



10 March 2020

Dear Councillor

You are invited to attend a meeting of the Environment Committee to be held in The Chamber, Cookstown at Mid Ulster District Council, Council Offices, COOKSTOWN, BT80 8DT on Tuesday, 10 March 2020 at 19:00 to transact the business noted below.

Yours faithfully

Anthony Tohill  
Chief Executive

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## AGENDA

### OPEN BUSINESS

1. Apologies
2. Declarations of Interest  
Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.
3. Chair's Business

### Matters for Decision

- |     |                                                                                                                                                                                   |           |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 4.  | DfI Roads Proposals to Mid Ulster District Council - Description Amendments – No Waiting on Market Square and Limited Waiting and Disabled Parking Bays on Castle Hill, Dungannon | 3 - 6     |
| 5.  | DfI Roads Proposals to Mid Ulster District Council - Proposed No Waiting at Any Time – Market Square, Dungannon                                                                   | 7 - 10    |
| 6.  | DfI Roads Proposals to Mid Ulster District Council - Proposed Limited Waiting – Thomas Street, Dungannon                                                                          | 11 - 14   |
| 7.  | DfI Roads Proposal to Mid Ulster District Council - Proposed Provision of a Disabled Persons' Parking Bay at Coronation Park, Aughnacloy                                          | 15 - 18   |
| 8.  | Eco-Schools Programme Support 2020/21                                                                                                                                             | 19 - 26   |
| 9.  | Street Naming and Property Numbering                                                                                                                                              | 27 - 44   |
| 10. | Energy Performance of Buildings Regulations                                                                                                                                       | 45 - 154  |
| 11. | Memorandum of Understanding between HSENI and District Councils on the Notification of Licensed Asbestos                                                                          | 155 - 158 |

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|     | Removal                                                                                                 |           |
| 12. | Response to the Department of Education Consultation on Update to Nutritional Standards for School Food | 159 - 186 |

**Matters for Information**

- |    |                                                                           |           |
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| 13 | Minutes of Environment Committee held on 11 February 2020                 | 187 - 196 |
| 14 | Tullyvar Joint Committee Update                                           | 197 - 234 |
| 15 | Coalisland Recycling Centre – Waste Compactors                            | 235 - 238 |
| 16 | Building Control Workload                                                 | 239 - 242 |
| 17 | Entertainment Licensing Applications                                      | 243 - 254 |
| 18 | Dual Language Signage Requests                                            | 255 - 270 |
| 19 | Dual Language Signage Surveys                                             | 271 - 282 |
| 20 | Dual Language Signage Survey – Drumullan Manor, Cookstown                 | 283 - 298 |
| 21 | Community Resuscitation Action plan and Community of Lifesavers programme | 299 - 320 |
| 22 | Bus Shelter Updates                                                       | 321 - 326 |
| 23 | Mid Ulster Fairtrade                                                      | 327 - 370 |

**Items restricted in accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014. The public will be asked to withdraw from the meeting at this point.**

**Matters for Decision**

- |     |                                                                                   |
|-----|-----------------------------------------------------------------------------------|
| 24. | Request for Temporary Alternative Use of Off Street Car Parks                     |
| 25. | Tender for collection and recycling of plasterboard                               |
| 26. | Joint Tender for Appointment of Electricity Supplier                              |
| 27. | Tender report for Grass Cutting services                                          |
| 28. | Tender report for Grass Sports Pitch Maintenance Services                         |
| 29. | Public Toilet Provision                                                           |
| 30. | Application for the Grant of a New Amusement Permit at 12 Union Road, Magherafelt |
| 31. | Application for Temporary Street Trading Licence                                  |

**Matters for Information**

- |     |                                                                        |
|-----|------------------------------------------------------------------------|
| 32. | Confidential Minutes of Environment Committee held on 11 February 2020 |
| 33. | Fleet Operator Licence Renewal                                         |
| 34. | Memorial Safety Inspection Programme                                   |
| 35. | Capital Projects Update                                                |
| 36. | Community Events on Council Land – Community Support Programme         |

<b>Report on</b>	DfI Roads Proposals to Mid Ulster District Council - Description Amendments – No Waiting on Market Square and Limited Waiting and Disabled Parking Bays on Castle Hill, Dungannon
<b>Date of Meeting</b>	Tuesday 10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	Andrew Cassells, Director of Environment & Property
<b>Contact Officer</b>	Andrew Cassells, Director of Environment & Property

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	<b>X</b>

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To seek agreement of Members in relation to proposals from DfI Roads to introduce measures to enhance the safety and development of the transport network with a range of transport proposals.
<b>2.0</b>	<b>Background</b>
2.1	DfI Roads are consulting the Council with proposals to introduce measures designed to improve network safety, sustainability and efficiency to encourage safe and sustainable travel.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The following outlines the proposal to be brought to the attention of the Environment Committee:</p> <p><b>Description Amendments – No Waiting on Market Square and Limited Waiting and Disabled Parking Bays on Castle Hill, Dungannon</b></p> <ul style="list-style-type: none"> <li>• DfI Roads are proposing to amend the description of a stretch of no waiting at any time, loading and unloading permitted on Market Square, Dungannon</li> <li>• DfI Roads are proposing to amend the description for a stretch of limited waiting Monday to Saturday, 8.15am to 6.15pm, one hour no return in one hour on Castle Hill, Dungannon</li> <li>• DfI Roads are proposing to amend the descriptions for disabled parking bays on Castle Hill, Dungannon</li> </ul>

	Consultation letter and location map of the aforementioned proposal are attached as appendices to this report.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: None
	Human: None
	Risk Management:  The introduction of the aforementioned proposal as this location will assist in the management of road safety issues.
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications:
	Rural Needs Implications:  The introduction of the aforementioned proposal at this location will assist DfI in the discharge of their statutory duty.
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the Environment Committee endorses the proposal submitted by DfI Roads.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	<b>Appendix 1</b> Letter from DfI Roads dated 4 <sup>th</sup> February 2020; Description Amendments – No Waiting on Market Square and Limited Waiting and Disabled Parking Bays on Castle Hill, Dungannon.
6.2	<b>Appendix 2</b> Drawing – Description Amendments – No Waiting on Market Square and Limited Waiting and Disabled Parking Bays on Castle Hill, Dungannon.





Department for

**Infrastructure**

An Roinn

**Bonneagair**

[www.infrastructure-ni.gov.uk](http://www.infrastructure-ni.gov.uk)

## Network Development

Chief Executive  
Mid Ulster District Council  
Ballyronan  
Magherafelt  
BT45 6EN

County Hall  
Drumragh Avenue  
Omagh

Tel: 028 8225 4085

4 February 2020

Dear Mr Tohill

### **PROPOSED:-**

**INTRODUCTION OF LIMITED WAITING – THOMAS STREET, DUNGANNON**

**INTRODUCTION OF NO WAITING AT ANY TIME – MARKET SQUARE, DUNGANNON**

**DESCRIPTION AMENDMENTS – NO WAITING ON MARKET SQUARE AND LIMITED WAITING AND DISABLED PARKING BAYS ON CASTLE HILL, DUNGANNON**

DfI Roads is proposing:-

- to replace a stretch of no waiting at any time with a limited waiting restriction, Monday to Saturday, 8.15am to 6.15pm, one hour no return in one hour, on Thomas Street, Dungannon
- to introduce a stretch of no waiting at any time, loading and unloading not permitted on Market Square, Dungannon
- to amend the description a stretch of no waiting at any time, loading and unloading permitted on Market Square, Dungannon
- to amend the description for a stretch of limited waiting Monday to Saturday, 8.15am to 6.15pm, one hour no return in one hour on Castle Hill, Dungannon
- to amend the descriptions for disabled parking bays on Castle Hill, Dungannon

as shown on the enclosed maps.

PSNI have been consulted and are in agreement with the proposals.

Please bring this matter to the attention of your council.

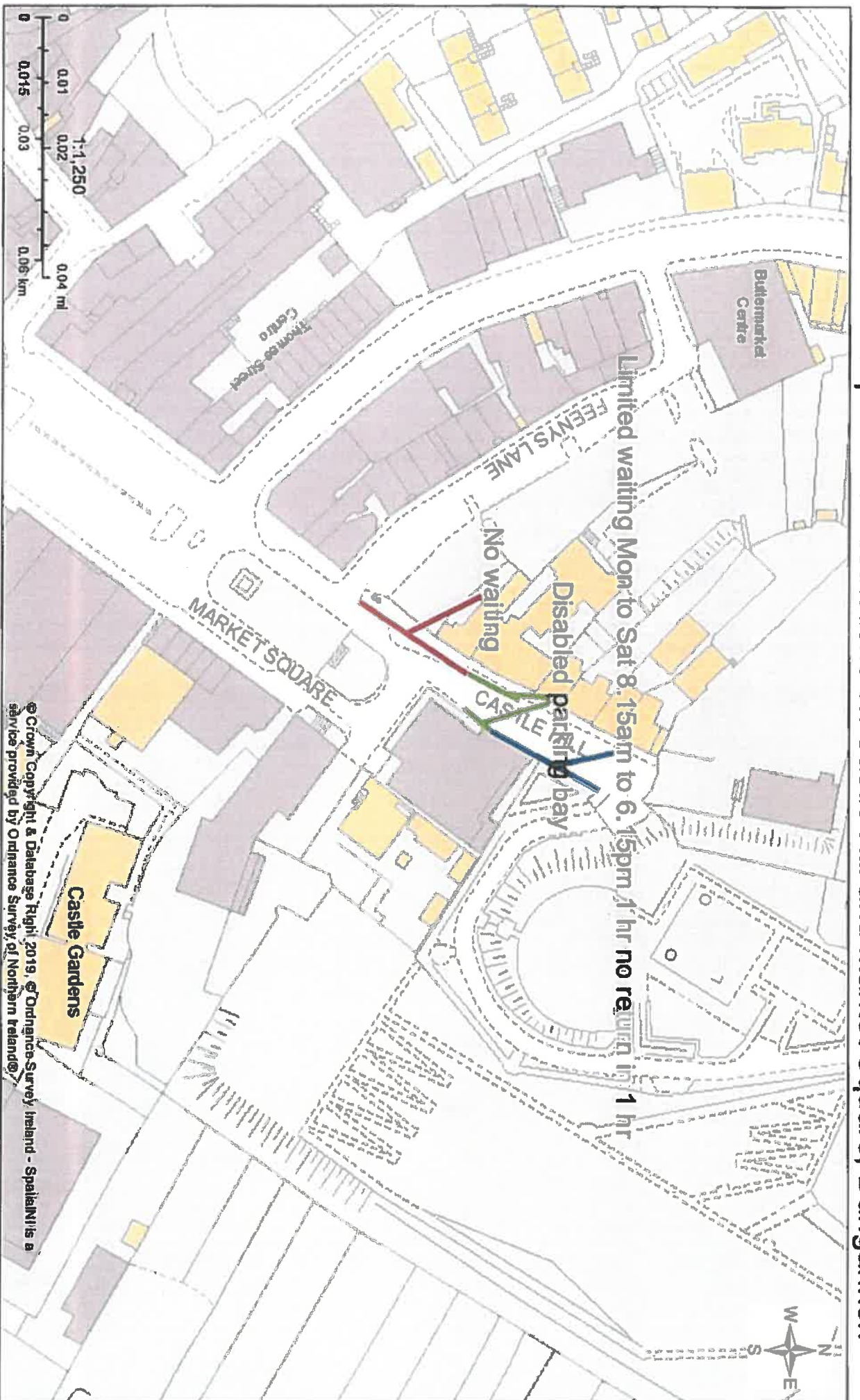
Yours sincerely

Mrs Hazel Burton  
Network Development Section

Enc



# Amendments to descriptions for restrictions on Castle Hill and Market Square, Dungannon



<b>Report on</b>	DfI Roads Proposals to Mid Ulster District Council - Proposed No Waiting at Any Time – Market Square, Dungannon
<b>Date of Meeting</b>	Tuesday 10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	Andrew Cassells, Director of Environment & Property
<b>Contact Officer</b>	Andrew Cassells, Director of Environment & Property

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	<b>X</b>

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To seek agreement of Members in relation to proposals from DfI Roads to introduce measures to enhance the safety and development of the transport network with a range of transport proposals.
<b>2.0</b>	<b>Background</b>
2.1	DfI Roads are consulting the Council with proposals to introduce measures designed to improve network safety, sustainability and efficiency to encourage safe and sustainable travel.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The following outlines the proposal to be brought to the attention of the Environment Committee:</p> <p><b>Proposed No Waiting at Any Time – Market Square, Dungannon</b></p> <p>DfI Roads are proposing to introduce a stretch of No Waiting at Any Time, loading and unloading not permitted at Market Square, Dungannon.</p> <p>Consultation letter and location map of the aforementioned proposal are attached as appendices to this report.</p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: None

	Human: None
	<p>Risk Management:</p> <p>The introduction of the aforementioned proposal as this location will assist in the management of road safety issues.</p>
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications:
	<p>Rural Needs Implications:</p> <p>The introduction of the aforementioned proposal at this location will assist DfI in the discharge of their statutory duty.</p>
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the Environment Committee endorses the proposal submitted by DfI Roads.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	<p><b>Appendix 1</b></p> <p>Letter from DfI Roads dated 4<sup>th</sup> February 2020; Proposed No Waiting at Any Time, Market Square, Dungannon.</p>
6.2	<p><b>Appendix 2</b></p> <p>Drawing – Proposed No Waiting at Any Time - Market Square, Dungannon.</p>



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**INTRODUCTION OF NO WAITING AT ANY TIME – MARKET SQUARE, DUNGANNON**

**DESCRIPTION AMENDMENTS – NO WAITING ON MARKET SQUARE AND LIMITED WAITING AND DISABLED PARKING BAYS ON CASTLE HILL, DUNGANNON**

DfI Roads is proposing:-

- to replace a stretch of no waiting at any time with a limited waiting restriction, Monday to Saturday, 8.15am to 6.15pm, one hour no return in one hour, on Thomas Street, Dungannon
- to introduce a stretch of no waiting at any time, loading and unloading not permitted on Market Square, Dungannon
- to amend the description a stretch of no waiting at any time, loading and unloading permitted on Market Square, Dungannon
- to amend the description for a stretch of limited waiting Monday to Saturday, 8.15am to 6.15pm, one hour no return in one hour on Castle Hill, Dungannon
- to amend the descriptions for disabled parking bays on Castle Hill, Dungannon

as shown on the enclosed maps.

PSNI have been consulted and are in agreement with the proposals.

Please bring this matter to the attention of your council.

Yours sincerely

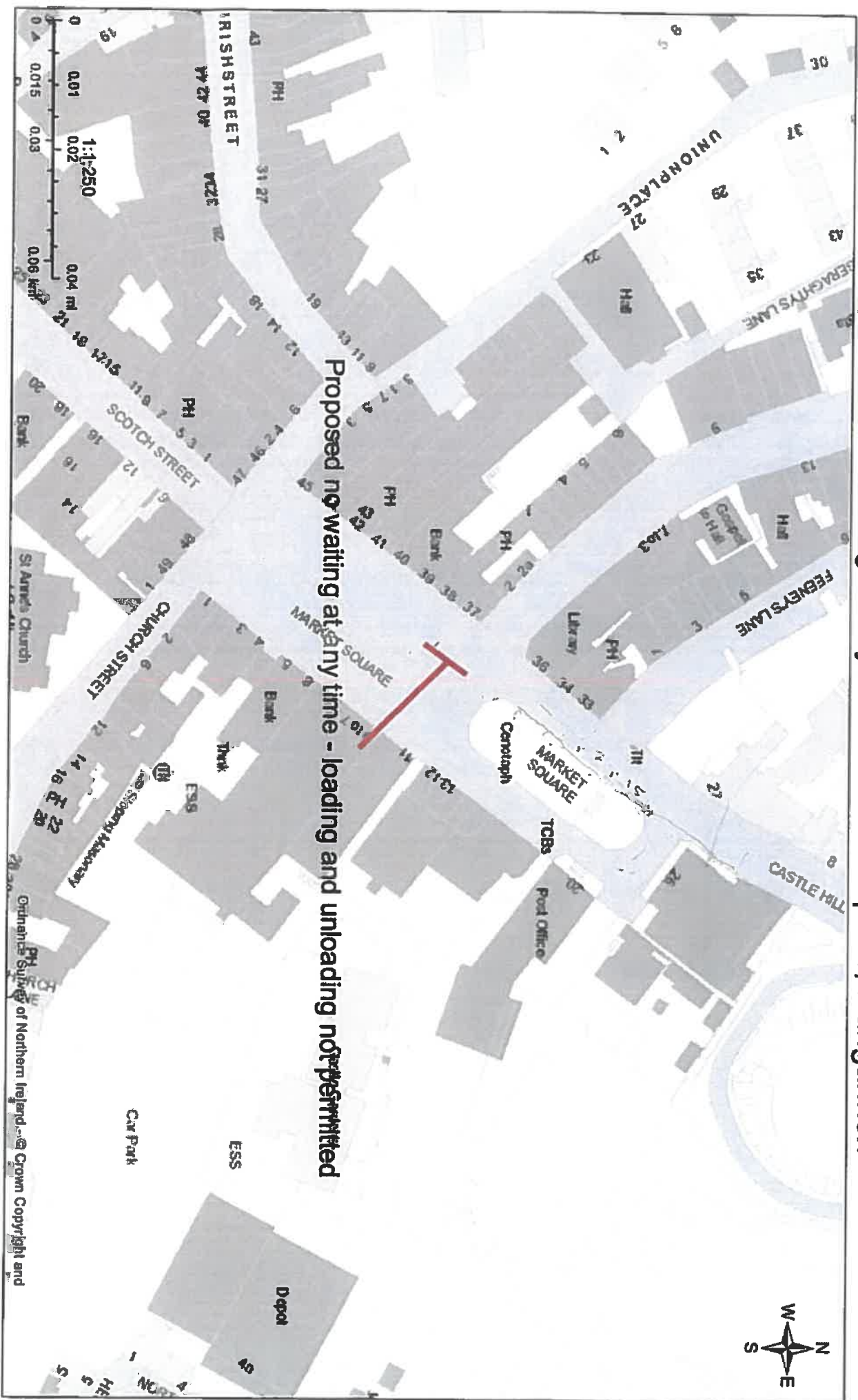
Mrs Hazel Burton  
Network Development Section

Enc





# Proposed - No waiting at any time - Market Square, Dungannon



<b>Report on</b>	DfI Roads Proposals to Mid Ulster District Council - Proposed Limited Waiting – Thomas Street, Dungannon
<b>Date of Meeting</b>	Tuesday 10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	Andrew Cassells, Director of Environment & Property
<b>Contact Officer</b>	Andrew Cassells, Director of Environment & Property

<b>Is this report restricted for confidential business?</b>	Yes	
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1.1	To seek agreement of Members in relation to proposals from DfI Roads to introduce measures to enhance the safety and development of the transport network with a range of transport proposals.
<b>2.0</b>	<b>Background</b>
2.1	DfI Roads are consulting the Council with proposals to introduce measures designed to improve network safety, sustainability and efficiency to encourage safe and sustainable travel.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The following outlines the proposal to be brought to the attention of the Environment Committee:</p> <p><b>Proposed Limited Waiting – Thomas Street, Dungannon</b></p> <p>DfI Roads are proposing to replace a stretch of no waiting at any time with a limited waiting restriction, Monday to Saturday, 8.15am to 6.15pm, one hour no return in one hour on Thomas Street, Dungannon.</p> <p>Consultation letter and location map of the aforementioned proposal are attached as appendices to this report.</p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: None
	Human: None

	<p>Risk Management:</p> <p>The introduction of the aforementioned proposal as this location will assist in the management of road safety issues.</p>
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications:
	<p>Rural Needs Implications:</p> <p>The introduction of the aforementioned proposal at this location will assist DfI in the discharge of their statutory duty.</p>
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the Environment Committee endorses the proposal submitted by DfI Roads.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	<p><b>Appendix 1</b></p> <p>Letter from DfI Roads dated 4<sup>th</sup> February 2020; Proposed Limited Waiting at Thomas Street, Dungannon</p>
6.2	<p><b>Appendix 2</b></p> <p>Drawing – Proposed Limited Waiting at Thomas Street, Dungannon</p>





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Tel: 028 8225 4085

4 February 2020

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as shown on the enclosed maps.

PSNI have been consulted and are in agreement with the proposals.

Please bring this matter to the attention of your council.

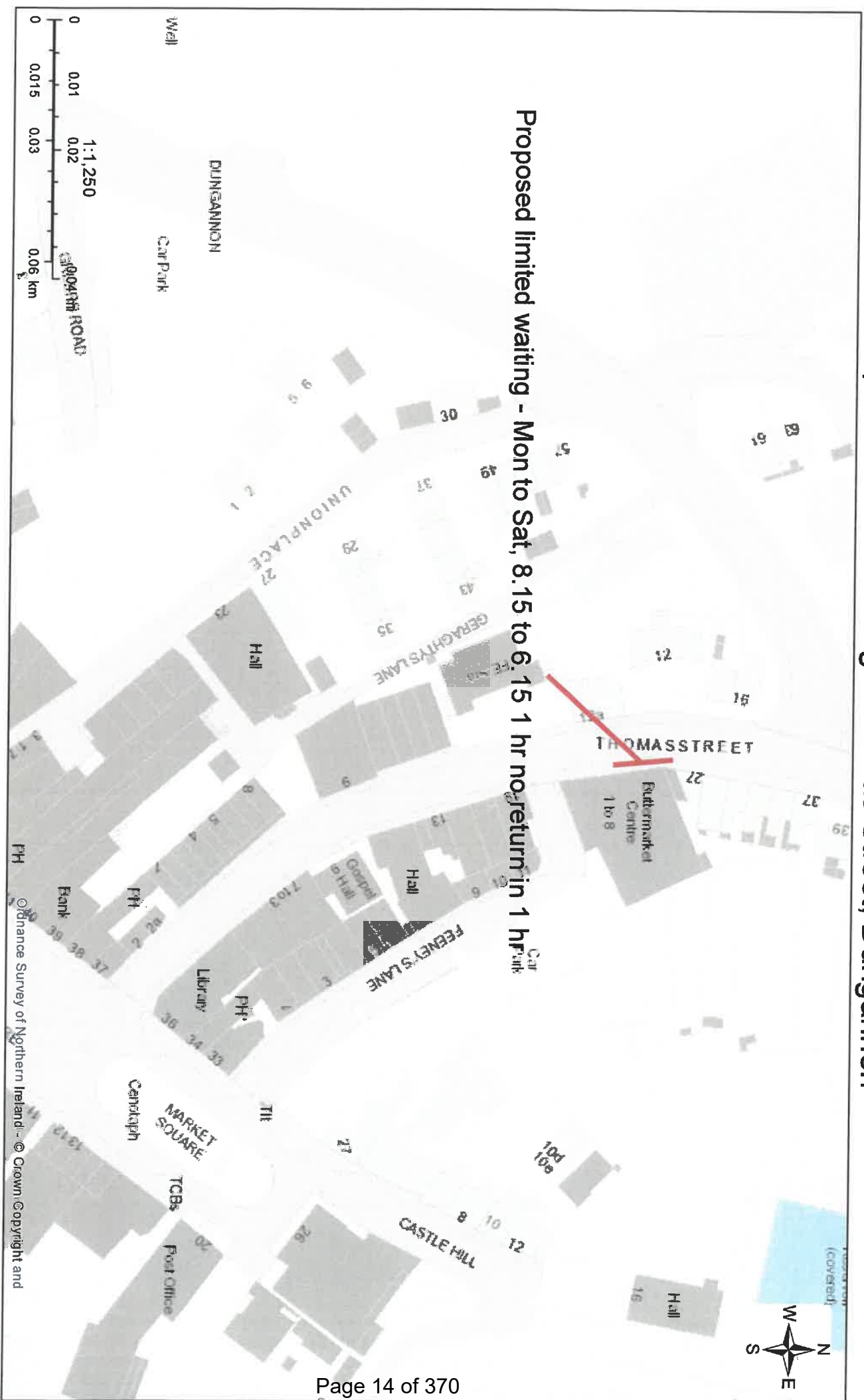
Yours sincerely

Mrs Hazel Burton  
Network Development Section

Enc



# Proposed limited waiting - Thomas Street, Dungannon



<b>Report on</b>	Dfl Roads Proposal to Mid Ulster District Council - Proposed Provision of a Disabled Persons' Parking Bay at Coronation Park, Aughnacloy
<b>Date of Meeting</b>	Tuesday 10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	Andrew Cassells, Director of Environment & Property
<b>Contact Officer</b>	Andrew Cassells, Director of Environment & Property

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To seek the agreement of Members in relation to proposals from Dfl Roads to introduce measures to enhance the safety and development of the transport network with a range of transport proposals.
<b>2.0</b>	<b>Background</b>
2.1	Dfl Roads are consulting the Council with proposals to introduce measures designed to improve network safety, sustainability and efficiency to encourage safe and sustainable travel.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The following outlines the proposals to be brought to the attention of the Environment Committee:</p> <p><b>Proposed Provision of a Disabled Persons' Parking Bay at Coronation Park, Aughnacloy</b></p> <p>Dfl Roads are proposing to provide a disabled persons' parking bay at the above noted location.</p> <p>Consultation letter and location map of aforementioned proposal are attached as appendices to this report.</p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial:

	Human:
	<p>Risk Management:</p> <p>The introduction of the aforementioned proposal at this location will assist in the management of road safety issues.</p>
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	<p>Equality &amp; Good Relations Implications:</p> <p>The introduction of the aforementioned proposal at this location will assist DfI in the discharge of their duties in regard to disability.</p>
	Rural Needs Implications:
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That the Environment Committee endorses the proposal submitted by DfI Roads.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	<p><b>Appendix 1</b></p> <p>Letter from DfI Roads dated 18<sup>th</sup> February 2020; Proposed Provision of a Disabled Persons' Parking Bay at Coronation Park, Aughnacloy</p>
6.2	<p><b>Appendix 2</b></p> <p>Drawing – Proposed Provision of a Disabled Persons' Parking Bay at Coronation Park, Aughnacloy</p>



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## Network Development

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Ballyronan Road  
Magherafelt  
BT45 6EN

County Hall  
Drumragh Avenue  
Omagh

Tel: 028 8225 4085

18 February 2020

Dear Mr Tohill

### **PROPOSED PROVISION OF A DISABLED PERSONS' PARKING BAY AT CORONATION PARK, AUGHNACLOY**

DfI Roads is proposing to provide a disabled persons' parking bay at Coronation Park, Aughnacloy, as detailed on the attached map.

PSNI have been consulted and are in agreement with the proposal.

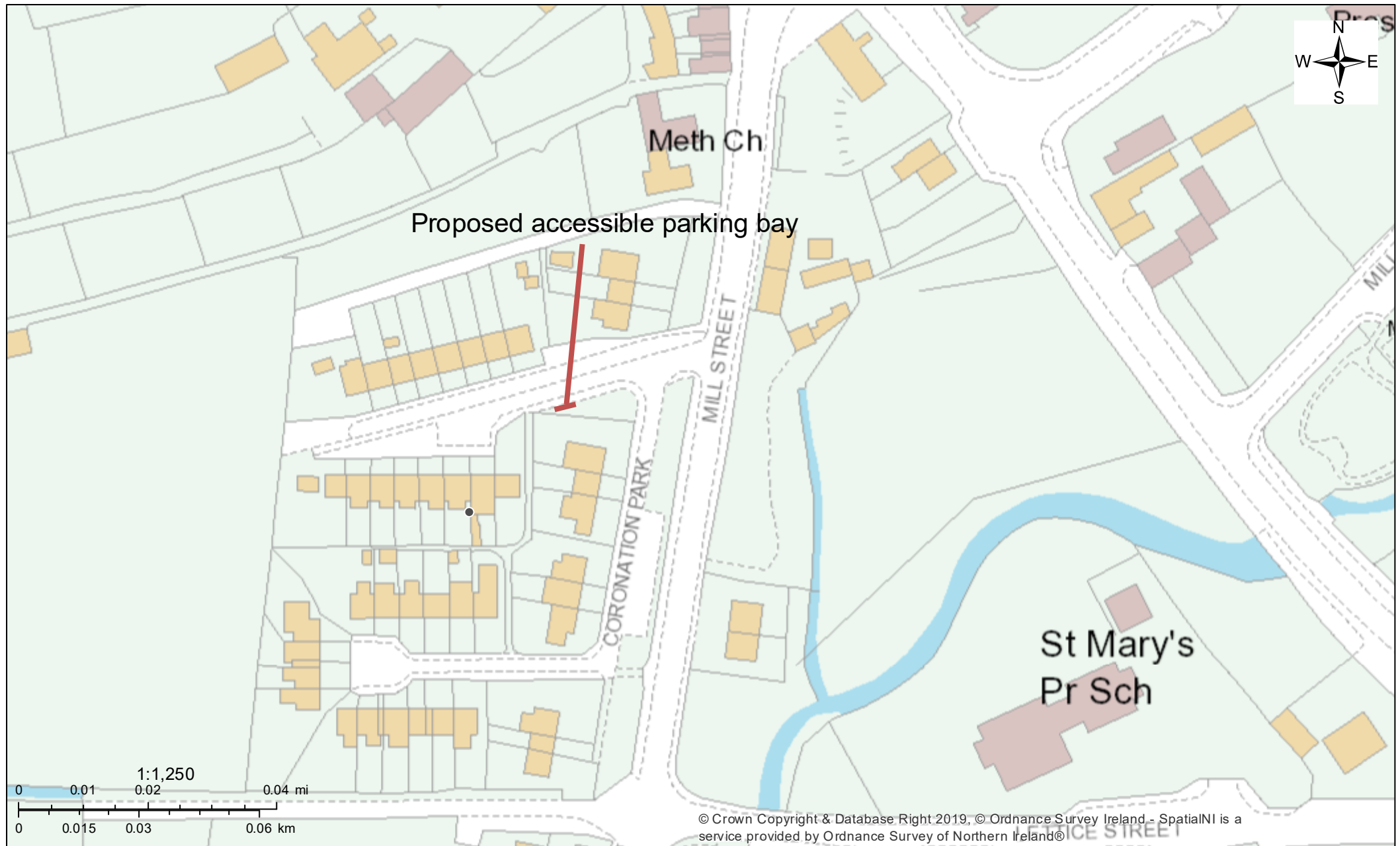
Please bring this matter to the attention of your council.

Yours sincerely

Mrs Hazel Burton  
Network Development Section

Enc

# Proposed accessible parking bay - Coronation Park, Aughnacloy



Monday 17 February 2020 10:10:04

<b>Report on</b>	Eco-Schools Programme Support 2020/21
<b>Date of Meeting</b>	10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	Mark McAdoo, Head of Environmental Services
<b>Contact Officers</b>	Mark McAdoo, Head of Environmental Services

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To seek approval to continue providing financial support to the Eco-Schools Programme
<b>2.0</b>	<b>Background</b>
2.1	The Eco-Schools programme is the world's largest environmental education programme run by the Foundation for Environmental Education in 67 countries and reaching over 18 million pupils across the world. In Northern Ireland, the Eco-School programme is run by environmental charity Keep Northern Ireland Beautiful (KNIB). It receives support from DAERA and all eleven local councils. In 2015, Northern Ireland became the first country in the international programme to achieve 100% registration of all schools.
2.2	The programme encourages and directs young people to think about litter, waste and recycling, energy saving, water conservation, transport options, biodiversity, the natural environment they are custodians of, and make positive choices for a better future.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>Impacts that have already seen from the Eco-Schools programme in N Ireland are:</p> <ul style="list-style-type: none"> <li>• 100% of schools signed up to Eco-Schools Programme which equates to 325,900 pupils in 1,134 schools here.</li> <li>• 323 schools currently have the Eco-Schools Green Flag which is an increase from 147 in 2016/17 to 176 in 2018/19 indicating the upward trends in interest in the programme.</li> <li>• 340,040 sustainable journeys have taken place since 2016 through the Translink Travel Challenge with 13,586 pupils getting involved</li> <li>• 46% raised knowledge and awareness of Healthy Living topic since 2015/16</li> <li>• 19% increase in awareness of Litter topic since 2015/16</li> <li>• 26% of schools in Northern Ireland are flying the internationally recognised Green Flag - ensuring a positive experience for our young people – through engaging them in actioned-based and socially-responsible learning.</li> </ul> <p>Mid Ulster Council's Recycling Officer team support schools wishing to gain Eco-School status as a means of assisting with the delivery of recycling and waste education in schools and the wider environmental message through a range of other topics e.g. litter.</p>

	<p>In 2019 Mid Ulster District Council had the highest percentage of Green Flag Schools of all eleven Council areas in N Ireland. Detailed metrics are provided as an appendix.</p> <p>Mid Ulster District Council has financially supported the Eco-Schools programme in Northern Ireland since 2015. There is a small increase in requested funding (£50) compared to the contribution of £1,650 in 2019/20. The 2020/21 request of £1,700 equates to an investment of approximately 6 pence per pupil in Mid Ulster.</p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: The expenditure of £1,700 can be met from Environmental Services budget
	Human: The Recycling Officers assist in the delivery of the programme and are trained Eco Schools assessors
	Risk Management: None
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	It is recommended that approval is granted to continue providing financial support to the Eco Schools Programme in NI to the amount of £1,700 in 2020/21 as requested by KNIB
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Letter from KNIB outlining Eco-Schools Support Request for 2020/21
6.2	Mid Ulster District Council Eco-Schools Metrics



Mark McAdoo  
Mid Ulster District Council

**KEEP  
NORTHERN  
IRELAND  
BEAUTIFUL**

**26 February 2020**

Dear Mark,

**Council support request for the Eco-Schools Programme in Northern Ireland 2020/21.**

This letter is a request for support for the Eco-Schools programme in your council area in 2020/2021. Your continued support both financially and with staff time is highly appreciated by Keep Northern Ireland Beautiful and is critical to the success of the programme in educating your people on the issues of waste, litter and more recently plastic pollution in your Council area. We look forward to continuing the relationship we have established over the years which has helped cement Northern Ireland as top achiever globally in the Eco-Schools programme.

As well as educating young people in your Council area on environmental issues we wish to empower them to make informed choices, take positive action and be the change needed to ensure a sustainable Northern Ireland. We seek to give young people a platform to make their voices heard and influence their peers, communities, policy and decision-makers. The Eco-Schools programme encourages and directs young people to think about litter, waste and recycling, energy saving, water conservation, transport options, biodiversity, the natural environment they are custodians of, and make positive choices for a better future.

Impacts that we have already seen from the Eco-Schools programme are:

- 100% of schools signed up to Eco-Schools Programme which equates to 325,900 pupils in 1,134 schools here.
- 323 schools currently have the Eco-Schools Green Flag and we've seen increases from 147 in 2016/17 to 176 in 2018/19 indicating the upward trends in interest in the programme.
- 340,040 sustainable journeys have taken place since 2016 through the Translink Travel Challenge with 13,586 pupils getting involved
- 46% raised knowledge and awareness of Healthy Living topic since 2015/16
- 19% increase in awareness of Litter topic since 2015/16
- 26% of schools in Northern Ireland are flying the internationally recognised Green Flag - Ensuring a positive experience for our young people – through engaging them in actioned-based and socially-responsible learning.

The Eco-Schools programme is the world's largest environmental education programme run by the Foundation for Environmental Education. Support from local councils has been invaluable and has helped Northern Ireland schools, including those in your Council area, stand out on a global stage, excelling in a programme that now engages in excess of 20 million pupils in 51,000 schools across 67 countries.

Here in Northern Ireland it is run by environmental charity Keep Northern Ireland Beautiful with support from DAERA and all 11 local councils. Its standing with schools here is such that in 2015 we became the first country in the international programme to achieve 100% registration from all our schools. It is going from strength to strength every year however this cannot be achieved without your vital and much appreciated support.

Bridge House, 2 Paulett Avenue, Belfast, BT5 4HD

T. 028 9073 6920 E. [enquiries@keepnorthernirelandbeautiful.org](mailto:enquiries@keepnorthernirelandbeautiful.org)

[keepnorthernirelandbeautiful.org](http://keepnorthernirelandbeautiful.org)  

The support request for **2020/2021** is **£1,700** which equates to an investment of around **6 pence per pupil** in your council area. This represents only a £50 increase in fees from 2019/20 despite a significant increase in support requests from schools as the Eco-Schools programme continues to grow in popularity. Maintaining costs at this level is also an indication of our commitment to work hard to add value to your investment in our young people. We bring additional support from the Department of Agriculture, Environment and Rural Affairs, grant making bodies and other corporate and charity funders and continue to make efforts to diversify funding opportunities for environmental education in Northern Ireland.

The funding which we receive from councils across Northern Ireland is a vital part of our match funding for the grant received from DAERA to keep this important programme operational. Your funding will secure growth in the programme so every school in Northern Ireland can fly the Green Flag and the programme can grow with its young people to support them through the next level of their education in colleges and campuses around Northern Ireland.

Your continued support also ensures that Keep Northern Ireland Beautiful can offer other environmental education initiatives to schools in your Council area most notably Young Reporter's for the Environment; Single Use Plastic initiatives and the Wheelie Big Challenge, all of which contribute to schools achieving Eco-Schools Green Flag status.

It is important to note that we have so far, because of your continued support, not had to pass the cost on to schools and have been able to offer the programme and assessments for free. We hope to continue this in the future as schools come increasingly under financial pressure.

As well as the associated environmental benefits mentioned above for your funding we can provide your council with:

- A pre-existing programme to **assist council delivery of their waste and litter prevention programmes and to help councils meet waste prevention and landfill reduction targets.**
- Support councils in educating and raising awareness on litter and avoidable single use plastics that will be dealt with in forthcoming EU and (in the absence of an Assembly) UK legislation.
- The opportunity to be associated with this prestigious international environmental education programme.
- Clear linkage to Council support for young people's environmental leadership development.
- Free training for your staff to become Eco-Schools Green Flag Assessors.
- Support of Cluster Group meetings for teachers in the council area which deliver valuable information to schools progressing through the Eco-Schools programme and provide the council with opportunities to promote their own projects and build relationships with teachers.
- Attending and promoting Green Flag award ceremonies hosted by the Council which are important to schools and pupils, re-enforcing the importance of their work and introducing pupils to their local council's involvement and relevance in what they are doing in school.
- Development of the Ambassador Eco-School network in your Council area - Ambassador Eco-Schools are flagship schools driving their environmental message further into the community and mentoring other schools in their area.

Bridge House, 2 Paulett Avenue, Belfast, BT5 4HD  
T. 028 9073 6920 E. [enquiries@keepnorthernirelandbeautiful.org](mailto:enquiries@keepnorthernirelandbeautiful.org)

[keepnorthernirelandbeautiful.org](http://keepnorthernirelandbeautiful.org)  

- Providing reports and statistics on schools in your Council area which are involved in the Eco-Schools programme. Biannual reports are provided to supporting councils highlighting statistics for schools and information about initiatives. We provide support for council staff and elected representatives such as responding to ad hoc queries on the status of schools in the council area.
- Access to the Keep Northern Ireland Beautiful Data Hub, which puts information and statistics from Keep Northern Ireland Beautiful programmes you support at your fingertips ([www.keepnorthernirelandbeautiful.org](http://www.keepnorthernirelandbeautiful.org)).
- Opportunities to promote your campaigns and activities through the monthly Eco-Schools newsletter and multiple social media channels and signposting schools to relevant council contacts on the Eco-Schools website ([www.eco-schoolsni.org](http://www.eco-schoolsni.org)).
- Preference given to schools in council areas supporting the programme for promotion through media outlets.
- Allowing schools access to additional funding provided through Eco-Schools for projects such as the international Wrigley Litter Less campaign.

We can all sense that these are important times for the environment and society both locally and globally. Eco-Schools therefore will have an increasingly critical role in mobilising staff and pupils to adapt to the changes that will be required and to be part of the answer and the solution to the many issues becoming apparent. It is evident from recent developments including the Global Climate Strikes that young people also are asking for support and affirmative action. Eco-Schools provides a very practical action-based delivery mechanism for the many solutions. Working together we can all build a better future. Whilst any one of us working alone will struggle to get the critical mass needed.

Enclosed is an Eco-Schools Support Request Form. I would be very grateful if you could provide the necessary Purchase Order number by the end of January 2020 to ensure access to the benefits listed above is maintained in 2020/21.

If you require any further information or clarification on anything above, please do not hesitate to contact me.

Yours Sincerely

Carl Forster

Carol Forster

Head of Operations  
Keep Northern Ireland Beautiful

Bridge House, 2 Paulett Avenue, Belfast, BT5 4HD  
T. 028 9073 6920 E. [enquiries@keepnorthernirelandbeautiful.org](mailto:enquiries@keepnorthernirelandbeautiful.org)

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KEEP  
NORTHERN  
IRELAND  
BEAUTIFUL

### Eco-Schools Support 2020/2021 Request Form

Eco-Schools Support Cost     £1,700

..... Council

☐ Agrees to support the Eco-Schools Programme

OR

☐ Do not wish to support the Eco-Schools Programme

Council Purchase Order Number (required for invoicing) .....

Signed .....

Name .....

Position/job title.....

Date.....

#### Please return to:

Victoria Rowan  
Keep Northern Ireland Beautiful  
Bridge House  
2 Paulett Avenue  
Belfast  
BT5 4HD

[victoria.rowan@keepnorthernirelandbeautiful.org](mailto:victoria.rowan@keepnorthernirelandbeautiful.org)

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## Mid Ulster District Council Eco-Schools Metrics October 2019

- Number of main schools<sup>1</sup> registered in council area – 123
- Number of active Eco-Schools in council area<sup>2</sup> – 72 (59%)
- Total number of pupils in council area – 28,905
- Number of pupils in active Eco-Schools<sup>3</sup> - 20,592 (71%)
- Number of schools who have achieved the Green Flag – 71 (58%)
- Number of schools with current Green Flags – 43 (35%)
- Number of schools with lapsed Green Flags – 29 (24%)
- Green Flags awarded:
  - 2015/16 - 19
  - 2016/17 – 26
  - 2017/18 – 13
  - 2018/19 – 29 (24% awarded GF status)
- Ambassador Schools:
  - St Colm's High School (new in 2016/17)
  - St Columba's Primary School, Straw (new in 2017/18)
  - Kilronan SP School (new in 2018/19)
- Upcoming Cluster Group Meetings: Please contact [Georgina.Black@keepnorthernirelandbeautiful.org](mailto:Georgina.Black@keepnorthernirelandbeautiful.org) to confirm details of Cluster Group meeting for additional promotion to schools in your Council area.
- Number of schools engaged with YRE 2018/19 – 3
- Number of schools engaged with TTC 2018/19 - 6
- Engagement with topics:

Topic	Number of Schools engaged in topic	Overall Percentage (%) of schools engaged
Biodiversity	30	24
Climate Action	6	5
Energy	31	25
Global Perspective	27	22
Healthy Living	38	31
Litter	30	24
Outdoor Learning	28	23
Transport	10	8
Waste	33	27
Water	11	9

<sup>1</sup> Schools that operate out of the Library Board (accurate as of 09/10/19).

<sup>2</sup> Accurate as of 09/10/19. This takes in schools involved in various ES projects, programmes and events that are working towards an Eco-Schools Green Flag and those schools that have been awarded the Eco-Schools Green Flag

<sup>3</sup> Based on the average number of pupils in each school (286) multiplied by the number of active schools



<b>Report on</b>	Street Naming and Property Numbering
<b>Date of Meeting</b>	10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	William Wilkinson

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	For Members to consider the naming of new streets within residential Housing Developments within Mid-Ulster.
<b>2.0</b>	<b>Background</b>
2.1	In accordance with the Local Government (Miscellaneous Provisions) NI Order 1995 – Article 11 the Council is tasked with the responsibility of approving Street Naming and Numbering of buildings erected thereon.
2.2	The Policy for Street Naming and Numbering, as adopted (see Appendix 1) forms the basis for considering proposals for the street naming of new developments.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The Building Control Department have received requests for the naming of streets within proposed residential development as follows:</p> <p style="padding-left: 40px;"><b>I. Site off Ballymacombs Road, Portglenone</b></p> <p>An application had been submitted by JFM Construction Ltd for the naming of a new street within a proposed residential development off Ballymacombs Road, Portglenone. The developer has now submitted the following options for consideration (see Appendix 2).</p> <ol style="list-style-type: none"> <li><b>1. Glencombe Hall</b></li> <li><b>2. Glencombe Wood</b></li> <li><b>3. Glencombe Manor</b></li> </ol>
3.2	As the options submitted are linked to the locality in each case, it is considered that each option demonstrates compliance with the policy as adopted.

<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: None
	Human: None
	Risk Management: None
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None
	Rural Needs Implications: No
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	<p>It is recommended that consideration is given to the approval of the following proposals for the Street Naming of each street within a new residential development within Mid Ulster.</p> <p><b>I. Site off Ballymacombs Road, Portglenone</b></p> <p><b>Either     Glencombe Hall</b>  <b>Or         Glencombe Wood</b>  <b>Or         Glencombe Manor</b></p>
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Policy for Street Naming and Numbering.
6.2	Appendix 2 – Pro-forma containing revised street naming proposals, location map and site layout plan for new street off Ballymacombs Road, Portglenone.



## Policy on Street Naming and Numbering

Document Control			
Policy Owner	Director of Public Health & Infrastructure		
Policy Author	Director of Public Health & Infrastructure		
Version	Version 1		
Consultation	Senior Management Team	Yes / No	
	Trade Unions	Yes / No	
Equality Screened by	Principal Building Control Officer	Date	20/02/2019
Equality Impact Assessment	N/A	Date	
Good Relations	N/A		
Approved By	Environment Committee	Date	12/03/2019
Adopted By	Council	Date	28/03/2019
Review Date		By Whom	
Circulation	Councillors, Staff		
Document Linkages			

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3.0	Policy Scope	
4.0	Linkage to Corporate Plan	
5.0	Naming of new Streets	
6.0	Renaming Existing Streets	
7.0	Roles & Responsibilities	
8.0	Impact Assessments <ul style="list-style-type: none"> <li>• Equality Screening &amp; Rural Needs Impact</li> <li>• Staff &amp; Financial Resources</li> </ul>	
9.0	Support & Advice	
10.0	Communication	
11.0	Monitoring & Review Arrangements	

Appendices	Description	Page Number
A	Article 11 of the Local Government (Miscellaneous Provisions) (NI) Order 1995	
B	Naming of New Streets and Housing Developments: <i>Procedure</i>	
C	Renaming Existing Streets: <i>Procedures</i>	

## **1.0 INTRODUCTION**

1.1 Mid Ulster District Council resolved that a policy and associated procedures be developed to guide the Council in accordance with the provisions of Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995("the 1995 Order"), referenced in Appendix A to this policy, on;

- (i) Naming of New Streets and Housing Developments;
- (ii) Renaming and Re-numbering existing streets

## **2.0 Policy Aim & Objectives**

2.1 **Policy Aim:** To ensure the naming of New Streets and Housing Developments is delivered in a fair, equitable and consistent manner.

### **2.2 Policy Objectives:**

- To facilitate Mid Ulster District Council in meeting its statutory obligations with regard to local government Street Naming requirements
- To confirm the mechanism and process by which Mid Ulster District Council will name new streets and housing developments
- To provide residents with a process whereby they may request the renaming of their street
- To ensure street names are reflective of localities within which they are being proposed and engagement of all affected residents of streets where requests have been received to rename

## **3.0 Policy Scope and Legislative Framework**

3.1 This policy relates specifically to the naming of New Streets/ Housing Developments and processing requests for the erection of nameplates expressing the name of the street in a language other than English. The statutory basis for this policy is contained within Article 11 of the 1995 Order.

- 3.2 This legislation empowers Council to authorise the naming of streets within its respective District. The 1995 Order provides for street naming, street numbering and the provision of street signs. It also provides the Council with a discretionary power to erect dual language street signs or second nameplates in a language other than English via Section 1a and 1b. A copy of the relevant statute is included in Appendix A.

### **Interpretation and Definitions**

- 3.3 For purposes of this Policy the following interpretation/ definitions apply as set out within the 1995 Order:

- Nameplate - defined as a means of 'signifying a name in writing'
- Street - defined as 'any road, square, court, alley, passage or lane'.

### **4.0 Linkage to Corporate Plan**

- 4.1 Referring to Mid Ulster District Council's Corporate Plan 2015-2019, this policy contributes toward the delivery of Corporate Theme 1 *Delivering for Our People*.

### **5.0 Naming of New Streets**

- 5.1 Proposals for new Street names linked to traditional place names will be favorably considered and that if such a place name is traditionally in a language other than English, that name may also be considered as the name by which that place may be known. The procedure that will apply in relation to proposal under this [policy] is contained in Appendix [B]. Building names are not controlled by statute and do not form part of this Policy.
- 5.2 Criteria - General

To maintain the heritage and identity of the area administered by Mid Ulster District Council in naming a new Street and/ or Housing Development the following criteria shall be adhered to. The name chosen shall;

1. Reflect the local townland name, or a local geographical/ topographical, social or historical feature.
2. The name shall not use the townland name within which the street and/ or the housing development is situated. The townland name shall still form part of the postal address.

3. The name should not mark any historical or political event or any individual or family, living or deceased.
4. The prefix of the name can only be the same as an existing Street or Road name prefix in the locality if it is accessed from that street or road.
5. To avoid confusion over addresses the name should not sound similar to an existing Street or Road name in that District Electoral Area.
6. The erected nameplate shall express the name in English; and may express that name in any other language other than English in accordance with Article 11 of the 1995 Order.
7. Although not prescriptive or exhaustive the running order/hierarchy for Street naming should follow an easily understood pattern, for example:
  - Road–Street–Avenue–Mews–Drive–Lane–Close–Alley

## **6.0 Renaming and Renumbering Existing Streets**

- 6.1 Provision shall be made for the renaming and renumbering of existing Streets within the Mid Ulster District Council area, where instances as noted in 7.2 below require that that this be undertaken to maintain a consistent approach to street naming. The 1995 Order empowers Council to authorise Street names within the area they administer. The procedure that will apply in relation to a proposal under this policy is contained in Appendix C.

### **6.2 Criteria - General**

The renaming or renumbering of an existing street shall normally only be considered;

- To remove similar or the same street name in the immediate locality
- Where a street name has been 'lost'
- To correct an incorrectly spelt name
- If emergency services have reported problems in identifying and locating the street
- If postal services or other statutory agencies has reported problems in identifying and locating the street
- Where a request has been received by the Council and signed by not less than 50% of the occupiers of a street to which a change is being sought. This would be based on 1 occupier per premises on the relevant street

## **7.0 Roles and Responsibilities**

- 7.1 **Director of Public Health and Infrastructure:** shall have responsibility for implementation of this policy by Mid Ulster District Council, through the Building Control Service.
- 7.2 **Building Control Service:** shall be responsible for implementing arrangements to administer; (i) requests to name New Streets and Housing Developments and (ii) requests to rename existing Streets.
- 8.0 Impact Assessments**
- 8.1.1 **Equality Screening & Impact**
- 8.1.1 This policy has been subject to equality screening in accordance with the Council's equality scheme screening process. It has been 'screened out' for an Equality Impact Assessment.
- 8.2 Rural Needs Impact**
- 8.2.1 This policy has been subjected to a rural needs impact assessment and thus can demonstrate regard to rural needs when delivering this public service.
- 8.3 Staff & Financial Resources**
- 8.3.1 No issues have been identified which will impact on the delivery of Council business as a result of this policy being implemented. Valid requests for determination will be brought to attention of Committee.
- 9.0 Support and Advice**
- 9.1 Advice and guidance on the implementation of this should be sought from the Head of Building Control
- 10.0 Communication**
- 10.1 The Building Control Service within the Public Health & Infrastructure Department of Council is responsible for the communication, delivery and adherence to this policy
- 11.0 Monitoring and Review Arrangements**

- 11.1 Implementation of this policy will be routinely monitored and a formal review undertaken 24 months from its effective commencement date.

**Appendix A**  
**Article 11, Local Government (Miscellaneous Provisions) (Northern**  
**Ireland) Order 1995**

*Street names and numbering of buildings*

**Powers of councils in relation to street names and numbering of buildings**

11.—(1) A council may erect at or near each end, corner or entrance of any street in its district a nameplate showing the name of the street; and a nameplate erected under this paragraph—

- (a) shall express the name of the street in English; and
- (b) may express that name in any other language

(2) A council may, immediately adjacent to a nameplate erected under paragraph (1) which expresses the name of a street in English only, erect a second nameplate expressing the name of the street in a language other than English.

(3) Neither this Article nor anything done by a council thereunder authorises or requires the use of the name of a street expressed in a language other than English as, or as part of—

- (a) the address of any person; or
- (b) the description of any land; for

the purposes of any statutory provision.

(4) In deciding whether and, if so, how to exercise its powers under paragraph (1)(b) or (2) in relation to any street, a council shall have regard to any views on the matter expressed by the occupiers of premises in that street.

