7EY  
Tel: 01638 719000  
Web: [www.forest-heath.gov.uk](http://www.forest-heath.gov.uk)

#### Ipswich Borough Council

Civic Centre  
Civic Drive  
Ipswich  
IP1 2EE  
Tel: 01473 432000  
Web:[www.ipswich.gov.uk](http://www.ipswich.gov.uk)

#### Mid Suffolk District Council

Council Offices  
High St, Needham Mkt  
Ipswich  
IP6 8DL  
Tel: 01449 720711  
Web:[www.mid-suffolk-dc.gov.uk](http://www.mid-suffolk-dc.gov.uk)

#### St Edmundsbury Borough Council

Borough Offices  
Angel Hill  
Bury St Edmunds  
IP33 1XB  
Tel: 01284 763233  
Web:[www.stedmundsbury.gov.uk](http://www.stedmundsbury.gov.uk)

#### Suffolk Coastal District Council

Council Offices,  
Melton Hill  
Woodbridge  
IP12 1AU  
Tel: 01394 383789  
Web:[www.suffolkcoastal.gov.uk](http://www.suffolkcoastal.gov.uk)

#### Waveney District Council

Town Hall, High St  
Lowestoft  
NR32 1HS  
Tel: 01502 562111  
Web:[www.waveney.gov.uk](http://www.waveney.gov.uk)



# East Midlands Region



## Amber Valley Borough Council

Town Hall  
Market Place  
Ripley  
DE5 3BT  
Tel: 01773 570222  
Web: [www.ambervalley.gov.uk](http://www.ambervalley.gov.uk)

## Bolsover District Council

Sherwood Lodge  
Bolsover, Chesterfield  
Derbyshire  
S44 6NF  
Tel: 01246 240000  
Web: [www.bolsover.gov.uk](http://www.bolsover.gov.uk)

## Chesterfield Borough Council

Town Hall  
Rose Hill  
Chesterfield  
S40 1LP  
Tel: 01246 345345  
Web: [www.chesterfieldbc.gov.uk](http://www.chesterfieldbc.gov.uk)

## Derby City Council (U)

Council House  
Corporation St  
Derby  
DE1 2FS  
Tel: 01332 293111  
Web: [www.derby.gov.uk](http://www.derby.gov.uk)

## Derbyshire Dales District Council

Corporate Services Dept  
Town Hall  
Matlock  
DE4 3NN  
Tel: 01629 764100  
Web: [www.derbyshiredales.gov.uk](http://www.derbyshiredales.gov.uk)

## Erewash Borough Council

Town Hall  
Ilkeston  
DE7 5RP  
Tel: 0115 907 2244  
Web: [www.erewash.gov.uk](http://www.erewash.gov.uk)

## High Peak Borough Council

Council Offices  
Hayfield Rd, Chapel-en-le-Frith  
High Peak  
SK23 0QJ  
Tel: 0845 1297777  
Web: [www.highpeak.gov.uk](http://www.highpeak.gov.uk)

## North East Derbyshire District Council

Council House, Saltergate  
Chesterfield  
S40 1LF  
Tel: 01246 231111  
Web: [www.ne-derbyshire.gov.uk](http://www.ne-derbyshire.gov.uk)

## South Derbyshire District Council

Civic Offices  
Civic Way  
Swadincote  
DE11 0AH  
Tel: 01283 221000  
Web: [www.south-derbys.gov.uk](http://www.south-derbys.gov.uk)

## Blaby District Council

Council Offices  
Desford Rd, Narborough  
Leicester  
LE19 2EP  
Tel: 0116 275 0555  
Web: [www.blaby.gov.uk](http://www.blaby.gov.uk)

## Charnwood Borough Council

Macaulay House  
5 Cattle Mkt  
Loughborough  
LE11 3DH  
Tel: 01509 263151  
Web: [www.charnwoodbc.gov.uk](http://www.charnwoodbc.gov.uk)

## Harborough District Council

Council Offices  
Adam & Eve St  
Market Harborough  
LE16 7AG  
Tel: 01858 828282  
Web: [www.harborough.gov.uk](http://www.harborough.gov.uk)

## Hinckley & Bosworth Borough Council

Council Offices  
Argents Mead  
Hinckley  
LE10 1BZ  
Tel: 01455 238141  
Web: [www.hinckley-bosworth.gov.uk](http://www.hinckley-bosworth.gov.uk)

## Leicester City Council (U)

New Walk Centre  
Welford PI  
Leicester  
LE1 6ZG  
Tel: 0116 2527000  
Web: [www.leicester.gov.uk](http://www.leicester.gov.uk)

## Melton Borough Council

Council Offices  
Nottingham Rd  
Melton Mowbray  
LE13 0UL  
Tel: 01664 502502  
Web: [www.melton.gov.uk](http://www.melton.gov.uk)

## North West Leicestershire District Council

Council Offices  
Coalville  
Leicester  
LE67 3FJ  
Tel: 01530 454545  
Web: [www.nwleicsdc.gov.uk](http://www.nwleicsdc.gov.uk)

## Oadby & Wigston Borough Council

Council Offices  
Bushloe House, Station Rd  
Wigston  
LE18 2DR  
Tel: 0116-288 8961  
Web: [www.oadby-wigston.gov.uk](http://www.oadby-wigston.gov.uk)

## Boston Borough Council

Municipal Bldgs, West St  
Boston  
PE21 8QR  
Tel: 01205 314200  
Web: [www.boston.gov.uk](http://www.boston.gov.uk)

#### East Lindsey District Council

Tedder Hall, Manby Pk  
Louth  
LN11 8UP  
Tel: 01507 601111  
Web:www.e-lindsey.gov.uk

#### Lincoln City Council

City Hall, Beaumont Fee  
Lincoln  
LN1 1DD  
Tel: 01522 881188  
Web:www.lincoln-info.org.uk

#### North East Lincolnshire District Council (U)

Municipal Offices  
Town Hall Sq  
Grimsby  
DN31 1HU  
Tel: 01472 313131  
Web:www.nelincs.gov.uk

#### North Kesteven District Council

PO Box 3, District Council Offices  
Kesteven St  
Sleaford  
NG34 7EF  
Tel: 01529 414155  
Web:www.odn.co.uk

#### North Lincolnshire District Council (U)

Pitwood House  
Ashby Rd  
Scunthorpe  
DN16 1AB  
Tel: 01724 296296  
Web:www.northlincs.gov.uk

#### South Holland District Council

Council Offices  
Priory Rd  
Spalding  
PE11 2XE  
Tel: 01775 761161  
Web:www.sholland.gov.uk

#### South Kesteven District Council

Council Offices, St Peters Hill  
Grantham  
NG31 6PZ  
Tel: 01476 406080  
Web:www.skdc.com

#### West Lindsey District Council

The Guildhall  
Caskgate St  
Gainsborough  
DN21 2DH  
Tel: 01427 676676  
Web:www.west-lindsey.gov.uk

#### Corby Borough Council

Grosvenor House  
George St  
Corby  
NN17 1QB  
Tel: 01536 402551  
Web:www.corby.gov.uk

#### Daventry District Council

Civic Offices  
Lodge Rd  
Daventry  
NN11 5AF  
Tel: 01327 871100  
Web:www.daventrydc.gov.uk

#### East Northamptonshire District Council

East Northamptonshire House  
Cedar Dr  
Thrapston  
NN14 4LZ  
Tel: 01832 742000  
Web:www.east-northamptonshire.gov.uk

#### Kettering Borough Council

Municipal Offices  
Bowling Green Rd  
Kettering  
NN15 7QX  
Tel: 01536 410333  
Web:www.kettering.gov.uk

#### Northampton Borough Council

The Guildhall  
St Giles Sq  
Northampton  
NN1 1DE  
Tel: 01604 837837  
Web:www.northampton.gov.uk

#### South Northamptonshire District Council

Council Offices  
Springfields  
Towcester  
NN12 6AE  
Tel: 0845 230 0226  
Web:www.southnorthants.gov.uk

#### Wellingborough Borough Council

Council Offices  
Swanspool House  
Wellingborough  
NN8 1BP  
Tel: 01933 229777  
Web:www.wellingborough.gov.uk

#### Ashfield District Council

Council Offices  
Urban Rd  
Kirkby-in-Ashfield  
NG17 8DA  
Tel: 01623 450000  
Web:www.ashfield-dc.gov.uk

#### Bassetlaw District Council

Queen's Bldgs  
Potter St  
Worksop  
S80 2AH  
Tel: 01909 533533  
Web:www.bassetlaw.gov.uk

#### Broxtowe Borough Council

Council Offices  
Foster Ave, Beeston  
Nottingham  
NG9 1AB  
Tel: 0115 917 7777  
Web:www.broxtowe.gov.uk

#### Gedling Borough Council

Civic Centre  
Arnot Hill Pk, Arnold  
Nottingham  
NG5 6LU  
Tel: 0115 901 3901  
Web:www.gedling.gov.uk

#### Mansfield District Council

Civic Centre  
Chesterfield Rd Sth  
Mansfield  
NG19 7BH  
Tel: 01623 463463  
Web:www.mansfield.gov.uk

#### Newark & Sherwood District Council

Kelham Hall  
Kelham  
Newark  
NG23 5QX  
Tel: 01636 650000  
Web:www.newark-sherwooddc.gov.uk