(5) Any person who—

- (a) obscures, pulls down or defaces any nameplate erected under paragraph (1) or (2);
- (b) erects in any street any nameplate showing as the name of the street a name different from that in any nameplate erected in the street under paragraph (1) or (2); or
- (c) erects in any street any nameplate purporting to show the name of the street, without the authorisation of the council for the district in which the street is situated,

shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

(6) Where a council has exercised its powers under paragraph (1) in relation to any street, the occupier of each house or other building in that street shall ensure that that house or building is at all times marked with such number as the council may approve for the purposes of this Article.

(7) Where a person fails to comply with paragraph (6) the council may serve on him a notice requiring him to comply with that paragraph within 7 days from the date of service of the notice.

(8) A person who fails to comply with a notice served on him under paragraph (7) shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

(9) Where a person fails to comply with a notice served on him under paragraph (7) in respect of any house or other building, the council may itself do anything which he has failed to do and may recover from that person summarily as a civil debt any expenses thereby reasonably incurred by it.



(10) In this Article—  
“nameplate” includes any means of signifying a name in writing; “street” includes any road, square, court, alley, passage or lane.

(11) The power of a council to erect a nameplate under paragraph (1) or (2) includes power—

- (a) to erect it on any building or in such other manner as the council thinks fit; and
- (b) to cause it to be erected by any person authorised in that behalf by the council.

(12) The following statutory provisions shall cease to have effect, namely—

- (a) sections 64 and 65 of the Towns Improvement Clauses Act 1847<sup>F6</sup>;
- (b) in section 38 of the Towns Improvement (Ireland) Act 1854<sup>F7</sup> the words “naming the streets and numbering the houses and also so much thereof as relates to”;
- (c) section 21 of the Public Health Acts Amendment Act 1907<sup>F8</sup>;
- (d) section 19 of the Public Health and Local Government (Miscellaneous Provisions) Act (Northern Ireland) 1949<sup>F9</sup>; and
- (e) so much of any local Act as relates to the naming of streets or the numbering of houses or buildings;

## **Appendix B**

### **Naming of New Streets and Housing Developments: *Procedure***

1. Developers should submit an application for a new Street/ Development naming to the Council's Building Control service within the Public Health and Infrastructure Department ("the Department") before any promotional activity on the sale of properties commences.
2. The applicant should recommend at least 2 but no more than 3 names per street for consideration, outlining how they consider the proposed names comply with the criteria referred to within Section 5.2 above
3. If the Department determines that the name(s) does not conform to the criteria within 5.2 of this Policy, the developer/applicant will be informed of this and asked to submit an alternative name(s) and/or written representations as to why they disagree. When the Council receives an alternative name(s) and the Council Officer deems that it meets the criteria then it will be recommended to the Council's Environment Committee for consideration.
4. If the developer/applicant is not in agreement with the Department's evaluation they can make written representations which will be considered at the next available meeting of the Environment Committee.
5. The developer/ applicant will be informed of the approved name following approval of the Environment Committee minutes at the next available Council meeting of Mid Ulster District Council
6. Should the Committee not accept any of the presented options the applicant/ developer will be informed of the Council's decision
7. If following the non-acceptance of a proposed name the applicant/ developer does not resubmit an alternative name to the Council within 8 weeks of the date of the decision letter, the Council may identify a name and notify the applicant/ developer of their intention to approve that name. The Council shall allow four weeks to elapse from the date of the notification of the name before presenting it to the next available Environment Committee
8. If a street name has been approved by the Council it shall not be considered for change within 6 months from the date of approval, unless in accordance with the Council's Standing Orders.
9. Names shall be shown on nameplates which will include the townland where relevant and erected in line with current Guidance.
10. New buildings will be allocated numbers consecutively with odd numbers to the right hand side and even numbers to the left hand side.

## **Appendix C**

### **Renaming Existing Street Name: Procedures**

This procedure provides guidelines for the procedure for renaming of existing street/road names which the 1995 Order empowers councils to authorise. The following procedure for canvassing the views of occupiers and the criteria to be applied in deciding whether to rename a street with an alternative in English shall be:

1. Upon receipt of a petition, signed by not less than 50% of the householders (based on one resident per household over the age of 18) of the street/road ("a Petition") the Council will consider a survey of the street/road in relation to the desired name change and reason for same.
2. The proposed name must meet the criteria set down in this policy for the naming of New Streets, as detailed within 5.2 of this policy.
3. If the Department considers the new name meets the criteria, approval to undertake the survey will be sought from the Environment Committee.
4. The Council will survey, by post, to the occupier(s) of each of the properties listed on the Electoral Register and one survey per established business as appears on the Non-Domestic Valuation List of that street/road or the part of a street/road affected at that time; seeking their views on the request to change the name. The survey shall be carried out by the Council's Building Control service.
5. Replies will be by way of a supplied self-addressed envelope and must be returned by the date specified in the correspondence giving notification of the survey and reason for same . Only replies received from registered occupiers by that date will be considered
6. The outcome of the survey will be presented to the Environment Committee and only where all occupiers (100 %) in the affected street agree with the proposed name change, will a recommendation be presented to approve the change.
7. Where a request is not approved any further request will not be considered until the expiry of a 12 month period from the date of the Environment Committee meeting where the outcome of the survey was considered.
8. Where a Petition to have an existing street renamed is not approved then the occupiers will be notified of this.
9. Where a new nameplate is erected. The decision to remove an existing nameplate will be made by Property Services, where deemed necessary to do so.

10. Historical nameplates may remain in place where they are fitted to an existing wall (or dwelling), where they will not affect directional issues. This shall be at the discretion of Property Services.
11. Where the Department receives a request from the emergency services, mail delivery services or other statutory bodies who have difficulty locating the street to rename it. They shall inform residents as noted above and consider to survey and rename the street upon the agreement of all households on that street. Such requests shall be notified to and approval sought from Environment Committee and outcome of survey reported to same.

## MID ULSTER DISTRICT COUNCIL

### New Street Name Proposals



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

Applicants Name & Address: JFM Construction Ltd

Description: New Development site off Ballymacombs Rd, Portlennone - 25no units

Ref: F/2020/0008/MAST

	Proposed Street Name	Linkage to Locality	Reason for Choice
Option 1	Glencombe Hall	Townland - Glenone Location - off Ballymacombs Road	Glencombe - represents the locality & location Hall - represents the prestige houses approved
Option 2	Glencombe Wood	same as above	same as above Wood - represents the wood nearby
Option 3	Glencombe Manor	same as option 1	same as option 1 Manor - represents the prestige houses approved

\* Please avoid the use of apostrophes, hyphens, full stops and commas.

Please note that street naming proposals should be in accordance with Mid Ulster Council Policy (Attached)

Signed .....

Dated 19/02/2020 .....







Site at Ballymacombs Rd, Glenone,  
Portglenone

PROJECT NO: 744  
SCALE: 1:2500 @ A4  
DATE: March 2017  
DRAWING NO: PL01a  
DRAWN BY: mk

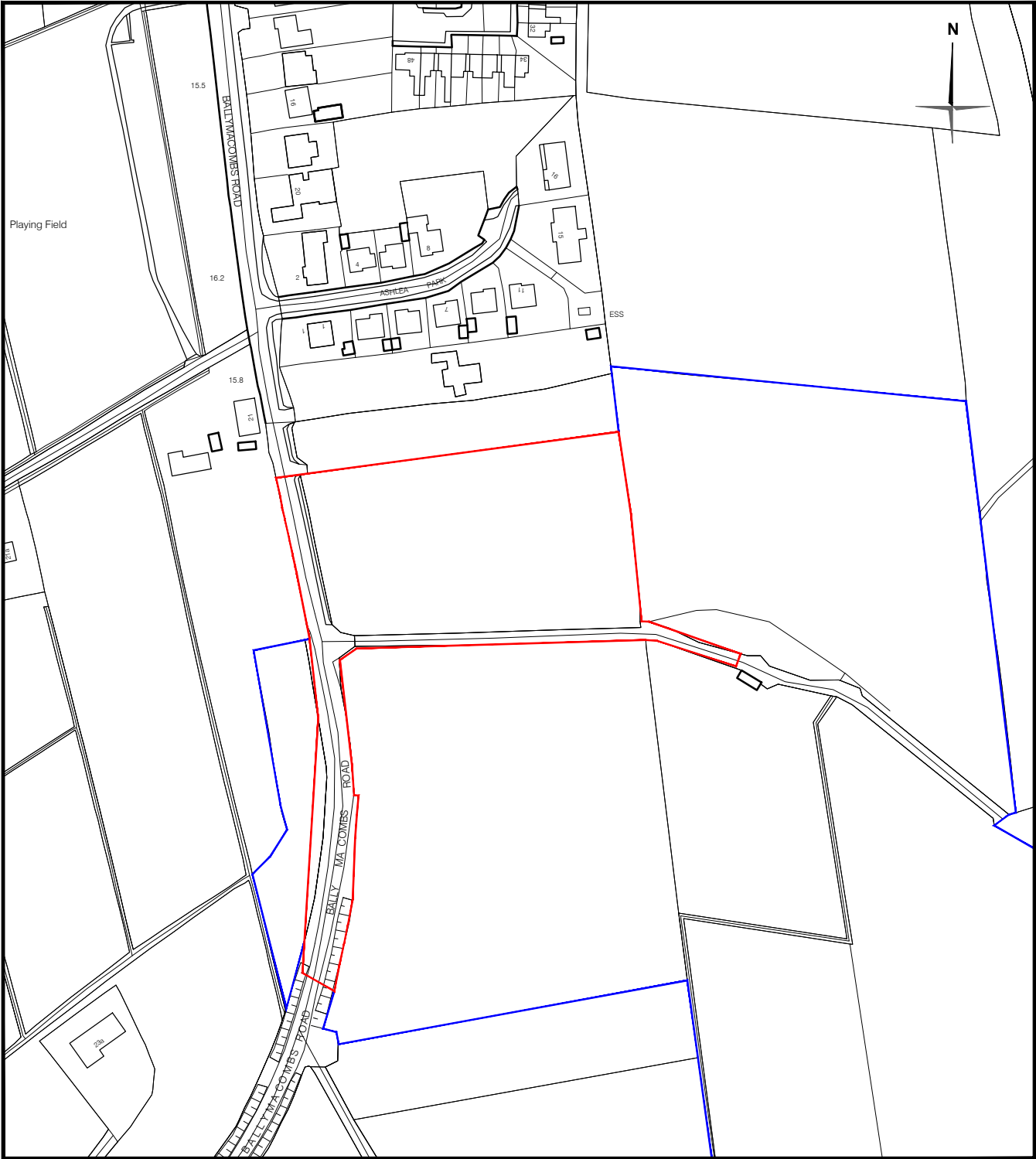
NEWLINE  
ARCHITECTS

A 48 MAIN STREET, CASTLEDAWSON, BT45 8AB  
T 028 79 468396  
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W www.newlinearchitects.co.uk  
© All rights reserved. All drawings and written material herein constitute original and unpublished work of the architect and may not be duplicated, used or disclosed without written consent of the architect.

REVISIONS:

No:	Description:	Date:	By:

-  - Site
-  - Adjoining Land







<b>Report on</b>	Energy Performance of Buildings Regulations
<b>Date of Meeting</b>	10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	William Wilkinson

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To advise Members on the Enforcement Procedural Document (see Appendix 1) developed to achieve compliance of the Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended).
<b>2.0</b>	<b>Background</b>
2.1	<p><u>Energy Performance of Buildings</u></p> <p>The Council has responsibility for enforcing The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended) (the EPB Regulations). As the enforcing authority, the Council is responsible for ensuring that all relevant buildings are in compliance with the exception of Council owned buildings, for which the Department of Finance retained enforcement responsibility. The legislation requires:</p> <ul style="list-style-type: none"> <li>• Energy performance certificates for properties which provide A-G efficiency ratings and recommendations for improvement</li> <li>• Public buildings to display energy certificates</li> <li>• Inspections for air conditioning systems</li> </ul>
2.2	<p><u>Energy Performance Certificates (EPC)</u></p> <p>EPC's are required whenever a building is constructed or for existing buildings, before it is marketed for sale or rent (see sample in Appendix 2).</p> <p>An EPC, records the energy efficiency of a property, providing a rating of the energy efficiency and carbon emissions of a building on a scale from A to G, where A is very efficient and G is very inefficient.</p> <p>EPC's are produced using standardised methods detailing energy usage so that the energy efficiency of one building can easily be compared with another building of the same type. This allows prospective buyers, tenants, owners, and occupiers to see and compare information on the energy efficiency and carbon emissions from a building, so they can consider energy efficiency and fuel costs as part of their investment decision.</p>

	<p>The EPC will expire after 10 years and a new EPC (valid for the next 10 years) should be produced if the property is marketed for sale or rent at that time. An EPC will include a recommendation report listing measures (such as low and zero carbon generating systems) to improve the energy rating of the building. The EPC also contains information about the rating that could be achieved if all the recommendations were implemented.</p> <p>An Energy Performance Certificate (EPC) is required when:</p> <ul style="list-style-type: none"> <li>• A building is newly constructed or an existing building has been modified</li> <li>• A building is for sale or rent</li> </ul>
2.3	<p><u>Display Energy Certificates</u></p> <p>Display Energy Certificates (DEC's) show the actual energy usage of a public building (the Operational Rating) and allow the public to see the energy efficiency of that building. This is based on the energy consumption of the building as recorded by means of oil, gas, electricity and other meters. The DEC should be displayed at all times in a prominent place clearly visible to the public.</p> <p>DEC's are only required for buildings that have a total useful floor area of more than 250m<sup>2</sup> which are occupied by a public authority or an institution providing a public service to a large number of people, and are frequently visited by members of the public. DEC's are valid for one year. The accompanying Advisory Report is valid for 7 years which makes recommendations for improvements to the energy performance of the building (see Appendix 3 for sample DEC and Advisory Report).</p>
2.4	<p><u>Air Conditioning Inspections</u></p> <p>All air-conditioning systems with an effective rated output of 12kW must be regularly inspected by an energy assessor at intervals not greater than 5 years.</p> <p>Systems installed before 30th December 2008 and an inspection for energy efficiency has yet to be carried out, should be inspected as required by the Energy Performance of Buildings (EPB) (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended).</p> <p>If a system was installed on or after 30th December 2008, it must be inspected within 5 years of its installation date and every five years thereafter</p> <p>The relevant person in the building must have in their control at all times a copy of the most recent air-conditioning inspection report – see sample in Appendix 4.</p>
<b>3.0</b>	<b>Main Report</b>
	<u>Enforcement</u>
3.1	An aligned EPB Enforcement Policy, has been developed by the Northern Ireland EPB team and is being used as guidance by Councils across Northern Ireland,

thereby ensuring that there is an effective and consistent approach to EPB Regulations enforcement.

3.2 Mid Ulster Council's approach to EPB enforcement to date has been to educate and obtain compliance through awareness raising through periodic inspections and media checks, which promoted the benefits of the legislation with compliance found to be at a consistent level. However, there are instances of breaches of the EPB Regulations which should be subject to enforcement action by way of a fixed penalty fine known as a Penalty Charge Notice (PCN).

3.3 Officers will take all reasonable steps to work with all non-compliant relevant person/s to ensure compliance is achieved and maintained and that the use of a Penalty Charge Notice will only be used as a last resort to enforce the Legislation.

3.4 Members are advised that the following are the Penalty Charge Notice amounts prescribed under the EPB Regulations:

Table 1 - Penalty Charge Notices

Breach	PCN amount
Marketing a dwelling for sale or rent without an EPC	£200 per complaint
Marketing a non-domestic property for sale or rent without an EPC	12.5% per net annual value, between £500 - £5,000
Not having a valid Display Energy Certificate or Advisory Report available	£1000
Display Energy Certificate not displayed correctly	£500
Air-conditioning system not inspected and energy assessment report carried out	£300

#### Procedures

3.5 Building Control Officers undertake specific EPB related inspections and checks on the following undernoted areas to measure the level compliance across the District.

#### Commercial Media

3.6 Visits to estate agents offices, or checking their web pages to check compliance in providing EPC information on all commercial media. Page 11 of Appendix 1 details the procedure that is followed in carrying out enforcement duties. The Agent is either compliant and this is recorded, or if non-compliance is identified then subsequent enforcement action is commenced.

The Estate Agent will be required to:

- comply with the legislation by including the energy performance indicator on the literature for the properties which you are marketing,

	<p>or</p> <ul style="list-style-type: none"> <li>Remove the properties from the market.</li> </ul> <p>Failure to comply with this requirement within 14 days will result in the issue of a Penalty Charge Notice (to the amount as detailed in Table 1 – see 3.4).</p> <p><u>On Construction Energy Performance Certificates</u></p>
3.7	<p>5 days prior to the completion of a building, Building Control requests a copy of the EPC and check that it is also registered on Landmark (System for recording and checking all EPC's etc. which is available to view by the Public). If documentation is satisfactory, the Building Control completion certificate can be issued. Where an EPC is not provided within 5 days of completion, or is invalid, then the enforcement procedures set out on page 16 of Appendix 1 are followed.</p> <p>Failure to comply within 21 days will result in the issue of a Penalty Charge Notice (to the amount as detailed in Table 1)</p> <p><u>Energy Performance Certificates – Sale or Rent</u></p>
3.8	<p>To assess the compliance of properties for sale within the District, visits are carried out on estate agent premises and their company websites, including identifying sales and rentals from private landlords on local media such as newspapers and websites including acting on complaints.</p> <p>It should be noted that the responsible person (i.e. an estate agent or individual) selling/letting a property must have a valid EPC in place for each applicable property prior to placing that property on the market.</p> <p>The information in the form of a valid Energy Performance Certificate must be made available to any prospective buyer/ tenant and give a valid Energy Performance Certificate and Recommendation Report to the actual buyer/ tenant.</p> <p>Where non-compliance has been identified then a request by the Council must be complied with within 21 days as detailed on page 23 of Appendix 1. Failure to comply with this request may lead to a Penalty Charge Notice (to the amount as detailed in Table 1).</p> <p><u>Display of Energy Performance Certificates.</u></p>
3.9	<p>Officers visit buildings that meet the following criteria to ensure that an Energy Performance Certificate (EPC) is on display:</p> <ul style="list-style-type: none"> <li>Useful floor area greater than 500m<sup>2</sup></li> <li>Frequently visited by members of the public</li> </ul>

	<ul style="list-style-type: none"> <li>• It currently has a valid EPC.</li> </ul> <p>Where non-compliance is identified, enforcement procedures detailed on page 30 of Appendix 1 are followed and the responsible person occupying the building has 14 days to display that Energy Performance Certificate. An officer will visit the site to confirm compliance.</p> <p>Failure to comply with this Regulation may lead to a Penalty Charge Notice (to the amount as detailed in Table 1).</p> <p><u>Display Energy Certificate (DEC)</u></p> <p>3.10 Officers visit buildings that meet the following criteria:-</p> <ul style="list-style-type: none"> <li>• Occupied by a public authority that provide a service</li> <li>• Frequently visited by members of the public</li> <li>• Useful floor area greater than 250m<sup>2</sup>.</li> </ul> <p>The building must have on display their Display Energy Certificate (DEC). The certificate should be displayed in a prominent place and checked in terms of its correct display and validity.</p> <p>Enforcement procedures as detailed on page 37 of Appendix 1 are followed where non-compliance is identified and failure to comply with this Regulation after 14 days may lead to a Penalty Charge Notice (to the amount as detailed in Table 1). An officer will visit the site to confirm compliance.</p> <p><u>Air Conditioning Reports</u></p> <p>3.11 Premises that are identified as having an air conditioning system are visited and assessed to determine if an Air Conditioning Inspection Report is required. The following 3 key factors determine if an ACIR is required:</p> <ul style="list-style-type: none"> <li>• 12Kw output</li> <li>• Used for comfort cooling for occupants benefit</li> <li>• Refrigerant gas used.</li> </ul> <p>In meeting these factors the system must have a valid Air-Conditioning Inspection Report which is to be completed by an approved energy assessor at regular intervals not exceeding 5 years.</p> <p>Where non-compliance is identified as detailed on page 39 of Appendix 1, the building owner/occupier must confirm within 28 days that a valid Air-Conditioning Inspection Report been produced and the report is available for inspection.</p> <p>Failure to comply with this request may lead to a Penalty Charge Notice (to the amount as detailed in Table 1).</p>
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3.12	<p><u>Review</u></p> <p>General Provisions in Part 4 the Enforcement Policy outline the following action that can be taken by a person who received a Penalty Charge Notice:</p> <ol style="list-style-type: none"> <li>1. Within 28 days of receipt of a PCN, request the Council to review that notice; and</li> <li>2. Where the PCN is upheld by the Council, the recipient may appeal to the County Court</li> </ol> <p>These review procedures, criteria and further general provisions are detailed within Appendix 1 in Part 4 General Provision page 8 of Appendix 1 and at the conclusion of each EPB Regulations inspections and checks.</p>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Within current resources
	Human: Within current resources
	Risk Management: The Council may be audited by the Department of Finance to assess compliance of the Regulations within the District
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That Members note the content of the Report and agree to the adoption of the Procedural Document for the enforcement of Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 - Energy Performance of Buildings Enforcement Procedure, Flowcharts, Sample Letters and Penalty Charge Notice.
6.2	Appendix 2 – Sample of Energy Performance Certificate
6.3	Appendix 3 - Sample Display Energy Certificate and Advisory Report
6.4	Appendix 4 – Sample of Air-conditioning Inspection Report









# **ENERGY PERFORMANCE OF BUILDINGS**

**Enforcement Procedure, Flowcharts, Sample Letters and Penalty Charge Notices**

2019

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# Enforcement Procedure

## Energy Performance of Buildings Regulations Building Control Northern Ireland



# Introduction

This guidance document has been created to help Councils enforce the Energy Performance of Buildings Regulations consistently across Northern Ireland. The guidance should be used in accordance with each councils' own Enforcement Policy and in line with the Good Enforcement Concordat.

## Part 1 - Energy Performance Certificates

### (a) An EPC is required when the construction of a new building is EPB complete or an existing building is modified for separate use

**Note:** In accordance with the regulations an EPC is required within *5 days* of a building being deemed EPB complete. ('EPB complete' means that the building has walls, roof, windows and primary heating/ventilation system installed and able to be used to condition the indoor climate.)

1) For all new buildings or where a building has been significantly modified so that part of the building may be used separately; there is a requirement to have an On Construction EPC (OC EPC) provided by the relevant person, to the property owner within five days of being deemed EPB complete.

2) When the Council becomes aware that a new building is EPB complete, consideration may be given as to whether a copy of the EPC should be requested. A copy of an OC EPC can **only** be requested within a period of **6 months** after the building is deemed EPB complete. In determining this date, the occupation date will be relevant. An initial written request should be issued if applicable.

3) If after a period of **21 days** post the initial written request, confirmation of the OC EPC has not been received by the Council, a further formal request under Regulation 32(1) for a copy of the OC EPC and the accompanying recommendation report may be issued (the EPB regulations state: the EPC is required within 7 days beginning with the day after the date of formal request).

4) If after a period of **7 days** the OC EPC has not been received a Penalty Charge Notice (PCN) under Regulation 33(1) may be served on the relevant person by an 'authorised officer' (in accordance with the regulations, the PCN sum should be paid within 28 days).

5) If after a period of **28 days** the Penalty Charge sum has not been paid, proceedings for the recovery of the penalty charge may be commenced in accordance with EPB Regulation 38.

**Note:** The penalty charge notice will, **in the first instance**, be for a breach of Regulation 32(4) – the requirement is to provide a copy of the valid documentation

within 7 days. A Penalty Charge Notice may also be given in respect of breach of duty under other EPB Regulations.

## **(b) – An EPC is required when a building is offered for sale or rental**

### **Sale**

1) Where the Council becomes aware (through periodic inspections or complaints) that a building is offered or marketed for sale or has been sold, the Council may issue a written request for a copy of a valid EPC and recommendation report.

2) If the valid EPC information is not received after a period of **21 days** from the date of issuing the written request, a further formal request under Regulation 32(1) for a copy of the EPC and the accompanying recommendation report may be issued (the EPB Regulations state: the EPC is required within 7 days beginning with the day after the date of formal request). It will be necessary to establish the name and address of the relevant person.

3) If after a period of **7 days** a valid EPC and recommendation report has not been received a Penalty Charge Notice (PCN) under Regulation 33(1) may be served on the relevant person by an 'authorised officer' (in accordance with the regulations, the PCN sum should be paid within 28 days).

4) If after a period of **28 days** the Penalty Charge sum has not been paid, proceedings for the recovery of the penalty charge may be commenced in accordance with EPB Regulation 38.

**Note:** The penalty charge notice will, **in the first instance**, be for a breach of Regulation 32(4) – the requirement is to provide a copy of the valid documentation within 7 days. A Penalty Charge Notice may also be given in respect of breach of duty under other EPC regulations.

### **Rental**

1) Where the Council becomes aware (through periodic inspection or complaints) that a building is offered for rental or has been rented, the Council may issue a written request for a copy of a valid EPC and recommendation report.

2) If the valid EPC information is not received after a period of **21 days** from the date of issuing the written request, a further formal request under Regulation 32(1) for a copy of the EPC and the accompanying recommendation report may be issued. (The EPB regulations state: the EPC is required within 7 days beginning with the day after the date of formal request). It will be necessary to establish the name and address of the relevant person.

3) If after a period of **7 days** the EPC has not been received a Penalty Charge Notice (PCN) under Regulation 33(1) may be served on the relevant person by an 'authorised

officer' (in accordance with the regulations, the PCN sum should be paid within 28 days).

4) If after a period of **28 days** the Penalty Charge sum has not been paid, proceedings for the recovery of the penalty charge may be commenced in accordance with EPB Regulation 38.

**Note:** The penalty charge notice will, **in the first instance**, be for a breach of Regulation 32(4) – the requirement is to provide a copy of the valid documentation within 7 days. A Penalty Charge Notice may also be given in respect of breach of duty under other EPC regulations.

A copy of an EPC may only be requested within a period of **6 months** after the property tenancy / purchase agreement has been signed.

### **(c) - Energy performance indicator displayed on marketing**

1) Commercial media of properties for sale or rent will be checked to ensure the energy performance indicator of the building, is present. The energy performance indicator should be displayed in a form approved by the Department of Finance.

2) Where the Council becomes aware (through periodic inspection or complaints) that a building offered for sale or rent does not state the energy performance indicator in the approved form, on all commercial media, it may issue a written advisory notice. The advisory notice will inform the relevant person that their commercial media is not compliant with Regulation 5A and give the relevant person **14 days** to ensure their commercial media complies with the regulations.

3) If after the **14 day period** the energy performance indicator in the approved form, is not present on all commercial media a Penalty Charge Notice (PCN) under Regulation 33(1) may be served on the relevant person by an 'authorised officer' (in accordance with the regulations, the PCN sum should be paid within 28 days).

4) If after a period of **28 days** the Penalty Charge sum has not been paid, proceedings for the recovery of the penalty charge may be commenced in accordance with EPB Regulation 38.

**Note:** The penalty charge notice **in this instance**, will be for a breach of Regulation 5A(2). The written advisory notice is at the discretion of each Council and it is recommended each relevant person should receive only one written advisory notice in any three month period, thereafter a Penalty Charge Notice should be issued for a breach of Regulation 5A(2).

### **(d) – Display of energy performance certificates**

1) Steps may be taken to identify, as far as possible, those buildings within the Council area that should display its valid Energy Performance Certificate.

This regulation applies to buildings other than dwellings which has a total useful floor area of more than 500m<sup>2</sup>, is frequently visited by the public and has had a Valid EPC issued pursuant to Regulation 5 or 6. Buildings which are identified as meeting this criteria should display the buildings EPC in a prominent place clearly visible to members of the public.

2) Where the Council becomes aware that a building subject to this regulation is not displaying its valid EPC in accordance with Regulation 8A; an initial request for compliance may be issued.

3) If compliance is not achieved after a period of **14 days** from the issue of the initial written request, a further written request may be issued highlighting that continued non-compliance will lead to a Penalty Charge Notice.

4) If after a period of **14 days** the EPC is not displayed in accordance with Regulation 8A a Penalty Charge Notice under Regulation 33(1) may be served on the relevant person by an 'authorised officer' (in accordance with the regulations the sum should be paid within 28 days).

5) Where a Penalty Charge is not paid after a period of **28 days** proceedings for the recovery of the penalty charge may be commenced in accordance with Regulation 38.

6) It should be noted that the requirement to display the EPC is a **continuing** requirement for as long as that EPC is valid.

**Note:** The Penalty Charge Notice will, **in this instance**, be for a breach of Regulation 8A(2)

## Part 2 - Display Energy Certificate (DEC)

### The Display of a valid DEC

1) Steps may be taken to identify, as far as possible, those buildings within the Council area that require a DEC.

2) Periodic inspections should be carried out to establish if a valid DEC has been displayed correctly. Where a building does not have a valid DEC displayed in accordance with the Regulation 11(3), an initial written request for compliance may be issued.

3) If compliance is not achieved after a period of **28 days** from the issue of the initial written request, a further written request may be issued highlighting that continued non-compliance will lead to a Penalty Charge Notice.

4) If after a period of **21 days** a valid DEC is not displayed in accordance with Regulation 11(3) a Penalty Charge Notice under Regulation 33(1) may be served on the relevant person by an 'authorised officer' (in accordance with the regulations the sum should be paid within 28 days).

5) Where a penalty charge is not paid after a period of **28 days** proceedings for the recovery of the penalty charge may be commenced in accordance with EPB Regulation 38.

**Note:** The penalty charge notice will, **in this instance**, be for a breach of Regulation 11(3). The requirement to display a valid DEC is a **continuing** requirement.

### **A Valid Advisory Report**

6) Where a valid Advisory Report is not in the control or possession of the occupier in accordance with Regulation 11(3), an initial written request for compliance may be issued.

7) If compliance is not achieved after a period of **28 days** from the issue of the initial written request, a further formal request for a copy of the Advisory Report may be issued under Regulation 32(1) (the EPB Regulations state: the report is required within **7 days** beginning with the day after the date of the formal request).

8) If after a period of **7 days** a valid advisory report has not been received a Penalty Charge Notice under Regulation 33(1) may be served on the relevant person by an 'authorised officer' (in accordance with the regulations sum to be paid within 28 days).

9) Where a penalty charge is not paid after a period of **28 days** proceedings for the recovery of the penalty charge may be commenced in accordance with EPB Regulation 38.

**Note:** The penalty charge notice will, **in this instance**, be for a breach of Regulation 32(4) – the requirement is to provide a copy of the valid documentation within 7 days. A Penalty Charge Notice may also be served in respect of breach of duty under other EPB Regulations. The requirement to have a valid advisory report is a **continuing** requirement.

## **Part 3 - Buildings with Air-Conditioning**

1) Steps may be taken to identify, as far as possible, those buildings within the Council area that have an air-conditioning system with an effective output rating exceeding 12kW that use a refrigerant product for the comfort cooling of the building occupants.

2) Where it is established that a building has an air-conditioning system exceeding 12kW that uses a refrigerant product for the comfort cooling of the building occupants, the relevant person has a period of five years from the commissioning date to carry out an air-conditioning inspection, and thereafter, an air-conditioning inspection is required at regular intervals not exceeding 5 years.

3) The relevant person shall keep the most recent inspection report and make it available upon a formal request.



4) Where the Council becomes aware that a valid Air-Conditioning Inspection Report (ACIR) is required; an initial request for compliance may be issued.

5) Where compliance is not achieved after a period of **28 days** from the issue of the initial written request, a formal request for a copy of the Air Conditioning Inspection Report may be issued under Regulation 32(1) (the EPB regulations state: a report is required within 7 days beginning with the day after the date of formal request).

6) If after a period of **7 days** the most recent inspection report has not been received, a Penalty Charge Notice under Regulation 33(1) may be served on the relevant person by an 'authorised officer' (in accordance with the regulations sum to be paid within 28 days).

7) Where a Penalty Charge is not paid after a period of **28 days** proceedings for the recovery of the penalty charge may be commenced in accordance with Regulation 38.

8) It should be noted that the requirement to keep the most recent inspection report is a **continuing** requirement.

**Note:** The Penalty Charge Notice will, **in the first instance**, be for a breach of Regulation 32(4) – the requirement is to provide a copy of the most recent inspection report within 7 days. A Penalty Charge Notice may also be served in respect of a breach of duty under other regulations.

## Part 4 - General provisions

1) A Penalty Charge Notice may be served by registered post.

2) Where a copy of an EPC and accompanying recommendation report is requested this should be provided. Where this is not possible, confirmation of the unique reference number may suffice to enable the authorised officer to check on the National register.

3) Under Regulation 32, a copy of the following valid certificates may not be required to be produced for inspection more than **six months** after the last day on which the person concerned was subject to a duty in relation to the building:

- energy performance certificate
- accompanying EPC recommendation report
- DEC advisory report
- most recent air-conditioning inspection report

4) A Penalty Charge Notice may not be given after the end of the period of six months beginning with the day (or, in the case of a continuing breach, the last day) on which the breach of duty was committed.

5) A person who receives a Penalty Charge Notice may within a period of 28 days request the Council to review the notice. When such a request is received, the review may be undertaken at the earliest opportunity by an independent third party. A decision to either confirm or withdraw the notice will be conveyed to the applicant.

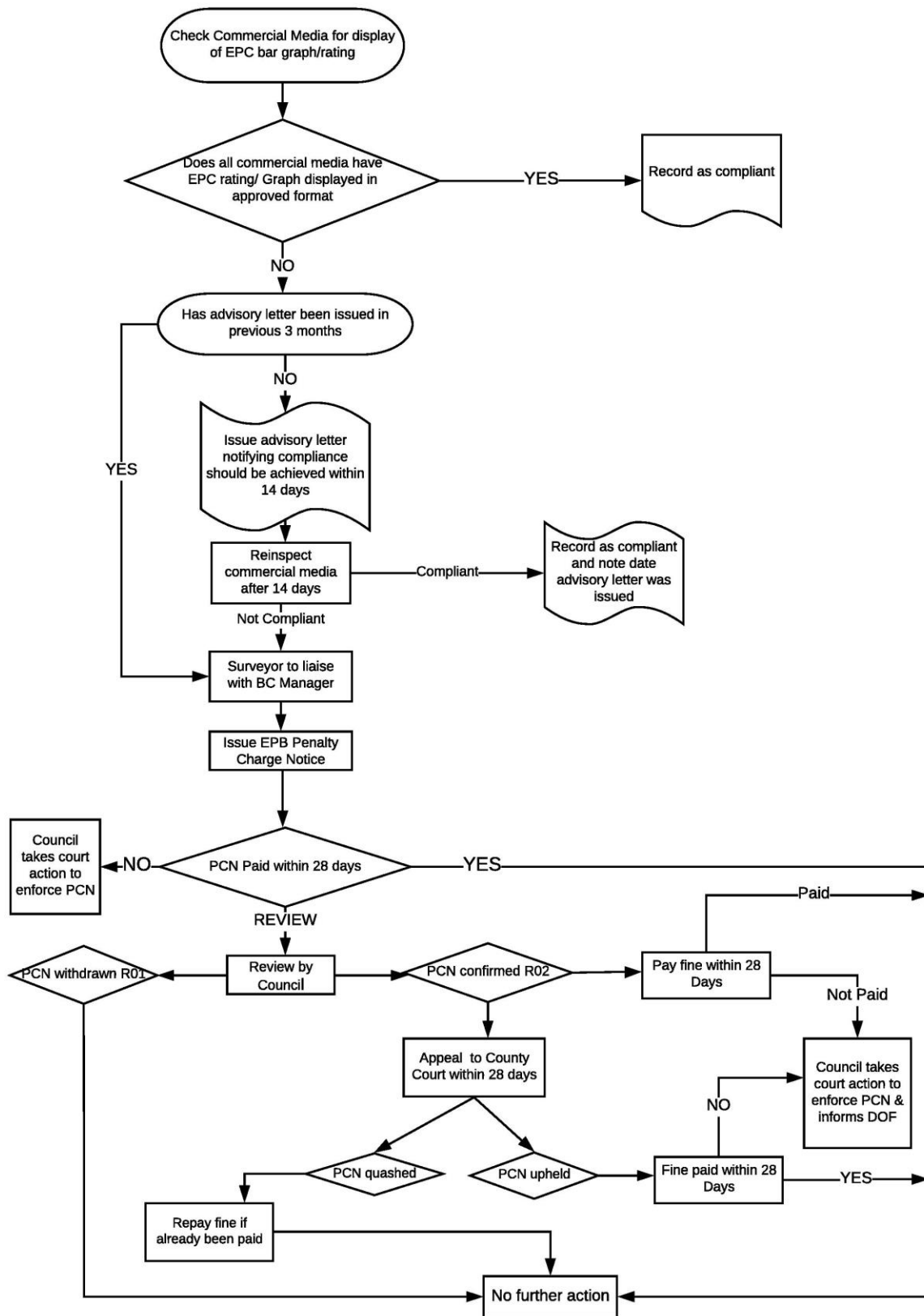
6) If after a review the Penalty Charge Notice is confirmed by the enforcement authority, the recipient may appeal to the County Court against the Penalty Charge Notice. The County Court will uphold or quash the notice.

7) Part 1 of this policy is subject to exemptions please see Energy Performance of Buildings Regulations NI 2008 (as amended) Part 2 Regulation 4.



## Energy Performance Certificates Commercial Media

### Display of EPC rating on commercial media



**Sample Commercial Media Advisory Letter**

Ref:

Dear Sir/ Madam

**Re: Non-compliance with the Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (As Amended)**

Following a recent **site / online** inspection of your estate agency we are writing to inform you that we found that you were **not compliant** in providing EPC information on all your commercial media and you are therefore in breach of the above Regulations.

We would remind you that Regulation 5A requires the energy performance indicator of the building (as expressed in the energy performance certificate) to be stated in any advertisement for sale or rent of the building in all commercial media, for example in window displays, property brochures, newspaper advertisements and on web-sites. It must be displayed in the approved format.

As the energy performance indicator is not included in all your commercial media we are formally advising you, with immediate effect, to either:

- comply with the legislation by including the energy performance indicator on the literature for the properties which you are marketing,
- or
- remove the properties from the market.

**We will provide you with 14 working days from the date of this letter to gain compliance.**

Following this period we will be carrying out further compliance checks on your commercial media, and any non-compliance will be considered a breach of the EPB Regulations and may result in a Penalty Charge Notice of £200 per property being issued.

If you need any further information or clarification please contact the person named above or phone us on 028 XXXXXXXX.

For advice on displaying EPC information on commercial media, visit the Department of Finance web-site: [www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings](http://www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings) or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

**Penalty Charge Notice – Suggested template**

**1. Notice of Breach**

**Council Name**

**Penalty Charge Notice**

Penalty Charge Notice  
*Energy Performance of Buildings (Certificates  
 And Inspections) Northern Ireland Regulations  
 (As Amended) Regulation 5A*

Reference

Notice of Breach

NOTICE GIVEN TO (name of defendant) –

OF (address) –

NOTICE GIVEN BY (name of authorised officer)

OF (name of local authority)

I am an authorised officer of the above named Council. I believe that you have committed a breach of the Energy Performance of Buildings (Certificates and Inspections) Northern Ireland Regulations 2008 (as Amended) by not displaying an energy rating on commercial media.

Date of breach: .....

Details of breach:

.....  
 .....  
 .....

Signature of authorised officer: \_\_\_\_\_

Date: \_\_\_\_\_

This notice requires that you within the period of 28 days (or such longer period as the Council may choose to specify) from the date of this notice

- a. Pay the fixed penalty charge of £ ..... or
- b. Give notice to this authority that you wish the notice to be reviewed.

## 2. HOW THE PENALTY CHARGE MAY BE PAID

**To be paid to:** The penalty charge should be paid to [name the AUTHORITY].

**Address:** [name and address of the AUTHORITY]

Payment may be made in person or by post to the office (a receipt will be sent on request).

**Method of payment:** Payment may be made by:

- cheque or postal/money order (made payable to [The AUTHORITY]);
- cash (please do not send cash by post)
- internet (i.e. by credit or debit card 24 hours a day at [[www.AuthorityName.gov.uk/payments](http://www.AuthorityName.gov.uk/payments)])
- phone (i.e. by credit or debit card on [Tel No.])

## 3. WHAT YOU SHOULD DO IF YOU WOULD LIKE THE COUNCIL TO REVIEW THIS NOTICE

Please send notice in writing to [Insert name and address] to request a review of this notice.

Please include any representations that you wish to make relating to the review. We may withdraw the penalty charge notice if we consider that the penalty charge notice should not have been given, and must do so if any of the following is the case:

- (a) You can demonstrate that you took all reasonable steps and exercised all due diligence to avoid breaching the duty;
- (b) This notice was issued more than six-months after the date on which the breach of duty occurred (or the date of the last day if a continuing breach), or otherwise fails to comply with the requirements of the regulations;

## 4. WHAT YOU SHOULD EXPECT AFTER A REVIEW

We will consider any representations you make and the circumstances of the alleged breach and will decide whether to confirm or withdraw this notice. We will notify you of our decision in writing.

If we confirm the penalty charge, you may then appeal to the County Court within the period of 28 days from the day after the date of our confirmation. The County Court may extend the period for appealing against the notice. An appeal to the county court must be on one or more of the grounds listed in regulation 37 (3) (a), (b) or (c).

## 5. IF YOU DO NOT PAY THE PENALTY CHARGE OR YOU DO NOT PAY IT FOLLOWING AN UNSUCCESSFUL REVIEW OR APPEAL

Unless we withdraw this notice, or a court quashes it, if you do not pay this penalty charge, we can recover the amount as a debt through the County Court.

Debt recovery proceedings cannot however be started any earlier than:

- (a) The end of the period allowed for the payment of this charge or any extended period that has been allowed; or

(b) Where a review has been requested, 28 days from the day after any confirmation of the penalty charge; or

(c) Where you appeal to the county court following confirmation on review, 28 days from the day on which the appeal is either withdrawn or determined.

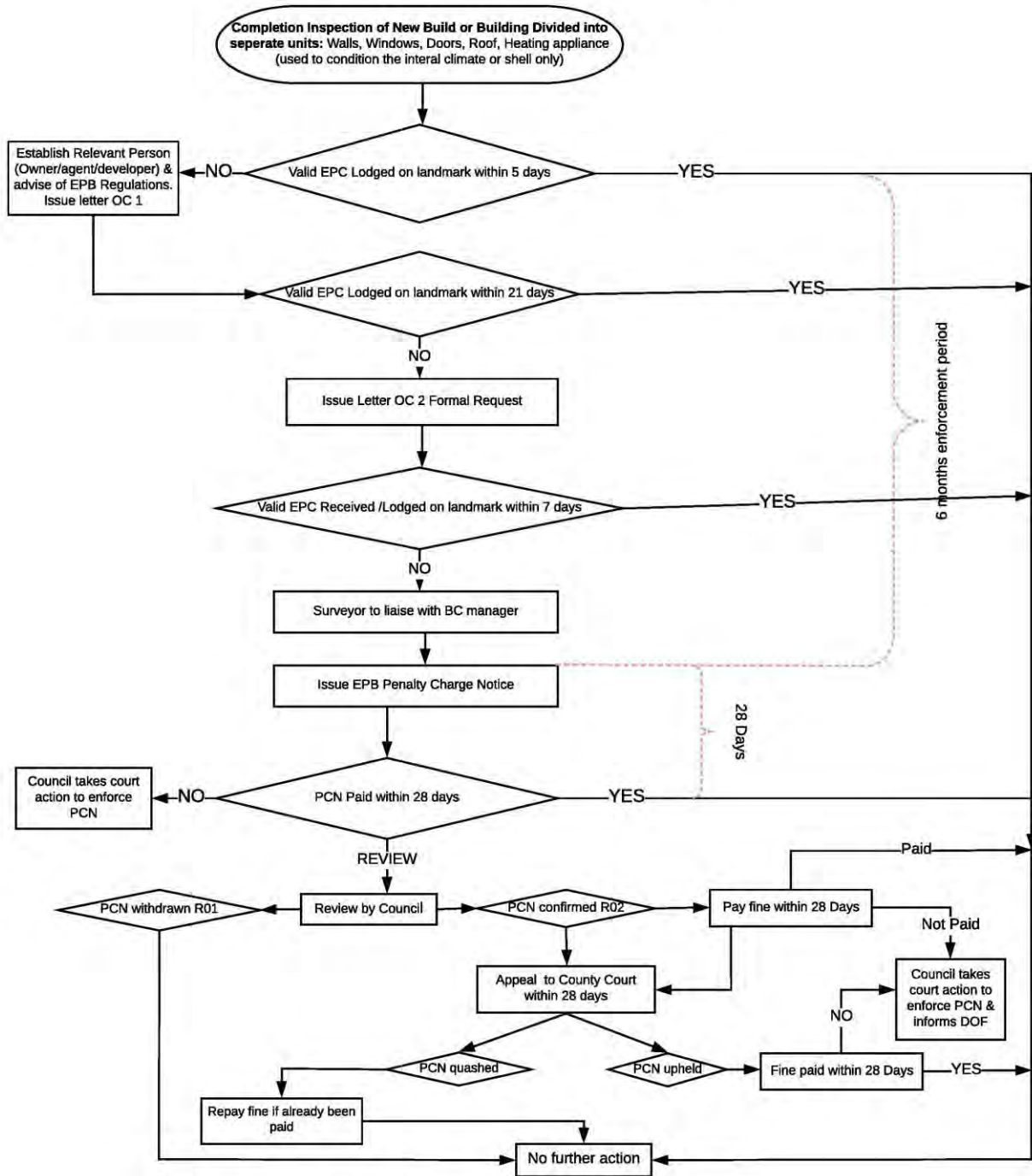
If the penalty charge notice is withdrawn or quashed we will repay any amount previously paid as a penalty charge in pursuance of the notice.





## Energy Performance Certificates On Construction

### On Construction Energy Performance Certificate



**Sample Letter On Construction EPC OC1**

Ref:

Dear Sir/ Madam

**Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (As Amended)**

Regulation 6 of the above regulations requires you to provide an On Construction Energy Performance Certificate and a Recommendation Report for the building at XXXXXXXXXX. This must be provided to the owner within 5 days of the building being complete for the purposes of the above regulations.

In order to fulfil the Council's duty as the authority responsible for enforcing these regulations you are asked to confirm that this has been done within 21 days of the date of this letter.

Failure to comply with this request may lead to you being issued with a Penalty Charge Notice.

We trust the above action will not be necessary and would assure that providing the above information will avoid further enforcement.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: [www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings](http://www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings) or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

**Sample Letter On Construction EPC OC2**

Ref:

Dear Sir/ Madam

**Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (As Amended)**

We refer to our communication of XXXXX and note that you have not responded to our request for confirmation within the allocated time period.

Regulation 6 of the above regulations requires you to provide an On Construction Energy Performance Certificate and Recommendation Report for the building at XXXXXXXXX to the owner within 5 days of the building being complete for the purposes of the above regulations.

In order to fulfil the Council's duty as the enforcing authority you are asked to confirm that this has been done and provide a copy of the On Construction Energy Performance Certificate and Recommendation Report to ourselves within 7 days of this letter.

**Failure to comply with this request within seven days will be considered a breach of Regulation 32 of the above legislation and will lead to a Penalty Charge Notice.**

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: [www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings](http://www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings) or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

**Penalty Charge Notice – Suggested template**

**1. Notice of Breach**

**Council Name**

**Penalty Charge Notice**

Penalty Charge Notice  
*Energy Performance of Buildings (Certificates  
 And Inspections) Northern Ireland Regulations  
 (As Amended) Regulation 32*

Reference

Notice of Breach

NOTICE GIVEN TO (name of defendant) –

OF (address) –

NOTICE GIVEN BY (name of authorised officer)

OF (name of local authority)

I am an authorised officer of the above named Council. I believe that you have committed a breach of the Energy Performance of Buildings (Certificates and Inspections) Northern Ireland Regulations 2008 (as Amended) by not producing for inspection an Energy Performance Certificate.

Date of breach: .....

Details of breach:

.....  
 .....  
 .....

Signature of authorised officer: \_\_\_\_\_

Date: \_\_\_\_\_

This notice requires that you within the period of 28 (or such longer period as the Council may choose to specify) days from the date of this notice

- a. Pay the fixed penalty charge of £ ..... or
- b. Give notice to this authority that you wish the notice to be reviewed.

## 2. HOW THE PENALTY CHARGE MAY BE PAID

**To be paid to:** The penalty charge should be paid to [name the AUTHORITY].

**Address:** [name and address of the AUTHORITY]

Payment may be made in person or by post to the office (a receipt will be sent on request).

**Method of payment:** Payment may be made by:

- cheque or postal/money order (made payable to [The AUTHORITY]);
- cash (please do not send cash by post)
- internet (i.e. by credit or debit card 24 hours a day at [[www.AuthorityName.gov.uk/payments](http://www.AuthorityName.gov.uk/payments)])
- phone (i.e. by credit or debit card on [Tel No.])

## 3. WHAT YOU SHOULD DO IF YOU WOULD LIKE THE COUNCIL TO REVIEW THIS NOTICE

Please send notice in writing to [Insert name and address] to request a review of this notice.

Please include any representations that you wish to make relating to the review. We may withdraw the penalty charge notice if we consider that the penalty charge notice should not have been given, and must do so if any of the following is the case:

- (a) You can demonstrate that you took all reasonable steps and exercised all due diligence to avoid breaching the duty;
- (b) This notice was issued more than six-months after the date on which the breach of duty occurred (or the date of the last day if a continuing breach), or otherwise fails to comply with the requirements of the regulations;

## 4. WHAT YOU SHOULD EXPECT AFTER A REVIEW

We will consider any representations you make and the circumstances of the alleged breach and will decide whether to confirm or withdraw this notice. We will notify you of our decision in writing.

If we confirm the penalty charge, you may then appeal to the County Court within the period of 28 days from the day after the date of our confirmation. The County Court may extend the period for appealing against the notice. An appeal to the county court must be on one or more of the grounds listed in regulation 37 (3) (a), (b) or (c).

## 5. IF YOU DO NOT PAY THE PENALTY CHARGE OR YOU DO NOT PAY IT FOLLOWING AN UNSUCCESSFUL REVIEW OR APPEAL

Unless we withdraw this notice, or a court quashes it, if you do not pay this penalty charge, we can recover the amount as a debt through the County Court.

Debt recovery proceedings cannot however be started any earlier than:

- (a) The end of the period allowed for the payment of this charge or any extended period that has been allowed; or

(b) Where a review has been requested, 28 days from the day after any confirmation of the penalty charge; or

(c) Where you appeal to the county court following confirmation on review, 28 days from the day on which the appeal is either withdrawn or determined.

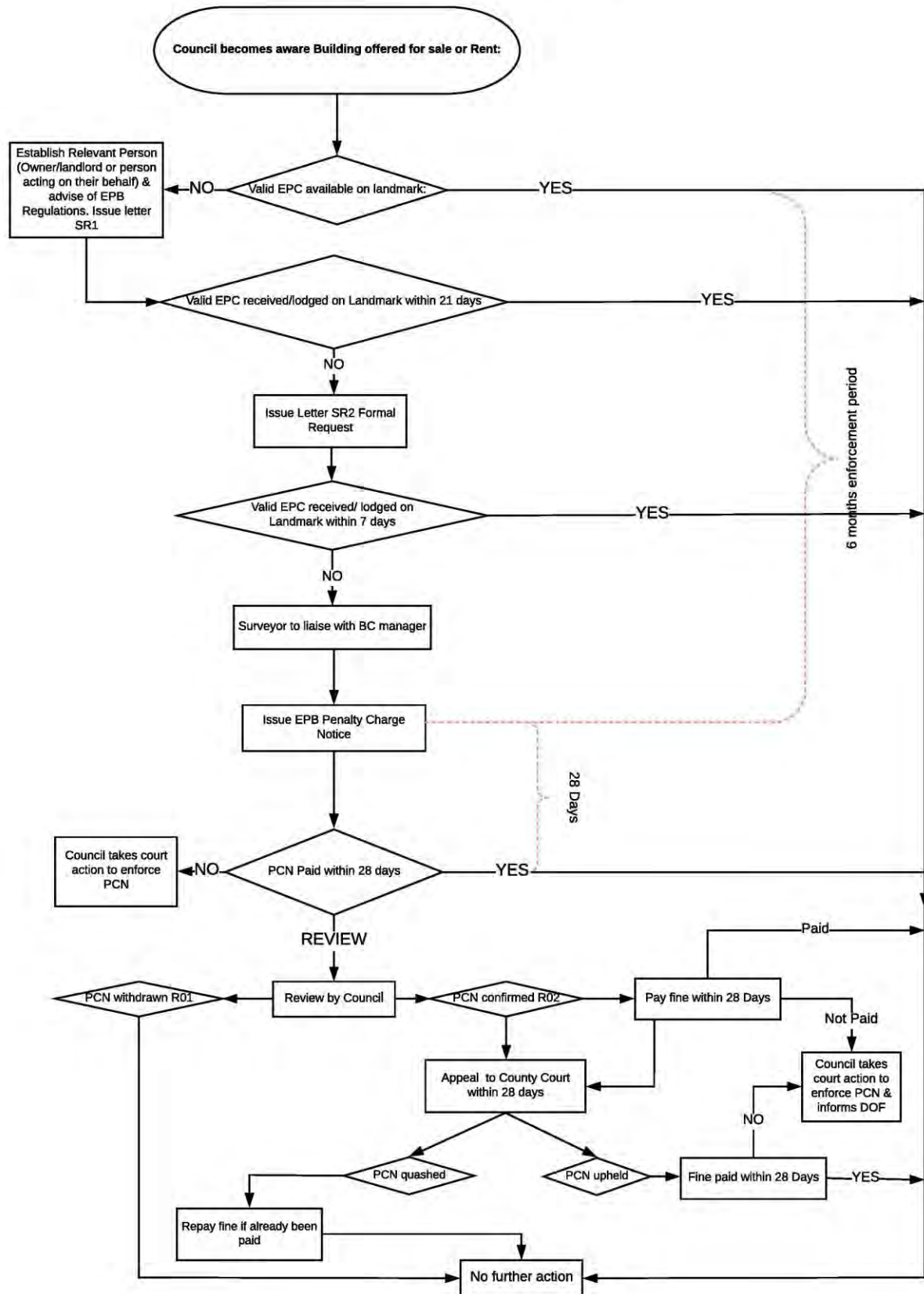
If the penalty charge notice is withdrawn or quashed we will repay any amount previously paid as a penalty charge in pursuance of the notice.



## Energy Performance Certificates Sale Or Rent



### Buildings offered for Sale or Rental



**Sample letter - No EPC sale/ rent SR1**

Ref:

Dear Sir/ Madam

**Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)**

It has come to our attention that you have offered the property at XXXXXXXXXXXXXXXX for sale/rental.

Regulation 5 of the above regulations requires you to make available a valid Energy Performance Certificate to any prospective buyer/ tenant and give a valid Energy Performance Certificate and Recommendation Report to the actual buyer/ tenant.

In order to fulfil the Council's duty as the Authority for enforcing these Regulations you are asked to confirm that this has been done within 21 days of this letter.

Failure to comply with this request may lead to a Penalty Charge Notice.

We trust the above action will not be necessary and would assure that providing the above information will avoid further enforcement.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: [www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings](http://www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings) or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

**Sample letter - No EPC Sale/ Rent SR2**

Ref:

Dear Sir/ Madam

**Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)**

We refer to our communication of XXXXX and note that you have not responded to our request for confirmation within the allocated time period.

It has come to our attention that you have offered the property at XXXXXXXXXXXXXXXX for sale/ rental.

Regulation 5 of the above regulations requires you to make available a valid Energy Performance Certificate to any prospective buyer/ tenant and give a valid Energy Performance Certificate and Recommendation Report to the actual buyer/tenant.

In order to fulfil the Council's duty as enforcing authority you are asked to confirm that this has been done and provide a copy of the Energy Performance Certificate and Recommendation Report to ourselves within 7 days of this letter.

**Failure to comply with this request within 7 days will be considered a breach of Regulation 32 of the above legislation and will lead to a Penalty Charge Notice.**

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site:  
[www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings](http://www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings) or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

**Penalty Charge Notice – Suggested template**

**1. Notice of Breach**

**Council Name**

**Penalty Charge Notice**

Penalty Charge Notice  
*Energy Performance of Buildings (Certificates  
 And Inspections) Northern Ireland Regulations  
 (As Amended) Regulation 32*

Reference

Notice of Breach

NOTICE GIVEN TO (name of defendant) –

OF (address) –

NOTICE GIVEN BY (name of authorised officer)

OF (name of local authority)

I am an authorised officer of the above named Council. I believe that you have committed a breach of the Energy Performance of Buildings (Certificates and Inspections) Northern Ireland Regulations 2008 (as Amended) by not producing for inspection an Energy Performance Certificate.

Date of breach: .....

Details of breach:

.....  
 .....  
 .....

Signature of authorised officer: \_\_\_\_\_

Date: \_\_\_\_\_

This notice requires that you within the period of 28 (or such longer period as the Council may choose to specify) days from the date of this notice

- a. Pay the fixed penalty charge of £ ..... or
- b. Give notice to this authority that you wish the notice to be reviewed.

## 2. HOW THE PENALTY CHARGE MAY BE PAID

**To be paid to:** The penalty charge should be paid to [name the AUTHORITY].

**Address:** [name and address of the AUTHORITY]

Payment may be made in person or by post to the office (a receipt will be sent on request).

**Method of payment:** Payment may be made by:

- cheque or postal/money order (made payable to [The AUTHORITY]);
- cash (please do not send cash by post)
- internet (i.e. by credit or debit card 24 hours a day at [[www.AuthorityName.gov.uk/payments](http://www.AuthorityName.gov.uk/payments)])
- phone (i.e. by credit or debit card on [Tel No.] )

## 3. WHAT YOU SHOULD DO IF YOU WOULD LIKE THE COUNCIL TO REVIEW THIS NOTICE

Please send notice in writing to [Insert name and address] to request a review of this notice.

Please include any representations that you wish to make relating to the review. We may withdraw the penalty charge notice if we consider that the penalty charge notice should not have been given, and must do so if any of the following is the case:

- (a) You can demonstrate that you took all reasonable steps and exercised all due diligence to avoid breaching the duty;
- (b) This notice was issued more than six-months after the date on which the breach of duty occurred (or the date of the last day if a continuing breach), or otherwise fails to comply with the requirements of the regulations;
- (c) You have a defence under Regulation 34 (unobtainable certificate).

## 4. WHAT YOU SHOULD EXPECT AFTER A REVIEW

We will consider any representations you make and the circumstances of the alleged breach and will decide whether to confirm or withdraw this notice. We will notify you of our decision in writing.

If we confirm the penalty charge, you may then appeal to the County Court within the period of 28 days from the day after the date of our confirmation. The County Court may extend the period for appealing against the notice. An appeal to the county court must be on one or more of the grounds listed in regulation 37 (3) (a), (b) or (c).

## 5. IF YOU DO NOT PAY THE PENALTY CHARGE OR YOU DO NOT PAY IT FOLLOWING AN UNSUCCESSFUL REVIEW OR APPEAL

Unless we withdraw this notice, or a court quashes it, if you do not pay this penalty charge, we can recover the amount as a debt through the County Court.

Debt recovery proceedings cannot however be started any earlier than:

- (a) The end of the period allowed for the payment of this charge or any extended period that has been allowed; or

(b) Where a review has been requested, 28 days from the day after any confirmation of the penalty charge; or

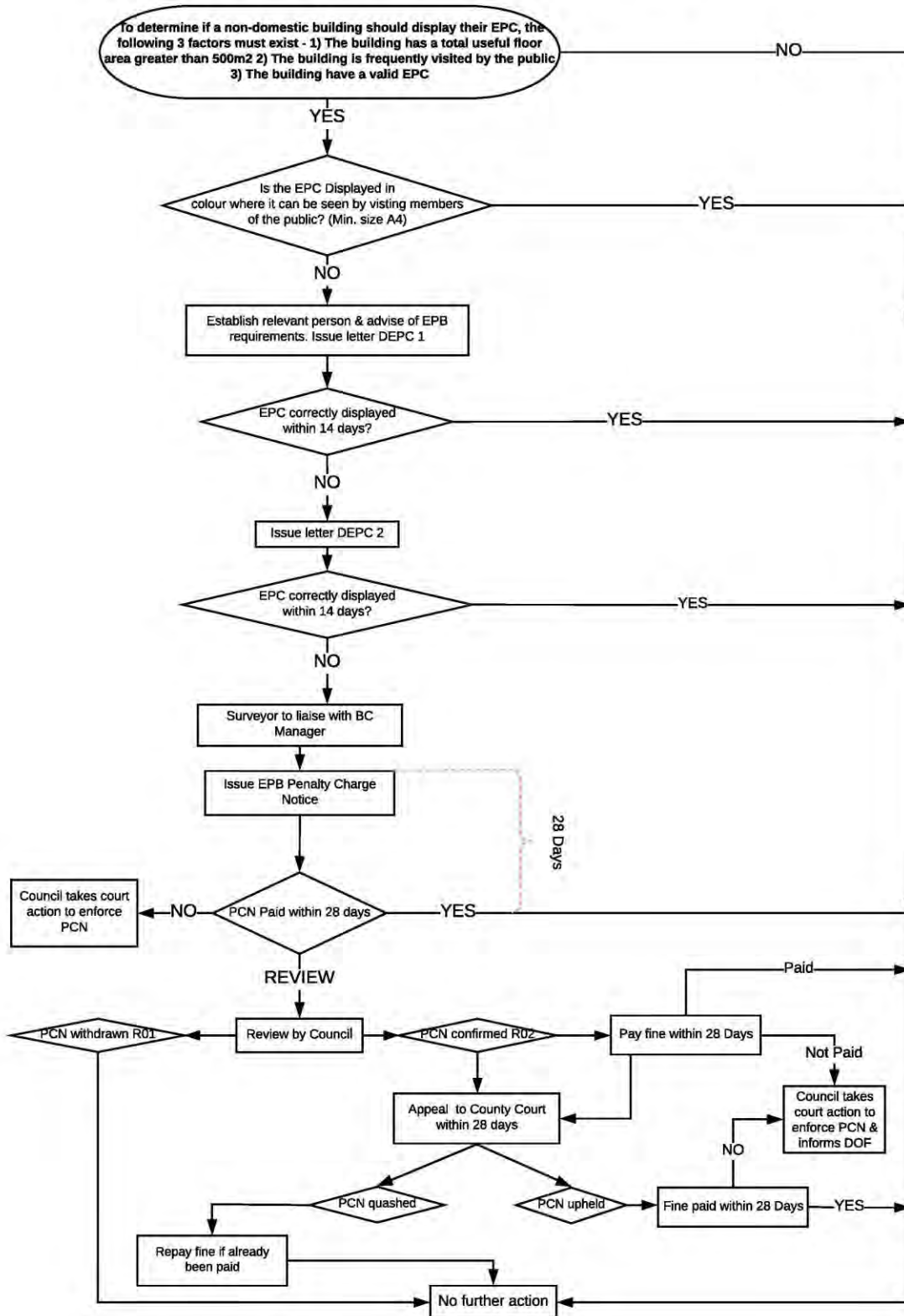
(c) Where you appeal to the county court following confirmation on review, 28 days from the day on which the appeal is either withdrawn or determined.

If the penalty charge notice is withdrawn or quashed we will repay any amount previously paid as a penalty charge in pursuance of the notice.



## Energy Performance Certificates Display of EPC's

### Display of Energy Performance Certificates





**Sample Letter DEPC 1**

Ref:

Dear Sir/ Madam

**Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)**

Following a recent visit to your building we are writing to inform you that we found that you were **not compliant** in clearly displaying the Energy Performance Certificate for the building which you occupy.

We would remind you that Regulation 8A requires you, as the occupant, to display the Energy Performance Certificate for the building or part of the building in a prominent place which is clearly visible to members of the public who visit the building.

In order to fulfil the Council's duty as the enforcing authority of the above legislation you are asked to confirm within 14 days that the Energy Performance Certificate for the building which you occupy is clearly displayed in accordance with Regulation 8A of the above Regulations. An officer will visit your site to confirm compliance.

Failure to comply with this Regulation may lead to a Penalty Charge Notice.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: [www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings](http://www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings) or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

**Sample Letter DEPC 2**

Ref:

Dear Sir/ Madam

**Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)**

We refer to our communication of XXXXX and subsequent site visit on XXXXX and note that you are still not displaying the Energy Performance Certificate for the building which you occupy, as required in accordance with Regulation 8A of the above regulations.

We would remind you that Regulation 8A requires you, as the occupant, to display the Energy Performance Certificate for the building or part of the building in a prominent place which is clearly visible to members of the public who visit the building.

In order to fulfil the Council's duty as enforcing authority of the above legislation you are asked to comply with Regulation 8A within 14 days. An officer will visit your site to confirm compliance.

**Failure to comply within 14 days will be considered a breach of Regulation 8A of the above legislation and will lead to a Penalty Charge Notice.**

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: [www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings](http://www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings) or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

**Penalty Charge Notice – Suggested template**

**1. Notice of Breach**

**Council Name**

**Penalty Charge Notice**

Penalty Charge Notice  
*Energy Performance of Buildings (Certificates  
 And Inspections) Northern Ireland Regulations  
 (As Amended) Regulation 8A*

Reference

Notice of Breach

NOTICE GIVEN TO (name of defendant) –

OF (address) –

NOTICE GIVEN BY (name of authorised officer)

OF (name of local authority)

I am an authorised officer of the above named Council. I believe that you have committed a breach of the Energy Performance of Buildings (Certificates and Inspections) Northern Ireland Regulations 2008 (as Amended) by not displaying an Energy Performance Certificate.

Date of breach: .....

Details of breach:

.....  
 .....  
 .....

Signature of authorised officer: \_\_\_\_\_

Date: \_\_\_\_\_

This notice requires that you within the period of 28 days (or such longer period as the Council may choose to specify) from the date of this notice

- a. Pay the fixed penalty charge of £ ..... or
- b. Give notice to this authority that you wish the notice to be reviewed.

## 2. HOW THE PENALTY CHARGE MAY BE PAID

**To be paid to:** The penalty charge should be paid to [name the AUTHORITY].

**Address:** [name and address of the AUTHORITY]

Payment may be made in person or by post to the office (a receipt will be sent on request).

**Method of payment:** Payment may be made by:

- cheque or postal/money order (made payable to [The AUTHORITY]);
- cash (please do not send cash by post)
- internet (i.e. by credit or debit card 24 hours a day at [[www.AuthorityName.gov.uk/payments](http://www.AuthorityName.gov.uk/payments)])
- phone (i.e. by credit or debit card on [Tel No.] )

## 3. WHAT YOU SHOULD DO IF YOU WOULD LIKE THE COUNCIL TO REVIEW THIS NOTICE

Please send notice in writing to [Insert name and address] to request a review of this notice.

Please include any representations that you wish to make relating to the review. We may withdraw the penalty charge notice if we consider that the penalty charge notice should not have been given, and must do so if any of the following is the case:

- (a) You can demonstrate that you took all reasonable steps and exercised all due diligence to avoid breaching the duty;
- (b) This notice was issued more than six-months after the date on which the breach of duty occurred (or the date of the last day if a continuing breach), or otherwise fails to comply with the requirements of the regulations;

## 4. WHAT YOU SHOULD EXPECT AFTER A REVIEW

We will consider any representations you make and the circumstances of the alleged breach and will decide whether to confirm or withdraw this notice. We will notify you of our decision in writing.

If we confirm the penalty charge, you may then appeal to the County Court within the period of 28 days from the day after the date of our confirmation. The County Court may extend the period for appealing against the notice. An appeal to the county court must be on one or more of the grounds listed in regulation 37 (3) (a), (b) or (c).

## 5. IF YOU DO NOT PAY THE PENALTY CHARGE OR YOU DO NOT PAY IT FOLLOWING AN UNSUCCESSFUL REVIEW OR APPEAL

Unless we withdraw this notice, or a court quashes it, if you do not pay this penalty charge, we can recover the amount as a debt through the County Court.

Debt recovery proceedings cannot however be started any earlier than:

- (a) The end of the period allowed for the payment of this charge or any extended period that has been allowed; or

(b) Where a review has been requested, 28 days from the day after any confirmation of the penalty charge; or

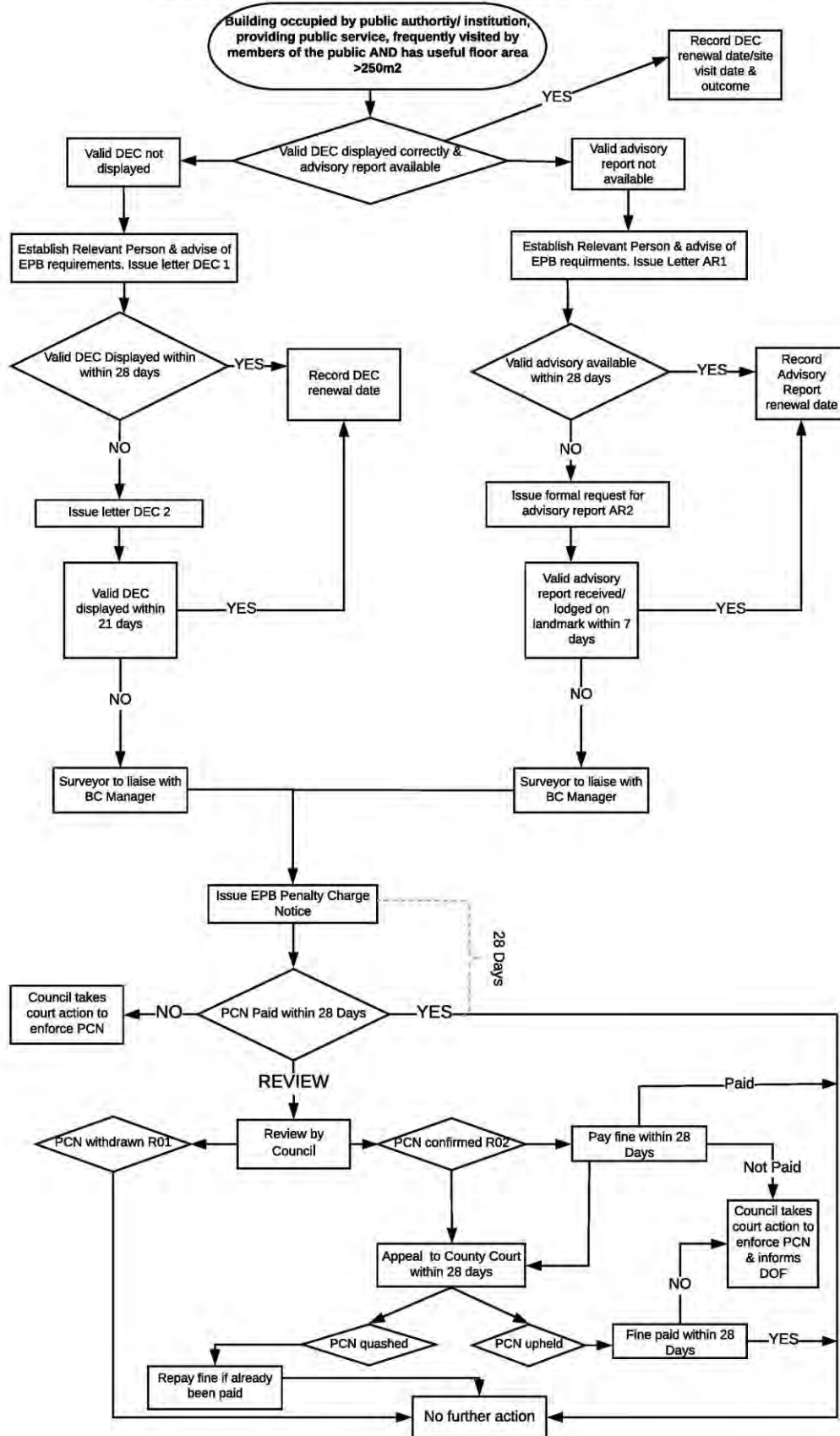
(c) Where you appeal to the county court following confirmation on review, 28 days from the day on which the appeal is either withdrawn or determined.

If the penalty charge notice is withdrawn or quashed we will repay any amount previously paid as a penalty charge in pursuance of the notice.



## Display Energy Certificate (DEC)

### Advisory Reports & Display Energy Certificates



**Sample Letter DEC 1**

Ref:

Dear Sir/ Madam

**Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)**

It has come to our attention that you may not be displaying a valid Display Energy Certificate as required in accordance with Regulation 11 of the above regulations.

Regulation 11 requires all occupiers of relevant buildings to display a valid Display Energy Certificate in a prominent place.

In order to fulfil the Council's duty as enforcing authority of the above legislation you are asked to confirm that a valid Display Energy Certificate is in place and displayed in accordance with Regulation 11 of the above Regulations within 28 days. An officer will visit your site to confirm compliance.

Failure to comply with this Regulation may lead to a Penalty Charge Notice.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: [www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings](http://www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings) or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully



**Sample Letter DEC 2**

Ref:

Dear Sir/ Madam

**Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)**

We refer to our communication of XXXXX and subsequent site visit on XXXXX and note that you are still not displaying a valid Display Energy Certificate as required in accordance with Regulation 11 of the above regulations.

Regulation 11 requires all occupiers of relevant buildings to display a valid Display Energy Certificate in a prominent place at all times.

In order to fulfil the Council's duty as enforcing authority of the above legislation you are asked to comply with Regulation 11 within 21 days. An officer will visit your site to confirm compliance.

**Failure to comply within 21 days will be considered a breach of Regulation 11 of the above legislation and will lead to a Penalty Charge Notice.**

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: [www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings](http://www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings) or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

**Penalty Charge Notice – Suggested template**

**1. Notice of Breach**

**Council Name**

**Penalty Charge Notice**

Penalty Charge Notice  
*Energy Performance of Buildings (Certificates  
 And Inspections) Northern Ireland Regulations  
 (As Amended) Regulation 11*

Reference

Notice of Breach

NOTICE GIVEN TO (name of defendant) –

OF (address) –

NOTICE GIVEN BY (name of authorised officer)

OF (name of local authority)

I am an authorised officer of the above named Council. I believe that you have committed a breach of the Energy Performance of Buildings (Certificates and Inspections) Northern Ireland Regulations 2008 (as Amended) by not displaying a valid Display Energy Certificate.

Date of breach: .....

Details of breach:

.....  
 .....  
 .....

Signature of authorised officer: \_\_\_\_\_

Date: \_\_\_\_\_

This notice requires that you within the period of 28 days (or such longer period as the Council may choose to specify) from the date of this notice

- a. Pay the fixed penalty charge of £ ..... or
- b. Give notice to this authority that you wish the notice to be reviewed.

## 2. HOW THE PENALTY CHARGE MAY BE PAID

**To be paid to:** The penalty charge should be paid to [name the AUTHORITY].

**Address:** [name and address of the AUTHORITY]

Payment may be made in person or by post to the office (a receipt will be sent on request).

**Method of payment:** Payment may be made by:

- cheque or postal/money order (made payable to [The AUTHORITY]);
- cash (please do not send cash by post)
- internet (i.e. by credit or debit card 24 hours a day at [[www.AuthorityName.gov.uk/payments](http://www.AuthorityName.gov.uk/payments)])
- phone (i.e. by credit or debit card on [Tel No.])

## 3. WHAT YOU SHOULD DO IF YOU WOULD LIKE THE COUNCIL TO REVIEW THIS NOTICE

Please send notice in writing to [Insert name and address] to request a review of this notice.

Please include any representations that you wish to make relating to the review. We may withdraw the penalty charge notice if we consider that the penalty charge notice should not have been given, and must do so if any of the following is the case:

- (a) You can demonstrate that you took all reasonable steps and exercised all due diligence to avoid breaching the duty;
- (b) This notice was issued more than six-months after the date on which the breach of duty occurred (or the date of the last day if a continuing breach), or otherwise fails to comply with the requirements of the regulations;

## 4. WHAT YOU SHOULD EXPECT AFTER A REVIEW

We will consider any representations you make and the circumstances of the alleged breach and will decide whether to confirm or withdraw this notice. We will notify you of our decision in writing.

If we confirm the penalty charge, you may then appeal to the County Court within the period of 28 days from the day after the date of our confirmation. The County Court may extend the period for appealing against the notice. An appeal to the County Court must be on one or more of the grounds listed in regulation 37 (3) (a), (b) or (c).

## 5. IF YOU DO NOT PAY THE PENALTY CHARGE OR YOU DO NOT PAY IT FOLLOWING AN UNSUCCESSFUL REVIEW OR APPEAL

Unless we withdraw this notice, or a court quashes it, if you do not pay this penalty charge, we can recover the amount as a debt through the County Court.

Debt recovery proceedings cannot however be started any earlier than:

- (a) The end of the period allowed for the payment of this charge or any extended period that has been allowed; or

(b) Where a review has been requested, 28 days from the day after any confirmation of the penalty charge; or

(c) Where you appeal to the county court following confirmation on review, 28 days from the day on which the appeal is either withdrawn or determined.

If the penalty charge notice is withdrawn or quashed we will repay any amount previously paid as a penalty charge in pursuance of the notice.

**Sample Letter AR 1**

Ref:

Dear Sir/ Madam

**Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)**

It has come to our attention that you may not have renewed the Advisory Report as required in accordance with Regulation 11 of the above regulations.

The Advisory Report is valid for a period of 7 years, beginning on the date it is issued. Regulation 11(3b) requires all occupiers of relevant buildings to have possession or control of a valid Advisory Report at all times.

In order to fulfil the Council's duty as enforcing authority of the above legislation, you are asked to confirm that a valid Advisory Report has been carried out and lodged on to the Register within 28 days from the date of this letter.

Failure to comply with this Regulation may lead to a Penalty Charge Notice.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: [www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings](http://www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings) or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

**Sample Letter AR 2**

Ref:

Dear Sir/Madam

**Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)**

We refer to our communication of XXXXX and note you do not have in your possession or control, a valid Advisory Report.

Regulation 11 requires all occupiers of relevant buildings to have possession or control of a valid Advisory Report.

In order to fulfil the Council's duty as enforcing authority of the above legislation you are asked provide a copy of a valid Advisory Report to the Council within 7 days.

**Failure to comply with this request within 7 days will be considered a breach of Regulation 32 of the above legislation and will lead to a Penalty Charge Notice.**

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: [www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings](http://www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings) or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

**Penalty Charge Notice – Suggested template**

**1. Notice of Breach**

**Council Name**

**Penalty Charge Notice**

Penalty Charge Notice  
*Energy Performance of Buildings (Certificates  
 And Inspections) Northern Ireland Regulations  
 (As Amended) Regulation 32*

Reference

Notice of Breach

NOTICE GIVEN TO (name of defendant) –

OF (address) –

NOTICE GIVEN BY (name of authorised officer)

OF (name of local authority)

I am an authorised officer of the above named Council. I believe that you have committed a breach of the Energy Performance of Buildings (Certificates and Inspections) Northern Ireland Regulations 2008 (as Amended) by not producing for inspection a valid Advisory Report.

Date of breach: .....

Details of breach:

.....  
 .....  
 .....

Signature of authorised officer: \_\_\_\_\_

Date: \_\_\_\_\_

This notice requires that you within the period of 28 days (or such longer period as the Council may choose to specify) from the date of this notice

- a. Pay the fixed penalty charge of £ ..... or
- b. Give notice to this authority that you wish the notice to be reviewed.

## 2. HOW THE PENALTY CHARGE MAY BE PAID

**To be paid to:** The penalty charge should be paid to [name the AUTHORITY].

**Address:** [name and address of the AUTHORITY]

Payment may be made in person or by post to the office (a receipt will be sent on request).

**Method of payment:** Payment may be made by:

- cheque or postal/money order (made payable to [The AUTHORITY]);
- cash (please do not send cash by post)
- internet (i.e. by credit or debit card 24 hours a day at [[www.AuthorityName.gov.uk/payments](http://www.AuthorityName.gov.uk/payments)])
- phone (i.e. by credit or debit card on [Tel No.] )

## 3. WHAT YOU SHOULD DO IF YOU WOULD LIKE THE COUNCIL TO REVIEW THIS NOTICE

Please send notice in writing to [Insert name and address] to request a review of this notice.

Please include any representations that you wish to make relating to the review. We may withdraw the penalty charge notice if we consider that the penalty charge notice should not have been given, and must do so if any of the following is the case:

- (a) You can demonstrate that you took all reasonable steps and exercised all due diligence to avoid breaching the duty;
- (b) This notice was issued more than six-months after the date on which the breach of duty occurred (or the date of the last day if a continuing breach), or otherwise fails to comply with the requirements of the regulations;

## 4. WHAT YOU SHOULD EXPECT AFTER A REVIEW

We will consider any representations you make and the circumstances of the alleged breach and will decide whether to confirm or withdraw this notice. We will notify you of our decision in writing.

If we confirm the penalty charge, you may then appeal to the County Court within the period of 28 days from the day after the date of our confirmation. The County Court may extend the period for appealing against the notice. An appeal to the County Court must be on one or more of the grounds listed in regulation 37 (3) (a), (b) or (c).

## 5. IF YOU DO NOT PAY THE PENALTY CHARGE OR YOU DO NOT PAY IT FOLLOWING AN UNSUCCESSFUL REVIEW OR APPEAL

Unless we withdraw this notice, or a court quashes it, if you do not pay this penalty charge, we can recover the amount as a debt through the County Court.

Debt recovery proceedings cannot however be started any earlier than:

- (a) The end of the period allowed for the payment of this charge or any extended period that has been allowed; or



(b) Where a review has been requested, 28 days from the day after any confirmation of the penalty charge; or

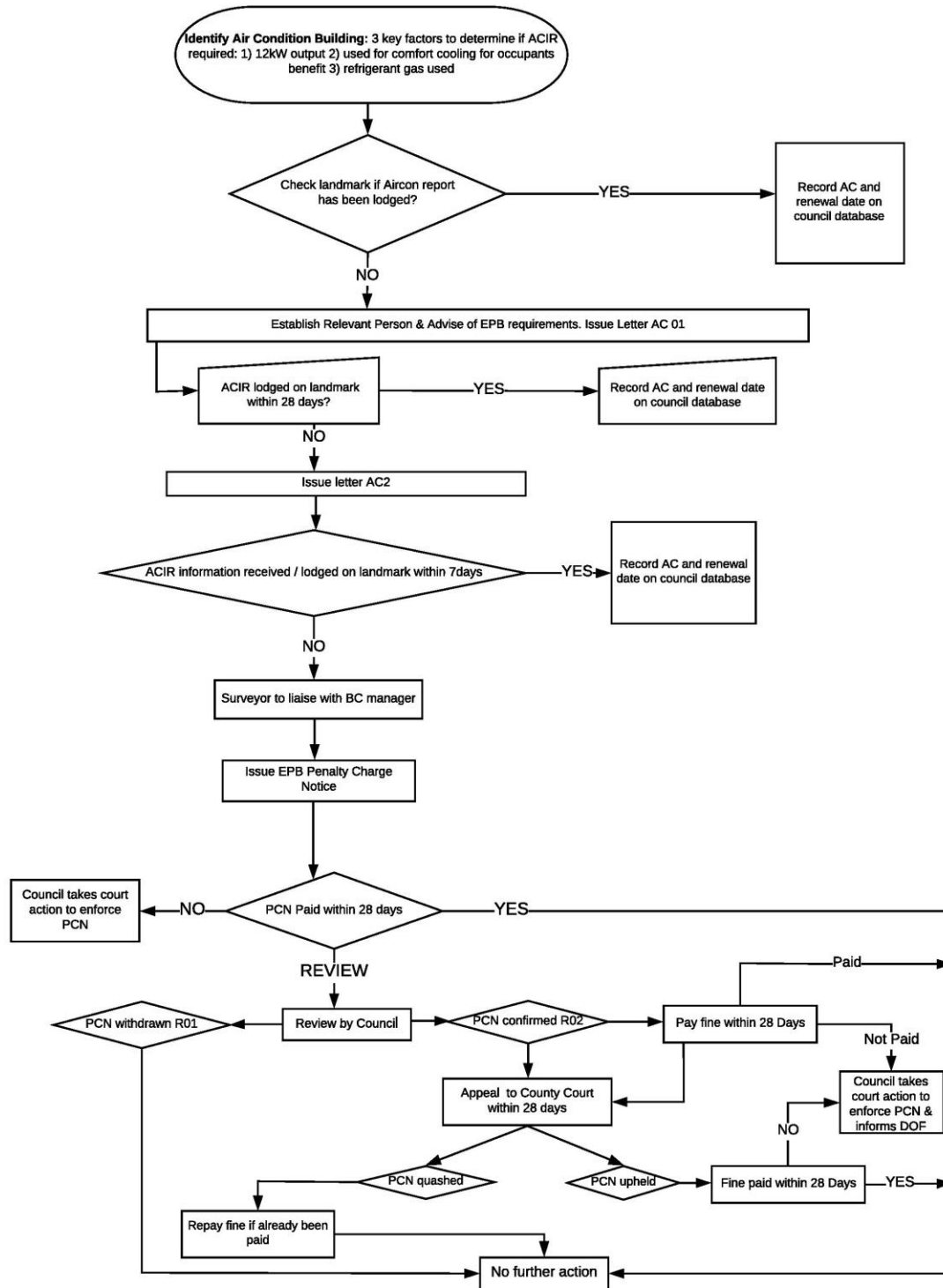
(c) Where you appeal to the county court following confirmation on review, 28 days from the day on which the appeal is either withdrawn or determined.

If the penalty charge notice is withdrawn or quashed we will repay any amount previously paid as a penalty charge in pursuance of the notice.



## Air Conditioning

### Air Conditioning Inspection Reports



**Sample Letter AC 01**

Ref:

Dear Sir/ Madam

**Ref:- The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)**

It has come to our attention that the building at XXXXXXXXX incorporates an air-conditioning system with an effective rated output of more than 12kW.

In accordance with Regulation 15 of the above regulations any relevant air-conditioning system must have an Air-Conditioning Inspection Report completed by an approved energy assessor at regular intervals not exceeding 5 years.

In order to fulfil the Council's duty as enforcing authority of the above legislation, you are asked to confirm within 28 days that a valid Air-Conditioning Inspection Report been carried out and the report is held by the relevant person.

Failure to comply with this request may lead to a Penalty Charge Notice.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: [www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings](http://www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings) or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

**Sample Letter AC 02**

Ref:

Dear Sir/ Madam

**Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)**

We refer to our communication of XXXXX and note that the building at XXXXXXXXXXXXXXXX does not have a valid Air-Conditioning Inspection Report.

In accordance with Regulation 15 of the above regulations any relevant air-conditioning system must have an Air-Conditioning Inspection Report completed by an approved energy assessor at regular intervals not exceeding 5 years.

In order to fulfil the Council's duty as enforcing authority of the above legislation you are asked to produce a copy of the Air-Conditioning Inspection Report inspection report within 7 days.

**Failure to comply with this request within 7 days will be considered a breach of Regulation 32 of the above legislation and will lead to a Penalty Charge Notice.**

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: [www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings](http://www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings) or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

**Penalty Charge Notice – Suggested template**

**1. Notice of Breach**

**Council Name**

**Penalty Charge Notice**

Penalty Charge Notice  
*Energy Performance of Buildings (Certificates  
 And Inspections) Northern Ireland Regulations  
 (As Amended) Regulation 32*

Reference

Notice of Breach

NOTICE GIVEN TO (name of defendant) –

OF (address) –

NOTICE GIVEN BY (name of authorised officer)

OF (name of local authority)

I am an authorised officer of the above named Council. I believe that you have committed a breach of the Energy Performance of Buildings (Certificates and Inspections) Northern Ireland Regulations 2008 (as Amended) by not producing for inspection the most recent Air-Conditioning Inspection Report.

Date of breach: .....

Details of breach:

.....  
 .....  
 .....

Signature of authorised officer: \_\_\_\_\_

Date: \_\_\_\_\_

This notice requires that you within the period of 28 days (or such longer period as the Council may choose to specify) from the date of this notice

- a. Pay the fixed penalty charge of £ ..... or
- b. Give notice to this authority that you wish the notice to be reviewed.

## 2. HOW THE PENALTY CHARGE MAY BE PAID

**To be paid to:** The penalty charge should be paid to [name the AUTHORITY].

**Address:** [name and address of the AUTHORITY]

Payment may be made in person or by post to the office (a receipt will be sent on request).

**Method of payment:** Payment may be made by:

- cheque or postal/money order (made payable to [The AUTHORITY]);
- cash (please do not send cash by post)
- internet (i.e. by credit or debit card 24 hours a day at [[www.AuthorityName.gov.uk/payments](http://www.AuthorityName.gov.uk/payments)])
- phone (i.e. by credit or debit card on [Tel No.])

## 3. WHAT YOU SHOULD DO IF YOU WOULD LIKE THE COUNCIL TO REVIEW THIS NOTICE

Please send notice in writing to [Insert name and address] to request a review of this notice.

Please include any representations that you wish to make relating to the review. We may withdraw the penalty charge notice if we consider that the penalty charge notice should not have been given, and must do so if any of the following is the case:

- (a) You can demonstrate that you took all reasonable steps and exercised all due diligence to avoid breaching the duty;
- (b) This notice was issued more than six-months after the date on which the breach of duty occurred (or the date of the last day if a continuing breach), or otherwise fails to comply with the requirements of the regulations;

## 4. WHAT YOU SHOULD EXPECT AFTER A REVIEW

We will consider any representations you make and the circumstances of the alleged breach and will decide whether to confirm or withdraw this notice. We will notify you of our decision in writing.

If we confirm the penalty charge, you may then appeal to the County Court within the period of 28 days from the day after the date of our confirmation. The County Court may extend the period for appealing against the notice. An appeal to the county court must be on one or more of the grounds listed in regulation 37 (3) (a), (b) or (c).

## 5. IF YOU DO NOT PAY THE PENALTY CHARGE OR YOU DO NOT PAY IT FOLLOWING AN UNSUCCESSFUL REVIEW OR APPEAL

Unless we withdraw this notice, or a court quashes it, if you do not pay this penalty charge, we can recover the amount as a debt through the County Court.

Debt recovery proceedings cannot however be started any earlier than:

- (a) The end of the period allowed for the payment of this charge or any extended period that has been allowed; or

(b) Where a review has been requested, 28 days from the day after any confirmation of the penalty charge; or

(c) Where you appeal to the county court following confirmation on review, 28 days from the day on which the appeal is either withdrawn or determined.

If the penalty charge notice is withdrawn or quashed we will repay any amount previously paid as a penalty charge in pursuance of the notice.





## Review

**Sample Review Letter R01 (withdraw)**

Our Ref:

Dear Sir/ Madam

**Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations  
(Northern Ireland) 2008**

We refer to the Penalty Charge Notice which was issued to you on the  
XXXXXXXXXXXXXXXXXXXX and which you requested a review of on the  
XXXXXXXXXXXXXXXXXXXX.

A review has been carried out of the Penalty Charge Notice and the Council has decided to withdraw the Penalty Charge Notice as of the date of this letter.

If you require any further information please do not hesitate to contact the office quoting the reference number above.

Yours faithfully

**Sample Review Letter R02 (confirm)**

Our Ref:

Dear Sir/ Madam

**Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)**

We refer to the penalty charge notice which was issued to you on the XXXXXXXXXXXXXXXXXXXX and which you requested a review of on the XXXXXXXXXXXXXXXXXXXX.

A review has been carried out of the penalty charge notice and the Council has decided to confirm the penalty charge notice as of the date of this letter.

You are reminded that the amount of this penalty charge notice is £XXXXXX and should be paid to the council within 28 days. Under regulation 38 of the above regulations the amount of the penalty charge notice is recoverable from the recipient of the penalty charge notice as a debt owed to the council.

If you do not agree with the review and feel that you would like to appeal the decision you may within 28 days under regulation 37 of the above regulations appeal the decision to the county court. Further information on the process to appeal can be obtained from the Council.

If within 28 days you do not pay the penalty charge notice or appeal the review decision to the county court, council may take legal action through the small claims court to recover the penalty charge notice.

If you require any further information please do not hesitate to contact the office quoting the reference number above.

Yours faithfully

Example Northern Ireland

Domestic Energy Performance Certificate – New Dwelling

Energy Performance Certificate

Northern Ireland

Any Building

Any Street

ANY TOWN

BTX XXX

Date of assessment:

Date of certificate:

Reference number:

Type of assessment:

Accreditation scheme:

Assessor's name:

Assessor's accreditation number:

Employer/Trading name:

Employer/Trading address:

Related party disclosure:

Any date 2014

Any date 2014

XXXX-XXXX-XXXX-XXXX-XXXX

SAP, new dwelling

Any scheme

Any assessor

XXXXXX

Any company

Any address 1

Any address 2

No related party

Energy Efficiency Rating

	Current	Potential
Very energy efficient - lower running costs		
A 92 plus		
B 81-91		
C 69-80	79	79
D 55-68		
E 39-54		
F 21-38		
G 1-20		
Not energy efficient - higher running costs		

Technical Information

Main heating type and fuel:

Total floor area:

Approximate energy use:

Approximate CO<sub>2</sub> emissions:

Dwelling type:

Boiler and underfloor heating, oil

416 m<sup>2</sup>

93 kWh/m<sup>2</sup> per year

21 kg/m<sup>2</sup> per year

Detached house

Benchmarks

Typical new build

Average for Northern Ireland

C79

D57

The approximate energy use and CO<sub>2</sub> emissions are per square metre of floor area based on fuel costs for the heating, ventilation, hot water and lighting systems. The rating can be compared to two benchmarks: one that would be attained by a typical new dwelling with oil heating constructed to the minimum standards of the building regulations current at the date of the assessment and the second is the average for the housing stock in Northern Ireland.

## Sample Northern Ireland Display Energy Certificate

### Display Energy Certificate

Northern Ireland

How efficiently is this building being used?

Any Building  
Any Street  
ANY TOWN  
BTX XXX

Certificate Reference Number:

XXXX-XXXX-XXXX-XXXX-XXXX

This certificate indicates how much energy is being used to operate this building. The operational rating is based on meter readings of all the energy actually used in the building. It is compared to a benchmark that represents performance indicative of all buildings of this type. There is more advice on how to interpret this information on the Government's website [www.dfpni.gov.uk](http://www.dfpni.gov.uk).

#### Energy Performance Operational Rating

This tells you how efficiently energy has been used in the building. The numbers do not represent actual units of energy consumed; they represent comparative energy efficiency. 100 would be typical for this kind of building.

More energy efficient

A 0-25

B 26-50

C 51-75

D 76-100

96

..... 100 would be typical

E 101-125

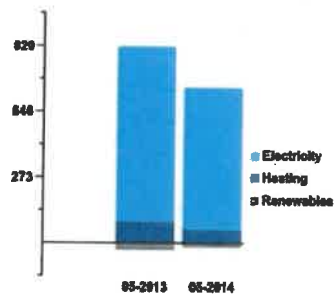
F 126-150

G Over 150

Less energy efficient

#### Total CO<sub>2</sub> Emissions

This tells you how much carbon dioxide the building emits. It shows tonnes per year of CO<sub>2</sub>.



#### Previous Operational Ratings

This tells you how efficiently energy has been used in this building over the last three accounting periods.



#### Technical Information

This tells you technical information about how energy is used in this building. Consumption data based on actual meter readings.

Main heating fuel: Biomass  
Building environment: Mixed-mode with Mechanical Ventilation  
Total useful floor area (m<sup>2</sup>): 8498  
Asset Rating: 63

	Heating	Electricity
Annual Energy Use (kWh/m <sup>2</sup> /year)	96	127
Typical Energy Use (kWh/m <sup>2</sup> /year)	210	70
Energy from renewables	42.5%	0%

#### Administrative Information

This is a Display Energy Certificate as defined in NI SR2008/170 as amended.

Assessment Software: DCLG, ORCalc, v3.6.2  
Property Reference: xxxxxxxxxxxx  
Assessor Name: Any assessor  
Assessor Number: XXXXXX  
Accreditation Scheme: Any scheme  
Employer/Trading Name: Any company  
Employer/Trading Address: Any address  
Issue Date: xx-xx-xxxx  
Nominated Date: xx-xx-xxxx  
Valid Until: xx-xx-xxxx  
Related Party Disclosure: No related party

Recommendations for improving the energy efficiency of the building are contained in the accompanying Advisory Report.

# Advisory Report

**Report Reference Number: 0565-2095-0813-0300-3001**

**Building Occupier**

**Address**

---

**Building Type(s): Cultural activities**

---

ADMINISTRATIVE INFORMATION	
Issue Date:	09-02-2011
Valid Until:	08-02-2018
Total Useful Floor Area (m <sup>2</sup> ):	1807.00
Assessment Software:	SystemsLink, ORToolkit, v3.5
Property Reference:	553803960000
Type of inspection:	Physical

ENERGY ASSESSOR DETAILS	
Assessor Name:	
Employer/Trading Name:	
Employer/Trading Address:	
Assessor Number:	STRO001346
Accreditation scheme:	Stroma Accreditation

## Table of Contents

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## 1. Background

Statutory Rules of Northern Ireland 2008 No. 170, *The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008*, as amended, transposes the requirements of Articles 7.2 and 7.3 of the Energy Performance of Buildings Directive 2002/91/EC.

This report is an Advisory Report as required under regulation 11(2)(b) of the Statutory Rule SR 2008/170 (as amended).

This section provides general information regarding the building:

Total Useful Floor Area (m <sup>2</sup> ):	1807.00
Building Description:	
Building Environment:	Heating and Mechanical Ventilation
On-site renewable energy sources:	Not applicable
Separable energy uses discounted:	Not applicable

Fuel Types:	Quantity used (kWh)
Oil	201077
Electricity	147052
None	0

## 2. Introduction

This Advisory Report was produced in line with the Government's approved methodology and is based on assessment software SystemsLink, ORToolkit, v3.5. This advisory report was developed based on a physical visit of the building.

In accordance with Government's current guidance, the Energy Assessor did undertake a walk around survey of the building on 07/05/2009 prior to producing this Advisory Report.



### 3. Recommendations

The following sections list recommendations selected by the energy assessor for the improvement of the energy performance of the building. The recommendations are listed under four headings: short payback, medium payback, long payback, and other measures.

#### ***a) Recommendations with a short payback***

This section lists recommendations with a payback of less than 3 years:

<b>Recommendation</b>	<b>Potential impact</b>
Consider introducing or improving loft insulation.	HIGH
Consider installing heat recovery to catering refrigeration condensers in order to aid with HWS generation or to heat room air.	HIGH
Consider how catering refrigerators can be relocated away or thermally isolated from sources of heat such as ovens, dishwashers etc.	HIGH
Ensure catering equipment such as large ovens and dishwashers are utilised at maximum capacity, and/or install smaller capacity appliances to increase operational flexibility.	HIGH
Consider with chefs and kitchen managers implementing a training programme and monitoring systems with incentives.	HIGH
Consider a programme of fitting energy meters to kitchen facilities as part of the service and maintenance regime.	HIGH

#### ***b) Recommendations with a medium payback***

No recommendations were selected within this payback period.

#### ***c) Recommendations with a long payback***

This section lists recommendations with a payback of more than 7 years:

<b>Recommendation</b>	<b>Potential impact</b>
Consider heating the building using biomass boiler(s).	HIGH
The current metering provisions do not enable production of a specific and reasonably accurate Operational Rating for this building. It is recommended that meters be installed and a regime of recording data be put in place. CIBSE TM 39 gives guidance on this.	HIGH

#### ***d) Other Recommendations***

This section lists other recommendations selected by the energy assessor, based on an understanding of the building, and / or based on a valid existing energy report.

Recommendation	Potential impact
Cafe facility to be seperately metered.	LOW

## 4. Next Steps

### **a) Your Advisory Report**

As the building occupier, regulation 11(2)(b) of SR 2008/170 (as amended) requires that you have in your *'possession or control at all times a valid advisory report'*. Regulation 11(4) specifies that *'an advisory report is valid for a period of seven years beginning with the date it is issued'*.

You must be able to produce a copy of this Advisory Report within seven days if requested by an Enforcement Authority under regulation 32(4) of SR 2008/170 (as amended).

This Advisory Report has also been lodged on the Government's central register. Access to the report, to the data used to compile the report, and to previous similar documents relating to the same building can be obtained by request through the Non-Dwellings Register ([www.niepcregister.com](http://www.niepcregister.com)) using the report reference number of this document.

You must commission a new Advisory Report in seven years from the date this Advisory Report is issued. However, a new Advisory Report may be commissioned earlier.

### **b) Implementing recommendations**

The recommendations provided within this Advisory Report have been selected by the accredited assessor from a central list of recommendations, based on his / her knowledge of the building fabric, building services, the operation of plant and equipment within the curtilage of the building, and the general management of the building.

The accredited assessor may have inserted additional measures in section 3d (Other Recommendations). The recommendations are provided as an indication of opportunities that appear to exist to improve the buildings energy efficiency.

### **c) Legal disclaimer**

The advice provided in this Advisory Report is intended to be for information only. Recipients of this Advisory Report are advised to seek further detailed professional advice before reaching any decision on how to improve the energy performance of the building.

### **d) Complaints**

Details of the assessor and the relevant accreditation scheme are on this report and the display energy certificate. You can get contact details of the accreditation scheme from our website at [www.dfpni.gov.uk](http://www.dfpni.gov.uk), together with details of their procedures for confirming authenticity of a report and for making a complaint.

## 5. Glossary

### **a) Payback**

The payback periods are based on data provided by Good Practice Guides and Carbon Trust energy survey reports and are average figures calculated using a simple payback method. It is assumed that the source data is correct and accurate using up to date information.

The figures have been calculated as an average across a range of buildings and may differ from the actual payback period for the building being assessed. Therefore, it is recommended that each suggested measure be further investigated before reaching any decision on how to improve the energy efficiency of the building.

### **b) Carbon impact**

The High / Medium / Low carbon impact indicators against each recommendation are provided to distinguish, between the suggested recommendations, those that would most effectively reduce carbon emissions from the building. The carbon impact indicators are determined by the assessor based on his / her knowledge of the building. In most instances, the carbon impact has not been calculated accurately.

### **c) Valid report**

A valid existing report is defined at the Energy Assessor's discretion.



## Air Conditioning System Inspection Report

Equipment Owner's Organisation	
Responsible Site Contact	
Equipment Owner's Address	
UPRN	

Date of inspection	29/06/2010	Date of lodgement	29/06/2010
Assessor name and assessor ID		Address of Assessor's employer	
Name and ID number of Scheme			
Related Party Disclosure			
Assessment Software Used	4		

### Executive Summary

The building is approximately 100,000 sq ft in gross internal area with a total of approximately 88,000 sq ft of offices consisting of four floors on a site of over 7 acres providing in excess of 320 parking spaces.

The original part of the building was completed in the late 1960s and the new section in 2001 at which time all the finishes and the majority of the mechanical and electrical services were replaced. The remaining core services such as the boiler room and mains transformers and electrical switchboards were replaced in 2006.

Building owners and managers who operate air-conditioning systems have statutory obligations under the Energy Performance of Buildings Directive (EPBD) to ensure that air conditioning inspections are conducted by qualified and accredited air-conditioning inspectors.

All air-conditioning systems with an effective rated output of more than 12kw must be regularly inspected by an energy assessor. If the system has an effective rated output of 12kW or more, the first inspection must be done by 4 January 2011.

The survey and sampling had been carried out based on TM 44 (Inspection of air conditioning systems)

Based on TM44 : The air conditioning system includes large numbers of similar fan coil units and because no evidence can be provided that these have been adequately cleaned and maintained, then the inspector examine a small . The sample is one in fifty in installations

the number examined is sufficient to obtain an indication of the state of maintenance of the units.

The building is heated and comfort cooled by a combination of four pipe and two pipe fan coil units together with panel radiators which are individually thermostatically controlled, where appropriate. Tempered fresh air is supplied via a central air handling unit located in the roof Plant Room. Air is extracted mechanically via a central air handling unit in the Plant Room.

Refrigeration and AC Systems:

Design parameters

External conditions:

Winter - -4 C dry bulb/-4C wet bulb Summer — 28 C dry bulb/19 C wet bulb

Internal conditions:

Winter office area 20 C +/-1 Summer office area 25 C/+/-1 Heat load 120 watts sq m

## Air Conditioning System Inspection Report

General system description: The office areas are air conditioned using a condensate wet fan coil unit system. The fan coil units are located within the ceiling voids of the office areas. Fan units have waterside control.

### Chilled and Heating Water:

Pipework and supply air ductwork distribute horizontally from the common service riser within the ceiling void to serve the fan coil units. At each floor level condensate is drained to a foul drain. Fan coil units are individually controlled by a Honeywell Zone Manager system. The ceiling void is utilised as a plenum for return air to the fan coil units.

### Building Management System (B.M.S):

The boiler pumps chillers and fans are controlled by Trend 1Q241/242, controllers located in 4 control panels located as follows:

- 1.Room top Plant Room
- 2.Ground Floor Secondary Plant Room
- 3.Main Plant Room Boiler Panel
- 4.Main Plant Room Chiller Panel

All panels are linked and the boiler panel has a smart display unit. The ceiling mounted fan coil units are controlled by Honeywell

Controllers on each floor which are linked and monitored from a panel in the Plant Room. Each unit has its own localised control.

No evidence of maintenance is available as they have a new contract and no documents available from old maintenance company.