#### Nottingham City Council (U)

Guildhall  
Nottingham  
NG1 4BT  
Tel: 0115 915 5555  
Web:www.nottinghamcity.gov.uk

#### Rushcliffe Borough Council

The Civic Centre  
Pavilion Rd, West Bridgford  
Nottingham  
NG2 5FE  
Tel: 0115 981 9911  
Web:www.rushcliffe.gov.uk

# West Midlands Region



## Herefordshire Council (U)

PO Box 237  
Hereford  
HR1 1ZY  
Tel: 01432 260000  
Web: [www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)

## Bridgnorth District Council

Westgate  
Bridgnorth  
Shropshire  
WV16 5AA  
Tel: 01746 713100  
Web: [www.bridgnorth-dc.gov.uk](http://www.bridgnorth-dc.gov.uk)

## North Shropshire District Council

Edinburgh House  
New St, Wem  
Shrewsbury  
SY4 5DB  
Tel: 01939 232771  
Web: [www.northshropshiredc.gov.uk](http://www.northshropshiredc.gov.uk)

## Oswestry Borough Council

Council Offices  
Castle View  
Oswestry  
SY11 1JR  
Tel: 01691 671111  
Web: [www.oswestrybc.gov.uk](http://www.oswestrybc.gov.uk)

## Shrewsbury & Atcham Borough Council

Guildhall  
Frankwell Quay  
Shrewsbury  
SY3 8HQ  
Tel: 01743 281000  
Web: [www.shrewsbury-atcham.gov.uk](http://www.shrewsbury-atcham.gov.uk)

## South Shropshire District Council

Stone House  
Corve St  
Ludlow  
SY8 1DG  
Tel: 01584 813000  
Web: [www.southshropshire.gov.uk](http://www.southshropshire.gov.uk)

## Telford & Wrekin Council (U)

Civic Offices, PO Box 213  
Telford  
TF3 4LD  
Tel: 01952 202100  
Web: [www.telford.gov.uk](http://www.telford.gov.uk)

## Cannock Chase District Council

Civic Centre  
PO Box 28, Beecroft Rd  
Cannock  
WS11 1BG  
Tel: 01543 462621  
Web: [www.cannockchasedc.gov.uk](http://www.cannockchasedc.gov.uk)

## East Staffordshire Borough Council

Town Hall  
Burton-on-Trent  
DE14 2EB  
Tel: 01283 508000  
Web: [www.eaststaffsbc.gov.uk](http://www.eaststaffsbc.gov.uk)

## Lichfield District Council

53 Wade Street  
Lichfield  
WS13 6HL  
Tel: 01543 250011  
Web: [www.lichfield.gov.uk](http://www.lichfield.gov.uk)

## Newcastle-under-Lyme Borough Council

Civic Offices  
Merrial St  
Newcastle-under-Lyme  
ST5 2AG  
Tel: 01782 717717  
Web: [www.newcastle-staffs.gov.uk](http://www.newcastle-staffs.gov.uk)

## South Staffordshire District Council

Council Offices  
Wolverhampton Rd, Codsall  
Wolverhampton  
WV8 1PX  
Tel: 01902 696000  
Web: [www.sstaffs.gov.uk](http://www.sstaffs.gov.uk)

## Stafford Borough Council

Civic Centre, Riverside  
Stafford  
ST16 3AQ  
Tel: 01785 619000  
Web: [www.staffordbc.gov.uk](http://www.staffordbc.gov.uk)

## Staffordshire Moorlands District Council

Moorlands House  
Stockwell St  
Leek  
ST13 6HQ  
Tel: 01538 483483  
Web: [www.staffs Moorlands.gov.uk](http://www.staffs Moorlands.gov.uk)

## Stoke-on-Trent City Council (U)

PO Box 631, Civic Centre  
Glebe St  
Stoke-on-Trent  
ST4 1RG  
Tel: 01782 234567  
Web: [www.stoke.gov.uk](http://www.stoke.gov.uk)

## Tamworth Borough Council

Marmion House  
Lichfield St  
Tamworth  
B79 7BZ  
Tel: 01827 709709  
Web: [www.tamworth.gov.uk](http://www.tamworth.gov.uk)

## North Warwickshire Borough Council

PO Box 5, The Council House  
South St  
Atherstone  
CV9 1BD  
Tel: 01827 715341  
Web: [www.warwickshire.gov.uk](http://www.warwickshire.gov.uk)

## Nuneaton & Bedworth Borough Council

Town Hall  
Coton Rd  
Nuneaton  
CV11 5AA  
Tel: 024 76376376  
Web: [www.nuneatonandbedworth.gov.uk](http://www.nuneatonandbedworth.gov.uk)

#### Rugby Borough Council

PO Box 16  
Town Hall  
Rugby  
CV21 2LA  
Tel: 01788 533533  
Web:www.rugby.gov.uk

#### Stratford-upon-Avon District Council

Elizabeth House  
Church St  
Stratford-upon-Avon  
CV37 6HX  
Tel: 01789 267575  
Web:www.stratford.gov.uk

#### Warwick District Council

Town Hall  
Parade  
Leamington Spa  
CV32 4AT  
Tel: 01926 450000  
Web:www.warwickshire.gov.uk

#### Birmingham City Council

The Council House  
Victoria Square  
Birmingham  
B1 1BB  
Tel: 0121-303 9944  
Web:www.birmingham.gov.uk

#### Coventry City Council

Council House  
Earl St  
Coventry  
CV1 5RR  
Tel: 024 7683 3333  
Web:www.coventry.gov.uk

#### Dudley Metropolitan Borough Council

Council House  
Priory Road  
Dudley  
DY1 1HF  
Tel: 01384 818181  
Web:www.dudley.gov.uk

#### Sandwell Metropolitan Borough Council

Sandwell Council House  
PO Box 2374  
Oldbury  
B69 3DE  
Tel: 0121-569 2200  
Web:www.sandwell.gov.uk

#### Solihull Metropolitan Borough Council

PO Box 9  
Council House  
Solihull  
B91 3QU  
Tel: 0121-704 6000  
Web:www.solihull.gov.uk

#### Walsall Metropolitan Borough Council

'Civic Centre,  
Darwall St  
Walsall  
WS1 1DG  
Tel: 01922 650000  
Web:www.walsall.gov.uk

#### Wolverhampton Borough Council

Civic Centre  
St Peter's Sq  
Wolverhampton  
WV1 1RG  
Tel: 01902 556556  
Web:www.wolverhampton.gov.uk

#### Bromsgrove District Council

Council House  
Burcot Lane  
Bromsgrove  
B60 1AA  
Tel: 01527 873232  
Web:www.bromsgrove.gov.uk

#### Malvern Hills District Council

The Council House, Avenue Rd  
Malvern  
WR14 3AF  
Tel: 01684 892700  
Web:www.malvern hills.gov.uk

#### Redditch Borough Council

Town Hall  
Alcester St  
Redditch  
B98 8AH  
Tel: 01527 64252  
Web:www.redditchbc.gov.uk

#### Worcester City Council

Director of Corporate Services  
Guildhall  
Worcester  
WR1 2EY  
Tel: 01905 723471  
Web:www.cityofworcester.gov.uk

#### Wychavon District Council

Civic Centre, Queen Elizabeth Drive  
Persnore  
WR10 1PT  
Tel: 01386 565000  
Web:www.wychavon.gov.uk

#### Wyre Forest District Council

Civic Centre  
Stourport-on-Severn  
DY13 8UJ  
Tel: 01562 820505  
Web:www.wyreforestdc.gov.uk

# Wales

## Anglesey County Council (U)

Council Offices  
Llangefni  
LL77 7TW  
Tel: 01248 750057  
Web: [www.anglesey.gov.uk](http://www.anglesey.gov.uk)

## Blaenau Gwent County Borough Council (U)

Civic Centre  
Ebbw Vale  
NP3 6XB  
Tel: 01495 350555  
Web: [www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)

## Bridgend County Borough Council (U)

Civic Offices  
Angel St  
Bridgend  
CF31 1LX  
Tel: 01656 643643  
Web: [www.bridgend.gov.uk](http://www.bridgend.gov.uk)

## Caerphilly County Borough Council (U)

Council Offices  
Ystrad Fawr, Caerphilly Rd  
Ystrad Mynach  
CF82 7SF  
Tel: 01443 815588  
Web: [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

## Cardiff County Council (U)

County Hall  
Atlantic Wharf  
Cardiff  
CF10 4UW  
Tel: 029 2087 2000  
Web: [www.cardiff.gov.uk](http://www.cardiff.gov.uk)

## Carmarthenshire County Council (U)

3 Spilman St  
Carmarthen  
SA31 1LE  
Tel: 01267 234567  
Web: [www.carmarthenshire.gov.uk](http://www.carmarthenshire.gov.uk)

## Ceredigion (formerly Cardiganshire) County Council (U)

Town Hall  
Aberystwyth  
SY23 2EB  
Tel: 01545 570881  
Web: [www.ceredigion.gov.uk](http://www.ceredigion.gov.uk)

## Conwy County Borough Council (U)

Bodlondeb  
Conwy  
LL32 8DU  
Tel: 01492 574000  
Web: [www.conwy.gov.uk](http://www.conwy.gov.uk)

## Denbighshire County Council (U)

Russell House  
Churton Rd  
Rhyl  
LL18 3DP  
Tel: 01824 706000  
Web: [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk)