## System components inspected

The following components of the system were inspected:

System Documentation  
Refrigeration Plant  
Heat Rejection Equipment  
Airborne Cooling and Air Conditioning Systems  
Airborne Systems in Air Handling Units and Ducts  
Outdoor Air Inlets  
System Controls

## Key Recommendations

System efficiency, capacity and cooling loads

Consider introducing variable speed drives (VSD) for fans, pumps and compressors. Consider with experts implementation of an energy efficient equipment procurement regime that will upgrade existing equipment and renew in a planned cost-effective programme. Ensure building occupants understand when the various cooling modes of the mixed mode ventilation system are in operation to avoid windows being opened when mechanical cooling is on.

## Air Conditioning System Inspection Report

### Improvement options

Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to [m prove effectiveness and energy efficiency. Engage experts to propose and set up an air conditioning servicing and maintenance regime and implement it, Review the air conditioning energy performance report and seek to implement any outstanding recommendations for action. Engage experts to review the HVAC control systems settings and propose alterations and/or upgrades and adjust to suit current occupancy patterns. Consider with chefs and kitchen managers implementing a training programme and monitoring systems with incentives. Consider with chefs and kitchen managers implementing an energy efficiency plan including maintenance and servicing provisions and operational targets, monitoring and incentives. Engage experts to propose and set up an air conditioning servicing and maintenance regime and implement it

### Alternative solutions

Consider installing building mounted photovoltaic electricity generating panels. Consider installing building mounted wind turbine(s). Consider installing automated controls and monitoring systems to electrical quipment and portable appliances to minimise electricity waste. Consider installing high speed shutter doors to loading bays. Consider installing heat recovery to catering refrigeration condensers in order to aid with HWS generation or to heat room air. Engage experts to review overall air conditioning strategy and propose an investment programme for upgrading and/or switching to alternative solutions. Consider a programme of fitting energy meters to lifts and escalators as part of the service and maintenance regime Enable power save settings and power down management on computers and associated equipment Consider engaging with building users to economise equipment energy consumption with targets, guidance on their achievement and incentives.

### Other recommendations

Consider applying reflective coating to windows and/or fit shading devices to reduce unwanted solar gain. Ensure building occupants understand when the various cooling modes of the mixed mode ventilation system are in operation to avoid windows being opened when mechanical cooling is on. Consider to install run around coil between Main Extract system and fresh supply for the restaurant area. Consider installing External shading in the existing building to reduce heat gain. Provide a short guidance for thermostats and place it next to the thermostat. Replace R-22 refrigerant with new refrigerant(the chiller is in a very good condition and no need to replace the whole system. Replace traditional spot lights with LED spot lights. Consider installing occupant sensor for main corridors in first and second floor.

## Centralised Cooling System Inspection Checklist

### Pre Site visit work items:

#### Equipment Owner

Organisation Name	
Equipment Owner/Manager Name	
Street Address	
City	

#### Equipment Operator (if different from owner)

Organisation Name	
Responsible Site Contact	
Street Address	
City	

#### Accredited inspector details

Inspector Name			
Inspector Number		Accreditation Scheme	
Trading Name			
Trading Address			

#### Insurance Details

Insurance Company	Brit Insurance	Policy Number	BRT-3
Start Date	15/10/2009	Expiry Date	14/10/2010
		PI Limit (£)	100000

#### Inspection Details

UPRN	165346680000	RRN	
Date of inspection	29/06/2010	Date of lodgement	
Effective rated output of the all air-conditioning in the building?	632		



## Centralised Cooling System Inspection Checklist

**Note:** Request following information from client and complete the following checklist. The inspector should examine the relevant documentation and systems as far as possible to check that the installed equipment is as described. If the documentation is not available, then an additional part of this procedure is to locate the equipment and assemble a minimum portfolio of relevant documentation.

### Record Checklist Pre Inspection Information

Level	Information Required	Reviewed	Not Available
Essential	Itemised list of installed air conditioning and refrigeration plant including product makes, models and identification numbers.	X	
	Cooling capacities, with locations of the indoor and outdoor components of each plant.	X	
	Description of system control zones, with schematic drawings.	X	
	Description of method of control of temperature.	X	
	Description of method of control of periods of operation.	X	
	Floor plans and schematics of air conditioning systems.	X	
Desirable	Reports from earlier inspections of air conditioning systems, and for the generation of an energy performance certificate		
	Records of maintenance operations carried out on refrigeration systems, including cleaning indoor and outdoor heat exchangers, refrigerant leakage tests, repairs to refrigeration components or replenishing with refrigerant.		
	Records of maintenance operations carried out on air delivery systems, including filter cleaning and changing, and cleaning of heat exchangers.		
	Records of calibration and maintenance operations carried out on control systems and sensors, or BMS systems and sensors.		
	Records of sub-metered air conditioning plant use or energy consumption.		
	For relevant air supply and extract systems, commissioning results of measured absorbed power at normal air delivery and extract rates, and commissioning results for normal delivered delivery and extract air flow rates (or independently calculated specific fan power for the systems).		
Optional	An estimate of the design cooling load for each system (if available). Otherwise, a brief description of the occupation of the cooled spaces, and of power consuming equipment normally used in those spaces.	X	
	Records of any issues or complaints that have been raised concerning the indoor comfort conditions achieved in the treated spaces.		
	Where a BMS is used the manager should arrange for a short		

## Centralised Cooling System Inspection Checklist

	statement to be provided describing its capabilities, the plant it is connected to control, the set points for the control of temperature, the frequency with which it is maintained, and the date of the last inspection and maintenance	X	
	Where a monitoring station, or remote monitoring facility, is used to continually observe the performance of equipment such as chillers, the manager should arrange for a statement to be provided describing the parameters monitored, and a statement reviewing the operating efficiency of the equipment.	X	

### Site visit work items: Cooling Plant

Number of Units	2
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#### Cooling Plant Equipment inspected Note: Verify information provided by client is correct by way of inspection and insert actual verified information in fields below.

Unit Identifier	CHILLER 1 - CGA600
Manufacturer	TRANE
Description	88190 GLOBEY
Model / Reference	ECGLA600A7
Serial Number	J1155856
Year plant installed	2001
Rated Cooling Capacity (kW)	150
Refrigerant Type	R-407C
Location	Outside plantroom
Areas / Systems Served	New extension

Note below any discrepancy between information provided by client and on site information collected:

#### Cooling Plant Equipment Visual inspection

Item / Guidance notes	Inspection Notes	Guidance Recommendation
Is heat rejection plant operational?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no then provide details :	Not Appropriate

## Centralised Cooling System Inspection Checklist

Is area around the heat rejection plant clear of obstructions and debris?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide information and description of obstructions:	Not Appropriate
Is chiller plant operational?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no then provide details:	Not Appropriate
Is area around the chiller plant clear of obstructions and debris?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide information and description of obstructions:	Not Appropriate
Is there any possibility of air recirculation through the condenser?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes provide information and description of obstructions:	Not Appropriate
Is general condition of chiller and associated central plant in good order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide description of dilapidations:	Not Appropriate
Are condenser heat exchangers undamaged/ un-corroded and clean?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no provide description:	Not Appropriate
Is insulation on primary circulation pipe work well fitted and in good order?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no provide detail :	Not Appropriate
Is the chiller unit placed clear from warm air discharge louvers?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide detail :	Not Appropriate
Locate compressors and ensure they are operational or can be brought into operation	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no explain problem:	Not Appropriate

## Centralised Cooling System Inspection Checklist

### Cooling Plant Detailed Inspection Notes

Item	Guidance notes	Inspection Notes	Guidance Recommendation
Appropriately Sized Cooling Plant	<p>Compare system sizes with likely loads. Section 4 TM44 contains simple procedures for assessing whether refrigeration systems and air supply systems are likely to be oversized.</p>	<p><b>Following Information Required:</b></p> <p>Total Occupants 83</p> <p>Total Floor Area 1425 m<sup>2</sup></p> <p>Occupant density /m<sup>2</sup> 17 person/m<sup>2</sup></p> <p>Lower level heat gain 100 W/m<sup>2</sup></p> <p>Upper level heat gain 100 W/m<sup>2</sup></p> <p>Installed Cooling Capacity 150 kW</p> <p><b>The installed size is deemed:</b></p> <p>More than Expected</p> <p>Less than Expected</p> <p>As Expected</p>	<p>Occupant 83</p> <p>Floor area: 1425 m<sup>2</sup> Occupant density: 1425/83=17.2</p> <p>Lower heat gain: TM44=100 W/m<sup>2</sup> Upper level heat gain = 100(TM44) no need for additional load</p> <p>Expected Capacity = 100 W/m<sup>2</sup> x 1425 = 142.5 kW As the load is in <math>\pm 15\%</math> of the installed load it is in a Expected range</p>
Refrigerant used	Identify the refrigerant used.	Refrigerant name <input checked="" type="checkbox"/> R-407C	
Refrigeration Charge	<p>Indicate where and F-Gas Regulations inspections may be required.</p> <p>In operation observe the temperature difference across the refrigeration compressor.</p>	<p>F-Gas refrigerant requiring regular leakage inspection?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Refrigeration Temperature:</b></p> <p>Pre compressor 11 <input type="checkbox"/></p> <p>Post Compressor 5 <input type="checkbox"/></p> <p>Ambient 25 <input checked="" type="checkbox"/></p>	
Refrigeration leaks	<p>Compared with the ambient temperature in the plant room / outside air.</p> <p>Note whether refrigeration heat exchangers show</p>	<p><b>The temperature deemed:</b></p> <p>More than Expected</p> <p>Less than Expected</p> <p>As Expected</p> <p>signs of oily staining that could indicate refrigerant leakage. If</p>	

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## Centralised Cooling System Inspection Checklist

	<p>present, check whether any attention to this is noted in the maintenance records.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes provide comment regarding the incident and how it has been rectified:</p>	<p>leakage test is still required. Based on F gas Regulation (The F Gas Regulation1. This is EC Regulation 842/2006) the operator of the system must ensure that air conditioning systems containing 3 kg or more of F gas (including R-407C) is checked for leakage by certified personnel on a regular basis (every year).No evidence of leak test was found in the site.</p>
<p>Water cooled chillers (cooling towers and evaporative condensers)</p>	<p>If the refrigeration equipment includes water cooled chillers check that adequate water flows are available through the cooling towers or evaporative condensers to achieve efficient heat transfer. Also check that the water pressure drops across them are in accordance with design or commissioning data if gauges or test points are available and accessible.</p> <p>Check to ensure that</p>	<p>Is the chiller water cooled Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes insert detail as follows: <input type="checkbox"/> <input type="checkbox"/></p> <p>Flow Reading Condenser      0      l/s Commissioning flow rate      0      l/s</p> <div style="border: 1px solid black; width: 100px; height: 40px; margin-left: 100px;"></div> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Not Appropriate</p>

## Centralised Cooling System Inspection Checklist

Regular Maintenance	<p>the water is treated and regularly checked to ensure that there is no Legionella risk. See HSE L8</p> <p>Record whether there is evidence of a regular inspection and maintenance regime carried out by suitably competent people. Record and comment on the frequencies and scope of maintenance to the air conditioning equipment and systems in relation to industry guidelines. This, and the dates of most recent maintenance may also need to be referred to during the 'physical' inspection.</p>	Are there records of regular maintenance	<p>As the building doesn't have any logbook preparing a LOGBOOK based on TM31 is very important. Based on The Pressure Systems Safety Regulations 2000, vapour compression refrigeration system where the installed power exceeds 25 kW requires a written scheme of examination. Users and owners of pressure systems are required to demonstrate that they know :</p> <ol style="list-style-type: none"> <li>1- The safe operating limits, principally pressure and temperature, of their pressure systems,</li> <li>2- They need to ensure that a suitable written scheme of examination is in place before the system is operated.</li> <li>3- They also need to ensure that the pressure system is actually examined in</li> </ol>
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## Centralised Cooling System Inspection Checklist

		<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Is the maintenance undertaken by suitably competent people</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Provide comment regarding maintenance frequencies in relation to industry guidelines:</p> <p>There is no evidence of regular maintenance in the site.</p>	<p>accordance with the written scheme of examination. No evidence of this written scheme test was found in the site.</p>
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## Centralised Cooling System Inspection Checklist

<b>Metering</b>  Is metering installed to enable monitoring of energy consumption of refrigeration plant.  Is a BEMs installed in the building which can warn about out of range alarms?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, record meter reading 63.52  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If No then provide details	Not Appropriate
<b>Humidity Control</b>  Is there separate equipment installed for humidity control?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Not Appropriate

### Cooling Plant Equipment inspected Note: Verify information provided by client is correct by way of inspection and insert actual verified information in fields below.

Unit Identifier	CHILLER 2 - RTAA-214
Manufacturer	TRANE
Description	Air cooled chiller
Model / Reference	ERTAA-214
Serial Number	EKI-1878
Year plant installed	1998
Rated Cooling Capacity (kW)	490
Refrigerant Type	R-22
Location	outside plantroom
Areas / Systems Served	Existing building

Note below any discrepancy between information provided by client and on site information collected:

### Cooling Plant Equipment Visual inspection

Item / Guidance notes	Inspection Notes	Guidance Recommendation
Is heat rejection plant operational?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no then provide details :	Not Appropriate
Is area around the heat rejection plant clear of	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate

## Centralised Cooling System Inspection Checklist

obstructions and debris?	If no provide information and description of obstructions:	
Is chiller plant operational?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate
Is area around the chiller plant clear of obstructions and debris?	If no then provide details: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate
Is there any possibility of air recirculation through the condenser?	If yes <input type="checkbox"/> provide information and description of obstructions: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate
Is general condition of chiller and associated central plant in good order?	If no provide description of dilapidations: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate
Are condenser heat exchangers undamaged/ un-corroded and clean?	If no provide description: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate
Is insulation on primary circulation pipe work well fitted and in good order?	If no provide detail: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate
Is the chiller unit placed clear from warm air discharge louvers?	If no provide detail: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate
Locate compressors and ensure they are operational or can be brought into operation	If no explain problem: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate

## Centralised Cooling System Inspection Checklist

Cooling Plant Detailed Inspection Notes			
Item	Guidance notes	Inspection Notes	Guidance Recommendation
Appropriately Sized Cooling Plant	<p>Compare system sizes with likely loads. Section 4 TM44 contains simple procedures for assessing whether refrigeration systems and air supply systems are likely to be oversized.</p>	<p><b>Following Information Required:</b></p> <p>Total Occupants 328</p> <p>Total Floor Area 5575 m<sup>2</sup></p> <p>Occupant density /m<sup>2</sup> 17 person/m<sup>2</sup></p> <p>Lower level heat gain 100 W/m<sup>2</sup></p> <p>Upper level heat gain 107 W/m<sup>2</sup></p> <p>Installed Cooling Capacity 490 kW</p> <p><b>The installed size is deemed:</b></p> <p>More than Expected</p> <p>Less than Expected</p> <p>As Expected</p>	<p>Occupant 328</p> <p>Floor area: 5575 m<sup>2</sup> Occupant density: 5575/328=17</p> <p>Lower heat gain: TM44=100</p> <p>W/m<sup>2</sup> Upper level heat gain = 100 (TM44) no additional load require Cooling capacity = 100 W/m<sup>2</sup> x 5575 = 557.5 kW 490 x 0.15 (Acceptable range) + 490 = 563 kW As the load is in +_15% of the installed load it is in a Expected range</p>
Refrigerant used	Identify the refrigerant used.	<p>Refrigerant name <input checked="" type="checkbox"/> R-22 <input type="checkbox"/></p>	
Refrigeration Charge	<p>Indicate where and F-Gas Regulations inspections may be required.</p> <p>In operation observe the temperature difference across the refrigeration compressor.</p> <p>Compared with the ambient temperature in the plant room / outside air.</p>	<p>F-Gas refrigerant requiring regular leakage inspection?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Refrigeration Temperature:</b></p> <p>Pre compressor 11</p> <p>Post Compressor 5</p> <p>Ambient 25</p> <p><b>The temperature deemed:</b></p> <p>More than Expected</p> <p>Less than Expected</p> <p>As Expected</p>	
Refrigeration leaks	Note whether refrigeration heat	exchangers show signs of oily staining that could indicate	

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## Centralised Cooling System Inspection Checklist

refrigerant leakage. If present, check whether any attention to this is noted in the maintenance records.

but leakage test is still required. Based on EC Regulation No 2037/2000 (This is EC Regulation on HCFC refrigerant. This Regulation aims to reduce emissions of HCFC) the operator of the system must ensure that air conditioning systems containing 30 kg or more of HCFC refrigerant (including R22) is checked for leakage by certified personnel on a regular basis (every 6 months). No evidence of leak test was found in the site. Legislation bans the supply of new R22 refrigerant used to service equipment from 31st December 2009. Only reclaimed or recycled R22 refrigerant may be used from January 2010 and then only until 31st December 2014. Systems operating on R22 refrigerant will be classed as "not serviceable" from December 2014. A complete ban

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## Centralised Cooling System Inspection Checklist

		<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes provide comment regarding the incident and how it has been rectified:</p>	<p>of R22 refrigerant, including reclaimed or recycled will become effective on 31st December 2014. I recommend to consider replacing the R-22 with R-407c or other refrigerant by the end of 2013. Engage an expert to check the possibility of introducing new refrigerant and changing all settings and temperature/pressure setting points</p>
			

## Centralised Cooling System Inspection Checklist

<p>Water cooled chillers (cooling towers and evaporative condensers)</p>	<p>If the refrigeration equipment includes water cooled chillers check that adequate water flows are available through the cooling towers or evaporative condensers to achieve efficient heat transfer. Also check that the water pressure drops across them are in accordance with design or commissioning data if gauges or test points are available and accessible.</p>	<p>Is the chiller water cooled</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes insert detail as follows:</p> <p>Flow Reading Condenser <input type="text" value="0"/> l/s</p> <p>Commissioning flow rate <input type="text" value="0"/> l/s</p>	<p>Not Appropriate</p>
	<p>Check to ensure that the water is treated and regularly checked to ensure</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

## Centralised Cooling System Inspection Checklist

Regular	that there is no Legionella risk. See HSE L8	Record whether	Are there records of regular maintenance	Based on The
Maintenance	there is evidence of a regular inspection and maintenance regime carried out by suitably competent people. Record and comment on the frequencies and scope of maintenance to the air conditioning equipment and systems in relation to industry guidelines. This, and the dates of most recent maintenance may also need to be referred to during the 'physical' inspection	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Is the maintenance undertaken by suitably competent people</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Provide comment regarding maintenance frequencies in relation to industry guidelines:</p> <p>As there is no evidence of regular maintenance, preparing a logbook based on TM 31 is highly recommended.</p>	<p>Pressure Systems Safety Regulations 2000, vapour compression refrigeration system where the installed power exceeds 25 kW requires a written scheme of examination. Users and owners of pressure systems are required to demonstrate that they know :</p> <ol style="list-style-type: none"> <li>1- The safe operating limits, principally pressure and temperature, of their pressure systems,</li> <li>2- They need to ensure that a suitable written scheme of examination is in place before the system is operated.</li> <li>3- They also need to ensure that the pressure system is actually examined in accordance with the written scheme of examination. No evidence of this written scheme test was found in the site.</li> </ol>	
Metering	Is metering installed to enable monitoring	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate	



## Centralised Cooling System Inspection Checklist

	of energy consumption of refrigeration plant.	If yes, record meter reading	104.6	
	Is a BEMs installed in the building which can warn about out of range alarms?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
		If No then provide details		
Humidity Control	Is there separate equipment installed for humidity control?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Not Appropriate	

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## Centralised Cooling System Inspection Checklist

### Air Handling Systems:

Number of Units	1
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**Note:** For safety reasons, it will be necessary for air handling fans in air distribution systems to be turned off in order to gain access inside air handlers or ductwork to examine components such as fans, drives, filters, heat exchangers and control dampers. The building manager should arrange safe access for the inspector.

### Air Handling Systems Equipment Inspection

Unit Identifier	CCGA
Systems Served from cooling plant	Connected to the two main air cooled chillers
Manufacturer(s)	TRANE
Year systems installed	2001
Location	Roof Plant room
Areas / Systems Served	Whole Building

Note below any discrepancy between information provided by client and on site information collected:

CCGA-07-07 2.960 m3/s

### Air Handling System Detailed Inspection Notes

Item	Guidance notes	Inspection Notes	Guidance Recommendation
Filters	Check condition of intake air filters and check air inlets and outlets for obstruction.	Inlet and filter conditions acceptable Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Filter was almost blocked however the pressure drop was 100 pa which is not high however I would suggest to change the filter more regularly as it will improve the efficiency of whole system
	Note the usual filter changing or cleaning frequency, and the elapsed time since	Filter changes according to measured pressure drop?	Not Appropriate

## Centralised Cooling System Inspection Checklist

	the last change or clean, in relation to industry guidance.	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If no provide description below:</p>	
Specific Fan Power	Estimate the specific fan power (SFP) of air movement systems, provided that this can be done simply from existing records of the installed fan capacities and the flow rates and pressure drops noted in commissioning records, for comparison with the guidance	<p>Use the guidance in TM44 section 4.4 tables 4.1 Indicative ventilation rates for various types of buildings (Source BSRIA BG14/2003(20) and 4.2 yardstick installed fan capacities (source BSRIA AG1/2000(21))</p> <p>1.85</p> <p>Are air flow rates and system pressures available from commissioning data?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>[Undertake SFP calculation is it reasonable i.e. less than 3]</p> <p>3 m<sup>3</sup>/s = 300 lit/s. this unit consume 5500 watt SFP= 5500/3000 = 1.85 &lt; 2 ( Compliance guide-Bulding Regulation 2006) Accepted</p>	Not Appropriate
Fan Rotation	Check for correct rotation of fans. If possible, observe the modulation of multiple fans in response to load changes.	<p>Does the fan rotate in the correct sense?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is speed control or modulation operation</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	Not Appropriate
Condition of Heat Exchangers	Assess condition of heat exchangers. Note whether any heat exchanger surfaces are significantly damaged, or blocked by debris or dust. Where reasonably practical, and where suitable information is available for comparison, the air path resistance across the coil should be measured and compared with the design resistance.	<p>Are heat exchangers in good condition</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If no provide description below:</p>	No guidance given.
Refrigeration leaks (if DX coil installed)	Note whether refrigeration heat exchangers show	Are there any signs of a refrigerant leak	No guidance given.

## Centralised Cooling System Inspection Checklist

	<p>signs of oily staining that could indicate refrigerant leakage. If present, check whether any attention to this is noted in the maintenance records.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes provide comment regarding the incident and how it has been rectified:</p>	
Fan and Control	<p>Note the fan type, and method of air speed control. Check the setting and operation of any fresh air/recirculation dampers</p>	<p>Centrifugal fan, As this unit is 100% fresh air there is no inter control between extract and fresh air how ever the amount of fresh air will get control by using manual damper.</p>	<p>No guidance given.</p>
Heat recovery	<p>Identify whether the systems have any energy conservation facilities, e.g. heat recovery, free cooling sequence, and check for evidence that such facilities are/have been functioning.</p>	<p>Energy Conservation features installed:</p>	<p>No guidance given.</p>
Air leakage	<p>Observe the air handling plant and visible air containment including ductwork, floor or ceiling plenums and builders' work shafts for signs of excessive leakage and energy loss.</p>		<p>Not Appropriate</p>
Outdoor air inlets	<p>(a) Locate the inlets for outdoor air. (b) Note any significant obstructions or blockages to inlet grilles, screens and pre-filters. (c) Note where inlets may be affected by proximity to local sources of heat, or to air exhausts.</p>	<p>The inlet is located on the roof in the side of building not facing car park There is no blockage or obstruction There is no source of heat or exhaust air.</p>	<p>No guidance given.</p>

## Centralised Cooling System Inspection Checklist

### Terminal Units:

Number of Units	3
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### Terminal Unit Equipment Inspection

Unit Identifier	FAN COIL- G07/E
Systems Served from cooling plant	Feed Two supply grills, Cooled water from Chiller one
Manufacturer(s)	TRANE
Year systems installed	2001
Location	In the middle of the room, in the false ceiling close to the board
Areas / Systems Served	Meeting Room 2358

Note below any discrepancy between information provided by client and on site information collected:

HF0B06DWH5L2

### Terminal Unit Detailed Inspection Notes

Item	Guidance notes	Inspection Notes	Guidance Recommendation
Insulation	Visually inspect the route and condition of the cooling system pipe work serving local areas. Check that pipe work or ductwork (or both) is appropriately insulated.	<p>Is pipe work adequately insulated?  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is ductwork adequately insulated?  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If no provide detail:            The duct has broken and there is a big hole in the duct which simply cause no air coming out of the grille            The insulation is not properly installed as there are some loose parts in the duct work</p>	Ask a member of your maintenance team to replace the duct completely and fix the insulation.
Unit Condition	Visually check the condition and operation of indoor units.	<p>Are the terminal units in good working order?  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no provide comment regarding condition:</p>	Filter needs to be changes/cleaned
Grilles & Air Flow	Review air delivery openings, grilles or diffusers, and route	Are diffusers /grilles clean and in good order?	Not Appropriate

## Centralised Cooling System Inspection Checklist

	by which air is extracted from the spaces.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Note whether these appear to provide good distribution.	Yes they provide good distribution, however using grilles with adjustable vanes would give more flexibility to the occupier of the room.	
	Check that chilled and hot water are not being supplied to terminals simultaneously	Are chilled and hot water being supplied to terminals simultaneously Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	Review evidence that occupants find the air delivery arrangements unacceptable – for example check the complaints log (if it is available)	Issues arising from facilities manager's records	
Diffuser Positions	Assess the positioning and geometry of air supply openings in relation to extract openings.	Are air supply grilles positioned well in relation to extract openings? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide comment:	Not Appropriate
	Observe if partitioning or furniture is affecting performance.	No effect on performance	

### Terminal Unit Equipment Inspection

Unit Identifier	FANCOIL-FCU2-108
Systems Served from cooling plant	one supply grille-Feed from chiller two
Manufacturer(s)	TRANE
Year systems installed	2001
Location	False ceiling-Middle of the room
Areas / Systems Served	Meeting Romm 2340

## Centralised Cooling System Inspection Checklist

Note below any discrepancy between information provided by client and on site information collected:

HF0B04DWH5L2

### Terminal Unit Detailed Inspection Notes

Item	Guidance notes	Inspection Notes	Guidance Recommendation
Insulation	Visually inspect the route and condition of the cooling system pipe work serving local areas. Check that pipe work or ductwork (or both) is appropriately insulated.	Is pipe work adequately insulated? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  Is ductwork adequately insulated? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  If no provide detail:	Not Appropriate
Unit Condition	Visually check the condition and operation of indoor units.	Are the terminal units in good working order? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  If no provide comment regarding condition:	Filter was blocked, replace or clean the filter
Grilles & Air Flow	Review air delivery openings, grilles or diffusers, and route by which air is extracted from the spaces.	Are diffusers /grilles clean and in good order? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  If no provide comment regarding condition:	Not Appropriate
	Note whether these appear to provide good distribution.  Check that chilled and hot water are not being supplied to terminals simultaneously  Review evidence that occupants find the air delivery arrangements unacceptable – for example check the	Yes it does provide good distribution, but I would provide for flexibility to change the grille to adjustable vane grilles.  Are chilled and hot water being supplied to terminals simultaneously Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  Issues arising from facilities manager's records	

## Centralised Cooling System Inspection Checklist

	complaints log (if it is available)		
Diffuser Positions	Assess the positioning and geometry of air supply openings in relation to extract openings.	Are air supply grilles positioned well in relation to extract openings? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide comment:	Not Appropriate
	Observe if partitioning or furniture is affecting performance.	No effect	

### Terminal Unit Equipment Inspection

Unit Identifier	FANCOIL E/102
Systems Served from cooling plant	two supply grilles/feed from chiller one
Manufacturer(s)	TRANE
Year systems installed	2001
Location	in the false ceiling close to area 2349
Areas / Systems Served	Reception-second floor

Note below any discrepancy between information provided by client and on site information collected:

HF0B04DWH5L2

### Terminal Unit Detailed Inspection Notes

Item	Guidance notes	Inspection Notes	Guidance Recommendation
Insulation	Visually inspect the route and condition of the cooling system pipe work serving local areas. Check that pipe work or ductwork (or both) is appropriately	Is pipe work adequately insulated?	Engage a member of your maintenance team to fix the insulation



## Centralised Cooling System Inspection Checklist

Unit Condition	insulated.  Visually check the condition and operation of indoor units.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  Is ductwork adequately insulated? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  If no provide detail: The insulation around duct was loose  Are the terminal units in good working order? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  If no provide comment regarding condition:	The filter was blocked-Engage a memebr of your maintenance team to replace or clean the filter
Grilles & Air Flow	Review air delivery openings, grilles or diffusers, and route by which air is extracted from the spaces.	Are diffusers /grilles clean and in good order? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  If no provide comment regarding condition:	Not Appropriate
	Note whether these appear to provide good distribution.  Check that chilled and hot water are not being supplied to terminals simultaneously  Review evidence that occupants find the air delivery arrangements unacceptable – for example check the complaints log (if it is available)	Good distribution  Are chilled and hot water being supplied to terminals simultaneously Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  Issues arising from facilities manager's records	
Diffuser Positions	Assess the positioning and geometry of air supply openings in relation to extract openings.  Observe if partitioning or	Are air supply grilles positioned well in relation to extract openings? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  If no provide comment:	Not Appropriate

## Centralised Cooling System Inspection Checklist

	furniture is affecting performance.	No effect	
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## Centralised Cooling System Inspection Checklist

### System Controls

Number of Units	0
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System Controls		
Unit Identifier		1Q241/242
Item / Guidance notes	Inspection Notes	Guidance Recommendation
Assess zoning in relation to factors such as local levels of internal gain, orientation and exposure to solar radiation. Is the zoning appropriate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no explain problem:	At the moment we have ability to control floors by floors as an one big zone, and individual fan coil (s) by room thermostat, It would be energy efficient if we can divide each floor to two parts and control them separately.
Note the current indicated weekday and time of day on controllers or BMS against the actual time.	The time and the date are correct.	Not Appropriate
Note the set on and off periods (for weekday and weekend if this facility is available with the timer).	At the moment Fancoils start and stop is 7am-7pm and chiller start stop is 8am-6pm	At the moment Fancoils start and stop is 7am-7pm and chiller start stop is 8am-6pm I recommend to to change chiller time to 6:30 am- 6:30 pm as at the moment fancoils might work for 1 hour without having any cooling capacity in each part of the day, which will not have any effect except air circulation which can be achive by using trickle vents or even openable windows.
Is there a shortfall in timer capabilities?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	At the moment Fancoils start and stop is 7am-7pm and chiller start stop is 8am-6pm I recommend to to change chiller time to 6:30 am- 6:30 pm as at

## Centralised Cooling System Inspection Checklist

Identify and assess zone heating and	<p>If yes explain problem:</p> <p>Yes      No</p> <p><input checked="" type="checkbox"/>      <input type="checkbox"/></p> <p>If no explain problem:</p>	<p>the moment fancoils work for 1 hour without having any cooling capacity in each part of the day, which will not have any effect except air circulation which can be active by using trickle vents.</p>
cooling temperature control sensors. Are the sensor types and locations appropriate in relation to heating and cooling emitters, heat flows or likely temperature distributions in the zone or space?		<p>Each room/fancoil has its individual thermostat connected to it so an operator is able to control the temperature <math>\pm 2.5</math> to the level of convenience, the only recommendation I would make is put a guidance nest to the each thermostat which inform people regarding to the method of control and setting the thermostat.</p>
Note the set temperature in each zone for heating and cooling in relation to the activities and occupancy of zones and spaces in relation to the manager's intent.	<p>Cooling temperature is set to 21 C for all fancoils and individual thermostat able the adjust this figure by <math>\pm 2.5</math> C.</p>	<p>I recommend changing the set temperature to 23 C, because if they want they can always change it to the figure they want but by changing this setting, further energy savings is possible.</p>
Note whether a 'dead band' is or can be set between heating and cooling.	<p>A member of maintenance team control the dead band between heating and cooling so simultaneous heating/cooling will never happen</p>	<p>Installation of weather compensation device for cooling/heating appliance will improve efficiency of systems and will able you to control indoor temperature more efficient</p>
Assess the refrigeration compressor(s) and the		<p>Not Appropriate</p>

## Centralised Cooling System Inspection Checklist

method of refrigeration capacity control. Assess means of modulating or controlling air flow rate through air supply and exhaust ducts.	It is been achive by using VCD (volume control damper)installed in all ventilation ducts and branches.	I recommend using supply grills with adjustable vanes, as it give flexibility to occupier of the building/maintenance guy to adjust air flow towards right directions.
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<b>Report on</b>	Memorandum of Understanding between HSENI and District Councils on the Notification of Licensed Asbestos Removal
<b>Date of Meeting</b>	10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	Fiona McClements, Head of Environmental Health

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To advise Members of the Memorandum of Understanding between the Health & Safety Executive for Northern Ireland (HSENI) and District Councils in Northern Ireland regarding the allocation of enforcement responsibility for all licensable asbestos removal work.
<b>2.0</b>	<b>Background</b>
2.1	The Control of Asbestos Regulations (NI) 2012 (CAR) places a duty on employers who undertake licensable work with asbestos to notify the appropriate enforcing authority of their intentions to carry out such work at least 14 days prior to undertaking any licensable work with asbestos.
2.2	Mid Ulster District Council is an appropriate enforcing authority for the CAR for premises where the main activity is wholesale/retail sale of goods, office type premises, catering services, provision of residential accommodation, consumer services in a shop type premises, beauticians and cosmetic services, recreational and entertainment type premises, childcare premises, churches, etc. and would receive the necessary notification of work with asbestos for that premises.
2.3	Under the provisions of Regulation 8 of the CAR, the Health and Safety Executive for Northern Ireland (HSENI) can grant an employer a licence to undertake licensable work with asbestos. HSENI may attach conditions to the licence, can modify the terms of a licence or may revoke a licence if it considers it appropriate to do so. HSENI maintain a database of all licensed employers.
<b>3.0</b>	<b>Main Report</b>
3.1	The purpose of this Memorandum of Understanding (Appendix 1) is to allocate enforcement responsibility to HSENI for all. Mid Ulster District Council will still maintain enforcement responsibility for non-licensed asbestos work in premises for which it is the enforcement authority.
3.2	HSENI will inform Mid Ulster District Council of any asbestos licensable notifications received for premises to which the Council is the enforcing authority and whether HSENI is planning to inspect such works in these premises. Officers

	from the Environmental Health Department may request to accompany a HSENI inspector when visiting licensable asbestos removal work in such premises.
3.3	The Memorandum of Understanding will be reviewed every 2 years. All suggested changes will be brought to the Health & Safety Liaison Group (District Councils and HSENI shared group) for initial discussion and recommendations.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: N/a
	Human: N/a
	Risk Management: N/a
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That Members endorse the Memorandum of Understanding and the consistent enforcement approach adopted by the Memorandum of Understanding with District Councils.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Memorandum of Understanding between the HSENI and the 11 District Councils 2019/20.



## Memorandum of Understanding Between

The Health and Safety Executive for Northern Ireland

and

Mid Ulster District Council

### **1 Introduction**

This Memorandum of Understanding (MoU) made between the Health and Safety Executive for Northern Ireland and the 11 district councils in Northern Ireland will come into force on 1<sup>st</sup> February 2020.

### **2 Background**

HSENI and the district councils in Northern Ireland have enforcement responsibilities under the Health and Safety at Work (Northern Ireland) Order 1978 and the Control of Asbestos Regulations (Northern Ireland) 2012. These responsibilities are allocated according to the Enforcing Authority Regulations (Northern Ireland) 1999.

Licensable asbestos removal work may only be carried out by a licensed contractor and after notification to HSENI fourteen days prior to the work commencing. HSENI issues asbestos licences and maintains a database of licensed contractors.

Enforcement responsibility for asbestos removal is allocated according to the Enforcing Authority Regulations (Northern Ireland) 1999, with the appropriate district council responsible for the activity in certain premises and HSENI responsible in other premises. Where the activity is part of a construction project HSENI have enforcement responsibility.

### **3 Purpose**

The purpose of this MOU is to allocate enforcement responsibility to HSENI for **all** asbestos removal work which legally requires the use of a contractor who holds an asbestos licence (hereafter called (licensable asbestos removal work), irrespective of the premises at which the removal is occurring.

District councils will maintain enforcement responsibility for non-licensed and notifiable non licensed (NNLW) asbestos removal work on district council enforced premises, whether a contractor who holds an asbestos licence is used or not.

#### **4 Communication and Engagement**

Contractors must notify HSENI fourteen days in advance of licensable asbestos removal work commencing. Although HSENI will now assume enforcement responsibility for all licensable asbestos removal work, district council officers will continue to be informed both when such work is to take place in Council enforced premises and when HSENI are planning to inspect licensed asbestos removal in Council enforced premises. The details of any planned works and visits will be passed via HSENI, to the relevant Council.

District council officers may request to accompany a HSENI Inspector when visiting licensable asbestos removal work in Council enforced premises. This request should be made through the Principal Inspector of the construction group.

#### **5 Review**

This MOU is to be reviewed every 2 years.

The working of the agreement and the need for changes or additions to this memorandum are kept under review by the organisations. All suggested changes should be brought to the Health and Safety Liaison Group for initial discussion and recommendations. Any amendments proposed would need to be agreed by all parties.

#### **6 Signatories**

Signed on behalf of HSENI:

Mid Ulster District Council:

Date:

<b>Report on</b>	Response to the Department of Education Consultation on Update to Nutritional Standards for School Food
<b>Date of Meeting</b>	10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	Fiona McClements, Head of Environmental Health

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To inform Members about the Department of Education's Consultation on the Update to Nutritional Standards for School Food.
<b>2.0</b>	<b>Background</b>
2.1	The Nutritional Standards for School Lunches and Other Food and Drinks in Schools were developed in keeping with government guidance on healthy eating in 2007. In the 12 years since these standards were developed, evidence and research has emerged that indicates more fruit, vegetables and dietary fibre should be consumed, while the amount of sugar, salt, fat and processed meat consumed should be reduced.
2.2	The Department of Education is proposing to update the existing Nutritional Standards to ensure that all food provided in grant-aided schools is in keeping with up-to-date government guidance on healthy eating.
2.3	The consultation document at Appendix 1 refers to research that shows having a healthy diet can have a critical role in cognitive development. Providing a nutritious school meal can increase pupils' concentration levels during afternoon lessons which can help close the performance gap and reduce inequality. The benefits of a healthy diet are well known and can not only help maintain a healthy weight but can reduce the risk of tooth decay, chronic diseases such as Type 2 diabetes, coronary heart disease and some cancers. It can also help improve the mental wellbeing of children and young people by increasing self-esteem and improving mood.
<b>3.0</b>	<b>Main Report</b>
3.1	This consultation is intended to seek the views of the public on a proposed update to the nutritional standard of all food provided in grant-aided schools. Updating the Nutritional Standards will come at a cost, however, the benefits to children and young people from having good, nutritious school meals is well known.
3.2	The Health and Well-being subgroup of the Northern Ireland Food Managers Group, which sits under Environmental Health Northern Ireland (EHNI), has prepared a response to the Department of Education Consultation on Update to Nutritional Standards for School Food. This consultation response has been considered and

	amended to include comments from the Environmental Health department of Mid Ulster District Council. The draft response is at Appendix 2.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: N/a
	Human: N/a
	Risk Management: N/a
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	It is recommended that Council considers and agrees the content of the attached draft consultation response, and responds to the Department of Education in accordance with the completed consultation template. The closing date of the consultation is 27 <sup>th</sup> March 2020.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Consultation document on the Update to Nutritional Standards for School Food.
6.2	Appendix 2 – Proposed Mid Ulster District Council response to the Department of Education Consultation on Update to Nutritional Standards for School Food.

# CONSULTATION DOCUMENT

## **Draft Update to Nutritional Standards for School Food**

January 2020





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## MINISTER'S FOREWORD

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This consultation is intended to seek your views on a proposed update to the nutritional standard of all food provided in grant-aided schools.

The Nutritional Standards for School Lunches and Other Food and Drinks in Schools were developed in keeping with government guidance on healthy eating in 2007. In the 12 years since these standards were developed, evidence and research has emerged that indicates we should consume more fruit, vegetables and dietary fibre while reducing the amount of sugar, salt, fat and processed meat in our diets. It is important that we update the existing Nutritional Standards to ensure that all food provided in grant-aided schools is in keeping with up-to-date government guidance on healthy eating.

Research shows that having a healthy diet can have a critical role in cognitive development. Providing a nutritious school meal can increase pupils' concentration levels during afternoon lessons which can help close the performance gap and reduce inequality.

The benefits of a healthy diet are well known and can not only help maintain a healthy weight but can reduce the risk of tooth decay, chronic diseases such as Type 2 diabetes, coronary heart disease and some cancers. It can also help improve the mental wellbeing of children and young people by increasing self-esteem and improving mood.

Updating the Nutritional Standards will come at a cost and I will want to carefully consider the costs in light of the overall budget, however, the benefits to children and young people from having good, nutritious school meals is well known and it is important therefore that your views on the updated Nutritional Standards are made known including how the costs might be covered.



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**Peter Weir MLA**  
Minister for Education

January 2020



# CONSULTATION

## Draft Update to Nutritional Standards for School Food

### 1. BACKGROUND

- 1.1 The Nutritional Standards for School Lunches and Other Food and Drinks in Schools were developed in 2007 to ensure that all food provided in all grant-aided schools\* reflects government guidance on healthy eating. This was initially articulated in the Balance of Good Health which became known as the Eatwell Plate. The Eatwell Plate was updated to reflect up-to-date research and government guidance on healthy eating and is now known as the Eatwell Guide.  
<https://www.gov.uk/government/publications/the-eatwell-guide>
- 1.2 The Eatwell Guide is a policy tool, produced by Public Health England in association with the Welsh Government, Food Standards Scotland and Food Standards Agency (FSA) in NI, used to define government recommendations on eating healthily and achieving a balanced diet.
- 1.3 As a result, the current Nutritional Standards as outlined in the Annex to the Department's Arrangements for the Provision on Milk, Meals and Related Facilities, require updating to reflect this and other current government guidance on healthy eating.  
<https://www.education-ni.gov.uk/publications/milk-and-meals-arrangements-education-authority-voluntary-grammar-and-grant-maintained>

### 2. STRATEGIC CONTEXT

- 2.1 In response to concerns about childhood obesity, the Executive developed a childhood obesity prevention strategy known as A Fitter Future in 2006. This later became part of the Executive's life course obesity prevention strategy A Fitter Future for All 2012-2022. In addition, research<sup>1</sup> demonstrates that nutrition has a critical influence on cognitive development and academic performance in children and adolescents. Poor diet is detrimental to children's development, learning, concentration and behaviour and is not in keeping with Department of Education's corporate goals, in particular – Improving the wellbeing of children and young people and closing the performance gap, increasing access and equality.

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\* Grant-aided in Northern Ireland are all schools other than Independent Schools. The terms 'grant-aided', 'schools' and 'independent schools' are interpreted in Article 2 of the Education and Libraries (NI) Order 1986.

1 <https://discovery.ucl.ac.uk/id/eprint/10015414/1/WBLResRep18.pdf>



- 2.2 The provision of healthy nutritious food in schools makes a positive contribution to achieving the outcomes in the draft Children and Young People's Strategy and the draft Programme for Government.
- 2.3 'Healthy Food for Healthy Outcomes – Food in Schools policy' is a joint Department of Education and Department of Health policy which has been in place since 2013 and applies to all grant-aided schools. It is an overarching policy advocating a 'whole-school approach' to all food provided and consumed in schools and to developing knowledge and skills in relation to healthy eating and lifestyles.  
<https://www.education-ni.gov.uk/publications/healthy-food-healthy-outcomes>
- 2.4 The Nutritional Standards are the key mandatory element of the Food in Schools policy. The Nutritional Standards for School Lunches have been compulsory for all grant-aided schools since September 2007. In April 2008, the Nutritional Standards were extended to include all food and drink in school such as breakfast clubs, tuck shops and vending machines. Due to a gap in legislation these are not compulsory in certain circumstances and this is discussed further in section 9.7. It is recommended however that all grant-aided schools should seek to adhere to the Nutritional Standards for Other Food and Drinks in Schools in line with the 'whole school approach' advocated in the Food in Schools policy.
- 2.5 The Food in Schools policy, in particular the mandatory Nutritional Standards, is this Department's major contribution to the Executive's obesity prevention strategy, A Fitter Future for All. It also contributes to a number of draft Programme for Government outcomes including outcome 4 – We enjoy long, healthy and active lives and Outcome 12 – We give our children and young people the best start in life.

### 3. SCHOOL MEALS

- 3.1 School meals must be provided each school day. The provision of school meals is an essential service to pupils who are entitled to a free school meal and to other pupils who wish to avail of it. Free school meals are provided to ensure pupils from low income families have access to a nutritionally balanced meal suitable as the main meal of the day.
- 3.2 Information on school meals is collected in October each year through the School Meals Census for all grant-aided schools in Northern Ireland. On School Meals Census day

## CONSULTATION

### Draft Update to Nutritional Standards for School Food

(5 October 2018) over 185,000 meals, both free and paid, were taken by pupils. This equates to a school meals uptake level of 59.4% of pupils present for lunch that day.

<https://www.education-ni.gov.uk/articles/school-meals-statistical-bulletins>

- 3.3 On School Meals Census day 2018 the number of pupils entitled to a free school meal was 99,142. This equates to 29.3% of pupils. The uptake of free school meals by entitled pupils was 80.5%.
- 3.4 Pupils from the least affluent schools as measured by Free School Meal Entitlement (FSME), were more likely to take a school meal. For both primary and post-primary schools, the uptake of school meals was lowest in schools where 10% or less of the pupils enrolled were entitled to free school meals. Uptake increased as the level of FSME increased eg. 69.6% of pupils in primary schools with 40% or more FSME took a school meal compared to 43.7% in primary schools with 10% or less FSME.
- 3.5 All school meals must comply with the Nutritional Standards for School Lunches (2007). It is clear that providing healthy school meals can have a positive impact on pupils' health. It is essential therefore that these Nutritional Standards are updated to ensure that school meals meet current government guidance on healthy eating.

#### **4. OTHER FOOD AND DRINKS IN SCHOOLS**

- 4.1 Schools may also provide other sources of food and drinks for example breakfast clubs, break time service, tuck-shops or vending machines. Where a school provides these, either through its school meals service or otherwise, it is recommended that all grant-aided schools should seek to adhere to the Nutritional Standards for Other Food and Drinks in Schools.
- 4.2 It is essential therefore that these Nutritional Standards are updated to ensure that all food and drinks provided in schools meet current government guidance on healthy eating. The Department is also seeking to make these updated Nutritional Standards compulsory in all grant-aided schools. This is discussed further in Section 9.7.

#### **5. POSITION IN GREAT BRITAIN (GB) AND REPUBLIC OF IRELAND (ROI)**

- 5.1 Whilst all GB countries have Nutritional Standards for school food they do vary as to whether they are food based similar to Northern Ireland or both food and nutrient based.



They are all however broadly in keeping with the draft updated Nutritional Standards proposed in this consultation.

- 5.2 The [School Food Standards](#) in England are food-based and define the foods and drinks that must be provided, which foods are restricted, and those, which must not be provided. They apply to all food and drink provided to pupils on and off school premises and during an extended school day (up to 6pm), including school trips, breakfast clubs, tuck shops, mid-morning break, vending and after school clubs.

[Departmental advice](#) is available on gov.uk. A [summary](#) of the standards and a [practical guide](#) are available from the school food plan website.

The Standards came into force in January 2015 – the Standards are also being updated this year to bring them into line with more up-to-date nutritional advice.

- 5.3 The Scottish Government recently reviewed its existing School Food and Drink Regulations (Scotland) 2008, to provide evidence based recommendations to progress school food further towards the Scottish Dietary Goals. They plan to implement these changes in 2020. Scottish school food standards are both nutrient and food based and so differ with Northern Ireland in requirements for food provided and monitoring, as menus require nutritional analyses. A link to the current regulations can be found at:

<https://www.legislation.gov.uk/sdsi/2008/9780110816456/contents>

- 5.4 The Healthy Eating in Schools (Nutritional Standards and Requirements) (Wales) Regulations 2013 set out nutrient based nutritional standards for an average school lunch and food and drink requirements throughout the school day. The food and drink requirements describe the types of food and drink that must be provided, restricted and not permitted. The Welsh Government produced Statutory Guidance for Local Authorities and Governing Bodies in 2014 which supports the implementation of both the regulations and the Healthy Eating in Schools (Wales) Measure 2009.

The Welsh Government has made a commitment to update the regulations and will be considering the latest research and information concerning nutritional standards when undertaking this task

A link to the regulations is herewith:-

<http://www.legislation.gov.uk/wsi/2013/1984/contents/made>



- 5.5 The Republic of Ireland published Nutrition Standards for School Meals in September 2017. These are food-based Nutrition Standards adapted from the current Nutritional Standards in Northern Ireland. These standards apply to meals provided under the School Meals (Local Projects) Scheme. The Scheme provides funding to primary and post-primary schools, local groups, voluntary organisations and community-based not-for-profit preschools operating their own school meals projects.  
<https://assets.gov.ie/15978/6ade4b9f4810445e8c6516b3a33d330b.pdf>

## **6. POLICY, ADMINISTRATION AND DELIVERY**

- 6.1 The Department is responsible for the policy in relation to school meals and providing funding for free school meals. The Education Authority has responsibility for the day to day operation of the school meals service, including the provision of free school meals, in the controlled and maintained sectors. Voluntary Grammar Schools and Grant Maintained Integrated Schools are individually responsible for providing school meals.

## **7. AIMS AND OBJECTIVES OF THE UPDATED STANDARDS**

- 7.1 The primary objective is to ensure that all food provided in schools is in keeping with current government guidance on healthy eating. The school environment can have a significant influence on the health behaviours of children and young people, in particular their food choices. It is clear that providing healthy food in schools can have a positive impact on pupils' health and cognitive development.
- 7.2 To ensure that children and young people benefit from healthier food choices as soon as possible the Department aims, subject to the outcome of this consultation and the availability of funding, to have the updated Nutritional Standards in place in all grant-aided schools by September 2020.
- 7.3 Providing healthy food choices in schools can only benefit those pupils that avail of it. Therefore the Department and school catering services will work together to maximise uptake of school meals following the introduction of updated Nutritional Standards.
- 7.4 The Department also aims to ensure that the Nutritional Standards apply equally to all food provided by all grant-aided schools and is taking steps to put in place arrangements to monitor implementation of the updated Nutritional Standards.



- 7.5 In all other respects the Nutritional Standards will remain unchanged. For example they will continue to provide for special dietary requirements as a result of a disability, medical condition or allergy or for religious and cultural beliefs.

## 8. CURRENT NUTRITIONAL STANDARDS

- 8.1 Over the past decade considerable effort has been directed at improving the nutritional value of school lunches. The current Nutritional Standards for School Lunches and Other Food and Drink in Schools, developed in 2007 and based on the former Eatwell plate, are well embedded in schools demonstrating the significant progress which has been made.
- 8.2 It is important however to ensure that the Nutritional Standards remain current, taking into account the most recent evidence and changes in recommendations such as the Eatwell Guide<sup>2</sup>, the Scientific Advisory Committee on Nutrition (SACN) reports on Carbohydrate and Health<sup>3</sup> and Saturated Fats and Health<sup>4</sup>; the Public Health England sugar<sup>5</sup> and salt reduction targets<sup>6</sup>, and the World Cancer Research Fund report linking processed meat and cancer<sup>7</sup>.

### Recommendations of the Eatwell Guide

- 8.3 The Eatwell Guide shows the different types of foods and drinks we should consume – and in what proportions – to have a healthy balanced diet:
- ☑ Eat at least 5 portions of a variety of fruit and vegetables every day
  - ☑ Base meals on potatoes, bread, rice, pasta or other starchy carbohydrates; choosing higher fibre wholegrain versions where possible
  - ☑ Have some dairy or dairy alternatives (such as soya drinks); choosing lower fat and lower sugar options

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2 <https://www.gov.uk/government/publications/the-eatwell-guide>

3 [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445503/SACN\\_Carbohydrates\\_and\\_Health.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445503/SACN_Carbohydrates_and_Health.pdf)

4 <https://www.gov.uk/government/publications/saturated-fats-and-health-sacn-report>

5 [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/604336/Sugar\\_reduction\\_achieving\\_the\\_20\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/604336/Sugar_reduction_achieving_the_20_.pdf)

6 [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/604338/Salt\\_reduction\\_targets\\_for\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/604338/Salt_reduction_targets_for_2017.pdf)

7 [http://www.wcrf.org/sites/default/files/CUP%20Colorectal%20Report\\_2017\\_Digital.pdf](http://www.wcrf.org/sites/default/files/CUP%20Colorectal%20Report_2017_Digital.pdf)



- ☑ Eat some beans, pulses, fish, eggs, meat and other proteins (including 2 portions of fish every week, one of which should be oily)
- ☑ Choose unsaturated oils and spreads and eat in small amounts
- ☑ Drink 6–8 cups/glasses of fluid a day
- ☑ If consuming foods and drinks high in fat, salt or sugar have these less often and in small amounts.