## Flintshire County Council (U)

County Hall  
Mold  
CH7 6NR  
Tel: 01352 752121  
Web: [www.flintshire.gov.uk](http://www.flintshire.gov.uk)

## Gwynedd Council

Council Offices  
Caernarfon  
Gwynedd  
LL55 1SH  
Tel: 01286 672255  
Web: [www.gwynedd.gov.uk](http://www.gwynedd.gov.uk)



## Merthyr Tydfil County Borough Council (U)

Civic Centre  
Merthyr Tydfil  
CF47 8AN  
Tel: 01685 725000  
Web: [www.merthyr.gov.uk](http://www.merthyr.gov.uk)

## Monmouthshire County Council (U)

County Hall  
Cwmbran  
NP44 2XH  
Tel: 01633 644644  
Web: [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)

## Neath Port Talbot County Borough Council (U)

Civic Centre  
Port Talbot  
SA13 1PJ  
Tel: 01639 763333  
Web: [www.neath-porttalbot.gov.uk](http://www.neath-porttalbot.gov.uk)

## Newport County Borough Council (U)

Civic Centre  
Newport  
NP20 4UR  
Tel: 01633 244491  
Web: [www.newport.gov.uk](http://www.newport.gov.uk)

## Pembrokeshire County Council (U)

County Hall  
Haverfordwest  
SA61 1TP  
Tel: 01437 764551  
Web: [www.pembrokeshire.gov.uk](http://www.pembrokeshire.gov.uk)

## Powys County Council (U)

see Area addresses  
  
Tel: 01597 826000  
Web: [www.powys.gov.uk](http://www.powys.gov.uk)

## Rhondda Cynon Taff County Borough Council (U)

The Mount  
41 Lan Park Rd  
Pontypridd  
CF37 2DL  
Tel: 01443 424000  
Web: [www.rhondda-cynon-taff.gov.uk](http://www.rhondda-cynon-taff.gov.uk)

## Swansea County Council (U)

County Hall  
Oystermouth Rd  
Swansea  
SA1 3SN  
Tel: 01792 636000  
Web: [www.swansea.gov.uk](http://www.swansea.gov.uk)

## Torfaen County Borough Council (U)

Civic Centre  
Pontypool  
NP4 6YB  
Tel: 01495 762200  
Web: [www.torfaen.gov.uk](http://www.torfaen.gov.uk)

## Vale of Glamorgan County Borough Council (U)

Civic Offices  
Holton Rd  
Barry  
CF63 4RU  
Tel: 01446 700111  
Web: [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)

## Wrexham County Borough Council (U)

Guildhall  
PO Box 1284  
Wrexham  
LL11 1WF  
Tel: 01978 292000  
Web: [www.wrexham.gov.uk](http://www.wrexham.gov.uk)

# Yorkshire & Humberside



## City of Kingston upon Hull

Guildhall  
Alfred Gelder St  
Kingston upon Hull  
HU1 2AA  
Tel: 01482 300300  
Web: [www.hullcc.gov.uk](http://www.hullcc.gov.uk)

## East Riding of Yorkshire

County Hall  
Beverley  
HU17 9BA  
Tel: 01482 393939  
Web: [www.eastriding.gov.uk](http://www.eastriding.gov.uk)

## City of York

9 St Leonard's Pl  
York  
YO1 2ET  
Tel: 01904 613161  
Web: [www.york.gov.uk](http://www.york.gov.uk)

## Craven

Council Offices  
Granville St  
Skipton  
BD23 1PS  
Tel: 01756 700600  
Web: [www.cravenc.gov.uk](http://www.cravenc.gov.uk)

## Hambleton

Civic Centre  
Stone Cross  
Northallerton  
DL6 2UU  
Tel: 0845 1211555  
Web: [www.hambleton.gov.uk](http://www.hambleton.gov.uk)

## Harrogate

Council Offices  
Crescent Gardens  
Harrogate  
HG1 2SG  
Tel: 01423 500600  
Web: [www.harrogate.gov.uk](http://www.harrogate.gov.uk)

## Middlesbrough

PO Box 99A, Town Hall  
Russell St  
Middlesbrough  
TS1 2QQ  
Tel: 01642 245432  
Web: [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk)

## Redcar & Cleveland

Town Hall  
Fabian Rd  
South Bank  
TS6 9AR  
Tel: 08456126126  
Web: [www.redcar-cleveland.gov.uk](http://www.redcar-cleveland.gov.uk)

## Richmondshire

Springwell House  
Frenchgate  
Richmond  
DL10 4JG  
Tel: 01748 829100  
Web: [www.richmondshire.gov.uk](http://www.richmondshire.gov.uk)

## Ryedale

Ryedale House  
Old Malton Rd  
Malton  
YO17 7HH  
Tel: 01653 600666  
Web: [www.ryedale.gov.uk](http://www.ryedale.gov.uk)

## Scarborough

Dept of Corporate Services  
Town Hall  
Scarborough  
YO11 2HG  
Tel: 01723 232323  
Web: [www.scarborough.gov.uk](http://www.scarborough.gov.uk)

## Selby

Civic Centre  
Portholme Rd  
Selby  
YO8 0SB  
Tel: 01757 705101  
Web: [www.selby.gov.uk](http://www.selby.gov.uk)

## Stockton

Municipal Buildings  
Chursh Road  
Stockton-on-Tees  
TS18 1LD  
Tel: 1642393939  
Web: [www.stockton.gov.uk](http://www.stockton.gov.uk)

## Barnsley

Town Hall,  
Church St  
Barnsley  
S70 2TA  
Tel: 01226 770770  
Web: [www.barnsley.gov.uk](http://www.barnsley.gov.uk)

## Doncaster

PO Box 71  
Copley House, Waterdale  
Doncaster  
DN1 3EQ  
Tel: 01302 734444  
Web: [www.doncaster.gov.uk](http://www.doncaster.gov.uk)

## Rotherham

Bailey House,  
Rawmarsh Rd  
Rotherham  
S60 1QT  
Tel: 01709 382121  
Web: [www.rotherham.gov.uk](http://www.rotherham.gov.uk)

## Sheffield

Town Hall  
  
Sheffield  
S1 2HH  
Tel: 0114 272 6444  
Web: [www.sheffield.gov.uk](http://www.sheffield.gov.uk)

## Calderdale

Crossley House  
Crossley Street  
Halifax  
HX1 1UG  
Tel: 01422 357257  
Web: [www.calderdale.gov.uk](http://www.calderdale.gov.uk)

### City of Bradford

City Hall  
Bradford  
BD1 1HY  
Tel: 01274 752111  
Web:[www.bradford.gov.uk](http://www.bradford.gov.uk)

### Kirklees

Council Offices  
49/51 Huddersfield Rd  
Holmfirth  
HD7 1JP  
Tel: 01484 221000  
Web:[www.kirkleesmc.gov.uk](http://www.kirkleesmc.gov.uk)

### Leeds

Civic Hall  
Leeds  
LS1 1UR  
Tel: 0113 234 8080  
Web:[www.leeds.gov.uk](http://www.leeds.gov.uk)

### Wakefield

County Hall  
Bond St  
Wakefield  
WF1 2QW  
Tel: 01924 306090  
Web:[www.wakefield.gov.uk](http://www.wakefield.gov.uk)



# North West Region

## Chester City Council

The Forum Offices, Town Hall  
Chester  
CH1 2HS  
Tel: 01244 324324  
Web: [www.chestercc.gov.uk](http://www.chestercc.gov.uk)

## Congleton Borough Council

Westfields  
Middlewich Rd  
Sandbach  
CW11 1HZ  
Tel: 01270 763231  
Web: [www.congleton.gov.uk](http://www.congleton.gov.uk)

## Crewe & Nantwich Borough Council

Municipal Bldgs  
Earle St  
Crewe  
CW1 2BJ  
Tel: 01270 537777  
Web: [www.crewe-nantwich.gov.uk](http://www.crewe-nantwich.gov.uk)

## Ellesmere Port & Neston Borough Council

Council Offices  
4 Civic Way  
Ellesmere Port  
CH65 0BE  
Tel: 0151 356 6789  
Web: [www.ellesmereport-neston.gov.uk](http://www.ellesmereport-neston.gov.uk)

## Halton Borough Council (U)

Municipal Bldgs  
Kingsway  
Widnes  
WA8 7QF  
Tel: 0151-424 2061  
Web: [www.halton.gov.uk](http://www.halton.gov.uk)

## Macclesfield Borough Council

Town Hall  
Macclesfield  
SK10 1DX  
Tel: 01625 500500  
Web: [www.macclesfield.gov.uk](http://www.macclesfield.gov.uk)

## Vale Royal Borough Council

Wyvern House  
The Drummer  
Winsford  
CW7 1AH  
Tel: 01606 862862  
Web: [www.valeroyal.gov.uk](http://www.valeroyal.gov.uk)

## Warrington Borough Council (U)

Town Hall  
Warrington  
WA1 1UH  
Tel: 01925 444400  
Web: [www.warrington.gov.uk](http://www.warrington.gov.uk)

## Bolton Borough Council

Town Hall  
Bolton  
BL1 1RU  
Tel: 01204 333333  
Web: [www.bolton.gov.uk](http://www.bolton.gov.uk)

## Bury Borough Council

Town Hall  
Knowsley St  
Bury  
BL9 0SW  
Tel: 0161 253 5000  
Web: [www.bury.gov.uk](http://www.bury.gov.uk)