8.4 The Eatwell Guide applies to most people regardless of weight, dietary restrictions/ preferences or ethnic origin. However, it does not apply to children under 2 because they have different nutritional needs. Between the ages of 2 and 5, children should gradually move to eating the same foods and in the proportions shown on the Eatwell Guide.

## **9. PROPOSED UPDATES TO NUTRITIONAL STANDARDS**

### **9.1 Fruit and vegetables**

The Eatwell Guide recommends that fruit and vegetables should make up just over a third of the food we eat each day however research shows that children in Northern Ireland consume too few fruit and vegetables<sup>8</sup>. Fruit is incorporated into many school initiatives such as breakfast clubs and break time snack schemes which take place currently. Vegetables on the other hand tend to only be available at lunchtime.

#### Proposed Update 1:

- Increase the daily availability of vegetables to no fewer than 2 portions as well as 1 portion of fruit, per child, throughout the lunch service.

**Q1 Do you agree with the change(s) proposed above aimed at increasing the availability of fruit and vegetables?**

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8 [https://www.food.gov.uk/sites/default/files/media/document/national-diet-and-nutrition-survey-northern-ireland-y5-9-full-report\\_1.pdf](https://www.food.gov.uk/sites/default/files/media/document/national-diet-and-nutrition-survey-northern-ireland-y5-9-full-report_1.pdf)



## 9.2 Fibre

Starchy food is an important part of a healthy diet and should make up just over a third of the food we eat. Overall, 94-98% of the Northern Ireland population is not meeting the recommendations for fibre consumption. Wholegrain food contains more fibre than white or refined starchy food, and often more of other nutrients. The SACN report on carbohydrates and health also found that both dietary fibre and wholegrains were associated with a lower risk of cardiovascular disease as well as having beneficial effects on a number of other health outcomes.

### Proposed Update 2:

- New Standards that rice and pasta should be wholegrain or a higher fibre version, and 50% of bread and sandwiches available should be wholegrain or higher fibre versions.
- New information in the Standards to increase the availability of beans, pulses and other proteins.

**Q2 Do you agree with the change(s) proposed above aimed at increasing the availability of fibre?**

## 9.3 Fat

The Eatwell Guide recommends to choose foods lower in fat, to eat smaller amounts and to eat foods high in fat less often. The SACN report on saturated fat and health also concluded that saturated fats in the diet should be replaced with unsaturated fats due to the evidence indicating higher saturated fat consumption is linked to raised blood cholesterol and increased risk of heart disease. Average intakes of saturated fatty acids currently exceed the current recommendation of no more than 11% of food energy providing 12.7-13.3% of food energy for children in Northern Ireland aged 4 years upwards.

### Proposed Update 3

- New Standards for 'Oils and Spreads' to use only unsaturated cooking oils and fat spreads.

- Reduced frequency of fried and other high fat foods offered, from two days to one day per week, in a primary school.
- Increased number of days without any processed or fried and other high fat foods available in a primary school, from two days to three days per week.
- Reduction of processed red meats e.g. bacon, cooked ham, gammon etc. to be reduced to once per week in a primary school, and twice per week in a post primary school.
- Processed, fried and other high fat food items restricted to lunchtime, to encourage healthier morning break services.

Q3 Do you agree with the change(s) proposed above aimed at reducing the availability of saturated fat?

#### **9.4 Sugar**

Regularly consuming foods and drinks high in sugar increases a child's risk of obesity and tooth decay. Children's intakes of free sugars currently exceed the recommendation of no more than 5% of total energy from free sugars. The Eatwell Guide therefore recommends to eat these foods less often and in small amounts.

##### Proposed Update 4

- Cakes, biscuits and pudding desserts are limited to twice per week and should meet Public Health England (PHE) sugar reduction targets. (Fruit and a dairy-based dessert must be available every day to continue to adhere to the fruit and vegetables and dairy standards, and ensure there are still opportunities for pupils to avail of fruit and calcium and Vitamin D-rich foods).
- Reduce portion size of unsweetened fruit juices and smoothies to max 150ml.
- Change to no added-sugar flavoured milk with new portion size of max 200ml.
- Removal of table sugar, jam, honey and marmalade available to add to food.



- Reduced frequency of condiments (eg ketchup and other sauces) available to twice per week and with a maximum portion size of 10g/ml.
- Pancakes and scones available at all food services throughout the day meet the following criteria for sugar content and portion size:
  - ✓ Max 10g sugar per 100g;
  - ✓ Made using unsaturated fat and low-fat dairy;
  - ✓ Max portion size 50g primary/60g post primary.

Q4 Do you agree with the change(s) proposed above aimed at reducing the availability of sugar?

## 9.5 Salt

The Eatwell Guide recommends to cut down on salt as eating too much salt can raise blood pressure, increasing the risk of developing heart disease or stroke. Adults should eat no more than 6g of salt a day, and children should have even less.

### Proposed Update 5

- Removal of salt to add to food after preparation, at any stage throughout the day.
- Reduced frequency of condiments (eg ketchup and other sauces) available to 2 days per week, with a maximum portion size of 10g/ml.
- Reduced frequency of processed red meats will contribute to salt reduction (see proposal 6.)

Q5 Do you agree with the change(s) proposed above aimed at reducing the availability of salt?

## **9.6 Processed Red Meat**

The World Cancer Research Fund has reported clear evidence of a causal link between red and processed meat and cancer. It states that risk increases with increased consumption and so, efforts to reduce intake must be considered if current consumption is high. Research data for Northern Ireland shows that boys aged 11–18 are eating more red and processed meat compared to the maximum recommended amount.

It may be obvious that meat and chicken come under the Eatwell category 'Beans, pulses, fish, eggs, meat and other proteins'. While this is true, some foods are classed as processed meat, or meat or chicken products, due to their processed nature and high saturated fat and salt content. These types of food are therefore included in the 'Foods to eat less often and in small amounts' section.

The Eatwell Guide uses the term processed meat to include sausages, bacon, cured meats and reformed meat products. The World Cancer Research Fund provides examples of processed meat, which the consumption of can cause cancer. They include hot dogs, ham, sausages, corned beef and biltong or beef jerky as well as canned meat and meat-based preparations and sauces. For the purpose of these standards, as the majority of these examples are red meats, the term 'processed red meat' has been used.

### Proposed Update 6

- That the availability of processed red meats, eg. bacon, cooked ham, gammon etc be reduced to once per week in a primary school and twice per week in a post primary school and that processed red meats and meat or chicken products are only made available at lunch times.

**Q6 Do you agree with the change(s) proposed above aimed at reducing the availability of processed red meat?**

## **9.7 Mandatory Nutritional Standards for Other Food and Drinks in Schools in all grant-aided schools**

The Nutritional Standards for School Lunches have been mandatory in all grant-aided schools since 2007. Due to a gap in the existing legislation the Nutritional Standards for Other Food and Drinks are not mandatory at present in controlled and maintained



schools where food is provided by the school (rather than the Education Authority) through tuckshops, vending machines etc. The Department recommends that all grant-aided schools should seek to adhere to these Standards however we are aware that while many do there remains some schools that do not. The Department would like to ensure that all food and drinks provided in all grant-aided schools meet these Nutritional Standards.

#### Proposal 7

It is proposed that the Nutritional Standards for Other Food and Drinks should become mandatory in all grant-aided schools and apply equally to all food provided in the school setting.

**Q7 Do you agree the Nutritional Standards for Other Food and Drinks should become mandatory in all grant-aided schools and apply equally to all food provided in the school setting?**

### **9.8 Independent Monitoring of Implementation of the Nutritional Standards**

The Department is responsible for monitoring the implementation of the Nutritional Standards in all grant-aided schools to ensure that all children and young people who avail of food and drinks in school benefit from the opportunity to eat a healthy balanced diet.

From January 2007 to March 2011 the Education and Training Inspectorate's nutritional associates made observations during inspections and reported to the Department on progress made by schools in implementing the Nutritional Standards and general approaches to healthy eating. The nutritional associates also provided advice to the Department on examples of good practice and barriers to the implementation of the Nutritional Standards so that it could direct the necessary support to schools and school caterers.

Since 2011 the Education Authority school catering service has been reporting regularly to the Department on compliance with the Nutritional Standards in controlled, maintained and special schools and grant maintained integrated schools where the Education Authority provides the school meals service. This includes highlighting to the Department examples of good practice and barriers to the implementation of the Nutritional Standards some of which has helped inform this consultation.



Individual schools are encouraged to self-monitor and have been provided with a checklist to assist. The Department does not monitor these.

#### Proposal 8

It is proposed that monitoring and evaluation and support arrangements independent of schools and school caterers are established to provide support and advice to ensure the updated Nutritional Standards are being implemented equally in all grant-aided schools, to highlight examples of good practice as well as barriers to implementation and to ensure that all children and young people who avail of food and drinks in school benefit from the opportunity to eat a healthy balanced diet.

**Q8 Do you agree that independent monitoring and evaluation arrangements should be established to ensure the updated Nutritional Standards are being implemented in all grant-aided schools?**

### **9.9 Potential increase in the cost of a school meal**

As a consequence of updating the Nutritional Standards to ensure that school meals are in keeping with the latest government guidelines and available evidence on healthy eating, we anticipate that there may be a price increase of around 5 to 7 pence per meal for food costs. Currently the cost of a school meal in nursery school is £2.50, in primary school £2.60 and in post primary £2.80.

It is estimated that an additional £1.7-£2.4 million per annum would be required to implement the updated Nutritional Standards in all schools. Subject to the outcome of this consultation, the Department would seek to make a robust case to secure additional funding to meet this increased cost. However it is recognised that in the current budgetary climate this would be challenging and that the additional cost may have to be passed on to paying pupils or the updated Nutritional Standards may have to be delayed until such times as funding becomes available.

**Q9. In the absence of funding, do you think it would be reasonable to increase the price of a school meal for paying pupils by around 5 to 7 pence a meal to ensure a September 2020 implementation?**



## 9.10 Next Steps

At the end of the consultation period seeking views on the draft updated Nutritional Standards for School Food, the Department will produce and publish an analysis report of responses received. The Department will consider the views expressed and options for the way forward. It is planned, subject to the outcome of this consultation and the availability of funding, that these changes will be implemented with effect from September 2020.

## 10. RESPONDING TO THIS CONSULTATION

- 10.1 This consultation is available on the Department of Education website at <https://www.education-ni.gov.uk/consultations>
- 10.2 Comments using the response form available on the web link above can be sent by email or posted to the address below. Responses should be submitted to arrive no later than 5pm on 27 March 2020.

Email: [nutritional.standards@education-ni.gov.uk](mailto:nutritional.standards@education-ni.gov.uk)

By post to: Food in Schools Team  
Department of Education  
Room 6.06 Rathgael House  
43 Balloo Road  
Rathgill  
Bangor  
BT19 7PR

## 11. PRIVACY, CONFIDENTIALITY AND ACCESS TO CONSULTATION RESPONSES

- 11.1 Any information you provide for the purposes of this consultation will be used only for the intended purpose. We will not share your personal data with any third party. Any specific requests from a third party for us to share your personal data with them will be dealt with in accordance the provisions of data protection legislation. We may publish individual responses or a summary of responses but all personal information will be redacted. We will retain consultation and survey response information until our work on



the subject matter for the consultation is complete, in keeping with the DE destruction policy.

- 11.2 Your response, and all other responses to this consultation, may also be disclosed on request in accordance with the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR). However, all disclosures will be in line with the requirements of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) (EU) 2016/679. If you want the information that you provide to be treated as confidential it would be helpful if you could explain to us why you regard the information you have provided as confidential, so that this may be considered if the Department should receive a request for the information under the FOIA or EIR.

## **12. EQUALITY IMPACT ASSESSMENT**

- 12.1 Section 75 of the Northern Ireland Act 1998 requires all public authorities in carrying out their functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity between:
- ☒ persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
  - ☒ men and women generally;
  - ☒ persons with a disability and persons without; and
  - ☒ persons with dependants and persons without.
- 12.2 In addition, without prejudice to the above obligation, public authorities must also, in carrying out their functions, relating to Northern Ireland, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.
- 12.3 The proposals in this consultation have been considered in the context of Section 75(1) and Section 75(2) of the NI Act 1998 and have been screened out.



- 12.4 The proposals when implemented will ensure that all food and drinks provided in grant-aided schools will be in line with current government guidance and best evidence on healthy eating. They will have a positive impact on the health and wellbeing of all pupils that avail of school meals, including those entitled to free school meals, and other food and drinks provided in grant-aided school.
- 12.5 Further, it is considered that the proposal will not have a detrimental impact on human rights or upon those living in rural areas.
- 12.6 A copy of the screening document is available on the Department of Education website at [www.education-ni.gov.uk/de-equality-screenings](http://www.education-ni.gov.uk/de-equality-screenings).



**CONSULTATION DOCUMENT**  
**Draft Update to Nutritional Standards for School Food**



## Consultation on the Draft Update to Nutritional Standards for School Food

This response has been prepared by the Northern Ireland Food Managers Group (NIFMG) on behalf of Environmental Health Northern Ireland (EHNI).

**Document:** <https://www.education-ni.gov.uk/consultations>

**Response submission:** Via online form available at above link.

Alternatively, paper copies can be obtained by contacting the Department of Education:  
By Phone: 02891 279852

By e-mail: [nutritional.standards@education-ni.gov.uk](mailto:nutritional.standards@education-ni.gov.uk)

By writing to: Food in Schools Team  
Department of Education  
Room 6.06  
Rathgael House  
43 Balloo Road  
Bangor BT19 7PR

**Closing Date: 27<sup>th</sup> March 2020**

Mid Ulster District Council welcomes the opportunity to comment on the draft update to Nutritional Standards for school food.

### **Q1 Do you agree with the change(s) proposed above aimed at increasing the availability of fruit and vegetables?**

Yes. Mid Ulster District Council agrees with the proposed changes to increase availability of fruit and vegetables but recognises that cooking methods can greatly impact on the overall nutritional content of the fruit and vegetable served. i.e. steaming as opposed boiling.

### **Q2 Do you agree with the change(s) proposed above aimed at increasing the availability of fibre?**

Yes. Mid Ulster District Council agrees with the proposed changes to increase availability of fibre.

### **Q3 Do you agree with the change(s) proposed above aimed at reducing the availability of saturated fat?**

Yes. Mid Ulster District Council agrees with the proposed changes aimed at reducing availability of saturated fat.

### **Q4 Do you agree with the change(s) proposed above aimed at reducing the availability of sugar?**

Yes. Mid Ulster District Council agrees, however, reformulation to provide alternative means of sweetening pancakes and scones should be explored to ensure these foods remain appetising to children.

It is acknowledged that the monitoring of a maximum portion of 10 ml of condiment will be challenging.

Breakfast cereals can have a high sugar content therefore it would be worthwhile also setting criteria for the sugar content of breakfast cereals on offer at school breakfast clubs.

**Q5 Do you agree with the change(s) proposed above aimed at reducing the availability of salt?**

Yes. Mid Ulster District Council agrees. Again it is acknowledged that the monitoring of a maximum portion of 10 ml of condiment will be challenging.

**Q6 Do you agree with the change(s) proposed above aimed at reducing the availability of processed red meat?**

Yes. Mid Ulster District Council agrees with the proposed changes aimed at reducing availability of processed red meat.

**Q7 Do you agree the Nutritional Standards for Other Food and Drinks should become mandatory in all grant-aided schools and apply equally to all food provided in the school setting?**

Yes. Mid Ulster District Council agrees.

**Q8 Do you agree that independent monitoring and evaluation arrangements should be established to ensure the updated Nutritional Standards are being implemented in all grant-aided schools?**

Yes. Mid Ulster District Council agrees that independent monitoring and evaluation is essential to ensure consistent implementation of the updated Nutritional Standards in schools. Any changes to the level of school meal uptake following implementation of the updated Nutritional Standards should be included in any monitoring and evaluation undertaken.

**Q9. In the absence of funding, do you think it would be reasonable to increase the price of a school meal for paying pupils by around 5 to 7 pence a meal to ensure a September 2020 implementation?**

Consideration should be given to the impact on food poverty levels as a result of any proposed increase in school meal costs and regard given to any local and regional strategies on food poverty before doing so.

A potential impact of the revised standards and any associated price increase is that it may result in an increased uptake of school packed lunches. These currently sit outside the scope of the updated Nutritional Standards. Although it is recognised that many schools have healthy packed lunch policies, some do not and an increased uptake could have an overall detrimental effect on the diets of children. Therefore healthy packed lunch policies should be encouraged in all schools.

A media campaign aimed at parents around the implementation and content of the updated Nutritional Standards would increase awareness of the benefits of a healthy diet and could have a positive impact on the content of packed lunches and meals prepared at home.

**Minutes of Meeting of Environment Committee of Mid Ulster District Council  
held on Tuesday 11 February 2020 in Council Offices, Ballyronan Road,  
Magherafelt**

<b>Members Present</b>	Councillor Buchanan, Chair  Councillors Burton, Cuthbertson, Graham, N McAleer, S McAleer, McFlynn, B McGuigan, S McGuigan, McNamee, Milne, O'Neill, Totten, Wilson
<b>Officers in Attendance</b>	Mr Cassells, Director of Environment and Property Mr Kelso, Director of Public Health and Infrastructure Mr Lowry, Head of Technical Services Mr McAdoo, Head of Environmental Services Mrs McClements, Head of Environmental Health Mr Scullion, Head of Property Services Mr Wilkinson, Head of Building Control Miss Thompson, Democratic Services Officer
<b>Others in Attendance</b>	<b>Agenda Item 27 – Application for the Renewal of a Mobile Street Trading Licence</b> Mr Carton (applicant)

The meeting commenced at 7.02 pm

The Chair, Councillor Buchanan welcomed Councillor N McAleer to his first meeting of the Environment Committee.

**E026/20      Apologies**

Councillor Glasgow.

**E027/20      Declarations of Interest**

The Chair reminded Members of their responsibility with regard to declarations of interest.

Councillor McFlynn declared an interest in Agenda Item 20 – Projects funded by Northern Healthy Lifestyle Partnership.

**E028/20      Chair's Business**

Councillor Cuthbertson stated he had been advised of a broken window at the rear of Gardiner's Hall and that there was some anti social behaviour taking place in this area.

The Director of Public Health and Infrastructure stated that the Councillor's comments were noted.

## **Matters for Decision**

### **E029/20 DfI Roads Proposals to Mid Ulster District Council – No Waiting At Any Time – Ballyreagh Industrial Estate, Cookstown**

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to proposed No Waiting At Any Time at Ballyreagh Industrial Estate, Cookstown.

Proposed by Councillor McNamee  
Seconded by Councillor S McGuigan and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to proposed No Waiting At Any Time at Ballyreagh Industrial Estate, Cookstown.

### **E030/20 DfI Roads Proposals to Mid Ulster District Council – No Waiting At Any Time – Tamnamore Close, Dungannon**

Members considered previously circulated report which sought agreement in relation to proposal from Department for Infrastructure Roads with regard to proposed No Waiting At Any Time at Tamnamore Close, Dungannon.

Proposed by Councillor McNamee  
Seconded by Councillor S McGuigan and

**Resolved** That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to proposed No Waiting At Any Time at Tamnamore Close, Dungannon.

### **E031/20 Street Naming and Property Numbering**

The Head of Building Control presented previously circulated report regarding the naming of new residential housing developments within Mid Ulster.

Site off Killymeal Road, Dungannon

Proposed by Councillor Cuthbertson  
Seconded by Councillor Graham and

**Resolved** That it be recommended to Council to name development off Killymeal Road, Dungannon (Street 1) as Sycamore View and (Street 2) as Sycamore Heights.

### **E032/20 Dual Language Signage Survey – Ferny Ridge, Castlecaulfield**

The Head of Building Control presented previously circulated report which provided the result of survey undertaken on all applicable residents of Ferny Ridge, Castlecaulfield in response to Dual Language Signage Nameplate requests.

Councillor McNamee stated that this item should not be on the agenda as the result of the survey did not meet the criteria required for erection of signage. The



Councillor stated that this was the second time a report like this had been brought to Committee for decision.

The Head of Building Control stated that, going forward, if the results of a survey did not meet with criteria then a report would not be brought for decision if that was the desire of the Committee.

Members were in agreement.

- Resolved** That it be recommended to Council –
- (I) To note the result of the survey for the application of Dual Language Nameplates in Irish for Ferny Ridge, Castlecaulfield and not approve the erection of signage in Irish as 51% of the respondents were not in favour.
  - (II) That if the results of a survey does not meet with criteria then a report would not be brought for decision.

### **E033/20 Property Certificates**

The Head of Building Control presented previously circulated report on the fees in relation to the submission of Property Certificates to Mid Ulster District Council.

Proposed by Councillor B McGuigan  
Seconded by Councillor McNamee and

- Resolved** That it be recommended to Council –
- (I) To agree the increase in fees for Property Certificate Applications as detailed below and as negotiated with The Law Society –

Nature of Search	Current Fee	Revised Fee from 1 <sup>st</sup> April 2020
Standard 10 year search	£60	£70
Search back to 1973	£85	£95
Specified 10 year search	£60	£70
Follow-up 10 year search	£25	£30

- (II) To agree to the introduction of a £10 administration charge on Property Certificate applications submitted in paper form commencing on 1 April 2021.

### **E034/20 Consultation on the Regulation of Gambling in Northern Ireland**

The Head of Environmental Health presented previously circulated report which outlined Members about the Department for Communities' Consultation on the 'Regulation of Gambling in Northern Ireland' and agree a Mid Ulster District Council response to same.

Councillor McNamee stated that he believed there was already some prohibition in relation to the use of credit cards and that whilst Council should do what it can with regard to gambling and its regulation there were unfortunately bigger players dictating the industry.

Councillor Wilson stated that he accepted that everyone would have different views in relation to gambling but that he would have concerns with regard to online gambling and felt that there should be a limit on how much can be put into a machine at one time. The Councillor further stated that he felt that bookmakers themselves had a moral responsibility to have a limit in place on how much can be gambled at one time. Councillor Wilson stated that he felt the response was balanced and proposed that the response be submitted.

Councillor Cuthbertson stated he shared the views of Councillor Wilson and referred to previous consultation in relation to fixed odds gambling and asked if this was covered in this consultation.

The Head of Environmental Health stated that legislation was updated in England in 2005 but had not been updated in Northern Ireland since the 1980's.

Councillor Cuthbertson stated he clearly remembered discussion in relation to consultation on fixed odds gambling previously and asked that some commentary on this should be included in the response being put forward now.

The Head of Environmental Health stated there may already be some limits in place with regards to fixed odds gambling but that she would check and add in further points to the response if that was the desire of the Committee.

Councillor Wilson requested that further comments be added in respect of duty of care for online gambling and having more robust support in place.

Councillor McFlynn seconded Councillor Wilson's proposal.

Councillor Burton asked who monitors a limit on online gambling as there needed to be some protection for those who are vulnerable.

The Head of Environmental Health stated that there were no online gambling sites which originated from Northern Ireland and advised that the Gambling Commission will regulate sites originating from England and that sites originating from overseas will be regulated through the Independent Commission.

**Resolved** That it be recommended to Council to agree the draft Mid Ulster District Council response to the Department for Communities' consultation on the 'Regulation of Gambling in Northern Ireland' as set out at appendix 3 of report and that the response be submitted with the Department under delegated authority from the Council with further commentary to be added in respect of duty of care in relation to online gambling, having robust support in place and having limits in place on the amount that can be gambled at one time.

## **E035/20      Public Analyst Scientific Services**

The Head of Environmental Health presented previously circulated report which provided the list of Public Analysts working on behalf of Public Analyst Scientific Services Limited, the company currently appointed by Mid Ulster District Council to provide Public Analyst services to Council.

Proposed by Councillor S McGuigan  
Seconded by Councillor O'Neill and

- Resolved**      That it be recommended to Council that Mid Ulster District Council appoints the below additional person as a public Analyst to the Council under Article 27 (1) of the Food Safety (Northern Ireland) Order 1991 with immediate effect –
- Donna Hanks BSc, MChemA, MRSC employed by Public Analyst Scientific Services Limited

## **Matters for Information**

### **E036/20      Minutes of Environment Committee held on 14 January 2020**

Members noted minutes of Environment Committee held on 14 January 2020.

Councillor McNamee referred to previous discussion in relation to cemetery management and asked if Council had contacted families in relation to the change to the timeframe for erecting a headstone from 6 to 12 months. The Councillor stated that he had discussed the matter with undertakers and it was advised that there were cast iron crosses which can be bought which are more permanent. Councillor McNamee also referred to the ongoing surveys being carried out on headstones and asked for an update on this.

The Head of Property Services advised that the proposed amendments to Council policy in relation to cemetery management were still at consultation stage and, once adopted, officers would be in contact with families to advise of the amended timeframe for erection of a headstone. In respect of memorial safety surveys the officer advised that this process is ongoing but to date less than 3% have been deemed unstable, it was advised that an update report would be brought to the next Environment Committee.

In response to question from Councillor B McGuigan the Head of Property Services advised that old historic cemeteries were also being surveyed and this detail would be included in the update.

Councillor S McGuigan asked what happened when there was no family member to contact in respect of an unstable memorial.

The Head of Property Services stated that when there was no family member or deed holder for the memorial Council would have to make a decision as to how to make the memorial safe again.

The Director of Environment and Property stated that there have been issues with memorial safety for years and reminded Members that people had been killed in the past by falling headstones. The Director advised that the ultimate liability lies with Council.

Councillor Milne asked that when someone is buried if a contract is signed between Council and the family which requires the family to keep a memorial up to standard.

The Director of Environment and Property advised that this is covered by the Cemetery Rules.

Councillor Wilson asked if there was an update in relation to the waste compactor in Cookstown.

The Director of Environment and Property stated that there were some ongoing issues in relation to the waste compactor and it was hoped these would be resolved in the near future and before the end of the financial year.

Councillor O'Neill referred to Coalisland Recycling Centre and that there were concerns regarding the gates to the site being closed and users not being able to access skips. The Councillor stated that there was a fear in the community that the site is going to close and asked that a report be brought back to Committee regarding the plans for the site.

The Director of Environment and Property advised that Council does not own the site at Coalisland Recycling Centre and that negotiations were ongoing regarding the lease of the site with the current owner. The Director advised that the green skips at the site had been locked due to health and safety reasons and that this was not restricted to the Coalisland site but included a couple of other centres as well. The Director stated that the requested report would be brought back to Committee.

Councillor Cuthbertson advised he had been contacted in relation to disposal of grass cuttings at the Coalisland centre and that this was more difficult than previous years as the cuttings had to be lifted into the skip.

The Director of Environment and Property stated that this matter would be addressed in the future report.

### **E037/20      Bin Ovation App Update**

Members noted previously circulated report which provided update on the usage of the Bin-Ovation App and Report It function.

Councillor McFlynn stated that some refuse collections have moved to different days and asked if the Bin Ovation app had been updated to reflect this.

The Head of Environmental Services stated that the Bin Ovation app is linked to the Council website which is updated regularly.

#### **E038/20      Food Waste Recycling Communications Funding**

Members noted previously circulated report which provided update on extra funding received for Food Waste Recycling Communications.

#### **E039/20      Northern Ireland Local Authority Collected Municipal Waste Management (LACMW) Report for July – September 2019**

Members noted previously circulated report which provided update on Council's performance in relation to recycling and landfill diversion targets as outlined in the NIEA Northern Ireland Local Authority Waste Management Statistics Report for Quarter 2 of 2019/20, July to September 2019.

#### **E040/20      Building Control Workload**

Members noted previously circulated report which provided update on the workload analysis for Building Control.

Councillor Wilson stated that there appeared to be some confusion in relation to the future of the Building Control office in Cookstown and asked for some clarification on this as architects had been in contact with him on the matter.

The Chair, Councillor Buchanan and Councillor McNamee stated they had also received similar phonecalls in relation to the Building Control office in Cookstown.

The Director of Public Health and Infrastructure stated there was an ongoing review in relation to Building Control staffing complement across council offices and that a report would be brought to Committee on the matter in due course. In the meantime, if Members continue to receive phonecalls on this issue these should be directed to the Director of Public Health and Infrastructure or Head of Building Control.

#### **E041/20      Entertainment Licences**

Members noted previously circulated report which provided update on Entertainment Licensing Applications across the Mid Ulster District.

#### **E042/20      Dual Language Signage Requests**

Members noted previously circulated report which advised of requests for Dual Language Signage from residents on streets/roads in the District.

#### **E043/20      Dual Language Signage Surveys**

Members noted previously circulated report which advised on the results of surveys undertaken on all applicable residents on the streets/roads in response to Dual Language Signage nameplate requests. Where more than 51% of occupiers that respond indicate that they are in favour of the erection of Dual Language Signage, nameplates will be erected. Where less than 51% of occupiers that responded indicate that they were not in favour of the erection of a Dual Language street nameplate, then the Dual Language nameplate will not be approved or erected.

## **E044/20      Entertainment Licensing - During Performance Inspections**

Members noted previously circulated report which advised of During Performance Inspections carried out on Entertainment Licensed Venues over the Christmas and New Year period.

## **E045/20      Projects funded by Northern Healthy Lifestyle Partnership**

Members noted previously circulated report which provided update on current gardening/wellbeing projects that received funding from the Northern Healthy Lifestyle Partnership (NHLP).

## **E046/20      Bus shelter collaborative workshop**

Members noted previously circulated report which provided update on the current bus shelter status following the recent bus shelter collaborative workshop held on 14 January 2020.

In response to question from Councillor B McGuigan the Head of Technical Services advised that the planned meetings would involve Officers and statutory authorities (DfI Roads and Translink). The officer advised that Members would be provided with a regular update through the Committee.

The Director of Public Health and Infrastructure advised that the meeting had been productive but if it is felt that not enough progress is being made then a further member/officer meeting will be called in six months.

## **Local Government (NI) Act 2014 - Confidential Business**

Proposed by Councillor S McGuigan  
Seconded by Councillor McNamee and

**Resolved**      In accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014 that Members of the public be asked to withdraw from the meeting whilst Members consider items E047/20 to E061/20

### **Matters for Decision**

E047/20	ESPO Framework for Purchase of Refuse/Recycling Products
E048/20	Tender for collection, processing and recycling of hard plastics
E049/20	Dog Trading - Data Sharing Agreement
E050/20	Application for Temporary Street Trading Licence
E051/20	Application for the Grant of a New Amusement Permit at 12 Union Road, Magherafelt
E052/20	Application for the Renewal of a Mobile Street Trading Licence
E053/20	Age Friendly Framework
E054/20	Protect Life 2 2019-24

- E055/20 Villages Programme Capital Project – IST Appointment (Group 6)
- E056/20 Villages Programme Capital Project – IST Appointment (Group 7)
- E057/20 Cookstown Gateway Revitalisation project- A29 Roundabout IST Appointment

**Matters for Information**

- E058/20 Confidential Minutes of Environment Committee held on 14 January 2020
- E059/20 Off Street Car Parking: Quarter 3 2019/2020
- E060/20 Capital Projects Update
- E061/20 Mid Ulster Travellers Working Group Update

**E062/20 Duration of Meeting**

The meeting was called for 7.00 pm and ended at 8.33 pm.

CHAIR \_\_\_\_\_

DATE \_\_\_\_\_





<b>Report on</b>	Tullyvar Joint Committee Update
<b>Date of Meeting</b>	10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	Mark McAdoo, Head of Environmental Services
<b>Contact Officer</b>	Mark McAdoo, Head of Environmental Services

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To provide members with an update on the business of the Tullyvar Joint Committee.
<b>2.0</b>	<b>Background</b>
2.1	Tullyvar Joint Committee is a formal Committee initially established in 1992 under the former constituent Councils of Dungannon & South Tyrone Borough Council and Omagh District Council under Section 19 of Local Government Act (NI) 1972. Five Councillor/representatives from Mid Ulster and Fermanagh & Omagh Councils now serve on the Joint Committee which is supported by senior Officers from each of the two Councils.
<b>3.0</b>	<b>Main Report</b>
3.1	The last meeting of the Joint Committee was held on 12 <sup>th</sup> February 2020. A copy of the associated agenda and a copy of the latest Committee report/papers including minutes of the previous meeting held on 9 <sup>th</sup> October 2019 are attached for members' information.
3.2	The next Joint Committee meeting is scheduled for Wednesday 10 <sup>th</sup> June 2020
<b>4.0</b>	<b>Other Consideration</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: None
	Human: None
	Risk Management: None
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A

<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members are asked to note the content of this report and associated papers.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Latest papers for Tullyvar Joint Committee.

5<sup>th</sup> February 2020



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

To: Councillor Gildernew )  
Councillor Graham )  
Councillor McAleer )  
Councillor McGuigan ) Mid Ulster District Council  
Councillor Robinson )

Mr A Cassells

Councillor Clarke )  
Councillor Fitzgerald )  
Councillor Garrity )  
Councillor Rainey ) Fermanagh & Omagh District  
Councillor Thompson )

Ms A McCullagh

Dear Sir/Madam

**Re: Tullyvar Landfill Site Joint Committee Meeting**

A meeting of the Management Committee for the development of Tullyvar Landfill Disposal Site will be held in the Office at Tullyvar Landfill Site on **Wednesday 12<sup>th</sup> February 2020 at 10.30am.**

1. Confirmation of Minutes of Meeting held on Wednesday 9<sup>th</sup> October 2019 (copy herewith)
2. Matters Arising from the Minutes
3. Solar Panels Proposal (report attached)
4. Financial Matters
  - 4.1 2020/21 Draft Budget
  - 4.2 Management Accounts
5. Update from Head of Environmental Services/Site Manager's Report



6. Any Other Business
7. Date of Next Meeting  
- Wednesday 10<sup>th</sup> June 2020 (AGM)

Yours faithfully

**Andrew Cassells**

---

Director of Environment & Property

Copy:      A Tohill  
              K O'Gara  
              M McAdoo  
              A McIlwrath  
              K McGowan



**MINUTES OF TULLYVAR JOINT COMMITTEE MEETING HELD ON WEDNESDAY  
9<sup>th</sup> OCTOBER 2019 AT 10.30AM AT TULLYVAR LANDFILL SITE**

**PRESENT:**

**FERMANAGH & OMAGH:** Councillor Rainey (Chair)  
Councillor Fitzgerald, & Thompson

**MID ULSTER:** Councillors Gildernew, McAleer, McGuigan & Robinson

**OFFICERS:** A Cassells, M McAdoo, K McGowan, K O’Gara &  
A McIlwrath

**APOLOGIES:** Councillors Clarke & Graham  
Mr Hegarty

***Meeting commenced at 10.30am***

**1. CONFIRMATION OF MINUTES – 12<sup>th</sup> JUNE 2019 (ORDINARY & AGM)**

The above minutes were adopted.

Proposed by Councillor Thompson  
Seconded by Councillor McGuigan and agreed.

**2. CHAIRMAN’S REMARKS**

The Chair thanked Members for his Election in his absence and thanked Councillor McAleer, Vice Chair, for chairing the previous meeting.

**3. MATTERS ARISING**

**3.1 Farm Plastics**

A Cassells advised that the acceptance of farm plastics at the CA Site was primarily an issue for MUDC, the matter would be considered as part of the current review of the Waste Policy which would be brought before the Environment Committee.

K O’Gara referred to the significant costs involved in handling and treatment of farm plastics. The Chair suggested the cleanliness of the material also proved problematic.

**3.2 Landfill Capacity Report**

A Cassells updated on the biennial review of the Landfill Capacity report as circulated to Members. In summary it was noted that there was sufficient landfill void until 2028, with the caveat that all Councils will meet their targets and no other issues or changes in law arise.

It was noted the main purpose of the report was to determine when Tullyvar would need to develop Cell 4. Based on the report it was confirmed there was no immediate need to develop Cell 4 but Members could defer the decision for the next two years and review thereafter. It was confirmed that a one year contract works period would be required to develop the Cell.

K O'Gara referred to the Drummee Site and confirmed capacity to July 2021. He indicated that Tullyvar was a valuable asset with grid connection and ideal road infrastructure.

Following query on the gas production, the Site Manager advised that there remained an 8 year gas production expectation dropping off over successive years. Noted there existed the opportunity to import gas in the future.

In light of Brexit, it was confirmed that MUDC did have contingency landfill options in Ballymacombs with approximately 40,000 tonnes of void capacity.

Following query from the Chair in relation to incinerator ash, it was confirmed that bottom ash or fly ash could be landfilled.

#### **4.0 FINANCIAL MATTERS**

##### **4.1 Update – Financial Reporting**

Noted this matter would be considered under the Site Manager's report.

#### **5.0 UPDATE FROM THE SITE MANAGER**

The Site Manager's Report was considered, copy attached as appendix one, reference being made to the undernoted:

##### **5.1 Operational Issues**

Members noted the reduction in the gas generation due to the ongoing capping contract works.

Members were informed of the mothballing works carried out to date and further planned works over the next 2-3 months.

##### **5.2 Financial Matters**

Given the reduction in site operations, the Site Manager confirmed that going forward bi-annual management accounts would be tabled for Member



consideration. The first 6 months management accounts would be presented to the Joint Committee in February along with the 2020/21 budget for approval.

### **5.3 Landfill Tax Reclaim**

The Site Manager referred to the substance of the claim and advised Members that the reverse fluff layer was cherry picked waste creating a semi engineered material which it could be argued should not be subject to landfill tax. It was noted, if the tribunal was not successful there would be no further progress beyond this stage.

### **5.4 Phase 4 Capping**

As per the report, the Site Manager confirmed that the contract was awarded to CivCo and was due for completion in March 2020.

### **5.5 Wetlands Scheme**

Following query, the Site Manager confirmed the wetlands project had been very successful highlighting to Members the wide range of vegetation on the ponds and the extent of wildlife, birds and vertebrae attracted to the site.

Councillor Thompson paid tribute to the Site Manager for the management of the site.

### **5.6 Adoption of Report**

The Site Manager's report was adopted.

Proposed by Councillor Thompson  
Seconded by Councillor Fitzgerald and agreed.

## **6.0 DATE OF NEXT MEETING**

It was agreed to convene the next meeting on **Wednesday 12<sup>th</sup> February 2020 at 10.30am at Tullyvar Landfill Site.**

***Meeting ended at 11.05am***



**TULLYVAR JOINT COMMITTEE – 9<sup>th</sup> OCTOBER 2019****SITE MANAGER'S REPORT****1. Site Operational Update**

Between June and September approx. 220 tonnes of leachate per week was discharged to Cookstown Sewage Treatment Works. This is lower than normal for this time of year due to use of the sites Integrated Constructed Wetlands (ICW) which has reduced the need for tankering.

The electricity generation plant is currently operating at approx. 320kW (40% Capacity). This is much lower than normal, due to most of the wells in Cell 1 being temporarily disconnected to facilitate site capping works. The capping works were planned so as to disrupt the gas field as little as possible and the work has been phased to ensure a majority of the wells are reconnected as quickly as possible.

Mothballing works completed over the last few months include the preparation of the regulation layer on Cell 1 and excavations at the SW corner of the site to prepare for the installation of a drainage line from the base of Cell 4 to the settlement pond & discharge point. Further works to be completed over the next few months include regrading works which will prepare Cell 4 for either lining or restoration and also reduce erosion and eliminate any unsafe rock faces.

**2. Financial Matters**

Due to the streamlining of operations at Tullyvar the site no longer operates a separate financial system from Mid Ulster District Council. Previously, the site had its own accounting software and engaged the accountant Cavanagh Kelly to assist with the sites bookkeeping. However, for efficiency during the mothballed period the site now processes all orders / payments through the main Council software package. This means that going forward there will not be a set of payments presented under the Financial Matters section of the agenda and will instead be replaced with bi-annual management accounts. The first 6 months management accounts shall be presented at the next Joint Committee meeting in February along with the 2020/21 budget for approval.

**3. Landfill Tax Reclaim**

As agreed at the Joint Committee meeting on the 11<sup>th</sup> May 2016 the site has submitted claims with HMRC for the reclaim of Landfill Tax monies paid on material used in construction of the sites reverse fluff layer. The claim covers the period from July 2012 to March 2018 and currently totals approx. £3M. The claim will now join a number of other claims currently being managed by KPMG through the appeals process. The appeal to the Upper Tier Tribunal is to commence on the 18<sup>th</sup> November 2019 and Members will be kept apprised of the ruling once it has been published. A further fee of £10,000 is now due for payment to cover KPMG and legal fees associated with the case.

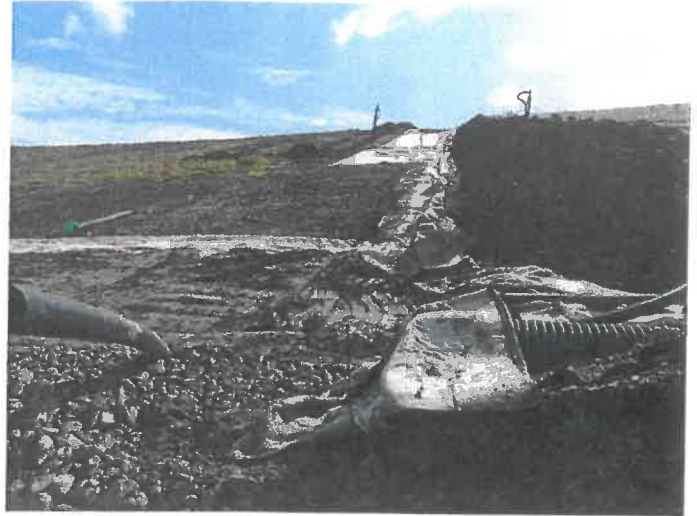
#### **4. Phase 4 Capping**

Works commenced in early October on the Phase 4 Capping of the site. The works consist of the installation of a composite capping system over an area of approximately 17,000m<sup>2</sup> of which approx. 10,500m<sup>2</sup> will be final capping and restoration and the remainder as an interim cap. The interim cap while serving a similar purpose to the final cap is designed to be cheaper to install, utilise leftover geotextiles from the previous capping operation while still being able to be upgraded to a permanent cap with minimal additional works should Cell 4 not be developed.

Works completed to date include the excavation of the anchor trenches to expose the existing site lining and capping systems, installation of a bund for stability and drainage purposes, the installation of a French drain adjacent to the existing wetlands and the laying of approx. 1,000m<sup>2</sup> of geotextiles and protection layer sub-soils. Progress has been hampered due to the wet weather over the previous few weeks limiting the work that can be done of the steep slopes.

Progress has also been made on the new groundwater drainage line which is being installed on the floor of the unlined Cell 4 to prevent flooding and reduce costs during the mothball and aftercare period. This line will take groundwater away from the floor of Cell 4 to the existing settlement pond before discharging into the adjacent Hadden's Burn, without the need for pumping. Approx. 1/2 of the drainage line is complete and 2 manholes have been installed.

The works were awarded to CivCo for a total price of £488,810.50 plus VAT and a 10% contingency. The first payment has been certified by the Council's consulting engineers, WDR & RT Taggart's, for the sum of £86,645.99 and covers some of the initial works and the supply and delivery of the geotextiles and drainage materials to site. CivCo are acting as main contractor but the majority of the works are being completed on site by their sub-contractor, Contract Ground Services. The standard of work completed to date has been good and, weather depending, the works are due for completion in March 2020. A selection of photos showing the work to date have been included overleaf.



Pictures showing the stripping back of restoration soils from existing cap to expose the GCL layer and then the application of GCL to Phase 4 with a 300mm overlap.



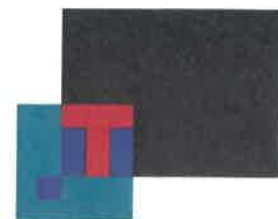
Pictures showing the drainage layer geocomposite placed over the top of recently laid GCL and the application of a 300mm deep layer of protection material.



Pictures showing the installation of drainage between the Phase 4 cap and the existing wetlands (left) and the drainage line / manholes from the unlined Cell 4 and the settlement pond / discharge point (right).







## TULLYVAR SOLAR FARM BUSINESS CASE



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

**16092 – Mid Ulster Consultancy Services**

Version 02 – June 2019

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**TITLE** Tullyvar Solar Farm Business Case**PROJECT** 16092 – Mid Ulster Consultancy Services**CLIENT** Mid Ulster District Council**DATE** June 2019**STATUS** Final**VERSION** 02**AUTHOR** A Thompson, D McGuigan**WDR & RT TAGGART****DOCUMENT CONTROL**

REVISION	DESCRIPTION	STATUS	DATE	BY	CHECKED	APPROVED
00	Draft	Draft	11/02/2019	DMG	AT	AT
01	Final	Final	16/03/2019	DMG	AT	AT
02	Final Report	Final	18/06/2019	DMG	AT	AT





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1	Introduction.....	1
2	Options Appraisal .....	3
3	Monetary Assessment.....	4
4	Non-Monetary Considerations .....	8
5	Conclusion.....	9

## Appendices

Appendix A	Drawings
Appendix B	Financial Calculations
Appendix C	Solar Panel Technical Specification
Appendix D	Power Output Calculations





# 1 Introduction

An economic appraisal was undertaken in early 2019 for the viability of the development of a solar farm at Tullyvar Road, Aughnacloy, Co Tyrone, the site of a mothballed landfill. The appraisal was commissioned by Mid Ulster District Council (MUDC hereafter).

The scheme presents a unique opportunity whereby the 'spare' proportion of the grid capacity currently serving the landfill gas engine can be utilised.

## 1.1 Strategic Context

Renewable energy can be generated from a number of sources, including solar, biomass, wind, tidal and wave / hydro. With increased developments and innovation across the renewables industry, the UK can progressively lessen its dependency on fossil fuels as a form of generating electricity.

The Renewable Energy Directive has set an overall target for Europe to achieve 20% of the cumulative energy consumption via renewable sources by 2020, with the UK required to source 15% of its energy from renewable sources by the same date. A revised target for 2030 requires member states to achieve a cumulative 32%<sup>1</sup> energy consumption from renewable sources. Following the UK's departure from the European Union in March 2019, these targets are expected to be transposed into UK statute, although this is set to be confirmed within the withdrawal agreement.

A progress report published in 2017 indicates that the UK was at that point achieving approximately 9.3% of the 2020 15% target, signifying that the UK as a whole have an extra 5.7% of renewable energy consumption to achieve in order to successfully reach the target. Additional investment in the development of renewable energy sources is therefore essential in the UK's effort to reduce its reliance on fossil fuels.

This report considers the optimisation of the area available for a ground mounted solar array. The UK Solar PV Strategy Part 1: Roadmap to a Brighter Future (Department of Energy and Climate Change) recommends a density of 1MW over 2.4ha for ground mounted arrays. Based on a potentially suitable area of approximately 0.6ha, the maximum installed capacity would therefore be no greater than 250kW. Please refer to drawing 16092-14-001 for indicative suitable areas on which to install a solar array.

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<sup>1</sup> European Commission – Renewable energy: Moving towards a low carbon economy  
<https://ec.europa.eu/energy/en/topics/renewable-energy>



## 1.2 Case Study

### 1.2.1 Netley, Hampshire

UK based resource management company Veolia, has recently installed a solar farm at Netley Landfill in Southampton as part of their landfill restoration programme. Having worked in conjunction with specialist partners REG Power Management and Ethical Power, the solar farm at Netley Landfill can currently produce up to 5MW of electricity thus providing power for approximately 13,000 homes annually. Plans are in place to increase the generation capacity up to 12MW, providing power for an additional 18,500 homes. Mark Partridge of REG Power Management states:

*"This will contribute to both of our aspirations related to landfill after-care management, climate change and the circular economy."*<sup>2</sup>

Veolia is currently undertaking research into the viability of replicating the above across a number of other landfills and brownfield sites. This is alongside the work undertaken to improve biodiversity across numerous landfills via habitat creation and enhancement, and planting of flora to protect the UK's ecological heritage. This can be done on land that may otherwise be disregarded for the purpose of built development.

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<sup>2</sup> Veolia UK – Press Release  
<https://www.veolia.co.uk/press-releases/life-left-landfill>



## 2 Options Appraisal

### 2.1 Objectives

The key objective of this appraisal is to assess the economic viability of the deployment of a solar farm at Tullyvar Landfill.

### 2.2 Options

The options considered in the economic appraisal are outlined in Table 2.1 below:

**Table 2.1 Overview of Options**

Overview of Options	
1	Do Minimal – Retain situation as is, with a proportion of electricity generated from the existing landfill gas engine
2	Optimisation of suitable land available for the installation of a solar array

The 'Do Minimal' option assessed was consistent with HM Treasury Green Book Guidelines, providing an auditable base case against which other options may be evaluated.

In order to provide an assessment of the potential cost benefits in relation to the current conditions of electricity generation, the decline in landfill gas production was examined in relation to the point at which the performance of the engine will no longer be viable, whereby electricity will cease to be generated via this method.



## 3 Monetary Assessment

### 3.1 Introduction

The options outlined below are being assessed from a monetary perspective in order to ascertain the benefits of the scheme in the long run. Although the economic projections consider the economic cost and benefit of each option, they do not consider a quantifiable assessment of the non-monetary impacts of each option.

Table 3.1 below outlines the parameters applied to the considered options:

**Table 3.1 Options**

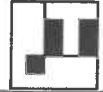
Option	Description
Option 1 – Do Nothing Approach	No further action taken at Tullyvar Landfill. The landfill gas engine will be used as a supplementary electricity source until the point at which the decline in landfill gas production results in the termination of electricity production from the engine. No additional costs are associated with this option other than those already existing.
Option 2 – Optimise Suitable Area for Installation of a Hybrid Solar Array	Area of approximately 0.6ha suitable for an array of installed capacity no greater than 250kW. Costs will account for PV panels, battery storage, inverters, ground mounting equipment and other associated infrastructure only. Using a hybrid solar system, energy output will be used to supplement the existing electricity sources utilised to power the site offices etc., with any surplus energy generated from the solar panels during the day stored in the batteries to allow use of this energy during periods of lesser sunshine or when the panels are not generating.

### 3.2 Assumptions

The current standard rate of electricity from the market leader is 16.82p/kWh. Data obtained from the Office for National Statistics indicates that over the past 25 years, the average increase in the price of electricity is approximately 3.9% per annum. Adopting the same trend over a further period of 25 years could potentially result in a price rate of 42.13p/kWh in 2043.

With regards to Option 2, the following parameters have been assumed:

- The costs are based on the provision of Intenergy solar panels installed in 2019;
- Panel size of a 250W module are 1,650mm x 995mm;



- Average efficiency of panel type is 18% based on manufacturer guidelines;
- Maximum power output calculated using photovoltaic software, including annual irradiation on tilted solar panels (see Appendix D);
- Power output drops approximately 1% per annum over a 25 year performance warranty;
- Costs associated with planning applications and labour / installation of Option 2 are not accounted for within the financial assessment; and
- Power required at Tullyvar Landfill falls by 15% in 2020 following the final capping and closure of the site.

### 3.3 Financial Assessment

#### 3.3.1 Option 1

With no additional costs associated with Option 1, the running costs are as per the existing arrangement with the landfill gas engine and standard rate for electricity supply. Forecasted costs for the supply of electricity at Tullyvar Landfill can be found in Appendix B.

#### 3.3.2 Option 2

Initial set up costs of Option 2 are much greater. The infrastructure required to implement an array of this scale would include 1,000nr 250W panels and frames, adjustable ground mounting kits, PV inverters, up to 300kWh battery storage and cables etc., the total cost of which would be approximately £400,000 excluding VAT. A typical technical specification for a 250W solar panel is included in Appendix C.

#### 3.3.3 Potential Savings

Recent utility bills indicate that the electricity consumption at Tullyvar Landfill is approximately 326,755kWh over the past 12 months. Based on the provision of 1,000nr 250W panels, the maximum power output was estimated to be within the region of 220,000kWh (Appendix D), decreasing by approximately 1% per annum to 175,000kWh by 2043 in keeping with the manufacturer's performance warranty. Units required after solar generation therefore increase at this rate, as the efficiency of the panels decrease. In line with the assumption that the level of power required at Tullyvar Landfill will fall by 15% in 2020, the solar panels could potentially contribute towards 78% of the electricity consumed at Tullyvar Landfill per annum.

Table 3.2 below indicates the potential savings over the next 25 years. Further details can be seen in Appendix B.