## Manchester City Council

Chief Executive's Dept  
Town Hall Albert Sq.  
Manchester  
M60 2LA  
Tel: 0161 234 5000  
Web: [www.manchester.gov.uk](http://www.manchester.gov.uk)

## Oldham Borough Council

PO Box 33  
Civic Centre, West St  
Oldham  
OL1 1UG  
Tel: 0161 911 3000  
Web: [www.oldham.gov.uk](http://www.oldham.gov.uk)

## Rochdale Borough Council

Town Hall  
Smith Street  
Rochdale  
OL16 1LQ  
Tel: 01706 647474  
Web: [www.rochdale.gov.uk](http://www.rochdale.gov.uk)

## Salford City Council

Civic Centre  
Chorley Rd  
Swinton  
M27 5DA  
Tel: 0161 794 4711  
Web: [www.salford.gov.uk](http://www.salford.gov.uk)

## Stockport Borough Council

Town Hall  
Edward St  
Stockport  
SK1 3XE  
Tel: 0161 480 4949  
Web: [www.stockport.gov.uk](http://www.stockport.gov.uk)

## Tameside Borough Council

Council Offices  
Wellington Rd  
Ashton-under-Lyne  
OL6 6DL  
Tel: 0161 342 8355  
Web: [www.tameside.gov.uk](http://www.tameside.gov.uk)

## Trafford Borough Council

Trafford Town Hall  
Talbot Rd, Stretford, Trafford  
Gtr Manchester  
M32 0YU  
Tel: 0161 912 2000  
Web: [www.trafford.gov.uk](http://www.trafford.gov.uk)

## Wigan Borough Council

Town Hall  
Library St  
Wigan  
WN1 1YN  
Tel: 01942 244991  
Web: [www.wiganmbc.gov.uk](http://www.wiganmbc.gov.uk)

## Blackburn with Darwen Borough Council (U)

Town Hall, King William St  
Blackburn  
BB1 7DY  
Tel: 01254 585585  
Web: [www.blackburn.gov.uk](http://www.blackburn.gov.uk)

## Blackpool Borough Council (U)

PO Box 11  
Town Hall  
Blackpool  
FY1 1NB  
Tel: 01253 477477  
Web: [www.blackpool.gov.uk](http://www.blackpool.gov.uk)

## Burnley Borough Council

Town Hall  
Manchester Rd  
Burnley  
BB11 1JA  
Tel: 01282 425011  
Web: [www.burnley.gov.uk](http://www.burnley.gov.uk)

## Chorley Borough Council

Town Hall  
Market St  
Chorley  
PR7 1DP  
Tel: 01257 515150  
Web: [www.chorley.gov.uk](http://www.chorley.gov.uk)



#### Fylde Borough Council

Town Hall  
Lytham St Annes  
FY8 1LW  
Tel: 01253 658658  
Web:www.fylde.gov.uk

#### Hyndburn Borough Council

Scaitcliffe House  
Ormerod St, Accrington  
Lancs  
BB5 0PF  
Tel: 01254 388111  
Web:www.hyndburnbc.gov.uk

#### Lancaster City Council

Town Hall  
Lancaster  
LA1 1PJ  
Tel: 01524 582000  
Web:www.lancaster.gov.uk

#### Pendle Borough Council

Town Hall, Market St  
Nelson  
BB9 7LG  
Tel: 01282 661661  
Web:www.pendle.gov.uk

#### Preston Borough Council

Town Hall  
Preston  
PR1 2RL  
Tel: 01772 906000  
Web:www.preston.gov.uk

#### Ribble Valley Borough Council

Council Offices, Church Walk  
Clitheroe  
BB7 2RA  
Tel: 01200 425111  
Web:www.ribblevalley.gov.uk

#### Rossendale Borough Council

Town Hall  
Rawtenstall  
Rossendale  
BB4 7LZ  
Tel: 01706 217777  
Web:www.rossendale.gov.uk

#### South Ribble Borough Council

Civic Centre  
West Paddock  
Leyland  
PR25 1DH  
Tel: 01772 421491  
Web:www.south-ribblebc.gov.uk

#### West Lancashire District Council

Council Offices  
52 Derby St  
Ormskirk  
L39 2DF  
Tel: 01695 577177  
Web:www.westlancsdc.gov.uk

#### Wyre Borough Council

Wyre Civic Centre  
Breck Rd  
Poulton-le-Fylde  
FY6 7PU  
Tel: 01253 891000  
Web:www.wyrebc.gov.uk

#### Knowsley Metropolitan Borough Council

Municipal Bldgs  
Archway Rd, Huyton  
Knowsley  
L36 9YU  
Tel: 0151-443 3566  
Web:www.knowsley.gov.uk

#### Liverpool City Council

Town Hall  
Liverpool  
L2 3SW  
Tel: 0151 233 3000  
Web:www.liverpool.gov.uk

#### Sefton Metropolitan Borough Council

Town Hall,  
Southport  
PR8 1DA  
Tel: 0151 922 4040  
Web:www.sefton.gov.uk

#### St Helens Borough Council

Town Hall  
Victoria Square  
St Helens  
WA10 1HP  
Tel: 01744 456000  
Web:www.sthelens.gov.uk

#### Wirral Metropolitan Borough Council

Town Hall  
Brighton St  
Wallasey  
CH44 8ED  
Tel: 0151 606 2000  
Web:www.wirral.gov.uk

# North Region



## Allerdale Borough Council

Allerdale House  
Workington  
Cumbria  
CA14 3YJ  
Tel: 01900 326333  
Web: [www.allerdale.gov.uk](http://www.allerdale.gov.uk)

## Barrow-in-Furness Borough Council

Town Hall  
Duke St  
Barrow-in-Furness  
LA14 2LD  
Tel: 01229 894900  
Web: [www.barrowbc.gov.uk](http://www.barrowbc.gov.uk)

## Carlisle City Council

Civic Centre  
Carlisle  
CA3 8QG  
Tel: 01228 817000  
Web: [www.carlisle.gov.uk](http://www.carlisle.gov.uk)

## Copeland Borough Council

The Council Offices  
Catherine St  
Whitehaven  
CA28 7NY  
Tel: 0845 095 2100  
Web: [www.copelandbc.gov.uk](http://www.copelandbc.gov.uk)

## Eden District Council

Town Hall  
Penrith  
CA11 7QF  
Tel: 01768 890470  
Web: [www.eden.gov.uk](http://www.eden.gov.uk)

## South Lakeland District Council

South Lakeland House  
Lowther St  
Kendal  
LA9 4UF  
Tel: 01539 733333  
Web: [www.southlakeland.gov.uk](http://www.southlakeland.gov.uk)

## Chester-le-Street District Council

Civic Centre  
Newcastle Rd  
Chester-le-Street  
DH3 3UT  
Tel: 0191-387 1919  
Web: [www.chester-le-street.gov.uk](http://www.chester-le-street.gov.uk)

## Darlington Borough Council (U)

Town Hall  
Feethams  
Darlington  
DL1 5QT  
Tel: 01325 380651  
Web: [www.darlington.gov.uk](http://www.darlington.gov.uk)

## Derwentside District Council

Civic Centre  
Medomsley Rd  
Consett  
DH8 5JA  
Tel: 01207 218000  
Web: [www.derwentside.gov.uk](http://www.derwentside.gov.uk)

## Durham District Council

4 Saddler St  
Durham  
DH1 3NZ  
Tel: 0191 386 6111  
Web: [www.durhamcity.gov.uk](http://www.durhamcity.gov.uk)

## Easington District Council

Council Offices  
Seaside Lane, Easington  
Peterlee  
SR8 3TN  
Tel: 0191-527 0501  
Web: [www.easington.gov.uk](http://www.easington.gov.uk)

## Hartlepool Borough Council (U)

Civic Centre  
Hartlepool  
TS24 8AY  
Tel: 01429 266522  
Web: [www.hartlepool.gov.uk](http://www.hartlepool.gov.uk)

## Sedgefield Borough Council

Council Offices  
Spennymoor  
County Durham  
DL16 6JQ  
Tel: 01388 816166  
Web: [www.sedgefield.gov.uk](http://www.sedgefield.gov.uk)

## Stockton-on-Tees Borough Council (U)

PO Box 11, Municipal Bldgs  
Church Rd  
Stockton-on-Tees  
TS18 1LD  
Tel: 01642 393939  
Web: [www.stockton.gov.uk](http://www.stockton.gov.uk)

## Teesdale District Council

Teesdale House  
Galgate  
Barnard Castle  
DL12 8EL  
Tel: 01833 690000  
Web: [www.teesdale.gov.uk](http://www.teesdale.gov.uk)

## Wear Valley District Council

Civic Centre  
Crook  
DL15 9ES  
Tel: 01388 765555  
Web: [www.wearvalley.gov.uk](http://www.wearvalley.gov.uk)

## Alnwick District Council

Allerburn House  
Denwick Lane  
Alnwick  
NE66 1YY  
Tel: 01665 510505  
Web: [www.alnwick.gov.uk](http://www.alnwick.gov.uk)

## Berwick-upon-Tweed Borough Council

Council Offices  
Wallace Green  
Berwick-upon-Tweed  
TD15 1ED  
Tel: 01289 330044  
Web: [www.berwick-upon-tweed.gov.uk](http://www.berwick-upon-tweed.gov.uk)

#### Blyth Valley Borough Council

Civic Centre  
Blyth  
NE24 2bx  
Tel: 01670 542000  
Web: [www.blythvalley.gov.uk](http://www.blythvalley.gov.uk)

#### Castle Morpeth Borough Council

Council Offices  
The Kylins, Loansdean  
Morpeth  
NE61 2EQ  
Tel: 01670 535000  
Web: [www.castlemorpeth.gov.uk](http://www.castlemorpeth.gov.uk)

#### Tynedale District Council

Council Offices  
Hexham House  
Hexham  
NE46 3NH  
Tel: 01434 652200  
Web: [www.tynedale.gov.uk](http://www.tynedale.gov.uk)

#### Wansbeck District Council

Town Hall  
Ashington  
NE63 8RX  
Tel: 01670 532276  
Web: [www.wansbeck.gov.uk](http://www.wansbeck.gov.uk)

#### Gateshead Borough Council

Civic Centre  
Regent St  
Gateshead  
NE8 1HH  
Tel: 0191 433 3000  
Web: [www.gateshead.gov.uk](http://www.gateshead.gov.uk)

#### Newcastle upon Tyne City Council

Civic Centre  
Barras Bridge  
Newcastle upon Tyne  
NE99 1RD  
Tel: 0191-232 8520  
Web: [www.newcastle.gov.uk](http://www.newcastle.gov.uk)

#### North Tyneside Borough Council

Town Hall  
Wallsend  
Tyne & Wear  
NE28 7RR  
Tel: 0191 200 6565  
Web: [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk)

#### South Tyneside Borough Council

'Town Hall & Civic Offices,  
Westoe Rd  
South Shields  
NE33 2RL  
Tel: 0191 427 1717  
Web: [www.s-tyneside-mbc.gov.uk](http://www.s-tyneside-mbc.gov.uk)

#### Sunderland City Council

Civic Centre  
Sunderland  
SR2 7DN  
Tel: 0191 553 1000  
Web: [www.sunderland.gov.uk](http://www.sunderland.gov.uk)

# Appendix B

## Local Authorities

# B

### B3

## Scotland

### Aberdeen City Council

Town House  
Broad Street  
Aberdeen  
AB10 1FY  
Tel: 01224 522000  
Web: [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

### Aberdeenshire Council

Woodhill House  
West Burn Road  
Aberdeen  
AB16 5GB  
Tel: 0845 606 7000  
Web: [www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)

### Angus Council

7 The Cross  
Forfar  
DD8 1BX  
Tel: 01307 461460  
Web: [www.angus.gov.uk](http://www.angus.gov.uk)

### Argyll & Bute Council

Headquarters  
Kilmory  
Lochgilphead  
PA31 8RT  
Tel: 01546 602127  
Web: [www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk)

### Clackmannanshire Council

Greenfield  
Alloa  
FK10 2AD  
Tel: 01259 450000  
Web: [www.clacks.gov.uk](http://www.clacks.gov.uk)

### Comhairle nan Eilean Sair

Council Offices  
Sandwick Road  
Stornoway, Isle of Lewis  
HS1 2BW  
Tel: 01851 703773  
Web: [www.cne-sair.gov.uk](http://www.cne-sair.gov.uk)

### Dumfries & Galloway Council

Council Offices  
English Street  
Dumfries  
DG1 2DD  
Tel: 01387 260000  
Web: [www.dumgal.gov.uk](http://www.dumgal.gov.uk)

### Dundee City Council

City Chambers  
21 City Square  
Dundee  
DD1 3BY  
Tel: 01382 434201  
Web: [www.dundeeecity.gov.uk](http://www.dundeeecity.gov.uk)

### East Ayrshire Council

Council Headquarters  
London Road  
Kilmarnock  
KA3 7BU  
Tel: 01563 576002  
Web: [www.east-ayrshire.gov.uk](http://www.east-ayrshire.gov.uk)



### East Dunbartonshire Council

Tom Johnston House  
Civic Way  
Kirkintilloch  
G66 4TJ  
Tel: 0141 578 8000  
Web: [www.e-dunbarton.org.uk](http://www.e-dunbarton.org.uk)

### East Lothian Council

John Muir House  
Haddington  
EH41 3HA  
Tel: 01620 827827  
Web: [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

### East Renfrewshire Council

Eastwood Park  
Rouken Glen  
Giffnock  
G46 6UG  
Tel: 0141 577 3000  
Web: [www.eastrenfrewshire.gov.uk](http://www.eastrenfrewshire.gov.uk)

#### Edinburgh City Council

Wellington Court  
10 Waterloo Place  
Edinburgh  
EH1 3EG  
Tel: 0131 469 3002  
Web:www.edinburgh.gov.uk

#### Falkirk Council

Municipal Buildings  
Falkirk  
FK1 5RS  
Tel: 01324 506060  
Web:www.falkirk.gov.uk

#### Fife Council

Fife House  
North Street  
Glenrothes  
KY7 5LT  
Tel: 01592 414141  
Web:www.fife.gov.uk

#### Glasgow City Council

City Chambers  
George Square  
Glasgow  
G2 1DU  
Tel: 0141 287 2000  
Web:www.glasgow.gov.uk

#### Highland Council

Council Headquarters  
Glenurquhart Road  
Inverness  
IV3 5NX  
Tel: 01463 702838  
Web:www.highland.gov.uk

#### Inverclyde Council

Municipal Buildings  
Greenock  
PA15 1LY  
Tel: 01475 717171  
Web:www.inverclyde.gov.uk

#### Midlothian Council

Midlothian House  
Buccleuch Street  
Dalkieth  
EH22 1DJ  
Tel: 0131 270 7500  
Web:www.midlothian.gov.uk

#### Moray Council

Council Offices  
High Street  
Elgin  
IV30 1BX  
Tel: 01343 543451  
Web:www.moray.gov.uk

#### North Ayrshire Council

Cunninghame House  
Irvine  
KA12 8EE  
Tel: 01294 324100  
Web:www.north-ayrshire.gov.uk

#### North Lanarkshire Council

PO Box 14  
Civic Centre  
Motherwell  
ML1 1TW  
Tel: 01698 302222  
Web:www.northlan.gov.uk

#### Orkney Islands Council

Council Offices  
School Place  
Kirkwall  
KW15 1NY  
Tel: 01856 873535  
Web:www.orkney.gov.uk

#### Perth & Kinross Council

Council Buildings  
2 High Street  
Perth  
PH1 5PH  
Tel: 01738 475000  
Web:www.pkc.gov.uk

#### Renfrewshire Council

North Building  
Cotton Street  
Paisley  
PA1 1BU  
Tel: 0141 840 3601  
Web:www.renfrewshire.gov.uk

#### Scottish Borders Council

Council Headquarters  
Newtown St Boswells  
Melrose  
TD6 0SA  
Tel: 01835 824000  
Web:www.scotborders.gov.uk

#### Shetland Islands Council

Town Hall  
Lerwick  
ZE1 0HB  
Tel: 01595 693535  
Web:www.shetland.gov.uk

#### South Ayrshire Council

County Buildings  
Wellington Square  
Ayr  
KA7 1DR  
Tel: 01292 612000  
Web:www.south-ayrshire.gov.uk

#### South Lanarkshire Council

Council Offices  
Almada Street  
Hamilton  
ML3 0AA  
Tel: 01698 454444  
Web:www.southlanarkshire.gov.uk

#### Stirling Council

Council Offices  
Viewforth  
Stirling  
FK8 2ET  
Tel: 01786 443322  
Web:www.stirling.gov.uk

#### West Dunbartonshire Council

Council Offices  
Garshake Road  
Dunbarton  
G82 3PU  
Tel: 01389 737000  
Web:www.west-dunbarton.gov.uk

#### West Lothian Council

West Lothian House  
Almondvale  
Livingston  
EH54 6QG  
Tel: 01506 777000  
Web:www.westlothian.gov.uk

# Appendix B

## Local Authorities

# B

### B4

## Northern Ireland

### Antrim Borough Council

Council Offices  
The Steeple  
Antrim  
Tel: BT41 1BJ  
Web: 028 9446 3113  
Email: [www.antrim.gov.uk](http://www.antrim.gov.uk)

### Ards Borough Council

2 Church Street  
Newtownards  
Tel: BT23 4AP  
Web: 028 9182 4000  
Email: [www.ards-council.gov.uk](http://www.ards-council.gov.uk)

### Armagh City & District Council

The Council Offices  
The Palace Demesne  
Armagh  
Tel: BT60 4EL  
Web: 028 3752 9600  
Email: [www.armagh.gov.uk](http://www.armagh.gov.uk)

### Ballymoney Borough Council

Riada House  
14 Charles Street  
Ballymoney  
Tel: BT53 6DZ  
Web: 028 2766 0200  
Email: [www.ballymoney.gov.uk](http://www.ballymoney.gov.uk)

### Banbridge District Council

Downshire Road  
Banbridge  
Co. Down  
Tel: BT32 3JY  
Web: 028 4066 0600  
Email: [www.banbridge.gov.uk](http://www.banbridge.gov.uk)

### Belfast City Council

City Hall  
Belfast  
Tel: BT1 5GS  
Web: 028 9032 0202  
Email: [www.belfastcity.gov.uk](http://www.belfastcity.gov.uk)