**Table 3.2 Forecast Annual Costs**

Year	Units Required	Rate (£/kWh)	Option 1 Costs	Power from Solar Generation	Units Required After Solar Generation	Option 2 Costs	Cost Difference
2019	326,755	0.1682	£54,960	221,636	105,119	£17,680	£37,280
2020	326,755	0.1748	£57,105	219,420	107,335	£18,760	£38,345
2021	277,742	0.1816	£50,430	217,226	60,516	£10,990	£39,440
2022	277,742	0.1887	£52,400	215,053	62,688	£11,825	£40,575
2023	277,742	0.1960	£54,440	212,903	64,839	£12,710	£41,730
2024	277,742	0.2037	£56,665	210,774	66,968	£13,640	£42,925
2025	277,742	0.2116	£58,770	208,666	69,076	£14,615	£44,155
2026	277,742	0.2199	£61,065	206,579	71,162	£15,645	£45,420
2027	277,742	0.2284	£63,445	204,514	73,228	£16,725	£46,720
2028	277,742	0.2373	£65,920	202,469	75,273	£17,865	£48,055
2029	277,742	0.2466	£68,490	200,444	77,298	£19,060	£49,430
2030	277,742	0.2562	£71,160	198,439	79,302	£20,320	£50,840
2031	277,742	0.2662	£73,935	196,455	81,287	£21,640	£52,295
2032	277,742	0.2766	£76,820	194,490	83,251	£23,025	£53,795
2033	277,742	0.2874	£79,815	192,546	85,196	£24,485	£55,330
2034	277,742	0.2986	£82,930	190,620	87,122	£26,015	£56,915
2035	277,742	0.3102	£86,160	188,714	89,028	£27,620	£58,540



**TULLYVAR SOLAR FARM BUSINESS CASE**

16092 – Mid Ulster Consultancy Services  
Version 02  
June 2019



Year	Units Required	Rate (£/kWh)	Option 1 Costs	Power from Solar Generation	Units Required After Solar Generation	Option 2 Costs	Cost Difference
2036	277,742	0.3223	£89,520	186,827	90,915	£29,305	£60,215
2037	277,742	0.3349	£93,015	184,959	92,783	£31,070	£61,945
2038	277,742	0.3480	£96,640	183,109	94,633	£32,930	£63,710
2039	277,742	0.3615	£100,410	181,278	96,464	£34,875	£65,535
2040	277,742	0.3756	£104,325	179,465	98,277	£36,915	£67,410
2041	277,742	0.3903	£108,395	177,670	100,071	£39,055	£69,430
2042	277,742	0.4055	£112,620	175,894	101,848	£41,300	£71,320
2043	277,742	0.4213	£117,015	174,135	103,607	£43,650	£73,365

The cumulative costs of the price difference between Option 1 and Option 2, indicate that a payback term of approximately 10 years can be expected. Over the course of a 25 life span of the solar panels, MUDC could potentially save in the region of £1million. It is considered that a payback period of 10 years would not represent an overly attractive investment.



## 4 Non-Monetary Considerations

The installation of a solar array at Tullyvar Landfill could be associated with a number of non-monetary benefits on top of the potential economic factors, namely the following:

- The renewable energy source would aid MUDC's efforts in moving towards a more energy self-sufficient site and contributing towards the targets set under the Renewable Energy Directive;
- Increased self-sufficiency reduces the MUDC's dependency on fossil fuels as a source of energy, therefore contributing to an improved attitude towards climate change and more sustainable ethos;
- Environmentally conscious decision to utilise what would otherwise be a brownfield site; and
- Logistical ease of utilising existing connection to the national grid on site.



## 5 Conclusion

The report considers the development of a solar farm array at Tullyvar Landfill in relation to the potential economic and non-monetary benefits.

Although Option 1 involves zero capital expenditure, the long term energy costs will continue to rise with the industry supply rate increasing with inflation. As a result, there are little to no long term cost savings with regards to Option 1.

The forecast economic benefits outlined in Section 3 above, indicate that the maximum power output of a 250kW array results in a capex return period of approximately 10 years, with an average annual saving in electricity generation requirements of approximately 70% thereafter. Option 2 therefore presents a more energy self-sufficient option during the aftercare period of Tullyvar Landfill. In the long term, Option 2 therefore provides the greatest return in terms of potential cost savings. Over the 25 year life span, the cost savings are in the region of £1million. It is considered that a payback period of 10 years would not represent an overly attractive investment.

It should be noted that capacity for uncontrolled electricity generation and export to the NIE network is now limited and it is difficult to get new grid connections for export of electricity. Therefore, the large export capacity that exists through the current Tullyvar grid connection is a significant asset.



Given the value of the existing grid connection at Tullyvar Landfill, it is advisable that further research is conducted into the viability of implementing alternative renewable applications, including but not limited to: importing biogas for use in the existing gas engine, wind turbines, or an anaerobic digestion plant which has the option to be fed with organic matter collected from MUDC local authority municipal waste collections.

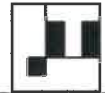


## **Appendix A**

### **Drawings**



<b>KEY:</b>				
		Indicative Solar Panel Area		
Rev/No.	AMENDMENT DETAILS	BY	DATE	
CLIENT -				
Mid Ulster District Council				
DRAWING				
Indicative Areas for Solar Panels				
CONTRACT				
Tullyvar Solar Farm Business Case				
SHEET	DATE	SCALE	DRAWN	CHECKED
A3	11.02.2019	1:2000	DMG	AT
DRG No.				Rev.
16092-14-001				-
Lagonwood House Newforge Lane Malone Road Belfast, BT9 5NX Tel 028 9066 2121 Fax 028 9066 3162 email <a href="mailto:info@wdr-rt-taggart.com">info@wdr-rt-taggart.com</a>			 <b>WDR &amp; RT TAGGART</b>	
Architects		Landscape Architects		
Civil Engineers		Town Planning Consultants		
Structural Engineers		Planning Supervisors		
Environmental Engineers		Project Managers		



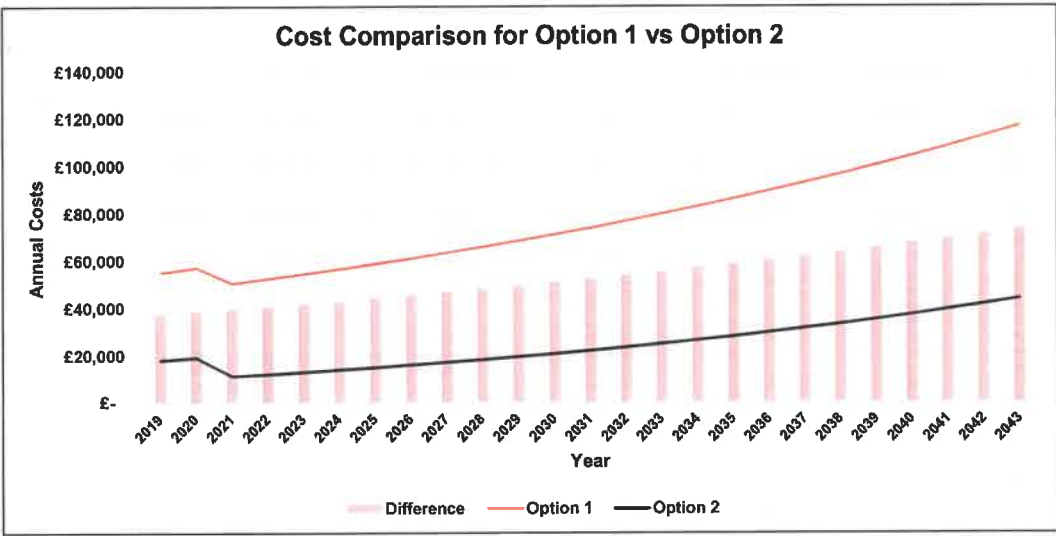
## **Appendix B**

### **Financial Calculations**

\*Solar Installed in 2019

	Units Required	**Units Decrease	Solar Generation	Units Required (After Solar)	£ / kWh	Avg Yearly % Increase	Option 2	Option 1	Cost Difference
							Avg Annual Cost After Solar Installation	Avg Annual Cost (If No Solar In Place)	
*2019	326,755	0%	221,636	105,119	0.1682	3.9%	£ 17,680	£ 54,960	£ 37,280
2020	326,755	15%	219,420	107,335	0.1748	3.9%	£ 18,760	£ 57,105	£ 38,345
2021	277,742	0%	217,226	60,516	0.1816	3.9%	£ 10,990	£ 50,430	£ 39,440
2022	277,742	0%	215,053	62,688	0.1887	3.9%	£ 11,825	£ 52,400	£ 40,575
2023	277,742	0%	212,903	64,839	0.1960	3.9%	£ 12,710	£ 54,440	£ 41,730
2024	277,742	0%	210,774	66,968	0.2037	3.9%	£ 13,640	£ 56,565	£ 42,925
2025	277,742	0%	208,666	69,076	0.2116	3.9%	£ 14,615	£ 58,770	£ 44,155
2026	277,742	0%	206,579	71,162	0.2199	3.9%	£ 15,645	£ 61,065	£ 45,420
2027	277,742	0%	204,514	73,228	0.2284	3.9%	£ 16,725	£ 63,445	£ 46,720
2028	277,742	0%	202,469	75,273	0.2373	3.9%	£ 17,865	£ 65,920	£ 48,055
2029	277,742	0%	200,444	77,298	0.2466	3.9%	£ 19,060	£ 68,490	£ 49,430
2030	277,742	0%	198,439	79,302	0.2562	3.9%	£ 20,320	£ 71,160	£ 50,840
2031	277,742	0%	196,455	81,287	0.2662	3.9%	£ 21,640	£ 73,935	£ 52,295
2032	277,742	0%	194,490	83,251	0.2768	3.9%	£ 23,025	£ 76,820	£ 53,795
2033	277,742	0%	192,546	85,196	0.2874	3.9%	£ 24,485	£ 79,815	£ 55,330
2034	277,742	0%	190,620	87,122	0.2988	3.9%	£ 26,015	£ 82,930	£ 56,915
2035	277,742	0%	188,714	89,028	0.3102	3.9%	£ 27,620	£ 86,160	£ 58,540
2036	277,742	0%	186,827	90,915	0.3223	3.9%	£ 29,305	£ 89,520	£ 60,215
2037	277,742	0%	184,959	92,783	0.3349	3.9%	£ 31,070	£ 93,015	£ 61,945
2038	277,742	0%	183,109	94,633	0.3480	3.9%	£ 32,930	£ 96,640	£ 63,710
2039	277,742	0%	181,278	96,464	0.3615	3.9%	£ 34,875	£ 100,410	£ 65,535
2040	277,742	0%	179,465	98,277	0.3758	3.9%	£ 36,915	£ 104,325	£ 67,410
2041	277,742	0%	177,670	100,071	0.3903	3.9%	£ 39,055	£ 108,395	£ 69,340
2042	277,742	0%	175,894	101,848	0.4055	3.9%	£ 41,300	£ 112,620	£ 71,320
2043	277,742	0%	174,135	103,607	0.4213	3.9%	£ 43,650	£ 117,015	£ 73,365

\*\*Based on assumption that activity will decrease following capping / site closure







## **Appendix C**

### **Solar Panel Technical Specification**

# Intenergy

## Classic Series

### INE-250MB-60

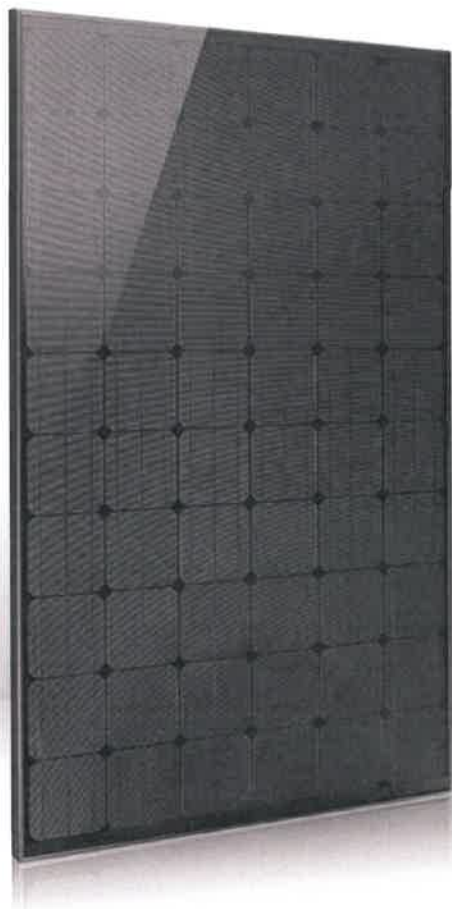
### Eclipse Black

Molycrystalline Silicon Solar Module

## Eclipse Black

The Eclipse Black is the only true TRIPLE BLACK module in the market.

UNIQUE



- ✓ Module efficiency 15.82%
  - ✓ Cell efficiency 18.3%
  - ✓ Positive output tolerance of  $-0/+3\%$
  - ✓ 1.8m cable for easy landscape installation
  - ✓ Concealed busbars and solder, offer a uniform, sleek finish
  - ✓ Low-iron tempered glass & high quality EVA and TPT
  - ✓ Integrated bypass diodes to protect the solar cell circuit from hot-spots during partial shading
  - ✓ Anodized aluminium frame improves load resistance capabilities for heavy wind loads
  - ✓ IEC61730 safety rated for high wind pressure, hail impact, snow load and fire, certified against salt mist corrosion
- 12** year manufacturing guarantee  
**12** year performance warranty of 90% of original power output  
**25** year performance warranty of 80% of original output



MANUFACTURER  
Perlight Solar Co Ltd  
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Wenling, Zhejiang  
317521, China  
Email: [sales@intenergysolar.com](mailto:sales@intenergysolar.com)

UK STOCKIST  
Solarvis Energy Ltd  
Genesis House, Priestley Way, Crawley  
West Sussex, RH10 9PR, UK  
Tel: 01293 843 400 Fax: 01293 652 480  
Email: [sales@solarvis.energy](mailto:sales@solarvis.energy)

# Intenergy

Manufactured by  
**PERLIGHT SOLAR**

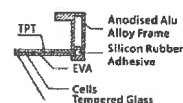
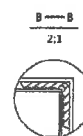
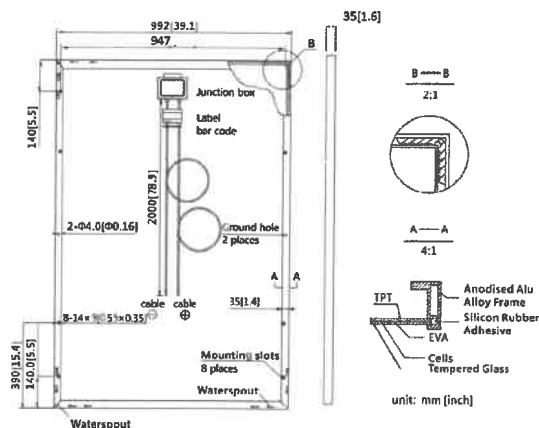
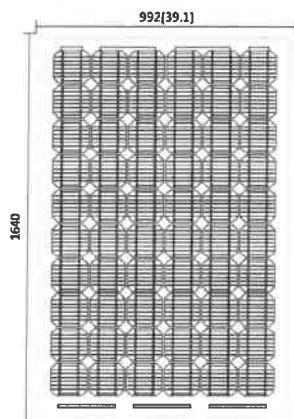
# Intenergy

## Classic Series

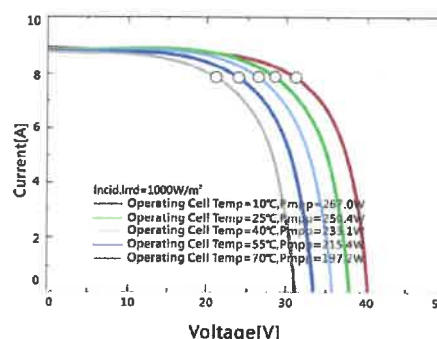
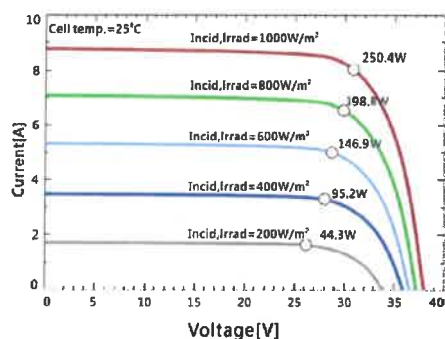
### INE-250MB-60

### Eclipse Black

Molycrystalline Silicon Solar Module



unit: mm [inch]



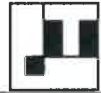
Model	INE-ECLIPSE 250MB-60	INE- 250MB-60	INE-250M-60	NOCT	45°C±2°C
Pm	250W	250W	250W	Isc	0.06%/°C
Vmp	30.49	30.49	30.49	Voc	-0.34%/°C
Imp	8.20	8.20	8.20	Pmax	-0.45%/°C
Voc	38.00	38.00	38.00	Power Tolerance	-0/+3%
Isc	8.78	8.78	8.78	Working Temperature	-40°C to 85°C
Max. system voltage	1000V DC	1000V DC	1000V DC		

MANUFACTURER  
Perlight Solar Co Ltd  
Muya Administration District  
Wenling, Zhejiang  
317521, China  
Email: sales@intenergysolar.com

UK STOCKIST  
Solarvis Energy Ltd  
Genesis House, Priestley Way, Crawley  
West Sussex, RH10 9PR, UK  
Tel: 01293 843 400 Fax: 01293 652 480  
Email: sales@solarvis.energy

# Intenergy

Manufactured by  
**PERLIGHT SOLAR**



## **Appendix D**

### **Power Output Calculations**

## Calculation of the solar PV energy output of a photovoltaic system

	Yellow cell = enter your own data
	Green cell = result (do not change the value)
	White cell = calculated value (do not change the value)

Global formula :  $E = A * r * H * PR$

E = Energy (kWh)	221502	kWh/an
A = Total solar panel Area (m²)	1641.75	m²
r = solar panel yield (%)	18%	
H = Annual average irradiation on tilted panels (shadings not included)*	1000	kWh/m².an
PR = Performance ratio, coefficient for losses (range between 0.9 and 0.5, default value = 0.75)	0.75	

Total power of the system 295.5 kWp

Losses details (depend of site, technology, and sizing of the system)

- Inverter losses (6% to 15 %)
- Température losses (5% to 15%)
- DC cables losses (1 to 3 %)
- AC cables losses (1 to 3 %)
- Shadings 0 % to 40% (depends of site)
- Losses weak irradiation 3% yo 7%
- Losses due to dust, snow... (2%)
- Other Losses

8%
8%
2%
2%
3%
3%
2%
0%

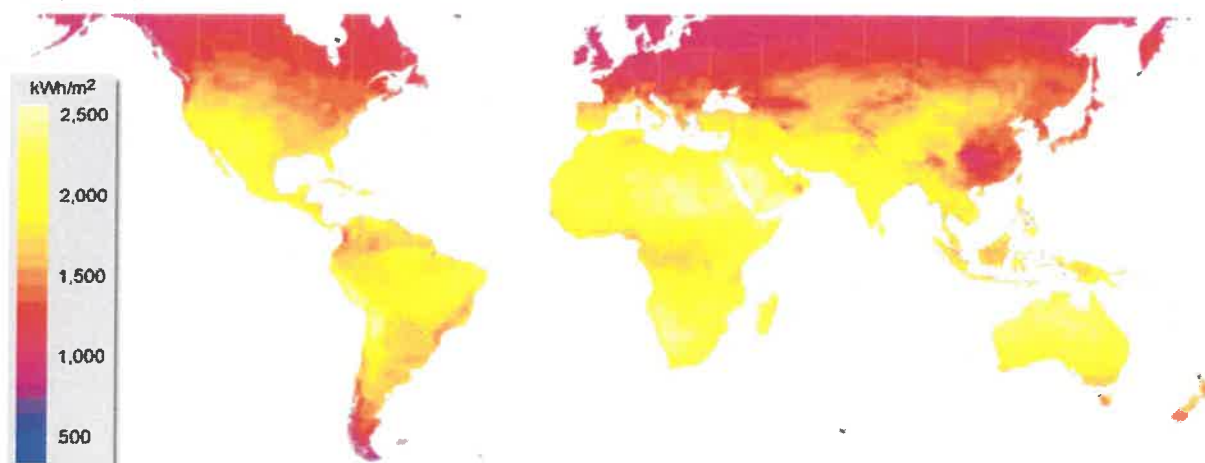
\*You can find this value on the map below or here : [solar radiation data](#)

You have to find the global annual irradiation incident on your PV panels with your specific inclination (slope, tilt) and orientation (azimut).

More info

Source : [www.photovoltaic-software.com](http://www.photovoltaic-software.com)

Yearly sum of global irradiance





<b>Report on</b>	Coalisland Recycling Centre – Waste Compactors
<b>Date of Meeting</b>	10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	Mark McAdoo, Head of Environmental Services
<b>Contact Officer</b>	Mark McAdoo, Head of Environmental Services

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update members on recent operational changes at Coalisland Recycling Centre.
<b>2.0</b>	<b>Background</b>
2.1	At the previous Environment Committee meeting on 11 <sup>th</sup> February it was requested that a report be brought back to Committee on recent changes to the operation of waste compactors at Coalisland Recycling Centre following queries from members.
2.2	Coalisland Recycling Centre accepts approximately 2,000 tonnes of waste per year however it has the lowest recycling/segregation rate of all the eleven Recycling Centres in Mid Ulster (with a rate of only 43.2% compared to an average of 68.4%).
2.3	The site normally operates with one employee from Tuesday to Friday however an extra site attendant is on duty on Saturdays and Mondays when the site is busier.
<b>3.0</b>	<b>Main Report</b>
3.1	Following a recent review of the safety procedures and systems relating to the operation of the static waste compactors at the site the lower doors of the four compactors have been secured closed for safety reasons as outlined below.
3.2	When in the open position, sensors on the doors were continuously being damaged whilst materials were being loaded into the compactors. These sensors are fitted to ensure the compactor does not operate whilst the door is in the open position and is an essential safety feature. <u>There was also a risk of injury if someone were to trip/fall into the compactor whilst the lower door was open which had to be addressed.</u>
3.3	The bottom compactor doors at other sites i.e. in Drumcoo and Fivemiletown either have solid panels or are locked so what has been implemented here is consistent.

3.4	However following consultation with site staff the padlocks on the compactor doors at Coalisland have been replaced with welded bolts so as to deflect criticism being directed towards the attendants i.e. from the impression they can open the doors.
3.5	The site has two bin lifts fitted for emptying black and blue bins into the respective compactors and site users are directed to these, assisted by site staff for items which cannot easily be deposited into the compactor over the lower doors. There are also spare bins on-site which site staff can use when assisting members of the public.
3.6	Furthermore in order to assist householders to deposit their garden waste into the compactors a quantity of garden waste sacks (200 No.) has been made available on site for distribution free of charge (this is being communicated by attached flyer)
3.7	Site staff will continue to advise householders with larger loads of garden waste that this material can be deposited more quickly at Drumcoo Recycling Centre in Dungannon if they find it difficult to deposit it into the compactors in Coalisland.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: None
	Human: None
	Risk Management: The action taken has addressed a significant health and safety risk on the site.
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members are asked to note the contents of this report
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Photograph of waste compactor/doors
6.2	Flyer for garden waste sacks









Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

**Dear Householder**

**Please make use of this free reusable recycling sack to conveniently transfer your garden waste into green waste compactors at the recycling centre.**



**Your garden waste will be recycled locally to make a nutrient rich compost.**

**Thank you for making a difference and increasing our recycling rate in Mid Ulster.**

**To find out more about recycling in Mid Ulster:**

**Visit: [www.midulstercouncil.org/recycling](http://www.midulstercouncil.org/recycling)**

**Email: [recycling@midulstercouncil.org](mailto:recycling@midulstercouncil.org)**

**Call: 03000 132 132**

<b>Report on</b>	Building Control Workload
<b>Date of Meeting</b>	10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	William Wilkinson

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>		
1.1	To provide Members with an update on the workload analysis for Building Control across Mid-Ulster District Council.		
<b>2.0</b>	<b>Background</b>		
2.1	<p>Building Control applications are received in three different forms:-</p> <ul style="list-style-type: none"> <li>a Full Applications - submitted with detailed working drawings.</li> <li>b Building Notices - minor work not usually requiring detailed plans, e.g. provision of insulation to roof space, etc.</li> <li>c Regularisation Applications – where work has been carried out without an approval, an application must be submitted for retrospective approval.</li> </ul>		
<b>3.0</b>	<b>Main Report</b>		
<b>3.1</b>	<b>Workload Analysis</b>	<b>February 2020</b>	<b>Accumulative 2019/20</b>
	Total number of Applications	<b>210</b>	<b>1813</b>
	Full plans applications received	<b>76</b>	<b>721</b>
	Building Notices applications received	<b>120</b>	<b>897</b>
	Regularisation applications received	<b>14</b>	<b>195</b>
	Estimated value of works submitted	<b>£19,767,388</b>	<b>£187,697,092</b>
	Number of inspections carried out by Building Control Officers	<b>694</b>	<b>8862</b>

	Commencements	117	1908
	Domestic Dwellings	33	607
	Domestic alterations and Extensions	71	1093
	Non-Domestic work	13	208
	Completions	102	1623
	Domestic Dwellings	57	693
	Domestic alterations and Extensions	41	822
	Non-Domestic work	4	108
	Property Certificates Received	158	1890
<b>4.0</b>	<b>Other Considerations</b>		
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>		
	Financial: Within Current Resources		
	Human: Within Current Resources		
	Risk Management: None		
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>		
	Equality & Good Relations Implications: None		
	Rural Needs Implications: None		
<b>5.0</b>	<b>Recommendation(s)</b>		
5.1	Members are requested to note the content of this report.		
<b>6.0</b>	<b>Documents Attached &amp; References</b>		
6.1	Appendix 1 - List of significant applications received by Building Control		

**Significant Developments February 2020**

<b>Applicant</b>	<b>Location of Development</b>	<b>Details of Development</b>	<b>Estimated value of development</b>
Valor Homes Ltd	Foxfield Park, Magherafelt.	Erection of 49no. Dwellings (Ave Floor Area 150m2) B.C. fee - £8,039	£4,667,250
Edge Innovate Ltd	28 Farlough Road, Dungannon	Extension to Workshop (Floor Area 5040m2) B.C. fee - £11,239.51	£2,656,080
McAlister Builders Ltd	Off Gallion Heights, Moneymore.	Erection of 22 Dwellings (Ave Floor Area 160m2) B.C. fee - £4,277	£2,242,820



<b>Report on</b>	Entertainment Licensing Applications
<b>Date of Meeting</b>	10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	William Wilkinson

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update Members on Entertainment Licensing applications across Mid Ulster District Council.
<b>2.0</b>	<b>Background</b>
2.1	The Council has responsibility for licensing places of entertainment in accordance with The Local Government (Miscellaneous Provisions) (NI) Order 1985.
2.2	Entertainment Licensing applications are received on a continued basis across the District.
2.3	Statutory consultations are carried out with PSNI and NIFRS for each Entertainment Licence application (grant or renewal) submitted.
<b>3.0</b>	<b>Main Report</b>
3.1	As previously agreed a list of applications for all grant/renewal of Entertainment Licences in Mid Ulster District Council is attached (see Appendix 1). The number of applications received on a monthly basis will vary depending on the date of expiry of the current licence.
3.2	<p>Each application is accompanied by the following documentation:</p> <ol style="list-style-type: none"> <li>1 A current Fire Risk Assessment detailing the following: <ol style="list-style-type: none"> <li>(a) means of escape from premises</li> <li>(b) management responsibilities for day to day safety aspects</li> <li>(c) details of review on an annual basis</li> </ol> <p>The fire risk assessment submitted is audited by the inspecting officer.</p> </li> <li>2 Electrical certification is required for the following: <ol style="list-style-type: none"> <li>(a) General electrical installation</li> <li>(b) Emergency lighting system</li> <li>(c) Fire alarm system</li> </ol> </li> <li>3 Details of current public liability insurance for premises</li> </ol>

	4 Copy of public advertisement in local press
3.3	Following the application for the Grant/Renewal of an Entertainment Licence being submitted and validated, an inspection is carried out to ensure that the premises are in compliance with all relevant guidance and legislation.
3.4	<p>Areas which would be inspected are as follows:</p> <ol style="list-style-type: none"> <li>1. Means of escape from the venue i.e. Final Exit Doors and Easy Opening Devices are satisfactory and escape routes are free from obstruction etc.</li> <li>2. All floor, wall, and ceiling coverings are in compliance and in good condition</li> <li>3. All firefighting equipment are correctly positioned and serviced as required</li> <li>4. The general condition of the premises is satisfactory</li> <li>5. All management documentation is in place</li> </ol>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Within Current Resources
	Human: Within Current Resources
	Risk Management: None
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members are requested to note the content of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Schedule of applications received for the Grant/Renewal of Entertainment Licences.
6.2	Appendix 2 – Schedule of Entertainment Licence applications which have been granted/renewed.



Appendix 1

**Schedule of applications received for the Grant/Renewal of Entertainment Licences in February 2020**

<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours proposed</b>	<b>Max No of Patrons</b>
B McDonald	Castlebay Bar	187a Mountjoy Road Coalisland	Annual	Monday To Thursday From: 12.00 To: 23.00  Friday and Saturday From: 12.00 To: 01.30  Sunday From: 12.00 To: 24.30	90
B McNeice	Tomney's Bar Courtyard	9 The Square Moy	Annual	Monday to Saturday From: 11.30 To: 01.00  Sunday From: 11.30 To: 24.00	126

<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours proposed</b>	<b>Max No of Patrons</b>
B McNeice	Tomney's Bar	9-10 The Square Moy	Annual	Monday To Saturday From: 11.30 To: 01.00  Sunday From: 12.30 To: 24.00	245
J Hamilton	Pomeroy Presbyterian Church Hall	1 Edendoit Road Pomeroy	14 Unspecified Days	Monday to Sunday From: 18.00 To: 24.00	240

Appendix 2

**Schedule of applications issued for the Grant/Renewal of Entertainment Licences in February 2020**

<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours Granted</b>
Rev J Gates	Magherafelt Parish Centre	24 King Street, Magherafelt	Annual	Monday To Sunday From: 09.00 To: 01.00
K McGilly	Quinn's Corner	175 Ballygawley Road, Dungannon	Annual	Monday To Saturday From: 11.30 To: 01.00  Sunday From: 12.30 To: 24.00
M Regan	The Market Inn	25-27 St. Patricks Street, Draperstown	Annual	Monday To Saturday From: 11.30 To: 01.00  Sunday From: 12.30 To: 24.00

<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours Granted</b>
Moneyneena & District Development Initiative	An Rath Dubh	53 Moneyneeny Road, Draperstown	Annual	Monday To Thursday From: 11.30 To: 24.00  Friday To Sunday From: 11.00 To: 01.00
S Faloon	Bardic Theatre	9 Hillview Avenue, Dungannon	Annual	Monday To Thursday From: 09.00 To: 23.00  Friday to Sunday From: 09.00 To: 24.00
R O'Kane	The Flax Inn	27 King Street, Magherafelt	Annual	Monday To Saturday From: 11.00 To: 01.00  Sunday From: 12.00 To: 24.00

<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours Granted</b>
J Belton	The Elk	38-40 Hillhead Road, Toomebridge	Annual	Monday To Saturday From: 11.30 To: 02.00  Sunday From: 12.00 To: 01.00
D Scott	Scott's Bar	72-76 Main Street, Fivemiletown	Annual	Monday To Saturday From: 11.00 To: 01.00  Sunday From: 12.00 To: 24.00
C McVey	The Country House	102 Loup Road, Magherafelt	Annual	Monday To Saturday From: 11.00 To: 01.00  Sunday From: 12.00 To: 24.00

<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours Granted</b>
D Gordon	The Hawthorn Inn	54 Kilrea Road, Portglenone	Annual	Monday To Saturday From: 11.30 To: 01.00  Sunday From: 12.30 To: 22.00
1 Oak Leisure (Ireland) Ltd	Time Bar Venue	40-42 James Street, Cookstown	Annual	Monday To Sunday From: 12.00 To: 02.00
H Downey	Downey's Bar	26-28 Queen Street, Magherafelt	Annual	Monday To Saturday From: 11.30 To: 02.00  Sunday From: 12.30 To: 01.00

<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours Granted</b>
M Bradley	The Dugout Bar	94 Main Street, Maghera	Annual	Monday To Thursday From: 11.30 To: 00.30  Friday To Saturday From: 11.30 To: 01.30  Sunday From: 12.30 To: 00.30
Mid Ulster District Council	The Bridewell	6 Church Street, Magherafelt	Annual	Monday To Sunday From: 09.00 To: 24.00
1 Oak Leisure (Ireland) Ltd	Lanyon Hall & Black Horse Bar	21-23 Molesworth Street, Cookstown	Annual	Monday To Sunday From: 12.00 To: 02.00
M Thom	Royal Hotel	64-72 Coagh Street, Cookstown	Annual	Monday To Saturday From: 11.00 To: 01.00  Sunday From: 11.00 To: 24.00

<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours Granted</b>
J O'Hagan	Killyman St Mary's Community Centre	Drumaspil Road, Dungannon	Annual	Monday To Sunday From: 08.00 To: 02.00
Tobermore Community Projects	McKinney Memorial Hall	33 Main Street, Tobermore	14 Unspecified Days	Monday To Sunday From: 08.00 To: 01.00
Mid Ulster District Council	Cookstown Leisure Centre	76 Fountain Road, Cookstown	14 Unspecified Days	Monday To Friday From: 18.30 To: 22.30  Saturday From: 08.30 To: 22.30  Sunday From: 13.30 To: 22.30
M Gribben	Moyola Park Golf Club	15 Curran Road, Castledawson	Annual	Monday To Sunday From: 10.00 To: 23.00
Mid Ulster District Council	Maghera Leisure Centre	48a Coleraine Road, Maghera	14 Unspecified Days	Monday to Sunday From: 06.30 To: 22.30



<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours Granted</b>
M McKenna	St Colm's GAC Social Centre	6 Corrick Road, Draperstown	Annual	Monday To Saturday From: 11.30 To: 01.00  Sunday From: 12.00 To: 24.00
R Donnelly	The Underground Bar	37 St. Patricks Street, Draperstown	Annual	Monday To Saturday From: 11.30 To: 01.00  Sunday From: 12.30 To: 24.00
P McCloy	The Terrace Hotel	42-48 Church Street, Magherafelt	Annual	Monday To Saturday From: 11.30 To: 01.00  Sunday From: 11.30 To: 24.00

<b>Name of Applicant</b>	<b>Name of Premises</b>	<b>Address of Premises</b>	<b>Type of Licence</b>	<b>Days and Hours Granted</b>
S Toner	MacFlynn Suite	75 Castledawson Road, Magherafelt	Annual	Monday To Saturday From: 08.00 To: 23.00  Sunday From: 08.00 To: 21.00

<b>Report on</b>	Dual Language Signage Requests
<b>Date of Meeting</b>	10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	William Wilkinson

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To advise Members of requests for Dual Language Signage from residents on the streets/roads in question.
<b>2.0</b>	<b>Background</b>
2.1	In accordance with the Local Government (Miscellaneous Provisions) NI Order 1995 – Article 11 the Council is tasked with the responsibility to erect dual language signs or second nameplates, adjacent to the nameplate in English.
2.2	The Policy for Dual Language Nameplate Signage as adopted forms the basis for considering requests expressing the name in a language other than English, to both existing and new streets.
2.3	In accordance with the Policy as adopted, the Environment Committee will be informed of requests which have been validated and are proceeding to survey.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The Building Control Service within the Public Health and Infrastructure Directorate have received valid letters signed by occupiers of the street in each case requesting signage to be erected in a second language being “Irish” in each case adjacent to the nameplate in English as follows:-</p> <ol style="list-style-type: none"> <li>1. Castleview, Benburb (see Appendix 1)</li> <li>2. Ferry Road, Coalisland (see Appendix 2)</li> <li>3. Innishmore Heights, Coalisland (see Appendix 3)</li> <li>4. Innishmore Park, Coalisland (see e Appendix 4)</li> <li>5. Ardmore Terrace, Coalisland (see Appendix 5)</li> <li>6. Ardmore Park, Coalisland (see Appendix 6)</li> <li>7. Glen Road, Coalisland (see Appendix 7)</li> <li>8. Bracken Court, Coalisland (see Appendix 8)</li> <li>9. Chestnut Hill, Coalisland (see Appendix 9)</li> <li>10. Lisnastrane Court, Coalisland (see Appendix 10)</li> <li>11. Columbas Villas, Coalisland (see Appendix 11)</li> <li>12. Mourne Crescent, Coalisland (see Appendix 12)</li> <li>13. Kettle Lane, Coalisland (see Appendix 13)</li> <li>14. Lisnaree, Dungannon (see Appendix 14)</li> </ol>

3.2	The occupiers signing the requests in each case have been confirmed as residents of their particular street which has been evidenced by their listing on the current Electoral Register as required in accordance with the Policy as adopted (see Appendix 1).
3.3	The requests which have been validated are proceeding to survey and are currently being processed on a date received basis.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Within Current Resources
	Human: Within Current Resources
	Risk Management: None
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: None
	Rural Needs Implications: None
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	That Members note the content of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Letter received from a resident of Castlevue, Benburb
6.2	Appendix 2 – Letter received from a resident of Ferry Road, Coalisland
6.3	Appendix 3 – Letter received from a resident of Innishmore Heights, Coalisland
6.4	Appendix 4 – Letter received from a resident of Innishmore Park, Coalisland
6.5	Appendix 5 – Letter received from a resident of Ardmore Terrace, Coalisland
6.6	Appendix 6 – Letter received from a resident of Ardmore Park, Coalisland
6.7	Appendix 7 – Letter received from a resident of Glen Road, Coalisland
6.8	Appendix 8 – Letter received from a resident of Bracken Court, Coalisland
6.9	Appendix 9 – Letter received from a resident of Chestnut Hill, Coalisland
6.10	Appendix 10 – Letter received from a resident of Lisnastrane Court, Coalisland
6.11	Appendix 11 – Letter received from a resident of Columbas Villas, Coalisland
6.12	Appendix 12 – Letter received from a resident of Mourne Crescent, Coalisland
6.13	Appendix 13 – Letter received from a resident of Kettle Lane, Coalisland
6.14	Appendix 14 – Letter received from a resident of Lisnaree, Dungannon

## Appendix 1

Mr Willie Wilkinson  
Mid Ulster District Council,  
Circular Road,  
Dungannon,  
Co. Tyrone  
BT71 6DT

15/01/2020

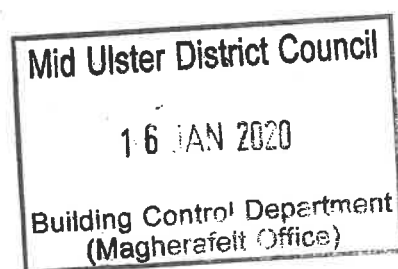
Willie, a chara,

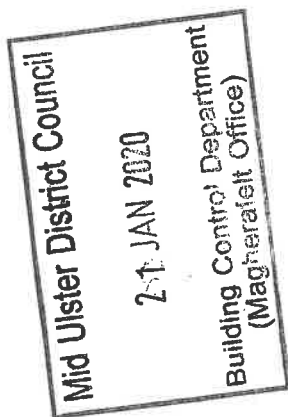
I very much welcome the current Irish language policy of Comhairle Ceantair Lár Uladh.

I am interested in surveying my street to ascertain demand for bilingual street signage.

Is ainm dom / My name is –

Seoladh / Address – Castlevue, Benburb, Dungannon, Co. Tyrone BT71 7UH





20/01/2020

Dear Mr Wilkinson,

I am asking that the Council procedure for dual language (Irish & English) is initiated for Ferry Road.

As a resident I am giving my consent that the Council now carries out a survey in line with the procedure.

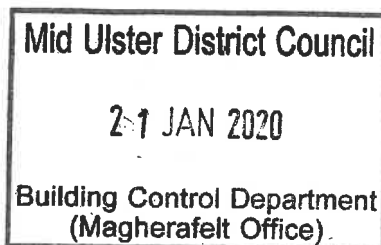
Kind regards,

Ferry Road  
Coaholand  
BT71 4QX.

Appendix 3

Willie Wilkinson  
C/O Mid-Ulster District Council

15/01/2020



Dear Mr Wilkinson,

**RE: Dual Language Signage**

I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English on,

Innishmore Heygh  
Coalisland BT71 4GV

In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council

Yours sincerely,

Willie Wilkinson  
C/O Mid-Ulster District Council



13/01/2020

Dear Mr Wilkinson,

**RE: Dual Language Signage**

I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English on, *Innishmore Park.*

*Coahisland.*

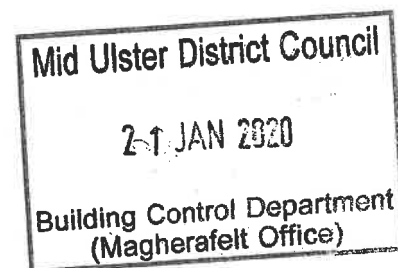
In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council.

Yours sincerely,



Appendix 5

Willie Wilkinson  
C/O Mid-Ulster District Council



~~Magherafelt~~  
20<sup>th</sup> Jan 2020

Dear Mr Wilkinson,

**RE: Dual Language Signage**

I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English on,

ARDMORE TERRENCE

In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council

Yours sincerely,

Willie Wilkinson  
C/O Mid-Ulster District Council



~~21 Jan 2020~~  
20th Jan 2020

Dear Mr Wilkinson,

**RE: Dual Language Signage**

I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English on,

**ARDmore Park Coalisland BT714LL**

In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council

Yours sincerely,

Willie Wilkinson  
C/O Mid-Ulster District Council



13/01/2020

Dear Mr Wilkinson,

**RE: Dual Language Signage**

I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English on, *Glen Road, leading to Glen Park*

In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council.

Yours sincerely,

Appendix 8

Willie Wilkinson  
C/O Mid-Ulster District Council

13/01/2020

Dear Mr Wilkinson,



**RE: Dual Language Signage**

I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English on,

BRACKEN COURT COALISLAND  
BT714SE

In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council

Yours sincerely,

Willie Wilkinson  
C/O Mid-Ulster District Council



Dear Mr Wilkinson,

**RE: Dual Language Signage**

I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English on,

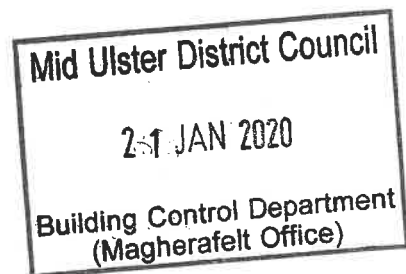
CHESTNUT HILL COALISLAND

BT10  
4XF.

In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council.

Yours sincerely,

Willie Wilkinson  
C/O Mid-Ulster District Council



13/01/2020

Dear Mr Wilkinson,

**RE: Dual Language Signage**

I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English on,

*Lisnadrane Court, Coalisland, BT71 4PS*

In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council

Yours sincerely,

Willie Wilkinson  
C/O Mid-Ulster District Council



13/01/2020

Dear Mr Wilkinson,

**RE: Dual Language Signage**

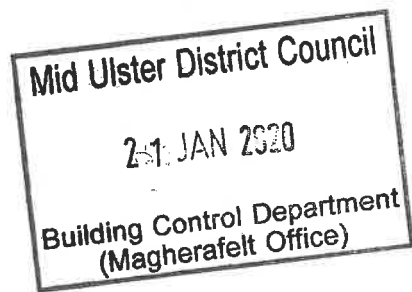
I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English on,

COLUMBASWILLAS COAKISLAND BT71 4PX

In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council.

Yours sincerely,

Willie Wilkinson  
C/O Mid-Ulster District Council



13/01/2020

Dear Mr Wilkinson,

**RE: Dual Language Signage**

I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English on,

*MOURNE CRESSENT BT 71 HLB.*  
*COALISLAND.*

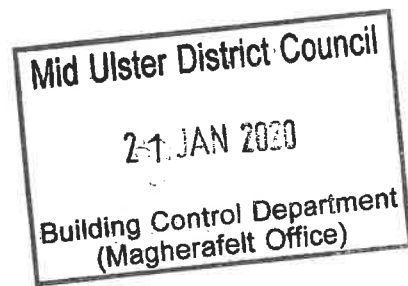
In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council

Yours sincerely, *[Signature]*



Appendix 13

Willie Wilkinson  
C/O Mid-Ulster District Council



13/01/2020

Dear Mr Wilkinson,

**RE: Dual Language Signage**

I am writing to ask you to initiate the Council Procedure for dual language signage, in Irish and English on, *Kettle Lane, Coalisland, Co Tyrone, BT71 4NR*

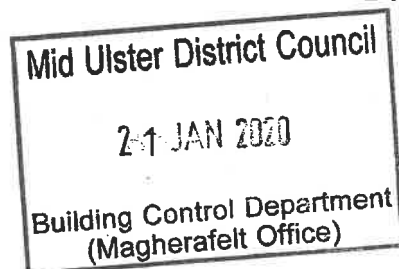
In accordance with the Policy I am giving consent, as a resident of the road, to now carry out the relevant Procedure recently agreed by Council

Yours sincerely,

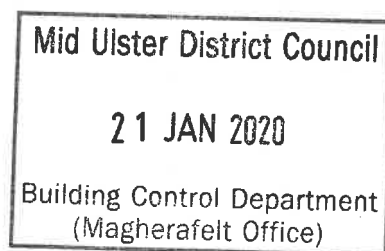
Lisnaree  
Dungannon  
Tyrone  
BT70 1UZ

17<sup>th</sup> December 2019

Willie Wilkinson  
Building Control Service,  
Mid Ulster Council  
Ballyronan Road,  
Magherafelt,  
BT45 6EN



I request dual language signage (Irish/English) for Lisnaree,  
Dungannon.



Yours

<b>Report on</b>	Dual Language Signage Surveys
<b>Date of Meeting</b>	10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	William Wilkinson

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To advise Members on the result of surveys undertaken on all applicable residents on the streets/roads in response to Dual Language Signage Nameplate requests.
<b>2.0</b>	<b>Background</b>
2.1	In accordance with the Local Government (Miscellaneous Provisions) NI Order 1995 – Article 11 the Council is tasked with the responsibility to erect dual language signs or second nameplates, adjacent to the nameplate in English.
2.2	The Policy for Dual Language Nameplate Signage – as adopted forms the basis for considering requests expressing the name in a language other than English, to both existing and new streets.
2.3	In accordance with the Policy as adopted, all occupiers as listed on the Electoral Register residing on the streets/roads as noted below were canvassed, by post seeking their views on the request to erect dual-language street nameplates in the Irish Language as requested in each case.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The Building Control Service within the Public Health and Infrastructure Directorate issued occupiers of the undernoted streets, correspondence seeking their views on the request to erect a dual-language street nameplate.</p> <p>Completed surveys were received by the return date and the outcome is as follows in each case:</p>

3.2

Name of Street	Coalisland Road, Dungannon
Language Requested	Irish
Date Request Validated	08/11/2019
Survey Request Reported to Environment Committee	02/12/2019
Surveys Issued	17/01/2020
Surveys returned by	14/02/2020
Survey Letters Issued	255
Survey Letters Returned	103
Replies in Favour	84
Replies not in Favour	10
Invalid	9
Valid Returns	94
Percentage in Favour	89%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Coalisland Road, Dungannon will be erected.

3.3

Name of Street	Church View, Cookstown
Language Requested	Irish
Date Request Validated	13/11/2019
Survey Request Reported to Environment Committee	14/01/2020
Surveys Issued	13/01/2020
Surveys returned by	10/02/2020
Survey Letters Issued	21
Survey Letters Returned	17
Replies in Favour	16
Replies not in Favour	0
Invalid	1
Valid Returns	16
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Church View, Cookstown will be erected.

3.4

Name of Street	Millbank Cottages, Cookstown
Language Requested	Irish
Date Request Validated	21/11/2019
Survey Request Approved by Environment Committee	14/01/2020
Surveys Issued	13/01/2020
Surveys returned by	10/02/2020
Survey Letters Issued	26
Survey Letters Returned	5
Replies in Favour	5
Replies not in Favour	0
Invalid	0
Valid Returns	5
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Millbank Cottages, Cookstown will be erected.

3.5

Name of Street	Scotchtown Lane, Coagh
Language Requested	Irish
Date Request Validated	14/11/2019
Survey Request Reported to Environment Committee	14/01/2020
Surveys Issued	13/01/2020
Surveys returned by	10/02/2020
Survey Letters Issued	23
Survey Letters Returned	13
Replies in Favour	7
Replies not in Favour	6
Invalid	0
Valid Returns	13
Percentage in Favour	54%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Scotchtown Lane, Coagh will be erected.

3.6

Name of Street	Lough Drive, Ballyronan
Language Requested	Irish
Date Request Validated	21/11/2019
Survey Request Approved by Environment Committee	14/01/2020
Surveys Issued	13/01/2020
Surveys returned by	10/02/2020
Survey Letters Issued	8
Survey Letters Returned	5
Replies in Favour	3
Replies not in Favour	2
Invalid	0
Valid Returns	5
Percentage in Favour	60%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Lough Drive, Ballyronan will be erected.

3.7

Name of Street	Ardagh Road, Coagh
Language Requested	Irish
Date Request Validated	14/11/2019
Survey Request Reported to Environment Committee	14/01/2020
Surveys Issued	13/01/2020
Surveys returned by	10/02/2020
Survey Letters Issued	17
Survey Letters Returned	10
Replies in Favour	10
Replies not in Favour	0
Invalid	0
Valid Returns	10
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Ardagh Road, Coagh will be erected.

3.8

Name of Street	Lough Way, Ballyronan
Language Requested	Irish
Date Request Validated	14/11/2019
Survey Request Approved by Environment Committee	14/01/2020
Surveys Issued	17/01/2020
Surveys returned by	14/02/2020
Survey Letters Issued	23
Survey Letters Returned	6
Replies in Favour	5
Replies not in Favour	0
Invalid	1
Valid Returns	5
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Lough Way, Ballyronan will be erected.

3.9

Name of Street	Hawthorn Manor, Cookstown
Language Requested	Irish
Date Request Validated	14/11/2019
Survey Request Approved by Environment Committee	14/01/2020
Surveys Issued	17/01/2020
Surveys returned by	14/02/2020
Survey Letters Issued	8
Survey Letters Returned	6
Replies in Favour	6
Replies not in Favour	0
Invalid	0
Valid Returns	6
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Hawthorn Manor, Cookstown will be erected.

3.10

Name of Street	Killetra, Coagh
Language Requested	Irish
Date Request Validated	21/11/2019
Survey Request Approved by Environment Committee	14/01/2020
Surveys Issued	17/01/2020
Surveys returned by	14/02/2020
Survey Letters Issued	3
Survey Letters Returned	1
Replies in Favour	1
Replies not in Favour	0
Invalid	0
Valid Returns	1
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Killetra, Coagh will be erected.

3.11

Name of Street	Beechline, Dungannon
Language Requested	Irish
Date Request Validated	21/11/2019
Survey Request Approved by Environment Committee	14/01/2020
Surveys Issued	17/01/2020
Surveys returned by	14/02/2020
Survey Letters Issued	38
Survey Letters Returned	24
Replies in Favour	24
Replies not in Favour	0
Invalid	0
Valid Returns	24
Percentage in Favour	100%

In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Beechline, Dungannon will be erected.



3.12	Name of Street	Derrylattinee Road, Dungannon
	Language Requested	Irish
	Date Request Validated	21/11/2019
	Survey Request Approved by Environment Committee	14/01/2020
	Surveys Issued	17/01/2020
	Surveys returned by	14/02/2020
	Survey Letters Issued	48
	Survey Letters Returned	6
	Replies in Favour	1
	Replies not in Favour	2
	Invalid	3
	Valid Returns	3
	Percentage in Favour	33%
	In accordance with the Dual Language Signage Nameplates Policy, where more than 51% of the completed replies returned by occupiers indicate that they are not in favour of the erection of a dual language street nameplate, it is confirmed that the dual language nameplates at Derrylattinee Road, Dungannon will not be approved or erected.	
	4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications	
	Financial: Within Current Resources	
	Human: Within Current Resources	
	Risk Management: None	
4.2	Screening & Impact Assessments	
	Equality & Good Relations Implications: None	
	Rural Needs Implications: None	
5.0	Recommendation(s)	
5.1	That Members note the results of the surveys for application of Dual Language Nameplates in Irish for the streets/roads as detailed below.	
5.2	Where more than 51% of occupiers of the streets as noted below, responded to indicate that they were in favour of the erection of a dual language signage, nameplates will be erected.	

5.3	<p> <b>1 Coalisland Road, Dungannon</b>  <b>2 Church View, Cookstown</b>  <b>3 Millbank Cottages, Cookstown</b>  <b>4 Scotchtown Lane, Coagh</b>  <b>5 Lough Drive, Ballyronan</b>  <b>6 Ardagh Road, Coagh</b>  <b>7 Lough Way, Ballyronan</b>  <b>8 Hawthorn Manor, Cookstown</b>  <b>9 Killetra, Coagh</b>  <b>10 Beechline, Dungannon</b> </p> <p>Where more than 51 % of occupiers of the street as noted below responded to indicate that they were not in favour of the erection of a dual-language street nameplate, then the dual language nameplate will not be erected</p> <p><b>1. Derrylattinee Road, Dungannon</b></p>
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Dual Language Nameplate Translation for each street/road

Appendix 1

**Dual Language Nameplates**

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Coalisland Road</b>	<b>Bóthar Oileán an Ghuail</b>
<b>Townlands</b>	<b>Drumcoo</b> <b>Mullaghadun</b> <b>Derry</b>	<b>Droim Cuach</b> <b>Mullach an Dúin</b> <b>Doire</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Church View</b>	<b>Radharc an Teampaill</b>
<b>Townland</b>	<b>Drummullan</b>	<b>Droim Maoláin</b>

	<b>Current Name</b>	<b>Irish Translation</b>
<b>Road</b>	<b>Millbank Cottages</b>	<b>Iostáin Bhruach an Mhuilinn</b>
<b>Townland</b>	<b>Drummullan</b>	<b>Droim Maoláin</b>

	Current Name	Irish Translation
Road	Scotchtown Lane	Bóithrín Bhaile na nAlbanach
Townland	Ballinderry	Baile an Doire

	Current Name	Irish Translation
Road	Lough Drive	Céide an Locha
Townland	Ballyronan More	Baile Uí Rónáin Mór

	Current Name	Irish Translation
Road	Ardagh Road	Bóthar Ardachaidh
Townlands	Ardagh Ballymoyle	Ardachadh An Baile Maol

	Current Name	Irish Translation
Road	Lough Way	Bealach an Locha
Townland	Ballyronan More	Baile Uí Rónáin Mór

	Current Name	Irish Translation
Road	Hawthorn Manor	Mainéar na Sceiche
Townland	Drummullan	Droim Maoláin

	Current Name	Irish Translation
Road	Killetra	Coill Íochtarach
Townlands	Ballinderry	Baile an Doire

	Current Name	Irish Translation
Road	Beechline	Líne na Feá
Townland	Galbally	Gallbhuaile



<b>Report on</b>	Dual Language Signage Survey – Drumullan Manor, Cookstown
<b>Date of Meeting</b>	10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	William Wilkinson

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To advise Members on the result of surveys undertaken on all applicable residents on the streets/roads in response to Dual Language Signage Nameplate requests.
<b>2.0</b>	<b>Background</b>
2.1	In accordance with the Local Government (Miscellaneous Provisions) NI Order 1995 – Article 11 the Council is tasked with the responsibility to erect dual language signs or second nameplates, adjacent to the nameplate in English.
2.2	The Policy for Dual Language Nameplate Signage as adopted (See Appendix 1) forms the basis for considering requests expressing the name in a language other than English, to both existing and new streets.
2.3	In accordance with the Policy as adopted, all occupiers as listed on the Electoral Register residing on the streets/roads as noted below were canvassed, by post seeking their views on the request to erect dual-language street nameplates in the Irish Language as requested in each case.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The Building Control Service within the Public Health and Infrastructure Directorate issued occupiers of the undernoted streets, correspondence seeking their views on the request to erect a dual-language street nameplate.</p> <p>In relation to the a request for Dual Language nameplate signage at Drumullan Manor, Cookstown, surveys were issued to all applicable residents in accordance with the Policy as adopted. The outcome of the completed survey for Drumullan Manor are as follows:</p>

3.2	Name of Street		Drumullan Manor
	Language Requested		Irish
	Date Request Validated		21/11/2019
	Survey Request Reported to Environment Committee		14/01/2020
	Surveys Issued		13/01/2020
	Surveys returned by		10/02/2020
	Survey Letters Issued		11
	Survey Letters Returned		0
	Replies in Favour		0
	Replies not in Favour		0
	Invalid		0
	Valid Returns		0
	Percentage in Favour		N/A
	In accordance with the Dual Language Signage Nameplates Policy, as no responses to the survey were returned by the occupiers, there was neither a majority in favour nor not in favour of the erection of a dual language street nameplates at Drumullan Manor, Cookstown.		
4.0	<b>Other Considerations</b>		
4.1	<b>Financial, Human Resources &amp; Risk Implications</b>		
	Financial: Within Current Resources		
	Human: Within Current Resources		
	Risk Management: None		
4.2	<b>Screening &amp; Impact Assessments</b>		
	Equality & Good Relations Implications: None		
	Rural Needs Implications: None		
5.0	<b>Recommendation(s)</b>		
5.1	That Members note the result of the survey for the application of Dual Language Nameplates in Irish for Drumullan Manor, Cookstown and not erect the signage in Irish as there were no respondents to the survey request.		
6.0	<b>Documents Attached &amp; References</b>		
6.1	Appendix 1 – Policy for Dual Language Nameplate Signage		



## Policy on Dual Language Nameplate Signage

Document Control			
Policy Owner	Director of Public Health & Infrastructure		
Policy Author	Director of Public Health & Infrastructure		
Version	Version 1		
Consultation	Senior Management Team	Yes / No	
	Trade Unions	Yes / No	
Equality Screened by	Principal Building Control Officer	Date	20/02/2019
Equality Impact Assessment	N/A	Date	
Good Relations	N/A		
Approved By	Environment Committee	Date	12/03/2019
Adopted By	Council	Date	28/03/2019
Review Date		By Whom	
Circulation	Councillors, Staff		
Document Linkages			

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2.0	Policy Aim & Objectives	
3.0	Policy Scope	
4.0	Linkage to Corporate Plan	
5.0	Dual Language Signage Nameplates	
6.0	Roles & Responsibilities	
7.0	Impact Assessment <ul style="list-style-type: none"> <li>• Equality Screening &amp; Impact</li> <li>• Staff &amp; Financial Resources</li> </ul>	
8.0	Support & Advice	
9.0	Communication	
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Appendices	Description	Page Number
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## **1.0 Introduction**

1.1 Mid Ulster District Council resolved that a policy and associated procedures be developed to guide the Council in accordance with the provisions of Article 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995("the 1995 Order"), referenced in Appendix A to this policy, on;

- (i) Erection of dual language Street signage

## **2.0 Policy Aim & Objectives**

2.1 **Policy Aim:** To ensure that requests for the erection of dual language nameplate signage for existing streets are delivered in in a fair, equitable and consistent manner.

### **2.2 Policy Objectives:**

- To facilitate Mid Ulster District Council in meeting its statutory obligations with regard to local government Street Signage requirements.
- To lay out and facilitate a process whereby residents may request that their street be named in any other language other than English.
- To facilitate a process that considers requests from residents to have their street sign displayed in their chosen language as well as in English.

## **3.0 Policy Scope and Legislative Framework**

3.1 This policy relates specifically to the naming of the erection of nameplates expressing the name of the street in a language other than English. The statutory basis for this policy is contained within Article 11 of the 1995 Order.

3.2 This legislation empowers Council to authorise the naming of streets within its respective District. It also provides the Council with a discretionary power to erect dual language street signs or second nameplates in a language other than English via Section 1a and 1b. A copy of the relevant statute is included in Appendix A.

3.3 For purposes of this Policy, the following interpretation/ definitions apply as set out within the 1995 Order:

- Nameplate - defined as a means of 'signifying a name in writing'
- Street - defined as 'any road, square, court, alley, passage or lane'.

#### **4.0 Linkage to Corporate Plan**

4.1 Referring to Mid Ulster District Council's Corporate Plan 2015-2019, this policy contributes toward the delivery of Corporate Theme 1 *Delivering for Our People*.

#### **5.0 Dual Language Signage Nameplates**

5.1 The Council will apply this policy when considering applications for dual language signage expressing the name of the street in a language other than English, to both existing and new streets.

5.2 The 1995 Order gives the Council a discretionary power to erect dual language signs or second nameplates, adjacent to the nameplate in English. In exercising this discretionary power, the Council must have regard to any views on the matter expressed by the occupiers of premises in that street.

5.3 Criteria - General

The Council in making arrangements and providing opportunities for dual language signage within street naming shall;

1. Have regard to any views on the matter expressed by occupiers of the street.
2. For the purposes of the policy, surveys will be issued to all occupiers (the age of 18 or over) of each dwelling where any person resides in a dwelling, including a house, flat, maisonette or house in multiple occupancy and which is numbered directly off the adjoining street, hereafter referred to as 'property'. Only the views of the occupiers aged 18 or over for each property that is occupied and listed on the Electoral Register at the date of survey will be considered.
3. In relation to properties, the 'occupier' will include the owner and family members or tenants as listed on the current Electoral / Rates Register as residing at that address or tenants in actual possession of the premises, but not employees within such premises at the date of the survey.

4. The naming of the street in a language other than English does not authorise or require its use as, or part of, the address of any person or the description of the land for the purpose of any statutory provision; e.g., Building Control applications.
- 5.4 The provision of dual language Street Names will normally only be considered in the following circumstances:
- In the case of existing streets, where the Council has been petitioned and/or consulted with the occupiers of premises in that street and other persons it deems appropriate, in accordance with these arrangements.
- 5.5 Where an applicant does not have English as their first language, information in relation to this policy can be provided in an alternative language. Applications can be accepted in alternative languages if required by the applicant. Please see Appendix D for details.
- 5.6 Applications for Dual Language Signage will be processed in accordance with the Procedure as outlined in Appendix B
- 6.0 Roles and Responsibilities**
- 6.1 **Director of Public Health and Infrastructure:** shall have responsibility for implementation of this policy by Mid Ulster District Council, through the Building Control Service.
- 6.2 **Building Control Service:** shall be responsible for implementing arrangements to administer requests to have an existing name of a Street erected in a language other than English;
- 7.0 IMPACT ASSESSMENTS**
- 7.1 **Equality Screening & Impact**
- 7.1.1 This policy has been subject to equality screening in accordance with the Council's equality scheme screening process. It has been 'screened out' for an Equality Impact Assessment.
- 7.2 **Rural Needs Impact**
- 7.2.1 This policy has been subjected to a rural needs impact assessment and thus can demonstrate regard to rural needs when delivering this public service.
- 7.3 **Staff & Financial Resources**

- 7.3.1 No issues have been identified which will impact on the delivery of Council business as a result of this policy being implemented.

## **8.0 Support and Advice**

- 8.1 Advice and guidance on the implementation of this should be sought from the Head of Building Control

## **9.0 Communication**

- 9.1 The Building Control Service within the Public Health & Infrastructure Department of Council is responsible for the communication, delivery and adherence to this policy

## **10.0 Monitoring and Review Arrangements**

- 10.1 Implementation of this policy will be routinely monitored and a formal review undertaken 24 months from its effective commencement date.

**Appendix A**  
**Article 11, Local Government (Miscellaneous Provisions) (Northern**  
**Ireland) Order 1995**

*Street names and numbering of buildings*

**Powers of councils in relation to street names and numbering of buildings**

11.—(1) A council may erect at or near each end, corner or entrance of any street in its district a nameplate showing the name of the street; and a nameplate erected under this paragraph—

- (a) shall express the name of the street in English; and
- (b) may express that name in any other language

(2) A council may, immediately adjacent to a nameplate erected under paragraph (1) which expresses the name of a street in English only, erect a second nameplate expressing the name of the street in a language other than English.

(3) Neither this Article nor anything done by a council thereunder authorises or requires the use of the name of a street expressed in a language other than English as, or as part of—

- (a) the address of any person; or
- (b) the description of any land; for

the purposes of any statutory provision.

(4) In deciding whether and, if so, how to exercise its powers under paragraph (1)(b) or (2) in relation to any street, a council shall have regard to any views on the matter expressed by the occupiers of premises in that street.

(5) Any person who—

- (a) obscures, pulls down or defaces any nameplate erected under paragraph (1) or (2);
- (b) erects in any street any nameplate showing as the name of the street a name different from that in any nameplate erected in the street under paragraph (1) or (2); or
- (c) erects in any street any nameplate purporting to show the name of the street, without the authorisation of the council for the district in which the street is situated,

shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

(6) Where a council has exercised its powers under paragraph (1) in relation to any street, the occupier of each house or other building in that street shall ensure that that house or building is at all times marked with such number as the council may approve for the purposes of this Article.

(7) Where a person fails to comply with paragraph (6) the council may serve on him a notice requiring him to comply with that paragraph within 7 days from the date of service of the notice.

(8) A person who fails to comply with a notice served on him under paragraph (7) shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale.

(9) Where a person fails to comply with a notice served on him under paragraph (7) in respect of any house or other building, the council may itself do anything which he has failed to do and may recover from that person summarily as a civil debt any expenses thereby reasonably incurred by it.

(10) In this Article—  
“nameplate” includes any means of signifying a name in writing; “street” includes any road, square, court, alley, passage or lane.

(11) The power of a council to erect a nameplate under paragraph (1) or (2) includes power—

- (a) to erect it on any building or in such other manner as the council thinks fit; and
- (b) to cause it to be erected by any person authorised in that behalf by the council.

(12) The following statutory provisions shall cease to have effect, namely—

- (a) sections 64 and 65 of the Towns Improvement Clauses Act 1847<sup>F6</sup>;
- (b) in section 38 of the Towns Improvement (Ireland) Act 1854<sup>F7</sup> the words “naming the streets and numbering the houses and also so much thereof as relates to”;
- (c) section 21 of the Public Health Acts Amendment Act 1907<sup>F8</sup>;
- (d) section 19 of the Public Health and Local Government (Miscellaneous Provisions) Act (Northern Ireland) 1949<sup>F9</sup>; and
- (e) so much of any local Act as relates to the naming of streets or the numbering of houses or buildings



## **Appendix B**

### **Dual Language Signage Nameplates: *Procedure***

In deciding whether it should exercise its discretionary powers in relation to erection of dual language nameplates under Article 11 of the 1995 Order, the Council shall only do so after having regard to the views of occupiers of premises which has its frontage immediately adjoining that street.

The procedure for seeking and assessing the views of occupiers and criteria to be applied in deciding whether to erect a dual language nameplate in a language other than English is;

1. A valid letter, signed by an occupier of the street must be made to Council to enable this matter to be considered. Requests should be made to the Building Control Service within the Public Health and Infrastructure Department. A letter of request shall be valid if; it is from an occupier who appears on the Electoral Register as maintained by the Electoral Office for NI; the applicant's address is referenced on the letter and; the individual's name is clearly stated and the letter has been signed by the petitioner (who must be an occupier of premises on the street). A letter may be received by email but it must be attached as a file and signed. The Council shall not accept a request made within the body of an email.
2. The Environment Committee will receive notification of submitted requests by way of valid letters as referenced at 1, above. A letter will be deemed to be valid where it is submitted by a minimum of one householder on that street. The Environment Committee will be informed of requests which have been validated and are proceeding to survey.
3. Following validation, the Council will canvass, by post, each occupier within a household as listed on the Electoral Register; seeking their views on the request to erect a dual-language street nameplate. Each household will receive a letter accompanied by survey forms based on the number of occupiers listed on the Electoral Register. The requisite number of survey forms for individuals registered at that address will be forwarded to each household (See Appendix E)
4. The occupiers will be advised of the date by which completed surveys must be returned. Incomplete or illegible survey returns will not be counted. Completed surveys which has been signed and name printed as required, must be returned in the self- addressed envelopes provided for that purpose. Only replies received by the specified date shall be considered.
5. For purposes of assessment where 51 % (rounded to nearest whole number) of occupiers that respond indicate that they are in favour of the erection of a dual language street nameplate, then the results of the survey will be forwarded to the Environment Committee for information confirming that the dual language nameplate will be erected

6. For purposes of assessment where 51 % (rounded to nearest whole number) of occupiers that respond indicate that they are not in favour of the erection of a dual-language street nameplate, then the results of the survey will be forwarded to the Environment Committee for information confirming that the dual language nameplate will not be approved or erected
7. In specific circumstances a report may be brought to the Environment Committee to determine an application where there are particular issues requiring the Members consideration
8. If the request is refused by those households surveyed, further requests will not be considered until the expiry of 12 months from the date at which the Environment Committee refuses it.
9. Where a request for Irish Language signage, the Irish Language Section within Department of Culture and Arts and/or an approved translator will provide the translation of the street name. Any other language shall be obtained from an approved translation service the cost of which will be notified to the Environment Committee when receiving the report on the outcome of the survey. The second language will not be used to express the name of the street for statutory purposes.
10. The layout, font and size of lettering of the second language shall be in accordance with that as shown in Appendix C.
11. Following the Council's decision with regards to the request on Dual Language Signage for a particular street/road, the outcome will be published on the Council Website. Where requested, written confirmation of the decision will be forwarded to relevant households.
12. Where agreed, a new dual language nameplate will be erected at the start and finish of the street or road in question and at such points along it as required e.g. at other road junctions, in accordance with any operational requirements as determined by the Property Services Team.

## Appendix C Name Plate Layout

**AGREED:** 11<sup>th</sup> September 2018 Environment Committee  
23<sup>rd</sup> September 2018 Full Council

### Mono-Lingual New Road / Street Signage

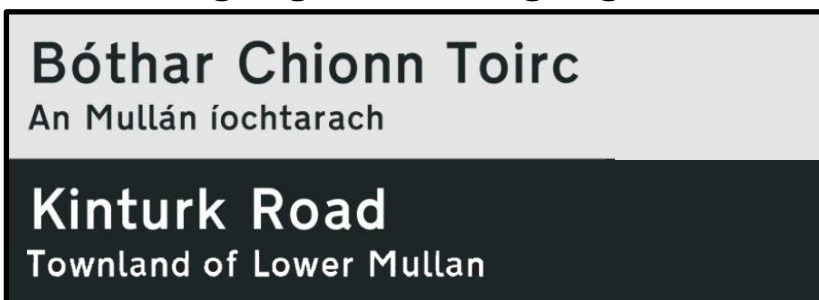


**Example signage**

#### Specification

- Name Plate Dimensions: 200mm x length to suit road name
- Background Colour: White
- Font & Colour: Transport Medium; Black
- Road Name font size: Upper case; 70mm Lower case; 50mm
- Townland font size: Upper case; 30mm Lower case; 22mm
- Text Justification: Left hand

### Dual Language Street Signage



**Example signage**

#### Specification

- Name Plate Dimensions: 460mm x length to suit road name
- Background Colour: Dark Grey Value; C:77 M:63 Y:64 K:69  
Light Grey Value; C:0 M:0 Y:0 K:10
- Font Type: Transport Medium
- Font Colour: Dark Grey Value; C:77 M:63 Y:64 K:69  
Standard White
- Road Name font size: Upper case; 63mm Lower case; 50mm
- Townland font size: Upper case; 40mm Lower case; 30mm
- Text Justification: Left hand

## **Appendix D- Accessibility Statement**

The information included in this policy can be made available in alternative formats, such as audio, braille, easy read or large print and may be provided in alternative languages, upon request. Please contact Mid Ulster District Council's Corporate Policy & Equality Officer on 03000 132 132 Ex 24612 or via [ann.mcaleer@midulstercouncil.org](mailto:ann.mcaleer@midulstercouncil.org)



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

Appendix E

18 February 2019

Our Ref:- «Ref»

The Occupier  
50 Ballyronan Road  
Townparks of Magherafelt  
Magherafelt  
BT45 6EN

Ref: Application for Dual Language signs at Name of Street/Development

Dear Sir/Madam

Mid Ulster District Council have received an application to erect street nameplates in ??? in addition to the current name for the street as indicated above.

The Council's Policy on Street Naming & Dual Language Signage outlines that individuals who meet the following criteria are eligible to register their preference on this matter:

A person who resides on the street in question and appears on the Electoral Register as maintained by the Electoral Office for Northern Ireland.

Our records would indicate that you meet the above criteria.

In accordance with these arrangements I would be grateful if you would complete the attached survey form and indicate your preference in this matter. The completed survey form should be returned to these offices in the addressed envelope provided by **Tuesday 19 March 2019**. *Survey forms received after this date will not be considered.*

On completion of this survey Council will provide a determination on this request on the basis of the majority preference as submitted. For approval to be considered, at least 51% of respondents must be in favour of the proposal (i.e. street nameplates being erected in ???, in addition to English for Name of Street/Development).

If you have any queries on the above please contact Willie Wilkinson in the Magherafelt Office by either:

Tel: 03000 132 132 (Ext 22208)

Email: [willie.wilkinson@midulstercouncil.org](mailto:willie.wilkinson@midulstercouncil.org)

Yours faithfully

W Wilkinson  
Head of Building Control

Enc

Cookstown Office  
Bun. Buid.  
Cookstown  
BT82 8DT

Dungannon Office  
Bun. Buid.  
Dungannon  
BT17 1GL

Magherafelt Office  
Ballyronan Road  
Magherafelt  
BT45 6EN

Telephone 03000 132 132  
[info@midulstercouncil.org](mailto:info@midulstercouncil.org)  
[www.midulstercouncil.org](http://www.midulstercouncil.org)



Comhairle Ceannair  
**Lár Uladh**  
**Mid Ulster**  
District Council

19 February 2019

Our Ref:- MUDL0078

The Occupier (1)  
50 Ballyronan Road  
Townparks of Magherafelt  
Magherafelt  
BT45 6EN

Ref: Application for Dual Language signs at Name of Street/Development

Dear Sir/Madam

Please read the following statements below carefully. Tick your preferred option in the appropriate box, print your name and address and sign the document. Then return this letter which has your reply in the addressed envelope provided by 19 March 2019.

Thank you for your time completing this survey.

Yours faithfully

W Wilkinson

Head of Building Control

#### Options

1. I WISH to have a Dual Language nameplate erected at Name of Street/Development, the additional language being ???

☐

2. I DO NOT WISH to have a Dual Language nameplate erected at Name of Street/Development, the additional language being ???

☐

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

The results of this survey will be available to view on [www.midulstercouncil.org](http://www.midulstercouncil.org) but should you wish to receive written correspondence detailing the outcome of the survey please tick this box.

☐

<b>Report on</b>	Community Resuscitation Action plan and Community of Lifesavers programme
<b>Date of Meeting</b>	10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	Fiona McClements, Head of Environmental Health

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To inform Members of the Community of Lifesavers Programme and provide an update on ongoing Community Resuscitation work.
<b>2.0</b>	<b>Background</b>
2.1	The Mid Ulster Community Resuscitation Group have developed a 5 year action plan from 2019-2023 to continue the work around Community resuscitation in the Mid Ulster area. A copy of the plan is attached (Appendix 1).
2.2	A key action of the Community Resuscitation action plan is to ensure that more people are trained in CPR, which is seen as a vital component in the chain of survival. Sport NI in conjunction with the NI Ambulance Service, and local councils have devised the 'Community of Lifesavers (Sports Clubs) programme' to supplement previous work towards community resuscitation and the provision of Automatic External Defibrillators (AEDs).
<b>3.0</b>	<b>Main Report</b>
3.1	The Mid Ulster Community Resuscitation group continue to meet approximately 3 times per year.
3.2	A 5 year action plan has been developed which sets out the priority actions to be taken forward over the period 2019-2023 with an emphasis on CPR/AED and PAD related actions.
3.3	During 2019-2023, the Mid Ulster Community Resuscitation Working Group will continue to work to identify, and develop the Community Resuscitation themes across Mid Ulster area ensuring that outcomes in terms of survival are maximised. This requires collaboration by all partners to avoid duplication of effort, pool resources and expertise. It is hoped that working collaboratively will enable a Community of Lifesavers to be created within the Mid Ulster area.  <u>Community of Lifesavers Programme</u>
3.4	The Northern Ireland Ambulance Service (NIAS) and Sport NI have been working in partnership in the roll out of the Community Resuscitation Action Plans across the 11 council areas. It was agreed between the NIAS and Sport NI that the pilot

	<p>phase would include 5 of 11 Council areas who currently have a Community Resuscitation Action Plan in place:</p> <ul style="list-style-type: none"> <li>• Mid Ulster District Council</li> <li>• Antrim and Newtownabbey Borough Council</li> <li>• Armagh, Banbridge and Craigavon Borough Council</li> <li>• Lisburn and Castlereagh City Council</li> <li>• Ards and North Down Borough Council</li> </ul>
3.5	The programme will involve training 12 people in the Mid Ulster area as Heartstart Instructors who would then be required to run a minimum of 2 courses each in the next financial year 2020-21 (24 courses in total).
3.6	<p>A Memorandum Of Understanding (MOU) is attached at Appendix 2 which provides further information. This programme is underway and is being taken forward by the Council Leisure Services Department. The role of the Council is to:</p> <ul style="list-style-type: none"> <li>• Coordinate the recruitment of volunteers in their local area. This will be done through each council's database of existing sports clubs. An email with the Expression of Interest, and role description will be circulated to all clubs.</li> <li>• Councils will collate the returned Expression of Interests and with Sport NI will shortlist and approve applicants to participate in the pilot.</li> <li>• House the equipment.</li> <li>• Provide administrative support for courses.</li> <li>• Advertising available courses to clubs through Leisure's training programme.</li> <li>• Provide reports on participant numbers to Sport NI.</li> </ul> <p><u>Restart a Heart Day October 2019</u></p>
3.7	<p>Council staff from Environmental health and Leisure in partnership with Northern Ireland Ambulance Service and Trust staff organised and delivered the 2019 Restart a Heart Day events across Mid Ulster. The awareness sessions were a real success with over 200 people taking part in the events. The feedback and press coverage has been very positive. A copy of the post event press release is attached (Appendix 3).</p> <p><u>Defibrillators (AEDS) on Mid Ulster District Council property</u></p>
3.8	The Council's internal Health and Safety section are developing a procedure on AEDs on Council owned property which will be based on a risk based approach to provision of AEDs and include operational details such as maintenance of the equipment.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>



	Financial:
	<u>Community of Lifesavers Programme</u>  MOU is not a commitment of funds. Although Sport NI have allocated £25,000 of exchequer funding which will be used in the development of the programme delivered in 5 Council areas in 2019-20 to purchase associated equipment as agreed with NIAS.
	Human: Staff time
	Risk Management: N/a
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	To note the content of this report.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Community Resuscitation Action Plan
6.2	Appendix 2 – Community of Lifesavers Programme MOU
6.3	Appendix 3 – Restart a Heart Press Release



# Creating a Community of Lifesavers in Mid Ulster Council Area

## Community Resuscitation Group



## Action Plan 2019 – 2023

Draft Version 4.0

September 2019

## Background

The Community Resuscitation Strategy for Northern Ireland was launched in July 2014 with a vision to increase survival for those who suffer an out-of-hospital cardiac arrest, to the highest level that can be achieved across Northern Ireland.

The objectives set out in the Strategy are to:

1. raise public awareness of the importance of early recognition of an out-of-hospital cardiac arrest, and the importance of early intervention;
2. encourage members of the public to intervene in the event of an out-of-hospital cardiac arrest;
3. increase the availability of, and access to, appropriate and effective CPR training provision across Northern Ireland;
4. achieve high uptake of CPR training;
5. make the most efficient use of the resources available to support community resuscitation training
6. improve the availability of, and access to, the automated external defibrillators that are in place across Northern Ireland, and
7. enhance the capacity of information systems to capture and provide key data on out-of-hospital cardiac arrest and patient outcomes.

## Action Plan

This plan sets out the priority actions to be taken forward over the period 2019-2023 with an emphasis on CPR/AED and PAD related actions.

During 2019-2023, the Mid Ulster Council (MUC) Community Resuscitation working group will continue to work to identify, and develop the Community Resuscitation themes across MUC area ensuring that outcomes in terms of survival are maximised. This requires collaboration by all partners to avoid duplication of effort, pool resources and expertise. It is hoped that working collaboratively will enable a Community of Lifesavers to be created within the MUC area.

The action plan takes cognisance of other related regional strategies and action plans and is intended to work alongside these. These include:

- Making Life Better – A Whole System Framework for Public Health. 2013-2023
- EANI related strategies
- Council Community Plans

R = Red	Action/Project unlikely to be delivered. Requires immediate action.
A = Amber	Action/Project delayed/stalled. May require action.
G = Green	Moving forward, No immediate action required.

	Objective	Actions	Due date	Responsible	Progress	RAG status
E1	Baseline Schools registered to teach CPR Education	Scope the MUC Area for number of Primary, Post Primary, Special Schools and Learning Centres registered to teach CPR Education	March 2018	EANI NIAS BHF	Baseline area profile shows that <b>78 (64%)</b> of the 121 schools in MUC are registered within the Call Push Rescue or Heartstart Programme. This excludes Nursery and Pre-Schools.	
E2	Increase % of schools registered to teach CPR Education	Encourage schools who have not registered with either Call, Push, Rescue or Heartstart Programmes to teach CPR education to do so	June 2022	EANI NIAS BHF	In April 2018, 43 Primary schools were not participating in the Heartstart Programme. (7 are in the legacy NEELB area and 35 in the legacy SELB area). <b>All</b> Post Primary and Special Schools in the Council area are registered to teach Heartstart or Call Push Rescue. It is currently not a priority to recruit non-registered CPR schools due to resource requirements to provide the schools with manikins to teach.	
E3	Include CPR Education as a mandatory element within the NI Curriculum for both Primary and Post Primary Schools. Personal Development outcomes will include ' <b>demonstration</b> of emergency first aid skills'	Elected members, NIAS, EANI work jointly to address CPR education within the school curriculum	June 2022	EANI BHF MUC NIAS	This has not been progressed to date due to capacity, resource requirements to provide the schools with manikins and also the political landscape currently in NI.	

	COMMUNITY					
	Objective	Actions	Due date	Responsible	Progress	RAG Status
C1	Establish a baseline for members of the public (over 18yrs old) <u>willing &amp; able to provide CPR</u>	NIAS will work with Department of Health to develop questions for adults over 18 yrs as part of the NI Health Survey.	June 2020	MUC NIAS	CPR and AED questions for members of the public have now been included in the NI Health and Wellbeing Survey which commenced Oct 2018 and will continue until April 2020. The results will be regional and not council specific so may require a council to extrapolate the NI figures for Council area specific statistics.	
C2	Establish a baseline for members of the public (over 18yrs old) <u>trained in CPR</u> in the past 5 years	NIAS to agree questions to be asked to obtain the information required	June 2020	NIAS	CPR and AED questions for members of the public have now been included in the NI Health and Wellbeing Survey which commenced Oct 2018 and will continue until April 2020. The results will be regional and not council specific so may require a council to extrapolate the NI figures for Council area specific statistics,	
C3	Establish a baseline for children aged 11-16yrs who are <u>willing and able</u> to provide CPR	NIAS will work with Department of Health to develop questions for 11-16 yr olds as part of the NI Health Survey	June 2020	NIAS	CPR & AED questions have been finalised for children aged 11-16yrs and will be part of the Young People's Behaviour & Attitudes Survey commencing Oct 2019	

C4	Establish a baseline for children aged 11-16yrs who are <u>trained in CPR and the use of an AED</u> during their school years	NIAS will work with Department of Health to develop questions for 11-16 yr olds as part of the NI Health Survey	June 2020	NIAS	CPR & AED questions have been finalised for children aged 11-16yrs and will be part of the Young People's Behaviour & Attitudes Survey commencing Oct 2019.	
C5	Establish a model to build capacity for CPR training across Community & partner organisations within Mid Ulster Council Area.	MUC, NHSCT & SHSCT Community Development teams to signpost Community Groups to CPR training.  Partner organisations to consider ways for CPR training to be embedded in their routine business	June 2020	MUC  Sport NI  NIAS	SportNI & NIAS have negotiated a pilot which includes MUC area for Sporting organisations to receive CPR training.	
C6	All residential addresses would have a house number displayed.	Explore the potential of a campaign to have residents display their house number, particularly in rural areas.	June 2020	MUC	It is a legal requirement to display your house number. Potential to have an article in the council magazine regarding the importance of having a house number displayed in an emergency.  MUDC Campaign highlighted this issue in June 2018 "Is Your Number Up? Rural Homes Urged To Display House Numbers"	



	<b>COMMUNITY FIRST RESPONDER SCHEMES</b>					
	<b>Objective</b>	<b>Actions</b>	<b>Due date</b>	<b>Responsible</b>	<b>Progress</b>	<b>RAG Status</b>
F1	Assess need and feasibility for additional First Responder Groups in Mid Ulster Council area	<ul style="list-style-type: none"> <li>Review number of CFR schemes in the MUC area.</li> <li>Review radius covered by the current CFR Schemes</li> </ul>	March 2019	MUC NIAS CFR Schemes	There are 3 CFR Schemes in the MUC area – Slaughtneil, Broughderg & Armagh and Tyrone CFR Schemes. The 3 schemes accounts for approx. 80 volunteers.	
F2	Work in partnership with NIAS to maintain and extend as appropriate the existing First responder schemes in the Mid Ulster Council area	<ul style="list-style-type: none"> <li>Discuss ways of communicating the role of CFR Volunteers with MUC residents.</li> <li>Discuss how these schemes can be best supported.</li> </ul>	June 2020	NIAS MUC CFR Schemes	Consider the Council magazine to profile the CFR's and also the area they cover and the purpose of the Scheme.	
F3	Obtain statistical information for ambulance response times within MUC area	<ul style="list-style-type: none"> <li>Provide annual statistics of ambulance response times across the MUC Area.</li> </ul>	Annually in Sept	NIAS MUC	2018/19 NIAS stats are:  <b>27.2%</b> of Category A calls responded to within 8 mins. The target is 72.5% of Cat A calls should be responded to within 8 mins.	

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	<b>AED's/PAD</b>					
	<b>Objective</b>	<b>Actions</b>	<b>Due date</b>	<b>Responsible</b>	<b>Progress</b>	<b>RAG Status</b>
	<b>STATIC</b>					
<b>A1</b>	All organisations across business, statutory, Community and Voluntary sectors who own an AED will register it with Northern Ireland Ambulance Service, ensure it is 'Emergency Ready' & consider making it publically available 24/7 where appropriate	Scope the locations and numbers of Council owned AEDs and register them with NIAS	June 2019	MUC	Scoping completed. AED Procedure under development	
		Map the number of staff CPR & AED trained across all Council locations	Dec 2019	MUC		
		Encourage organisations and businesses across the Borough to register their AED with NIAS	June 2020	NIAS MUC SportNI	Consider Tobacco Control Officers advising businesses of registration if there is an AED on the premises and NIFRS officers advising businesses as part of fire risk assessments.	
		Baseline number of AEDs in the MUC area	March 2019	NIAS	September 2018 – 120 registered  Sept 2019 – 162 registered  (Feb 2020- 174 AEDs registered)	

		All partners to have access to the AED Guidance document and awareness of how to register AEDs on the NIAS website	Dec 2019	All partners	AED Guidance and the AED map link has been made available to all partners.	
		Identify gaps of AED provision across MUDC to enable prioritisation of resource.	June 2021	All partners	Requests for AEDs will be assessed using the NIAS interactive map to ensure an equal spread across the Borough. Also Resuscitation Council UK provide a template to assess appropriateness and need for locating an AED.	
		Mid Ulster Council to consider the development of an AED policy/guidelines for Council owned AEDs.	June 2020	MUC NIAS	NIAS are in the process of developing a template which all councils will be able to adapt to their needs  MUDC AED procedure being developed	

	<b>Business</b>					
	<b>Objective</b>	<b>Actions</b>	<b>Due date</b>	<b>Responsible</b>	<b>Progress</b>	<b>RAG Status</b>
B1	Businesses within the MUC area will consider supporting the Chain of Survival concept for local communities and schools	<p>Explore the potential of the following with businesses:</p> <ul style="list-style-type: none"> <li>• Sponsoring an Advert on a Community AED to help fund the purchase of it</li> <li>• Sponsor AEDs for Community First Responder Schemes</li> <li>• Sponsor CPR training equipment for Schools wishing to teach CPR</li> </ul>	June 2022	<p>MUC</p> <p>NIAS</p> <p>Chamber of commerce</p> <p>Business in the Community</p>	Further discussions are required as how this can be progressed.	

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COMMUNICATION						
	Objective	Actions	Due date	Responsible	Progress	RAG Status
M1	Communicate effectively the collaboration with all partners in Building a Community of Lifesavers in MUC area	Develop a Communication plan Develop key messages for all Communication channels Identify survivor stories Present on the Community Resuscitation Action Plan to Elected Members Discuss the language used regarding defibrillators and CPR	June 2020  Ongoing	MUC  All partners NIAS	NIAS Presentation to MUDC Environment Committee Dec 2019	
M2	Restart a Heart week will be actively promoted and CPR awareness activities	All partners will play an active part in the promotion and delivery of CPR Awareness on World Restart a Heart week (16 <sup>th</sup> October)	April 2023	All partner organisations	Events across Mid Ulster during Restart a Heart week in 2019 with CPR Awareness delivered to over 200 participants	

	carried out.					
M3	To explore a mechanism of support for those affected by an Out of Hospital Cardiac Arrest	Adopt research evidence regarding emotional support for those who attempt CPR and those who survive an Out of Hospital Cardiac Arrest	December 2021	Northern Ireland Ambulance Service  All partners		



## **Memorandum of Understanding**

*This Memorandum of Understanding (MOU) sets out the terms and understanding between*

### **Between**

Sport Northern Ireland/Northern Ireland Ambulance Service

### **And**

Mid Ulster District Council  
Antrim and Newtownabbey Borough Council  
Armagh, Banbridge and Craigavon Borough Council  
Lisburn and Castlereagh City Council  
Ards and North Down Borough Council

To deliver the Heartstart Emergency Life Support (ELS) training course.

## **Background**

As part of the community planning process, the Northern Ireland Ambulance Service (NIAS) and Sport NI have been working in partnership in the roll out of the Community Resuscitation Action Plans across the 11 council areas. It was agreed between the NIAS and Sport NI that the pilot phase would include 5 of 11 Council areas who currently have a Community Resuscitation Action Plan in place.

Registration and distribution of Defibrillators formed 1 of the actions in the plans and it is felt that this action is well underway and will be continually monitored.

A key element within the action plan is to build CPR training capacity within Council and partner organisations. In order to strengthen the Chain of Survival it is vital that people know how to perform CPR, which is a component within the Heartstart ELS Programme.

The Heartstart Programme is a British Heart Foundation evidence based ELS training programme, where people can be trained as Instructors to then deliver the Heartstart course to others. The programme includes, signs and symptoms of a Heart Attack, the unconscious casualty, CPR, bleeding and choking.

## **Purpose**

The programme would involve training 12 people per council area (60 in total) as Heartstart Instructors who would then be required to run a minimum of 2 courses each in the next financial year 2020-21 (120 courses in total).

Partner commitment –

## **NIAS:**

The Heartstart Instructor training would be delivered in Q4 2019-20 by the NIAS Community Resuscitation Team and is free of charge. Update training for Heartstart Instructors will be delivered annually.

## **SportNI**

Sport NI's contribution to the project is the procurement and distribution of the equipment required to deliver the training.

Northern Ireland Ambulance Service:



The Northern Ireland Ambulance Service will deliver Heart Start training for the tutors in Quarter four 2019-20. This training is free.

Sport NI budget would be used to purchase equipment to assist with the roll out of the training e.g. manikins etc., this would also be completed in Q4 2019-20.

### **Council**

- Coordinate the recruitment of volunteers in their local area. This will be done through each council's database of existing sports clubs. An email with the Expression of Interest, and role description will be circulated to all clubs.
- Councils will collate the returned Expression of Interests and with Sport NI will shortlist and approve applicants to participate in the pilot.
- House the equipment
- Provide administrative support for courses.
- Advertising available courses to clubs through Leisure's training programme
- Provide reports on participant numbers to Sport NI.

### **Reporting**

Sport NI will complete a Project Score Card in line with OBA, 30 working days after the completion of the project on 31 March 2021.

### **Funding**

MOU is not a commitment of funds. Although Sport NI have allocated £25,000 of exchequer funding which will be used in the development of the programme delivered in 2019-20 to purchase associated equipment as agreed with NIAS.

### **Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from (partners as noted). This MOU shall become effective upon signature by the authorized officials from the (partners as noted) and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from (partners as noted) this MOU shall end on 31 March 2021.

**Contact Information**

Partner name

Partner representative

Position

Address

Telephone

Fax

E-mail

Partner name

Partner representative

Position

Address

Telephone

Fax

E-mail

\_\_\_\_\_ Date:  
(Partner signature)

(Partner name, organization, position)

\_\_\_\_\_ Date:  
(Partner signature)

(Partner name, organization, position)

## **News Release**

October 2019

### **Mid Ulster Council help to create a community of lifesavers**

Over the past four years, well over 1500 people in the District have benefitted from free CPR training as part of Mid Ulster District Council's annual Restart a Heart day events.

World Restart a Heart Day, which took place on Wednesday 16<sup>th</sup> October, is an annual initiative which aims to raise awareness of the importance of bystander Cardiopulmonary Resuscitation (CPR), to increase the chance of survival when someone has a cardiac arrest.

Organised by the Mid Ulster Community Resuscitation Group and led by the Northern Ireland Ambulance Service (NIAS) and the Council, the sessions provided participants with the knowledge and skills to deal effectively with someone who is unconscious and stopped breathing normally. The free awareness sessions for the public took place at Maghera Leisure Centre, Cookstown Leisure Centre and the Torrent Centre, Donnaghmore.

As part of the day, training was also delivered across the district to pupils in many of the local Primary and Post Primary Schools.

Each Year in Northern Ireland there are around 1,500 out of hospital cardiac arrests (OCHAs)

Every minute without CPR and defibrillation reduces the chances of survival by up to 10%. Many people simply don't have the skills and confidence to step in and help. These awareness events provided vital lifesaving skills to the local community.

Speaking before one of the training sessions, the Chair of Mid Ulster District Council, Councillor Martin Kearney, said, "I am delighted the Council, in partnership with Northern Ireland Ambulance Service organised these Restart a Heart Day awareness sessions to help deliver vital CPR training to people in Mid Ulster. The fantastic turn out is testament to how beneficial people found the sessions and validates the reasons why the Council chose to organise it in the first place"

“If the awareness sessions help to save one life in the future it will have been worthwhile in my opinion. As a result of today, we have added to the community of lifesavers in our area and as such more people across Mid Ulster will be more confident in applying bystander CPR in the case of a cardiac arrest, this could prove crucial in keeping the victim alive until ambulance crews arrive.”

The Chair concluded, “I would like to thank everyone involved in this week’s activities for making it the success it has been - from the Northern Ireland Ambulance Service, the Council, the health trusts, those who delivered the training and mostly the people who came out to take advantage of it.”

For more information on the day, or to hear what other initiatives will be taking place, contact Environmental Health at Mid Ulster District Council on 03000 132 132.

ENDS

Caps:

Pictured during this year’s World Restart a Heart Day, are, \*\*\*\*\*

For more information contact Mairead McNally, Mid Ulster District Council, E: [mairead.mcnally@midulstercouncil.org](mailto:mairead.mcnally@midulstercouncil.org) or tel: 03000 132 132 Mob: 07816339825.

<b>Report on</b>	Bus shelter Updates
<b>Date of Meeting</b>	10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	Raymond Lowry, Head of Technical Services

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update Members on current bus shelter status following the recent bus shelter collaborative workshop, and agree process discussed at Council meeting held on the 27 <sup>th</sup> February 2020.
<b>2.0</b>	<b>Background</b>
2.1	Members were advised at last month's Environment Committee, that a workshop was held with elected Members and members of statutory agencies to progress and streamline the bus shelter application process.
2.2.	It was further discussed and agreed at Council meeting on 27 <sup>th</sup> February 2020 that an update report on Bus Shelters would be provided to Members on a monthly basis to chart progress against applications that are currently within the system.
<b>3.0</b>	<b>Main Report</b>
3.1	The Mid Ulster District Council procedure for erection of Bus Shelters is shown at Appendix 1.
3.2	The current update on Bus Shelters status is shown at Appendix 2 which details the progress of Bus Shelter applications at each stage of the Mid Ulster District Council procedure for erection of Bus Shelters.
3.3	<p>The format of monthly update report going forward will cover the following information headings:</p> <ul style="list-style-type: none"> <li>• New applications made in the past month</li> <li>• Progress on stages 2-4 application process</li> <li>• Request for Council to move from stage 5</li> <li>• Progress update on stages 6-9</li> <li>• Progress update on stages 10-11</li> <li>• Update on statutory response times in relation to agreement on time related responses for application</li> </ul>
3.4	The first meeting of the Bus Shelters Working Group will be held on 12 <sup>th</sup> March 2020 with an update report to be presented to Environment Committee in April 2020.

<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: N/a
	Human: N/a
	Risk Management: N/a
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members to note the current update on Bus Shelters status as shown at Appendix 2 of this report.
5.2	Members to note format of monthly update report going forward to Committee on a monthly basis from April 2020.
5.3	Members to note the date of the first meeting of the Bus Shelters Working Group on 12 <sup>th</sup> March 2020.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Procedural guide for erection of Bus Shelters
6.2	Appendix 2 – Current update on Bus Shelters status

## **MID ULSTER DISTRICT COUNCIL PROCEDURE FOR ERECTION OF BUS SHELTERS**

### **Stage 1**

Send application form to person requesting Erection of Shelter (Application Form)

### **Stage 2**

Acknowledge request (in writing) – standard letter sent

### **Stage 3**

Carry out preliminary visit to investigate suitability of site

### **Stage 4**

Contact Translink and SELB to confirm viability of erecting bus shelter i.e. recognised "Bus Stop", number and age of children, bus routes, etc.

**Note** – shelters only provided at locations where it is confirmed a minimum of six people await / board buses.

<b>Organisational Name</b>	<b>Contact Name</b>	<b>Contact Number</b>	

### **Stage 5**

Report to Committee to seek Council approval/instruction

### **Stage 6**

Identify landowner e.g. Housing Executive, local farmer, etc. and obtain their written consent for erection of bus shelter and consult with adjoining properties (contact local Councillor and arrange site meeting if necessary)

### **Stage 7**

Send letters (with location maps) for approval/comments to the following: -  
Transport NI/Water Service PSNI, BT and NIE  
(Arrange follow-up site meetings if necessary)

### **Stage 8**

Sign and return DRD Consent/Schedule at least six days prior to erection of bus shelter

### **Stage 9**

Erect bus shelter

### **Stage 10**

Send request to GIS officer to have new asset plotted.

### **Stage 11**

Report back to Council

Table 1 – STAGES 0-4, 9NR				
No	Location	Stage	Status / Comment	Progress status
1	Glebe Court, Castlecaulfield	3	Relocation of existing shelter, land ownership to be confirmed for new site.	Landowner for proposed site to be identified. Programme to be confirmed when site identified. EA numbers to be confirmed for this area.
2	Kildrum Estate, Galbally	3	Translink and education Authority to confirm user numbers to progress.	Proposed site satisfactory in terms of location. Stage 4 passenger numbers confirmed as acceptable.
3	Derryvale, Coalisland	3	Proposed locations have been declined by Translink. Alternative sites being sought.	Alternative site to be found within area. Awaiting confirmation numbers from EA before proceeding. Programme to be confirmed when site identified and user numbers confirmed.
4	Goland rd/ Armaghlughey rd	3	Confirmation required from Translink/applicant for preferred location.	Translink to confirm location, and confirmation of users. Programme, subject to agreement of location/numbers. Still await Stage 4 completion and on satisfactory receipt of same will bring stage 5 report to next available committee for approval to proceed to stages 6-10.
5	Cappagh Village	4	Existing shelter in dangerous location, no footpath. Community request to have children lifted in the village. Limited turning space for buses in village.	Translink currently assessing the feasibility of vehicle auto-tracking within the village and if this is deemed acceptable then new pick up / drop off location will be facilitated within the village. On receipt of confirmation shelter will be located to suit. Programmed for delivery subject to Translink approval for new location.
6	Brackaville, Four Seasons Bar, Coalisland	4	Limited space on existing footpaths. Translink deemed unsafe. New site required for shelter	New site location for shelter to be found. Suitable sites are proving difficult to find. Programme to be confirmed when site identified. Sites Visits planned to progress locations and if none available paper to be brought back to Council to have the application withdrawn. Site visit held 21st February to identify potential new site with Translink and elected Members. Resident consultancy required.
7	Clonoe Crossroads	4	Relocation of existing shelter as too close to junction. Land search in progress to find alternative suitable site.	New site to be agreed with DFI roads, and adjacent residents. Programed for delivery subject to site agreement. If new location cannot be agreed a paper will be brought back to Council to have the application withdrawn. Site visit held 21st February, potential site identified, consultation required with landowner.
8	Meenagh Park, Coalisland	4	Site approved, resident consultation in progress.	Translink satisfied with location, final resident consultation required prior to Stage 5 report.
9	Tullyhogue village	4	Residents declined original location as will promote anti-social behaviour. Limited options for alternative sites that suit bus pick-ups.	New site to be identified within village. Programme to be confirmed when site identified and approved. Suitability of site proving difficult. If new location cannot be agreed a paper will be brought back to Council to have the application withdrawn.



Table 2 – STAGES 5-8, 13NR				
No	Location	Stage	Status / Comment	Progress status
1	Kinrush Road/Battery Road, junction Moortown	6	Original site limited space, alternative site to be confirmed.	Original location deemed not acceptable although alternative location has now been identified and progress to install shelter to be programmed.
2	Main Street, Bellaghy	6	Existing shelter removed, at chemist. Proposed new site has been objected to. New site to be found.	Alternative site presently not available within village. Due to resident objections at various locations. If new location cannot be agreed a paper will be brought back to Council to have the application withdrawn. Meeting held with I Milne MLA and Translink on site to agree potential new bus shelter location within the village.
3	Knockloughrim Village	6	Landowner unknown for proposed site. Further investigations underway to determine landowner	Additional landowner searches to be carried out for site. Programme to be confirmed when site owner identified.
4	Kingsisland Primary School	6	Final confirmation from primary school required to progress.	Compliant site location, final confirmation required from the school. To be programmed subject to final approval from school and Education Authority.
5	Inishrush Village	6	Landowner clarified as NIHE	NIHE to approve location for new shelter. Programme for delivery, subject to permission and legal agreements/ lands transfer from NIHE.
6	Tirkane Road, Maghera	6	Proposed site objected to by adjacent residents.	Alternative site to be found within area. Programme to be confirmed when site identified, due to objections. If new location cannot be agreed a paper will be brought back to Council to have the application withdrawn.
7	Dunglady Road/Keady/Kilrea Road, Crosskeys	6	Original application was to relocate shelter, Current location has been deemed satisfactory and complies with DFI Roads requirements.	Current location has been approved by DFI roads and will remain. No requirement to alter.
8	Magheracastle Road / Mountjoy Road, Brocagh	6	Pending withdrawal notification from applicant as proposed site on wrong side of the road for pick-up.	Awaiting withdrawal notification from applicant. No suitable site has been identified.
9	Annaghoboe Road/ Washingbay Road junction, Clonoe	6	Landowner approval required for siting of new shelter on Washingbay road.	Landowner approval refused. Alternative site to be agreed. Programme to be confirmed when site identified. If new location cannot be agreed a paper will be brought back to Council to have the application withdrawn.
10	Culnady Village	6	Site approved in centre of village, located on DFI Roads lands.	Site agreed on DFI roads lands in centre of village. Awaiting final approval.
11	Killeen Crossroads	6	Translink to provide alternative pick-up avoiding dangerous road crossing to Coole rd.	Await Translink decision following multi agency meeting for safer pick-up point. Programme to be confirmed when site identified.
12	Stewartstown	6	Translink to provide Clearchannel shelter at this location. Available budget for Translink causing delay.	Await Translink to install new shelter. No programme for delivery available as Translink currently have no budget for installation of the shelter through their supplier Clearchannel. Programme for delivery to be agreed once confirmation received from Translink.
13	Killeenan Road/Camlough Road/ Loughdoo Road.	6	Proposal to locate shelter in Kildress GAC, awaiting confirmation from Education Authority for pick up from the new location.	Awaiting approval from Education Authority for new location at GAC grounds. All other permissions in place. To be programmed, subject to approvals being in place.

Table 3 – STAGE 9, 2NR,				
No	Location	Stage	Status / Comment	Progress status
1	Ballymcpeake Road/ Mayogall Road junction	9	Location to be agreed with DfI roads, recent road widening works has improved the original location which had been refused by DfI Roads.	With Property services for installation. Programmed for Delivery November 2020.
2	Millview/Dunnamore Road, Dunnamore	9	Location agreed, site,DfI roads compliant for new location.	With Property Services for installation. Adoption issue currently being addressed through DfI Roads as a result of outstanding issues with Developer. Technical Services to confirm with DfI Roads on current status.

Table 4 – Bus Shelters Installation stage				
No	Location	Stage	Status / Comment	Progress status
1	Augher village	10	Shelter erected August 2019.	Installed.

Table 5 – Applications Withdrawn				
No	Location	Stage	Status / Comment	Progress status
1	Coole road	N/A	Application withdrawn by applicant	Existing location was unable to achieve compliance with either option noted in Recommendations of the report note in 3 or 4 and as such 3 <sup>rd</sup> party land was required and this has been refused by land owner. To be reconsidered following interagency workshop that was held January 2020.
2	Cappagh Road/Corlea Road, Dungannon	N/A	Application withdrawn by applicant	Existing location was unable to achieve compliance with either option noted in Recommendations of the report note in 3 or 4 and as such 3 <sup>rd</sup> party land was required and this has been refused by land owner. To be reconsidered following interagency workshop that was held January 2020..
3	Duffs Corner, Ardboe	N/A	Application withdrawn by applicant	Existing shelter location is compliant and to moved the shelter location as per application will require land acquisition to facilitate DfI full compliance guide. To be reconsidered following interagency workshop that was held January 2020.