### Carrickfergus Borough Council

Carrickfergus Museum & Civic Centre  
Antrim Street  
Carrickfergus  
Tel: BT38 7DG  
Web: 028 9335 8000  
Email: [www.carrickfergus.org/home.asp](http://www.carrickfergus.org/home.asp)

### Castlereagh Borough Council

1 Bradford Court  
Upper Galwally  
Castlereagh  
Tel: BT8 6RB  
Web: 028 9049 4500  
Email: [www.castlereagh.gov.uk](http://www.castlereagh.gov.uk)

### Coleraine Borough Council

Cloonavin  
66 Portstewart Road  
Coleraine  
Tel: BT52 1EY  
Web: 028 7034 7034  
Email: [www.colerainebc.gov.uk](http://www.colerainebc.gov.uk)



### Cookstown District Council

Burn Road  
Cookstown  
Co. Tyrone  
Tel: BT80 8DT  
Web: 028 8676 2205  
Email: [www.cookstown.gov.uk](http://www.cookstown.gov.uk)

### Craigavon Borough Council

Civic Centre PO Box 66  
Lakeview Road  
Craigavon  
Co. Armagh  
Tel: BT64 1AL  
Web: 028 3831 2400  
Email: [www.craigavon.gov.uk](http://www.craigavon.gov.uk)

### Derry City Council

98 Strand Road  
Derry  
Tel: BT48 7NN  
Web: 028 7136 5151  
Email: [www.derrycity.gov.uk](http://www.derrycity.gov.uk)

### Down District Council

24 Strangford Road  
Downpatrick  
Co. Down  
Tel: BT30 6SR  
Web: 028 4461 0800  
Email: [www.downdc.gov.uk](http://www.downdc.gov.uk)

### Dungannon District Council

Council Offices  
Circular Road  
Dungannon  
Tel: BT71 6DT  
Web: 028 8772 0300  
Email: [www.dungannon.gov.uk](http://www.dungannon.gov.uk)

#### Fermanagh District Council

Townhall  
Enniskillen  
Co. Fermanagh  
Tel: BT74 7BA  
Web: 028 6632 5050  
Email: [www.fermanagh.gov.uk](http://www.fermanagh.gov.uk)

#### Larne Borough Council

Smiley Buildings  
Victoria Road  
Larne  
Co. Antrim  
Tel: BT40 1RU  
Web: 028 2827 2313  
Email: [www.larne.com](http://www.larne.com)

#### Limavady Borough Council

7 Connell Street  
Limavady  
Tel: BT49 OHA  
Web: 028 777 22226  
Email: [www.limavady.gov.uk](http://www.limavady.gov.uk)

#### Lisburn Borough Council

Island Civic Centre  
The Island  
Lisburn  
Tel: BT27 4RL  
Web: 028 9250 9250  
Email: [www.lisburncity.gov.uk](http://www.lisburncity.gov.uk)

#### Magherafelt District Council

Greenvale Leisure Centre  
Greenvale Park  
Magherafelt  
Tel: BT45 6DR  
Web: 028 79631271  
Email: [www.magherafelt.gov.uk](http://www.magherafelt.gov.uk)

#### Moyle District Council

Sheskburn House  
7 Mary Street  
Ballycastle  
Co. Antrim  
Tel: BT54 6QH  
Web: 028 2076 2225  
Email: [www.moyle-council.org](http://www.moyle-council.org)

#### Newry and Mourne District Council

The District Council Offices  
Monaghan Row  
Newry  
Tel: BT35 8DJ  
Web: 028 3031 3037  
Email: [www.newryandmourne.gov.uk](http://www.newryandmourne.gov.uk)

#### Newtownabbey Borough Council

Mossley Mill  
Newtownabbey  
Tel: BT36 5QA  
Web: 028 9034 0000  
Email: [www.newtownabbey.gov.uk](http://www.newtownabbey.gov.uk)

#### North Down Borough Council

Town Hall  
The Castle  
Bangor  
Tel: BT20 4BT  
Web: 028 9127 0371  
Email: [www.northdown.gov.uk](http://www.northdown.gov.uk)

#### Omagh District Council

The Grange  
Mountjoy Road  
Omagh  
Co. Tyrone  
Tel: BT79 7BL  
Web: 028 8224 5321  
Email: [www.omagh.gov.uk](http://www.omagh.gov.uk)

#### Strabane District Council

47 Derry Road  
Strabane  
Tel: BT82 8DY  
Web: 028 7138 2204  
Email: [www.strabanedc.org.uk](http://www.strabanedc.org.uk)

# Appendix C

## Health



C1

Ireland

### Eastern Regional Health Authority

Website: [www.ehss.ie](http://www.ehss.ie)

#### Contact

Eastern Health Shared Services  
Dr. Steevens' Hospital  
Steevens' Lane  
Dublin 8  
Tel: 01 6352000  
Email: [eddie.hogan@ehss.ie](mailto:eddie.hogan@ehss.ie)

### Midland Health Board

Website: [www.mhb.ie](http://www.mhb.ie)

#### Contact

Central Office  
Arden Road  
Tullamore  
Co. Offaly  
Tel: 050 621868  
Email: [WebSiteComments@mhb.ie](mailto:WebSiteComments@mhb.ie)

### Mid-Western Health Board

Website: [www.mwhb.ie](http://www.mwhb.ie)

#### Contact

31-33 Catherine Street  
Limerick  
Tel: 061 483286  
Email: [eolas@mwhb.ie](mailto:eolas@mwhb.ie)

### North Eastern Health Board

Website: [www.nehb.ie](http://www.nehb.ie)

#### Contact

Administrative Head Office  
Kells  
Co. Meath  
Tel: 046 9280500  
Email: [info@nehb.ie](mailto:info@nehb.ie)

### North Western Health Board

Website: [www.nwhb.ie](http://www.nwhb.ie)

#### Contact

Regional Materials Management Service  
Finisklin Business Park  
Sligo  
Tel: 071 71111  
Email: [info@nwhb.ie](mailto:info@nwhb.ie)

### South Eastern Health Board

Website: [www.sehb.ie](http://www.sehb.ie)

#### Contact

Lacken  
Dublin Road  
Kilkenny  
Tel: 056 7784100  
Email: [www.sehb.ie/contact/index.html](http://www.sehb.ie/contact/index.html)

### Southern Health Board

Website: [www.shb.ie](http://www.shb.ie)

#### Contact

Wilton Road  
Cork  
Tel: 021 4545011  
Email: [www.shb.ie/Feedback/formInput.cfm](http://www.shb.ie/Feedback/formInput.cfm)



# Western Health Board

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Website: [www.whb.ie](http://www.whb.ie)

## Contact

Merlin Park Regional Hospital  
Galway  
Tel: 091 751131  
Email: [eServices@whb.ie](mailto:eServices@whb.ie)

# Appendix C

## Health



C2

United Kingdom

### Department of Health

**Website:**  
[www.dh.gov.uk/ProcurementAndProposals](http://www.dh.gov.uk/ProcurementAndProposals)

The Department of Health purchases a variety of goods and services mostly by competitive tender for its own purposes but does not purchase on behalf of the NHS. The Procurement Policy and Advisory Unit promotes purchasing as a functional specialism, advising and assisting staff through effective procurement exercises.

**Contact:**

Department of Health  
Procurement Policy and Advisory Unit  
Room 152C  
Skipton House  
80 London Road  
London SE1 6LH  
Tel: 020 7972 6530

Individual hospitals in England, Wales, Northern Ireland and Scotland purchase goods and services directly as well as through national agreements negotiated by the Executive Agencies listed below. The names and contact details for all the NHS bodies in the UK are available on the web at [www.nhs.uk](http://www.nhs.uk).

The Executive Agencies of the Department of Health are as follows:

- NHS Purchasing and Supply Agency
- Medical Devices Agency
- Medicines Control Agency
- NHS Estates
- NHS Pensions Agency

### NHS Purchasing And Supply Agency

**Website:** [www.pasa.doh.gov.uk](http://www.pasa.doh.gov.uk)

The role of the agency is to act as a centre of expertise, knowledge and excellence in purchasing and supply matters for the health service.

**Contact:**

NHS Purchasing and Supply Agency  
Premier House  
60 Caversham Road  
Reading  
RG1 7EB  
Tel: 0118 980 8600  
Fax: 0118 980 8650

### Medicines and Healthcare Products Regulatory Agency

**Website:** [www.mhra.gov.uk](http://www.mhra.gov.uk)

From 1 April 2003, the Medicines and Healthcare products Regulatory Agency (MHRA) replaced the Medical Devices Agency (MDA) and the Medicines Control Agency (MCA).

The MHRA aims to safeguard public health by: ensuring that medicines for human use, sold or supplied in the UK, are of an acceptable standard of safety, quality and efficacy; ensuring that medical devices meet appropriate standards of safety, quality and performance; and promoting the safe use of medicines and devices

**Contact:**

10-2, Market Towers  
1 Nine Elms Lane  
London SW8 5NQ  
Tel: 020 7084 2000  
Fax: 020 7210 3000

## NHS Estates

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Website: [www.nhsestates.gov.uk](http://www.nhsestates.gov.uk)

The Agency's aim is to be a centre of excellence in Healthcare Estate and Facilities Management to help modernise the NHS. It offers expertise and advice to Ministers, the NHS Executive, NHS Trusts and the wider health service about all aspects of the estate including.

### Contact:

NHS Estates  
1 Trevelyan Square  
Boar Lane  
Leeds  
LS1 6AE  
Tel: 0113 254 7070  
Fax: 0113 254 7299  
E-mail: [nhs.estates@doh.gsi.gov.uk](mailto:nhs.estates@doh.gsi.gov.uk)

## NHS Pensions Agency

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Website: [www.nhspa.gov.uk](http://www.nhspa.gov.uk)

The NHS Pensions Agency administers the NHS Pensions Scheme and the NHS Injury Benefit and NHS Compensation Scheme.

### Contact:

NHS Pensions Agency,  
Hesketh House,  
200-220 Broadway,  
Fleetwood,  
Lancashire FY7 8LG  
Tel: 01253 774774  
Fax: 01253 774860  
E-mail: [geninfo@nhspa.gov.uk](mailto:geninfo@nhspa.gov.uk)

# Appendix D

## Defence

# D

### D1

### UK

## Ministry of Defence

**Website:** [www.dgcom.mod.uk/dgcom/dss](http://www.dgcom.mod.uk/dgcom/dss)

Every year the MoD spends around £9 billion on a vast range of goods and services. But although the MoD is a huge organisation it buys from smaller companies as well as multinationals.

MoD deals with many companies directly and much of that business is carried out by sub-contractors at various tiers.

As part of the Smart Acquisition initiative, the MoD is reducing the number of direct suppliers in the general stores area through aggregation and rationalisation of requirements. There will be the same volume of business available to companies previously involved in the supply of items in this commodity range, but they will need to establish new relationships with Industrial Prime Vendors (IPVs) rather than with the MoD directly.

### Contact:

Defence Suppliers Service  
Maple 2a # 22  
Ministry of Defence  
Abbey Wood  
Bristol BS34 8JH  
Tel: 0117 91 32843 / 32844 / 32832  
Fax: 0117 91 32934  
E-mail: DCP-DSS@dpa.mod.uk

The agencies and organisations responsible for purchasing within the MoD are as follows:

- Armed Forces Personnel Administration Agency
- Army Base Repair Organisation
- Army Personnel Centre
- Army Training and Recruiting Agency
- British Forces Post Office
- Defence Analytical Services Agency
- Defence Aviation Repair Agency
- Defence Bills Agency

- Defence Communications Services Agency
- Defence Dental Agency
- Defence Estates Agency
- Defence Geographic and Imagery Intelligence Agency
- Defence Housing Executive
- Defence Intelligence and Security Centre
- Defence Medical Training Organisation
- Defence Procurement Agency
- Defence Science and Technology Laboratory
- Defence Secondary Care Agency
- Defence Storage and Distribution Agency
- Defence Transport and Movements Agency
- Defence Vetting Agency
- Disposal Sales Agency
- Duke of York's Royal Military School
- Medical Supplies Agency
- Meteorological Office
- Ministry of Defence Police
- Naval Manning Agency
- Naval Recruiting and Training Agency
- Pay and Personnel Agency
- Queen Victoria School
- RAF Personnel Management Agency
- RAF Training Group Defence Agency
- Service Children's Education
- War Pensions Agency
- Warship Support Agency
- UK Hydrographic Office

## Armed Forces Personnel Administration Agency

The Armed Forces Personnel Administration Agency provides, on a tri-service basis, the data and systems for the payment of, and the personnel management support for, all military personnel.

### Contact:

Armed Forces Personnel Administration Agency  
Building 182  
RAF Innsworth  
Gloucester GL3 1HW  
Tel: 01452 712612 Ext 7263  
Fax: 01452 510874

## Army Base Repair Organisation

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Website: [www.abro.mod.uk](http://www.abro.mod.uk)

The Army Base Repair Organisation provides a repair and refurbishment service for the Army.

### Contact:

Army Base Repair Organisation  
Monxton Road  
Andover  
Hants SP11 8HT  
Tel: 01264 383148  
Fax: 01264 383144

## Army Personnel Centre

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The Army Personnel Centre is responsible for manning the Army, managing the careers of Army personnel, and for providing Army pay, personnel and pensions administration.

### Contact:

Army Personnel Centre  
Kentigern House  
65 Brown Street  
Glasgow G2 8EX  
Tel: 0141 224 2070  
Fax: 0141 224 2144

## Army Training And Recruiting Agency

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Website: [www.atra.mod.uk](http://www.atra.mod.uk)

The Army Training and Recruiting Agency is responsible for the recruiting and the individual training of all officers and soldiers.

The Agency Headquarters is based at Upavon, close to many of the training units. Recruiting is carried out from 123 sites in towns and cities throughout the country and individual training is conducted at some 40 schools.

With a staff of about 12,000, the Agency is responsible for Ministry of Defence land, buildings and field assets valued at more than one and a quarter billion pounds.

The annual budget is between £600-700m from which ATRA is required to enlist about 15,000 recruits and to train a total of about 100,000 officers and soldiers.

### Contact:

Army Training and Recruiting Agency  
Trenchard Lines  
Upavon, Pewsey  
Wilts SN9 6BE  
Tel: 01980 615024  
Fax: 01980 615305

## British Forces Post Office

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Website: [www.bfpo.org.uk](http://www.bfpo.org.uk)

The British Forces Post Office provides a worldwide mail and secure service for Service personnel and the MOD. It also supports Forces Post Offices and provides a transit system for the MOD in the UK.

### Contact:

British Forces Post Office  
Corporate Headquarters  
Inglis Barracks  
Mill Hill  
London  
NW7 1PX  
Tel: 020 8818 6310  
Fax: 020 8818 6309

## Defence Analytical Services Agency

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Website: [www.dasa.mod.uk](http://www.dasa.mod.uk)

The Defence Analytical Services Agency provides services including the compilation of manpower, financial and logistical statistics and a manpower planning and forecasting service to the Armed Services. It also provides project-based statistical services to Ministers and senior officials. The Agency has around 160 staff spread over five sites in the southern half of the country - Bath, Bristol, Gloucester, Portsmouth, Upavon (near Swindon), and on two sites in London.

### Contact:

Defence Analytical Services Agency  
Zone 1B  
St George's Court  
2-12 Bloomsbury Way  
London WC1A 25H  
Tel: 020 7305 2200

## Defence Aviation Repair Agency

---

Website: [www.dara.mod.uk](http://www.dara.mod.uk)

The Defence Aviation Repair Agency provides the MOD's strategic in-house deep repair, maintenance, modification and overhaul facility for aircraft, and aero-systems of the UK armed forces.

### Contact:

DARA Headquarters  
RAF St Athan  
Barry  
Vale of Glamorgan  
CF62 4WA  
Tel: 01446 798834  
Fax: 01446 751355

## Defence Bills Agency

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**Website:** [www.defencebills.gov.uk](http://www.defencebills.gov.uk)

The Defence Bills Agency pays bills from MOD contracts, invoices and collects MOD receipts and provides financial management information to budget holders. During the financial year 2000/2001 the Agency paid 4.2 million bills with an estimated value of nearly £16 Billion.

### Contact:

Defence Bills Agency  
Mersey House  
Drury Lane  
Liverpool L2 7PX  
Tel: 0151 242 2234  
Fax: 0151 242 2470

## Defence Communication Services Agency

---

The Defence Communications Services Agency provides its customers with the optimum end-to-end wide area information transfer services to meet Defence needs. The Agency's budget for is approximately £170 million and it employs over 1,500 staff.

### Contact:

Defence Communications Services Agency  
Minerva House  
Delta Office Park 800  
Swindon  
Wiltshire SN5 7XQ  
Tel: 01793 555074

## Defence Dental Agency

---

The Defence Dental Agency provides dental personnel to supply dental treatment for Servicemen and women and their dependants.

### Contact:

Defence Dental Agency  
RAF Halton  
Aylesbury  
Bucks HP22 5PG  
Tel: 01296 62 3535 Ext 6851  
Fax: 01296 62 3535 Ext 6251

## Defence Estates Agency

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**Website:** [www.defence-estates.mod.uk](http://www.defence-estates.mod.uk)

The Defence Estates provides a defence wide overview of the Defence estate and advises on capital works and property management.

### Contact:

Defence Estates Agency  
St George's House  
Blakemore Drive  
Sutton Coldfield  
West Midlands B75 7RL  
Tel: 0121 311 3850  
Fax: 0121 311 2100  
Email: [headoffice@de.mod.uk](mailto:headoffice@de.mod.uk)

## Defence Geographic And Imagery Intelligence Agency

---

The Defence Geographic and Imagery Intelligence Agency provides imagery intelligence and geographic support to Defence policy, planning, operations and training.

### Contact:

Defence Geographic and Imagery Intelligence Agency  
Watson Building  
Elmwood Avenue  
Feltham  
Middlesex TW13 7AH  
Tel: 020 8818 2211  
Fax: 020 8818 2246

## Defence Housing Executive

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The Defence Housing Executive houses entitled and eligible personnel in accordance with regulations, maintains and upgrades property to meet agreed standards, and manages the provision of housing to match continuing strategic requirements.

### Contact:

Defence Housing Executive  
Ibex House, 6th Floor  
42-47 Minories  
London EC3N 1DY  
Tel: 020 7921 2777  
Fax: 020 7921 1564

## Defence Intelligence And Security Centre

---

The Defence Intelligence and Security Centre trains the Armed Forces and other intelligence organisations in security, psychological and intelligence operations.

### Contact:

Defence Intelligence and Security Centre  
Chicksands  
Shefford  
Bedfordshire SG17 5PR  
Tel: 01462 75 2101  
Fax: 01462 75 2291

## Defence Medical Training Organisation

---

The Defence Medical Training Organisation trains specialist defence medical personnel and provides medical services training for other Service personnel.

### Contact:

Defence Medical Training Organisation  
Building 87  
Fort Blockhouse  
Gosport  
Hants PO12 2AB  
Tel: 01705 76 5438  
Fax: 01705 76 5501

## Defence Procurement Agency

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The Defence Procurement Agency procures new equipment for the Armed Forces in response to approved requirements and provides other procurement related services to its customers.

The DPA employs 4,300 staff managing 1,000 projects and has an annual budget of £6 billion. With more than 13,000 contracts the Agency plays a very important role in British industry

### Contact:

Defence Suppliers Service  
Maple 2a # 22  
Ministry of Defence  
Abbey Wood  
Bristol BS34 8JH  
Tel: 0117 91 32843 / 32844 / 32832  
Fax: 0117 91 32934  
E-mail: DCP-DSS@dpa.mod.uk

## Defence Science And Technology Laboratory

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Website: [www.dstl.gov.uk](http://www.dstl.gov.uk)

The Defence Science and Technology Laboratory provides high calibre non-nuclear scientific and technical services for MOD, Government Departments and other customers. DSTL was formed in July 2001 from part of the former Defence Evaluation and Research Agency (DERA).

### Contact:

Defence Science and Technology Laboratory  
Ively Road  
Farnborough  
Hants GU14 0LX  
Tel: 01252 39 3000  
Fax: 01252 39 4571

## Defence Secondary Care Agency

---

The Defence Secondary Care Agency provides deployable, trained Service medical staff to supply medical care and support to the Armed Forces.

### Contact:

Defence Secondary Care Agency  
Room 4.152  
St Christophers House  
London SE1 0TD  
Tel: 020 7305 2350  
Fax: 020 7305 3432

## Defence Storage And Distribution Agency

---

Website: [www.dsda.otg.uk](http://www.dsda.otg.uk)

The Defence Storage and Distribution Agency receives, stores, maintains, issues, distributes and disposes of non-explosive material for the MOD and other designated users in peace, crisis and war.

### Contact:

Defence Storage and Distribution Agency  
Ploughley Road  
Lower Arncliffe, Bicester  
Oxon, OX6 0LD  
Tel: 01869 256840  
Fax: 01869 256818

## Defence Transport And Movements Agency

---

The Defence Transport and Movements Agency provides a transport and movements service to MOD and other designated users in peace, crisis and war.

### Contact:

Defence Transport and Movements Agency  
Building 211  
Monxton Road  
Andover  
Hants SP11 8HT  
Tel: 01264 382067  
Fax: 01264 382881

## Defence Vetting Agency

---

The Defence Vetting Agency carries out security checks for defence employees and defence industry staff who have access to sensitive Government information or valuable assets. It also undertakes some vetting tasks for other Government departments on a repayment basis.

### Contact:

Defence Vetting Agency  
Imphal Barracks  
Fulford Road  
York  
YO10 4AU  
Tel: 01904 665820

## Disposal Sales Agency

---

**Website:** [www.disposalsales.agency.mod.uk](http://www.disposalsales.agency.mod.uk)

The Disposal Sales Agency is responsible for the sale of surplus MOD equipment and stores.

### Contact:

Disposal Sales Agency  
2nd Floor  
St George's Court  
2-12 Bloomsbury Way  
London  
WC1A 2SH  
Tel: 020 7305 3156  
Fax: 020 7305 3242

## Duke Of York's Royal Military School

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**Website:** [www.dukeofyorksschool.com](http://www.dukeofyorksschool.com)

The Duke of York's Royal Military School provides boarding school education for the dependants, aged between 11 and 18 years, of Service personnel.

### Contact:

Duke of York's Royal Military School  
Dover  
Kent CT15 5EQ  
Tel: 01304 24 5024  
Fax: 01304 24 5019

## Medical Supplies Agency

---

The Medical Supplies Agency provides medical, dental and veterinary material, blood and blood products, trained personnel and technical and logistic support to the Armed Forces.

### Contact:

Medical Supplies Agency

Drummond Barracks  
Ludgershall  
Andover  
Hants SP11 9RU  
Tel: 01264 798606  
Fax: 01264 798465

## Meteorological Office

---

**Website:** [www.met-office.gov.uk](http://www.met-office.gov.uk)

The Meteorological Office provides meteorological services (including climate advice) to the Armed Forces, Government Departments, the public, civil aviation, shipping, industry, agriculture, commerce and others.

### Contact:

FitzRoy Road  
Exeter  
Devon  
EX1 3PB  
Tel: 01392 885279  
Fax: 01133362431

## Ministry Of Defence Police

---

The Ministry of Defence Police prevents crime within the MOD estate. In addition the Force has special responsibility for the policing and security of the Ministry of Defence and other Crown Estate environments.

### Contact:

MoD Police  
Weathersfield  
Braintree  
Essex CM7 4AZ  
Tel: 01371 854109  
Fax: 01371 854060

## Naval Manning Agency

---

The Naval Manning Agency is responsible for ensuring that sufficient naval manpower is available in trained strength and its effective deployment.

### Contact:

Naval Manning Agency  
Victory Building  
HM Naval Base  
Portsmouth  
Hants PO1 3LS  
Tel: 0239 2 727401  
Fax: 0239 2 727413



## Naval Recruiting And Training Agency

---

The Naval Recruiting and Training Agency is responsible for recruitment to the Royal Navy and Royal Marines, and the training and development of personnel.

### Contact:

Naval Recruiting and Training Agency  
Victory Building  
HM Naval Base  
Portsmouth  
Hants PO1 3LS  
Tel: 0239 2 727600  
Fax: 0239 2 727613

## Pay And Personnel Agency

---

The Pay and Personnel Agency provides a fully integrated pay and personnel information service to the MOD and other customers in the public sector.

### Contact:

Pay and Personnel Agency  
Ministry of Defence  
PO Box 99  
Bath BA1 1YT  
Tel: 01225 828105  
Fax: 01225 828728

## Queen Victoria School

---

The Queen Victoria School provides secondary education in a boarding environment for the sons of Scottish sailors, soldiers and airmen.

### Contact:

Queen Victoria School  
Dunblane  
Perthshire FK15 0JY  
Tel: 0131 310 2901  
Fax: 0131 310 2926

## RAF Personnel Management Agency

---

The RAF Personnel Management Agency enables the RAF to meet its manpower commitments.

### Contact:

RAF Personnel Management Agency  
Room 1101, Building 248  
RAF Innsworth  
Churchdown  
Gloucester GL3 1EZ  
Tel: 01452 712612 Ext 7849

Fax: 01452 712612 Ext 7309

## RAF Training Group Defence Agency

---

The RAF Training Group Defence Agency provides trained service and civilian personnel to meet the RAF's operational requirements, including the recruiting and selection functions.

### Contact:

RAF Training Group Defence Agency  
HQ Personnel and Training Command  
RAF Innsworth  
Gloucester GL3 1EZ  
Tel: 01452 712612 Ext 5301  
Fax: 01452 712612 Ext 5994

## Service Children's Education

---

Service Children's Education provides schooling to dependent children of MOD Armed Forces personnel including children of UK based civilians serving overseas. The Agency also provides educational advice and support to Armed Forces parents and children in the United Kingdom.

### Contact:

Service Children's Education  
HQ UKSCE  
Wegberg  
BFPO 40  
Tel: 0049 2161 908 2372  
Fax: 0049 2161 908 2488

## War Pensions Agency

---

The War Pensions Agency provides financial and welfare support to war disabled pensioners and war widows.

### Contact:

War Pensions Agency  
Government Buildings,  
Norcross  
Blackpool FY5 3WP  
Tel: 01253 332343  
Fax: 01253 330561

## Warship Support Agency

---

The Warship Support Agency determines and directs the provision of material support to the fleet.

### Contact:

Warship Support Agency  
B Block, Foxhill  
Bath BA5 5AB  
Tel: 01225 883935  
Fax: 01225 884313

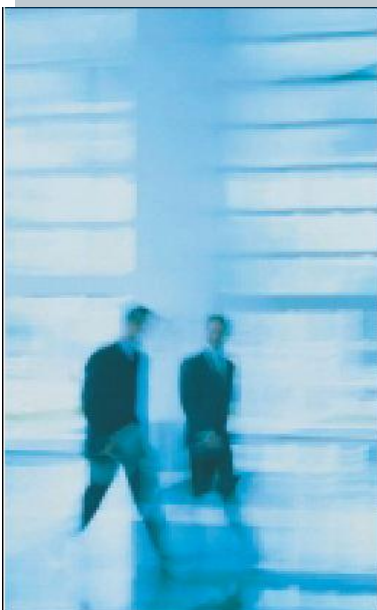
## UK Hydrographic Office

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The UK Hydrographic Office produces charts and navigational publications for the Royal Navy and other customers at home and abroad.

### Contact:

UK Hydrographic Office  
Admiralty Way  
Taunton  
Somerset  
TA1 2DN  
Tel: 01823 337900 Ext 3444  
Fax: 01823 325522



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