<b>Report on</b>	Mid Ulster Fairtrade
<b>Date of Meeting</b>	10 <sup>th</sup> March 2020
<b>Reporting Officer</b>	Raymond Lowry, Head of Technical Services

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update Members on Mid Ulster Fairtrade Campaign.
<b>2.0</b>	<b>Background</b>
2.1	To enable Council to progress their application for Fairtrade District Status a report was presented in November to the Environment Committee seeking approval to set up a district wide steering group, bringing together local people from different sectors with an interest in supporting and promoting Fairtrade throughout the area. This was approved by Council in December with the Chair & Vice Chair of the Environment Committee being nominated to sit on the new steering group. A first meeting of the group was to be arranged in the new year.
<b>3.0</b>	<b>Main Report</b>
3.1	To raise further interest in the Fairtrade Campaign and the steering group publicity has been created in the run up to this year's Fairtrade Fortnight which is happening across the UK and Ireland from 24 <sup>th</sup> February to 8 <sup>th</sup> March 2020. A Fairtrade flyer was produced by Council's Communications department (see Appendix 1) followed up by a press release in the local paper and posts on social media.
3.2	Invites to join the Fairtrade Steering Group were sent to the five Town Centre Forums, local Church Forums, community networks, Dungannon Library and a number of local schools which have been involved in Fairtrade activities over the last three years. Representatives of several organisations have confirmed their attendance.
3.3	The inaugural meeting for Mid Ulster's Fairtrade Steering Group will take place on <b>Monday, 2<sup>nd</sup> March 2020 from 17:30 – 19:00</b> in the Café of Ranfurly House Arts & Visitor Centre, 26 Market Square, Dungannon (see Appendix 2 & 3 for Agenda and Draft Terms of Reference circulated among group). Tea & Coffee will be served and a photo call for attendees with the Council Deputy Chair has been arranged for the start of the event.
3.4	As part of the occasion local people can drop in to the Café to sample Fairtrade tea, coffee and chocolate and see on display some of the Fairtrade products on offer at a number of local retail outlets.

<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Cost for Catering & Room Hire will be covered through current budget (Sustainability).
	Human: Staff time to manage programme delivery.
	Risk Management: N/a
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members are asked to note the content of this report
<b>6.0</b>	<b>Documents Attached &amp; References</b>
6.1	Appendix 1 – Mid Ulster Fairtrade Flyer
6.2	Appendix 2 – Agenda for Fairtrade Steering Group meeting 2 March 2020
6.3	Appendix 3 – Draft Terms of Reference for Mid Ulster Fairtrade Steering Group
6.4	Appendix 4 – Fairtrade Foundation 'Fairtrade Town Goals and Action Guide'
6.5	Appendix 5 – Fairtrade Foundation 2011 update on product targets for Goal 2

# SUPPORT FAIRTRADE



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

## Mid Ulster: Working to become a Fairtrade district

### We're working to become a Fairtrade district:

- A place where our shops and retail outlets offer Fairtrade products, like tea, coffee, sugar, bananas and chocolate.
- Where we choose to support farmers and workers in developing countries to receive a fair price for their goods by buying products which carry the Fairtrade mark.
- Where we meet together as a community to promote Fairtrade and encourage the use of Fairtrade products.

### What Can You Do To Make Trade Fair?

- We can all choose to use Fairtrade products.
- If you're a retailer, restaurant or café owner, you can stock Fairtrade products.
- Community groups can switch to Fairtrade Tea & Coffee for their meetings and run Fairtrade Coffee Mornings etc to raise awareness.
- If you're a business, big or small, consider using Fairtrade tea and coffee for your meetings and in your staff canteens.
- Join our steering group to raise awareness of Fairtrade and help Mid Ulster achieve its Fair trade district status.

### Like to know more?

Drop in for a cup of Fairtrade tea or coffee:

**Hill of The O'Neill  
& Ranfurly House (Café), Dungannon**  
**Monday 2 March 2020**  
**5.30pm – 7pm**



**FAIRTRADE**

[midulstercouncil.org/fairtrade](http://midulstercouncil.org/fairtrade)



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

**Mid Ulster Fairtrade Steering Group Meeting**  
**Monday 2 March, 17:30 – 19:00**  
**Café in Ranfurly House, Dungannon**

**AGENDA**

- 17:30**      **Welcome –** *Raymond Lowry, Head of Technical Services, MUDC*
- 17:35**      **Photo Call**
- 17:40**      **Introductions**
- 17:50**      **Northern Ireland a Fairtrade Region –** *Dr Christopher Stange, Secretariat, All Party Group on Fairtrade*
- 18:00**      **Start of Steering Group Meeting**
- 1. Appointment of Chair/Vice Chair**
  - 2. Key purpose of the group**
    - 2.1 Fairtrade District Application - Overview & Progress up to date**  
*(see Fairtrade Foundation Action Guide circulated for reference)*
    - 2.2 Key outcomes**
    - 2.3 Role of Steering group members and is anyone missing?**
    - 2.4 Terms of reference** (draft circulated for discussion)
  - 3. Monitoring & Communicating Progress**
  - 4. Frequency of meetings, substitutes etc**
  - 5. AOB**
- 19:00**      **Close of Meeting**



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

## **Mid Ulster District Fairtrade Steering Group Terms of Reference (2020)**

### **Objectives**

- To promote the concept of Fairtrade and increase the availability of Fairtrade products within Mid Ulster District Council area
- To raise awareness of the FAIRTRADE Mark
- To attain Fairtrade District status for Mid Ulster achieving the five criteria of a Fairtrade District as set out in the Fairtrade Foundation's 'Fairtrade Town Goals and Action Guide' and the 2011 update on product targets for Goal 2
- To encourage workplaces, businesses, schools, community groups, colleges and places of worship to work to promote and use Fairtrade products
- To play its role collectively in the regional campaign of Northern Ireland being a Fairtrade devolved region: [www.northernirelandfairtrade.org](http://www.northernirelandfairtrade.org)

### **Activities**

In order to achieve the above objectives, the Group will:

- Organise and deliver events during Fairtrade Fortnight in February/March each year
- Be responsible for driving forward the local Fairtrade campaign and monitor progress to ensure the area is meeting the five criteria of a Fairtrade District
- Organise ongoing events to increase public awareness of and participation in Fairtrade
- Maintain a strong relationship with the local press and other media to ensure that the campaign retains a high profile

### **Membership**

Membership is open to all local residents, organisations and businesses in the Mid Ulster District area who have expressed a commitment to promoting Fairtrade

This includes: elected representatives, council staff, charities, voluntary or community associations, non-governmental organisations (NGOs), higher educational institutions, schools, churches/places of worship, businesses and private individuals.

## **Secretariat**

Secretariat support for the Group is provided by Mid Ulster District Council to provide a venue and Fairtrade hospitality for meetings; utilising existing internal structures such as social media and communications (website) with a lead staff member(s) appointed from the council to the Steering Group.

## **Meetings**

The Steering Group will meet a minimum of 2 times per year.

An annual general meeting will be held once every year, and is open to all members of the Steering Group. Minutes will be taken as a record.

## **Officers**

The Group will elect a Chair, Vice-Chair and Secretary on an annual basis. The Group may also elect other posts if and when those posts are deemed necessary.

## **Dissolution**

In the event of the dissolution of the Steering Group, any assets remaining after all debts and liabilities have been discharged shall not be distributed among the members but shall be handed to the Fairtrade Foundation, 5.7 The Loom, 14 Gower's Walk, London, E1 8PY to be administered in a manner that is exclusively charitable at law.

### **To achieve Fairtrade District status, the following five goals have to be met:**

1. Local council passes a resolution supporting Fairtrade, and agrees to serve Fairtrade products (for example, in meetings, offices and canteens).
2. At least four Fairtrade product ranges are readily available in the area's retail outlets (shops, supermarkets, newsagents, petrol stations) and two products served in local catering outlets (cafés, restaurants, pubs).
3. Local workplaces and community organisations (places of worship, schools, universities, colleges and other community organisations) support Fairtrade and use Fairtrade products whenever possible. Populations over 100,000 will also need a flagship employer.
4. Media coverage and events raise awareness and understanding of Fairtrade across the community.
5. A local Fairtrade steering group is convened to ensure the Fairtrade District campaign continues to develop and gain new support.



# The Fairtrade Town

## Action Guide



**We are a  
Fairtrade  
Town**



Look for products  
with this Mark

Everything you need to know to make your area a  
**Fairtrade** Town, City, Village, Island, Borough, County or Zone

- 1** Welcome
  - 2** The Five Goals
  - 3** Using this guide
  - 4** Getting started
- 

### Goal 1

- 5** Requirements and suggestions
- 6** Gaining council support
- 7** Ideas from other Fairtrade Towns
- 8** Sample Resolution

### Goal 2

- 9** Requirements and suggestions
- 10** Getting Fairtrade products into shops and cafés
- 11** Ideas from other Fairtrade Towns
- 12** Retail and catering targets

### Goal 3

- 13** Requirements and suggestions
- 14** Making Fairtrade a part of the community
- 15** Ideas from other Fairtrade Towns
- 16** Notes

### Goal 4

- 17** Requirements and suggestions
- 18** Engaging and informing the general public
- 19** Ideas from other Fairtrade Towns
- 20** Notes

### Goal 5

- 21** Requirements and suggestions
  - 22** Working together to keep things moving
  - 23** Ideas from other Fairtrade Towns
  - 24** Sample steering group constitution
- 

- 25** Applications and renewals
- 26** FAQ
- 27** FAQ
- 28** Resources and support
- 29** Thank you

Welcome to the Fairtrade Town Action Guide. Opening this guide is the start of something powerful. Every movement for change begins with people doing what they can where they are. This guide is for anyone interested in making Fairtrade a part of their community. Achieving Fairtrade Town status and then continuing to take action on Fairtrade will unite existing supporters and activity, bring more people on board and create a local focus for Fairtrade.



*The strength of Fairtrade Towns is that they involve the whole community. They are not just about the council, the churches, the schools or businesses but about all these and more. Fairtrade Towns bring people together and increase understanding of how small actions add up to make a big difference to the lives of people thousands of miles away.*

Bruce Crowther, Chair,  
Garstang Fairtrade Town

In April 2000 the people of Garstang declared their small market town in Lancashire the world's first Fairtrade Town. Garstang has inspired hundreds of communities since then and Fairtrade Towns are springing up in Canada, the United States, France, Ireland, Belgium, Spain, Italy, Brazil and beyond. In the UK, Fairtrade Towns are at the forefront of a unique people's movement for change, with places from Birmingham to Bristol, Fair Isle to Carlisle, Durham to Dundee working to promote Fairtrade.



*The Fairtrade Towns movement is vital, and is making a huge difference. It is a grass roots social movement and together with the producer forms the beating heart of changing the world trading system.*

Harriet Lamb, Chief Executive Officer,  
Fairtrade Foundation

### What is a Fairtrade Town and why work towards it?

Fairtrade is about bringing the farmer and the shopper closer together. It's about putting people at the heart of trade. Becoming a Fairtrade Town sends a powerful message about how your community wants trade to work and will directly benefit some of the world's poorest farmers and workers through increasing awareness and sales of Fairtrade in your area.

People power works and Fairtrade Towns have been essential in building support for Fairtrade across the UK. A study funded by the Economic and Social Research Council (ESRC)<sup>1</sup> found that the most effective campaigns to encourage ethical shopping are those that take place at a collective level, such as the creation of Fairtrade Cities, rather than those that only target individual behaviour.

### A Fairtrade Town is any community that:

- supports Fairtrade and deepens understanding of the benefits Fairtrade brings
- takes action by choosing Fairtrade products whenever possible and encourages others to do likewise
- achieves and continues to take action on the five Fairtrade Town goals set by the Fairtrade Foundation.

For simplicity, this guide talks about Fairtrade Towns but any defined geographical area can achieve Fairtrade Status, be that Town, City, Village, Island, Borough, County or Zone – the same five goals and application processes apply. Wherever you live, your community can make a collective statement of support for Fairtrade and play an important part in making sure Fairtrade continues to grow and benefits more of the people who need it most.

Footnote 1. Governing the subjects and spaces of ethical consumption (2006).

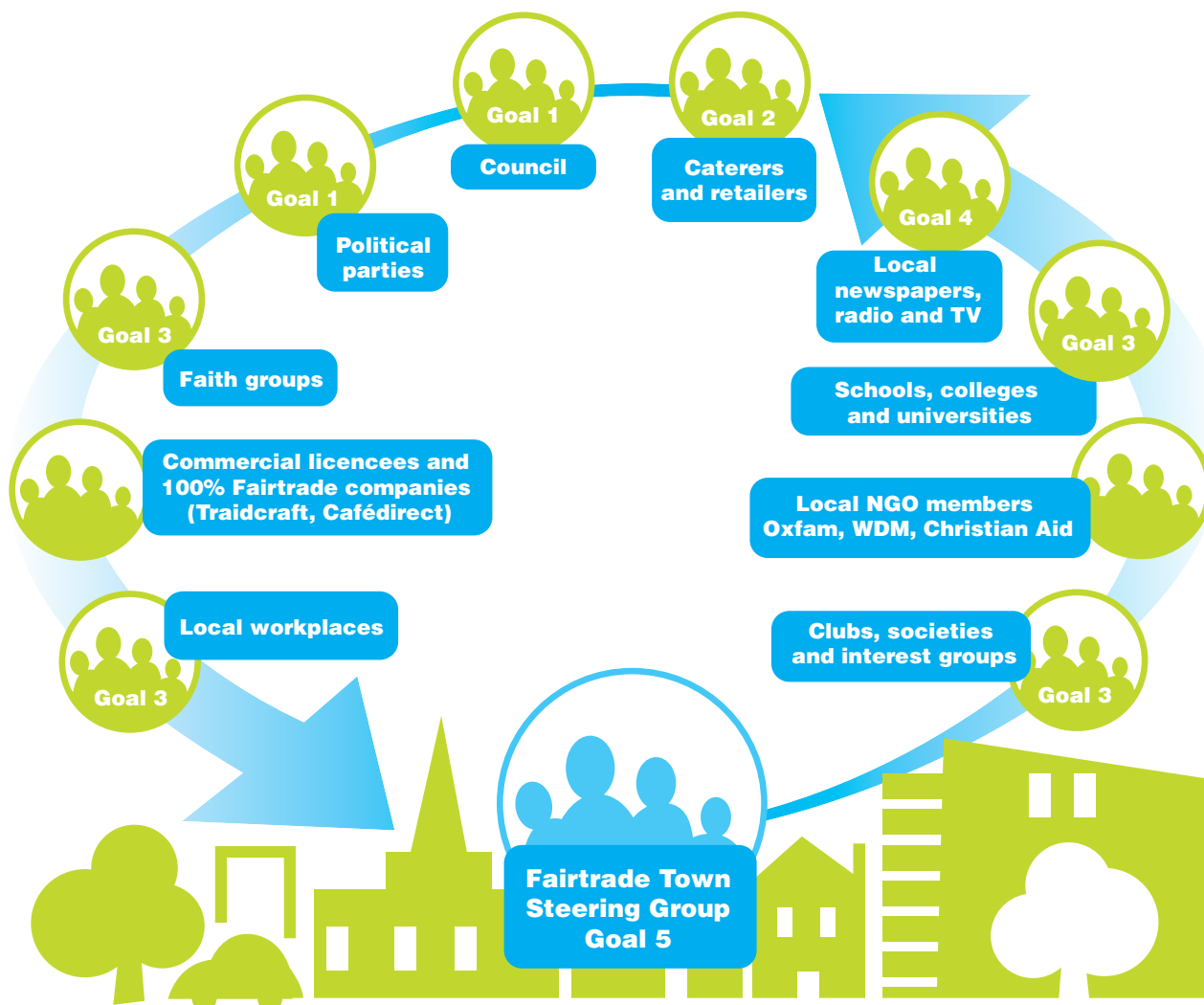
[www.esrc.ac.uk/ESRCInfoCentre](http://www.esrc.ac.uk/ESRCInfoCentre)

## Five Goals for a Fairtrade Town

- 1. Local council passes a resolution supporting Fairtrade, and agrees to serve Fairtrade products (for example, in meetings, offices and canteens).**
- 2. A range of (at least two) Fairtrade products are readily available in the area's retail outlets (shops, supermarkets, newsagents, petrol stations) and served in local catering outlets (cafés, restaurants, pubs).**
- 3. Local workplaces and community organisations (places of worship, schools, universities, colleges and other community organisations) support Fairtrade and use Fairtrade products whenever possible. Populations over 100,000 will also need a flagship employer.**
- 4. Media coverage and events raise awareness and understanding of Fairtrade across the community.**
- 5. A local Fairtrade steering group is convened to ensure the Fairtrade Town campaign continues to develop and gain new support.**

These goals must be met for a place to become a Fairtrade Town and developed to maintain Fairtrade status. The goals are designed to ensure as many people as possible can get involved and a Fairtrade Town needs everyone to play their part – from the local authority to cafés, businesses to schools, local newspapers to community groups.

A vibrant Fairtrade Town brings together a cross-section of the community, united in their support for Fairtrade and for farmers and workers in developing countries. The steering group encourages, monitors and coordinates action by local organisations, groups and businesses. When your group believes the five goals have been met, an application must be submitted to the Fairtrade Foundation (see page 25). If all the goals are met, a signed and dated certificate is presented to the people of the town.





## Using this guide

The requirements for meeting and suggestions for developing the goals are laid out over four pages for easy photocopying, in the following pattern:

### Main goal

- **Requirements to meet the goal.**
- **Suggestions for further activity. These are ideas not requirements. Select the suggestions that are appropriate for your town.**

### Making change happen – ideas from other Fairtrade Towns

- **Getting started**
- **Further activity**
- **Maintaining momentum**

Each goal section is packed full of ideas to start you off and keep you going. Dip in and out as your Fairtrade Town campaign develops and remember Rome wasn't built in a day. Be ambitious, but realistic and share the work.

Each section also has top tips and inspirational examples from real Fairtrade Town campaigns. Look out for these boxes:



Check out the Fairtrade Foundation website for a list of all Fairtrade Towns in the UK. Many have their own website packed full of local campaign ideas and inspiration

[www.fairtrade.org.uk/towns/list](http://www.fairtrade.org.uk/towns/list)



**TOP TIP**



**GET INSPIRED**



**FOCUS ON**

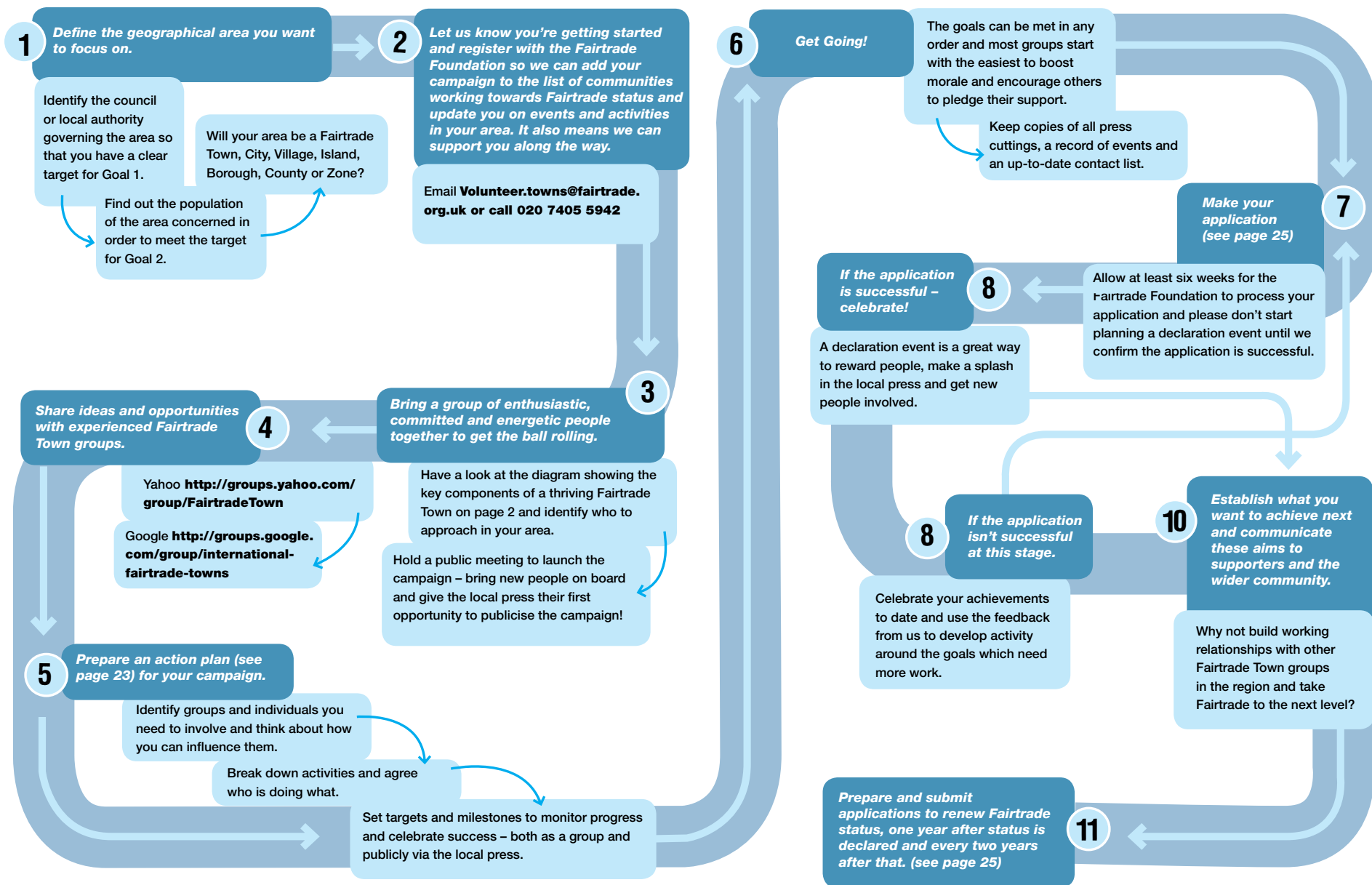
### Maintaining Fairtrade Town status

Meeting the five goals is a tremendous achievement but being a Fairtrade Town doesn't stop there. Fairtrade Towns need to keep up the pressure and increase local demand for Fairtrade so more farmers and workers in developing countries can benefit by selling on Fairtrade terms. Once status has been achieved Fairtrade Towns regularly renew their status by submitting updates on progress made on each of the five goals. Renewal applications help Fairtrade Towns maintain momentum and encourage groups to set themselves new targets. Renewal applications mean every community with Fairtrade status continues to support farmers in developing countries by keeping up the call for Fairtrade.

### In the final section:

- Information on how to submit a successful application and renew Fairtrade status
- Frequently asked questions
- Links to resources and support:
  - What's available from the Fairtrade Foundation
  - Contacting other Fairtrade Town groups
  - Links to other useful organisations





## Goal 1

**Local council passes a resolution supporting Fairtrade, and agrees to serve Fairtrade products (for example, in meetings and in its offices and canteens)**

*Developing the concept of Fairtrade, to us, symbolised how we can build effective links in a global world and illustrate how economically, both Fairtrade producers and businesses here in our community can benefit from the experience. Over the last two years we have been amazed at how involved local people, particularly young people, have wanted to become once they have understood the benefits of Fairtrade – it has been hard work, but worth it.*

Councillor Dave Allan  
Chair, Sunderland Fairtrade Steering Group

## Meeting Goal 1 – requirements

1. The wording of the resolution must include:
  - a statement of support for Fairtrade
  - a commitment to use Fairtrade products whenever possible (in meetings, offices and canteens for example).
2. The council must take practical action on the resolution and introduce Fairtrade products in meetings, offices and canteens.
3. There must be a named council representative (member or officer) on the Fairtrade steering group.

Please see page 8 for a sample resolution.

## Taking Goal 1 further – the local council can also :



- promote awareness of Fairtrade to its constituency through publications and website
- promote awareness of Fairtrade to staff and partners (internally) through posters, emails, tastings and events during Fairtrade Fortnight
- extend the range of Fairtrade products used, for example biscuits or fruit
- support the work of the steering group through funding, providing rooms for meetings or officer time
- work with other public bodies (schools, hospitals, police) to encourage them to switch to Fairtrade
- erect street signs declaring Fairtrade Town status
- work with other local authorities in the area to develop a joint Fairtrade procurement strategy.  
See [www.fairtradeyorkshire.org](http://www.fairtradeyorkshire.org) for an example.



## Can councils legally specify Fairtrade products in catering contracts?

**Yes!** In October 1993, Nottingham County Council became the first council in the UK to pass a resolution committing them to using Fairtrade tea and coffee. Since then hundreds of town, borough, city and county councils have all passed a similar resolution and backed it by including Fairtrade as a part of catering contracts and council policy.

For more information and advice:

- [www.buyfair.org](http://www.buyfair.org)
- [www.fairtrade.org.uk/buying\\_into\\_fairtrade](http://www.fairtrade.org.uk/buying_into_fairtrade)

## Action by the council makes a difference

Working in genuine partnership with a cross-section of the community through a Fairtrade Town campaign is a great opportunity for the council. Becoming and developing a Fairtrade Town brings people together, boosts civic pride and offers an opportunity to act and celebrate together.

From a small town or parish council to a county or borough council with hundreds of employees, all councils are in a unique position to increase awareness and sales of Fairtrade products through their role as:

## Consumers

Think about all that tea and coffee drunk in offices, canteens, meeting rooms and at civic events!

## Influencers

Local authorities can use existing links with schools, community organisations and businesses to promote Fairtrade. By supporting Fairtrade, the local authority as a community leader sets an example for businesses and other organisations.

## Political bodies

Local, cross-party, political support for Fairtrade sends a powerful message to government about how people want trade to work.



## GET INSPIRED

### Using influence and expertise to take Fairtrade forward in the community

A clause to specify Fairtrade products was developed by The City of London legal team and then adopted by the City of London Boys School. The same clause will also help to make Fairtrade products available in the Guildhall School of Music and Drama and the City of London Girls School when existing contracts come up for renewal. A great example of how a council can engage with other organisations and provide expertise to help them switch to Fairtrade

[www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk)





### Getting started

Show public support for Fairtrade through:

- A petition asking the council to develop a Fairtrade policy.
- Letters to the local press – especially effective if published just prior to a council decision.
- Joint letters to local councillors signed by as many local groups and civic society networks as possible. Include some Fairtrade coffee or chocolate samples to start their Fairtrade habit.
- Encourage supporters to raise questions at public meetings – get Fairtrade on the agenda.

### Further activity

- Identify the individual or department most willing and able to champion Fairtrade within the council. Likely candidates could include:
  - councillors who have spoken publicly about poverty and development issues or who sit on committees with a focus on catering, procurement policy, sustainability or community development
  - officers with a responsibility for sustainability, environmental planning, town centre management or regeneration and community development.
- Involve councillors in the campaign by inviting them to Fairtrade events. This is a way for them to learn more about Fairtrade and can also be a good publicity opportunity – especially useful in the run-up to local elections.
- Staff trade union representatives could help organise a staff petition requesting Fairtrade (or more Fairtrade) and promotional campaigns in staff refreshment areas. Combine both with a petition available to sign at a Fairtrade tasting event in the council lobby.

### Maintaining momentum

- Work with the council to ensure they benefit from being involved with the local Fairtrade campaign. Offer publicity opportunities at local events, through sponsorship, promotional literature and media activities.
- Link the push for Fairtrade with local issues and other council priorities. Many groups have promoted Fairtrade as part of initiatives to support local businesses or to promote local produce. Promoting Fairtrade and local produce can raise awareness of the challenges faced by small-scale farmers worldwide and the shared need for a fair price.

### TOP TIP



#### Competitions – a fun way to involve a lot of people

One innovative council hosted an art competition between local schools. Pupils created Christmas cards with a Fairtrade theme and the council used the winning design for their card that year. Local schools got more involved and every organisation and individual on the council's mailing list received a little Christmas reminder about Fairtrade!



### TOP TIP



#### Local Strategic Partnerships – the amplifier effect!

As part of government commitments to modernise local government and strengthen regional democracy, all areas are now required to establish Local Strategic Partnerships (LSPs). LSPs provide a fantastic opportunity to reach public agencies and representatives from the private, voluntary and community sectors.

Through working with the Sunderland LSP, the Sunderland Fairtrade City campaign got all partnership members involved in promoting Fairtrade and using products with the FAIRTRADE Mark. Members include Sunderland City Council, Sunderland University, Sunderland College, Northumbria Police, City Hospitals Sunderland, Sunderland Echo, Age Concern and Job Centre plus. [www.sunderland.gov.uk](http://www.sunderland.gov.uk)



### FOCUS ON

#### **Council resolutions**

The ideal council resolution will go beyond the requirements for this goal and link Fairtrade to wider council policy. The example here clearly states why the council is involved, what they seek to achieve and commits them to specific activities.

#### **Why the council supports Fairtrade**

[Name of council], as an important consumer and opinion leader, should research, develop, and support a strategy to facilitate the promotion and purchase of foods with the FAIRTRADE Mark as part of its commitment to [document/advice paper] and in pursuit of sustainable development and to give marginalised producers a fair deal.

#### **Summarise what the council aims to achieve by supporting the Fairtrade Town campaign**

To be recognised by the residents and business community of [name of the area concerned], suppliers, employees and other local authorities, as a city/town that actively supports and promotes Fairtrade and to increase the sale of products with the FAIRTRADE Mark.

#### **Detail what practical action the council commits to**

[Name of council] resolves to contribute to the campaign to increase sales of products with the FAIRTRADE Mark by supporting the campaign to achieve Fairtrade status for [name of the area concerned] as detailed in the Fairtrade Foundation's Fairtrade Towns initiative.

To this end, [name of council] resolves to:

- Widely offer FAIRTRADE Marked food and drink options internally and make them available for internal meetings
- Promote the FAIRTRADE Mark using Fairtrade Foundation materials in refreshment areas and promoting the Fairtrade Towns initiative in internal and communications and external newsletters
- Use influence to urge local retailers to provide Fairtrade options for residents
- Use influence to urge local business to offer Fairtrade options to their staff and promote the FAIRTRADE Mark internally
- Engage in a media campaign to publicise the Fairtrade Towns initiative
- Nominate a council representative (member of officer) to sit on the Fairtrade Steering Group and support ongoing work to promote Fairtrade
- Organise events and publicity during national Fairtrade Fortnight – the annual national campaign to promote sales of products with the FAIRTRADE Mark.

### TOP TIP



After achieving Fairtrade Borough status, Waltham Forest Fairtrade group worked with the council to create a Fairtrade Action Plan for the future. The plan details how the council can support progress around each of the five goals, in addition to developing internal procurement and promotion strategies. From which council officers could help engage more businesses and faith groups, to how Waltham Forest can promote Fairtrade on the council website, the Fairtrade Action Plan is a great way to maintain focus and develop council support.

**[www.walthamforest.gov.uk/index/environment/fairtrade](http://www.walthamforest.gov.uk/index/environment/fairtrade)**

## Goal 2

**A range of (at least two) Fairtrade products are readily available in the area's retail outlets (shops, supermarkets, newsagents, petrol stations) and served in local catering outlets (cafés, restaurants, pubs).**

*I think we're in a lucky position in the UK. It is very hard for people in developing countries to survive – even when they work incredibly hard – if they don't get a fair rate for their produce. If we can change that by buying and selling Fairtrade, I think we should. I'm proud that the Star of India is known as a part of Waltham Forest Fairtrade Borough. Fairtrade makes sense to me as a person, a businessman and a member of the community.*

Shah Ahmed  
Owner, Star of India restaurant and member of Waltham Forest Fairtrade Steering Group

## Meeting Goal 2 – requirements

- Retail and catering targets based on population size must be reached. Targets can be found on page 12.
- Only retail and catering outlets that stock at least two products with the FAIRTRADE Mark and are open a minimum of three days a week can be counted towards these targets.

## Taking Goal 2 further – supporters can also:

- Continue to encourage new shops and cafés to sell and serve Fairtrade
- Encourage local shops and cafés to increase the range of products they offer
- Encourage shops and cafés to make Fairtrade visible through posters, stickers and point of sale material
- Involve commercial partners with the local campaign – encourage them to host events and activities to promote Fairtrade Fortnight and throughout the year – and support the campaign as it develops.

### Action by local retail and catering outlets makes a difference

It should be easy for people to choose Fairtrade products when they shop and eat out in a Fairtrade Town. Fairtrade is an alternative way to trade that works with the normal rules of supply and demand. The difference is that the aim is to make trade work for development. Buying Fairtrade is one way we can all do something towards tackling poverty – but only if products are available for us to buy.

Fairtrade needs to become the norm and this is where Fairtrade Towns can make all the difference by working with retail and catering outlets to:

#### Make Fairtrade widely available

Successful action on the other Fairtrade Town goals will increase demand for Fairtrade products in your area. Local shops, supermarkets, cafés, pubs, restaurants, petrol stations and corner shops need to offer Fairtrade products and meet that demand.

### Make Fairtrade visible in your area

Supportive stores and cafés can promote Fairtrade with posters, point of sale material and window stickers. Studies show that shoppers only spend three seconds selecting which jar of coffee or bag of rice to buy. Three seconds is enough time to make a difference if people remember to choose Fairtrade!

#### Showcase the range of Fairtrade products available

Give customers a real flavour of all Fairtrade has to offer. Thousands of different products have been licensed to carry the FAIRTRADE Mark – from spices to smoothies, cotton to coffee, muesli to mangoes and footballs to flowers. Shops and cafés play a real part in letting people know what Fairtrade options are out there.

# Goal 2 – Getting Fairtrade products into shops and cafés

10

## Ideas from other Fairtrade Towns

### Getting started

- Find out what's already on offer in the area by auditing local shops and cafés. Talk to managers, tell them about Fairtrade and encourage them to be more involved in the campaign, for example, as well as selling Fairtrade products, could Fairtrade tea and coffee be used in the staffroom? Give them a leaflet explaining Fairtrade with contact details for the local campaign.
- The audit is a good opportunity to involve students, pupils and supporters through a Fairtrade treasure hunt or product detective project.
- Prove that demand for Fairtrade exists locally by asking friends and supporters to write or speak to shop managers or fill in a customer feedback card. It doesn't hurt to ask!

### Further activity

- Fairtrade Towns are about positive change. Activity on Goal 2 should bring new outlets on board and encourage existing stores and cafés to increase the range they offer – not just audit what's already on offer.
- Help independent cafés and shops start stocking Fairtrade by providing details of suppliers in the area (see page 28).
- Many of the big national chains have a list of Fairtrade products Head Office has signed up to on their website. This range could be on shelves in your area.
- Encourage shops and cafés that stock Fairtrade products to display posters, window stickers and point of sale material (see page 28).
- Target any well known restaurants or shops in the area. Bringing them on board will help get Fairtrade noticed and encourage other businesses to make the switch.
- Involve shops and cafés in the campaign by working with them to put on events during Fairtrade Fortnight and throughout the year. Successful collaborations could include in-store tasting stalls or Fairtrade wine tasting in cafés and restaurants. This is great publicity for their business, showcases the Fairtrade products they offer and helps raise awareness of what Fairtrade is and where to find it.



### TOP TIP

#### Making local surveys fun and involving supporters

Tower Hamlets Fairtrade Group recruited school pupils and students to help find Fairtrade products locally. A brightly coloured Fairtrade detective form gave detectives an easy-to-use, fun tool to survey shops and cafés in their area. The Fairtrade detectives helped collect information towards Goal 2, played a part in their local Fairtrade Borough campaign and learned lots about Fairtrade along the way.

[www.towerhamlets.gov.uk/fairtrade](http://www.towerhamlets.gov.uk/fairtrade)



### FOCUS ON

#### Local Fairtrade Directories

A local directory of outlets stocking Fairtrade products is a great tool to help people find Fairtrade easily and publicise supportive stores, cafés and restaurants. Many groups recognise schools, churches, community organisations and businesses by including a Fairtrade supporters section or include places that offer local produce to show support for local, small-scale farmers.

Directories can be as sophisticated or simple as you like, from do-it-yourself lists to glossy publications.

Chesterfield Borough Council provided funding to produce a basic A5 folder with key facts and information about Fairtrade and the local campaign. Photocopied loose-leaf lists of supportive organisations and outlets stocking Fairtrade are updated and added each year – cost-effective, up to date and a great resource to hand out at events!

The publishers below produce annual directories – ready for Fairtrade Fortnight – packed full of producer news and the latest Fairtrade products. All you have to do is supply the information about Fairtrade in your area.

<http://fj.greenbath.org>

[www.handupmedia.co.uk](http://www.handupmedia.co.uk)

Online versions can be cheaper to produce and easier to update. Fairtrade Association Birmingham has a good example on their website [www.fairtradebirmingham.org.uk](http://www.fairtradebirmingham.org.uk)



# Goal 2 – Getting Fairtrade products into shops and cafés

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## Ideas from other Fairtrade Towns

### Maintaining momentum:

- Offer stores the opportunity to support the local campaign by providing samples for tasting events or prizes.
- Stock It! postcards, available from the Fairtrade Foundation, are a good way to show managers the range of Fairtrade products out there and which ones their customers want to see! Increases in the range of products available indicate that the hard work put into a Fairtrade Town campaign is paying off.
- Make sure your area plays a part in helping new Fairtrade products get off the ground and stay on the shelves. Encourage stores and cafés to showcase new products and categories so there are long-term benefits to the producers relying on sales behind them.
- Invite staff and managers to your events and encourage them to learn more about Fairtrade and the benefits it brings.
- Invite local store and café managers who have made a commitment to Fairtrade to get involved with the steering group and be a part of shaping the future of the Fairtrade Town.



### TOP TIP

#### Working with commercial partners

##### Do:

- bring stores and cafés on board by demonstrating demand exists for Fairtrade products
- provide opportunities for staff and managers to learn more about Fairtrade and help them understand why their customers choose Fairtrade
- build lasting relationships and make supportive stores and cafés feel part of the local Fairtrade campaign.

##### Don't:

- give the impression that the company is being endorsed – only their actions promoting Fairtrade products
- allow one company to monopolise the campaign – this may discourage others from getting involved.



# Goal 2 – Getting Fairtrade products into shops and cafés

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## Targets

### Retail and catering targets for achieving Goal 2

The targets for Goal 2 are based on population size and must be met to achieve Fairtrade Town, City, Village, Island, Borough or Zone status. Fairtrade County campaigns can choose to meet Goal 2 according to the targets below or based on the number of existing Fairtrade Towns in the area (see page 26)

Population	Retail target	Catering target
Less than and including 2,500	1	1
Greater than 2,500 up to and including 5,000	2	1
Greater than 5,000 up to and including 7,500	3	2
Greater than 7,500 up to and including 20,000	4	2
Greater than 20,000 up to and including 25,000	5	3
Greater than 25,000 up to and including 30,000	6	3
Greater than 30,000 up to and including 35,000	7	4
Greater than 35,000 up to and including 40,000	8	4
Greater than 40,000 up to and including 45,000	9	5
Greater than 45,000 up to and including 50,000	10	5
Greater than 50,000 up to and including 55,000	11	6
Greater than 55,000 up to and including 60,000	12	6
Greater than 60,000 up to and including 65,000	13	7
Greater than 65,000 up to and including 70,000	14	7
Greater than 70,000 up to and including 75,000	15	8
Greater than 75,000 up to and including 80,000	16	8
Greater than 80,000 up to and including 85,000	17	9
Greater than 85,000 up to and including 90,000	18	9
Greater than 90,000 up to and including 95,000	19	10
Greater than 95,000 up to and including 100,000	20	10
Greater than 100,000 up to and including 110,000	21	11
Greater than 110,000 up to and including 120,000	22	11
Greater than 120,000 up to and including 130,000	23	12
Greater than 130,000 up to and including 140,000	24	12
Greater than 140,000 up to and including 150,000	25	13
Greater than 150,000 up to and including 160,000	26	13



Continue rising at one retail outlet per 10,000 population.

The catering outlet target is always half that of the retail target rounded up to the nearest whole number.

## Goal 3

**Local work places and community organisations (places of worship, schools, universities, colleges and other community organisations) support Fairtrade and use Fairtrade products whenever possible. Populations over 100,000 will also need a flagship employer.**

### Meeting Goal 3 – requirements

#### 1. Workplaces

- Local workplaces that cannot support the campaign by selling Fairtrade products get involved by making Fairtrade products available to staff and clients.
- A flagship employer is required for populations over 100,000 people and a recommended asset for any Fairtrade Town (see page 26).

#### 2. Places of worship

- Places of worship representing the religious make-up of the community promote Fairtrade to worshippers and use Fairtrade when refreshments are served. **Suggested target:** 50% of churches and a representative number of other faith groups.

#### 3. Primary and secondary schools

- Teachers and pupils learn about Fairtrade leading to Fairtrade products being used whenever possible in school (staff room, canteen, tuck shop). **Suggested target:** 30% of schools.

#### 4. Universities and colleges

- Students and staff promote Fairtrade and Fairtrade products are available in campus cafes, shops and vending machines.

#### 5. Other community organisations

- Clubs, societies, voluntary organisations and interest groups support Fairtrade and choose Fairtrade when refreshments are served.

*Fairtrade in the UK demonstrates the power of communities at its best. Ordinary citizens are achieving extraordinary change for people working hard in developing countries, and I pay tribute to their sense of justice and their vision of a fairer world.*

Rt Hon Gordon Brown  
Prime Minister

### Developing Goal 3 – supporters can also:

- Choose representatives to sit on the steering group and contribute ideas and energy to take the local campaign forward. Their knowledge and contacts can help the steering group reach other businesses and community organisations.
- Take their commitment further by working towards Fairtrade School, University, College, Church or Synagogue status in their own right.
- Increase the range and availability of Fairtrade products on offer to staff, students or members.
- Promote Fairtrade and the campaign through posters and leaflets, internal newsletters and staff emails.
- Organise events internally to encourage staff, students and members to make their own personal commitment to Fairtrade.
- Play a part in developing Fairtrade locally by organising or getting involved in public events especially during Fairtrade Fortnight.



### Action by the community makes a difference

Fairtrade is a way we can all contribute to positive change. Workplaces can make Fairtrade available to staff and clients, school pupils can learn about the problems of unfair trade and how Fairtrade helps to tackle them and faith groups can make Fairtrade a part of worship. Goal 3 spreads Fairtrade across the community and calls on groups, organisations and businesses to show their support for fairer trade systems by:

#### Choosing Fairtrade products

More groups and organisations using Fairtrade products means more farmers and workers have an opportunity to earn enough for today and to invest in a better tomorrow by selling on Fairtrade terms.

#### Raising understanding of the problems of unfair trade and what Fairtrade does to tackle them.

Events, leaflets, articles and activities deepen understanding of Fairtrade and encourage students, staff, colleagues, clients and worshippers to take Fairtrade home and spread the word to family and friends.

#### Taking the Fairtrade Town from strength to strength

Encourage supportive groups and organisations to work together and become a part of the local campaign. Bringing supporters together – through the steering group, during Fairtrade Fortnight or on specific events – will ensure your Fairtrade Town campaign continues to develop and grow.

### Getting started

- Getting a foot in the door of a business, place of worship, school or society is easiest for someone who is already involved with the organisation. It may be useful to put together an information pack for friends and supporters to take to their workplace or child's school. A good pack could include:
  - information about Fairtrade and the local Fairtrade Town campaign
  - a petition that can be easily adapted for any organisation and signed by staff, pupils or members to demonstrate internal demand for Fairtrade
  - Check out the range of Fairtrade at Work materials for workplaces from [www.fairtrade.org.uk/work](http://www.fairtrade.org.uk/work)
  - information about local suppliers offering Fairtrade products to enable change to happen (see page 28). Traidcraft have a great Fairtrade catering package available which works well for places of worship and smaller workplaces. Visit [www.traidcraft.org.uk](http://www.traidcraft.org.uk)
  - examples of local businesses, schools and organisation that have already made the switch to inspire and encourage others. Peer pressure can be a great tool!
- Traidcraft Fairtraders are a valuable source of local knowledge and Fairtrade products. They often know which groups and organisations already use Fairtrade and can provide Fairtrade tea, coffee and sugar to new recruits through their catering packages. [www.traidcraft.org.uk](http://www.traidcraft.org.uk)
- Working through umbrella organisations – associations with influence and contacts – is also an effective way to reach a lot of groups and organisations. Check out the council website to find useful allies and spend time bringing them on board.

Target (audience)	Influencers (allies)
<b>General</b>	Council Press and media (see Goal 4) Local Strategic Partnership (see Goal 1)
<b>Schools</b>	Board of governors Education Services department (council) Development Education Centres in your region <a href="http://www.dea.org.uk">www.dea.org.uk</a>
<b>Faith groups</b>	Justice and Peace or Churches Together groups The head of your local diocese, Methodist district or other faith group Local inter faith groups or forums
<b>Businesses</b>	Chamber of Commerce, Chamber of Trade or equivalent Town centre management Industry specific umbrella organisations – for example the Tourist Board to reach B&Bs and guesthouses
<b>Other community organisations</b>	Local Council for Voluntary Services (CVS) or equivalent Citizens Advice Bureau Community and Living department (council)



# Goal 3 – Making Fairtrade a part of the community

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## Ideas from other Fairtrade Towns

- Create opportunities for groups and organisations to hear about Fairtrade by inviting them to events. Try and combine informative films or presentations with fun opportunities to try Fairtrade products, chat informally about Fairtrade and share ideas for local action. Evening wine-tasting events or business breakfasts can work well.
- If they won't come to you – can you go to them? Many Fairtrade Towns have found offering to do a presentation or assembly is a good way to reach people. Be proactive and invite yourself to the monthly Chamber of Trade or school governors meeting – share your passion!

### Further activity

- Once a switch has been made, remind people why it's important, and publicise it so businesses and organisations feel good about their actions. Many Fairtrade Towns include supportive schools, churches and businesses in their local Fairtrade directory.
- Creating and awarding a pledge form to record commitments made is a good, visible reminder. Encourage organisations to renew – and develop – their pledge every year.

### FOCUS ON

#### Taking Fairtrade further in the community

Information, resources and ideas to encourage action on Goal 3 are available at:

Fairtrade Schools:

[www.fairtrade.org.uk/schools](http://www.fairtrade.org.uk/schools)

Fairtrade Universities and Colleges:

[www.fairtrade.org.uk/universities](http://www.fairtrade.org.uk/universities)

Fairtrade places of worship:

[www.fairtrade.org.uk/faiths](http://www.fairtrade.org.uk/faiths)

Fairtrade at Work:

[www.fairtrade.org.uk/work](http://www.fairtrade.org.uk/work)

- Encourage schools, universities, churches and synagogues to take their commitment further by working towards Fairtrade status.
- Fairtrade Fortnight (see [www.fairtrade.org.uk](http://www.fairtrade.org.uk) for dates) is every Fairtrade Town's annual opportunity to make a massive splash and get everyone involved. Check out the Fairtrade Fortnight Action Guide, packed full of great event ideas for everybody and share these with supportive organisations.

### Maintaining momentum

- Think about strategic introductions and ways the Fairtrade Town can encourage supportive organisations to work together. Could university students run workshops with local school pupils, for example?
- Run competitions to find the workplace that drinks the most Fairtrade tea in a week, or ask schools to design the best Fairtrade-themed poster. Competitions can involve lots of people and make great press hooks!
- Collect and share case studies from local organisations and groups that have made the switch. Use their Fairtrade stories to encourage others to get involved.



### GET INSPIRED

#### Celebrating local Fairtrade heroes

Edinburgh Fairtrade City recognises outstanding action around Fairtrade through an annual Lord Provost Award. Categories include an award for education, long standing achievement and Fairtrade in the community. Winners are announced during Fairtrade Fortnight and the awards help recognise local action on Fairtrade, publicise and celebrate achievements in the local press and encourage other people to become Fairtrade heroes. Could an annual or one-off award recognise and inspire action on Fairtrade in your community?

[www.edinburgh.gov.uk/fairtrade](http://www.edinburgh.gov.uk/fairtrade)



### Notes:

Make a note of potential influencers here. What local organisations or umbrella groups could help you reach schools, businesses, faith groups and other community organisations? Are there any groups that are already supporting Fairtrade and may want to get more involved?



### GET INSPIRED

#### **University of Wolverhampton takes Fairtrade further**

The University of Wolverhampton built on Fairtrade status by incorporating Fairtrade into the Sustainable Development module. Students from the School of Applied Science create a poster explaining Fairtrade based on independent study around Fairtrade and focused lectures. The designs are then judged by members of the Wolverhampton City Fairtrade Partnership and placed on permanent display across the campus.

**[www.wolverhampton.gov.uk/business/fairtrade](http://www.wolverhampton.gov.uk/business/fairtrade)**

## Goal 4

**Media coverage and events raise awareness and understanding of Fairtrade across the community.**

*I think a Fairtrade Town is like a stick of rock with Fairtrade running right through it. Fairtrade should automatically be a part of everything, a natural and integral ingredient of every event, every newsletter and every shopping basket.*

Joanne Golton,  
Garstang Market Town Initiative

## Meeting Goal 4 – requirements

- Articles about Fairtrade and the local Fairtrade campaign have appeared in a range of different local media and publications. *Suggested period: over at least one year*
- Events take place over Fairtrade Fortnight and at other times of the year. *Suggested period: over at least one year*

## Developing Goal 4 – supporters can also :

- Make sure articles and updates are included in local newsletters (parish, church, school)
- Establish Fairtrade as a regular feature at local events (summer fetes and fairs, Christmas markets, school sports days)
- Ensure events reach a wide range of different audiences and enable other groups and organisations to get actively involved (see Goal 3)
- Set up a website to promote the Fairtrade campaign.

### Media coverage and events make a difference

Fairtrade should be recognised, understood and widely supported in a Fairtrade Town. Work on Goals 1, 2 and 3 will make Fairtrade visible in your area and build support for the campaign but there will still be lots of people you miss! Goal 4 is about using local newspapers, websites, radio, and television to take Fairtrade to the wider public and to weave Fairtrade into the fabric of your local area.

Press coverage and events play an essential role in a Fairtrade Town campaign by:

### Reaching the general public

The local press and media have audiences you want to reach. Regular articles and photo stories in the press will increase recognition of the FAIRTRADE Mark and understanding of what it stands for.

### Making Fairtrade a part of local life

The local media often defines local issues – what's seen as important and what's not. Make sure Fairtrade is on the agenda!

Community events such as summer fêtes or local festivals are part of an area's local identity – make Fairtrade a part of these.

### Getting people involved

Events are a good opportunity to inform and entertain and can help recruit new supporters and volunteers as well as increasing understanding of Fairtrade.

Putting Fairtrade on the agenda through regular articles and media updates will encourage more groups, organisations and individuals to get involved and develop your Fairtrade Town campaign.



### Getting started

- Do your research! Which newspapers are in your area? The free local papers often all belong to one media group, which can make it easier to get your story in all of them.
- Make personal contact with the journalist who covers community events – have a look through past editions to find names. Work on building a relationship with them but be aware journalists can move on quickly. Be ready to offer some Fairtrade chocolate or coffee samples in addition to a great, long-running local story.
- The campaign to achieve and maintain Fairtrade status is a story in itself. Launch the campaign with a public event – a Fairtrade breakfast in the Town Hall or a public meeting for example – and invite the press contacts you’ve identified. Keep the press updated as each goal is achieved and when significant victories are won.
- Be polite and professional when approaching the media and never call on deadline day! To sell in an event – make your first, targeted invitation at least two weeks before the event takes place and send a reminder a week later to check it’s in the diary.
- Participating in existing community events (summer fêtes, Christmas fairs) with a Fairtrade stall can be an easy way to reach a lot of people. The council will have a calendar of local events – or check the local paper.
- Most newspapers – and all radio and television stations – will want a spokesperson to comment on the story. Councillors, the Mayor, town centre manager, the chair of your Fairtrade steering group and local MPs all make good spokespeople.
- Seek publicity at every turn. Almost anything can be sold as a story with a little creative spin.



### FOCUS ON



#### Writing a press release

- Keep things clear, short and jargon free – typed, leaving plenty of space, onto one side of A4 paper.
- The story could be progress on the Fairtrade Town campaign or an upcoming event, or both. Put the most interesting aspects first, with an attention-grabbing headline.
- Make it as easy as possible to understand your release by including key information in the first paragraph: who? what? why? when? where?
- Your release may be cut down, so make sure the points you most want people to read are in the first two paragraphs.
- Add a positive quote from the event organiser, a celebrity or supporter (or all three).
- Always mention the local Fairtrade Town campaign and remind them of earlier campaign events or achievements.
- Include a contact name and mobile phone number so journalists can find out more (particularly in the run up to an event) and make sure the release also includes contact details for the Fairtrade Town campaign.

### Further activity

- Check out great event ideas in the Fairtrade Fortnight Action Guide and the event guides available at **www.fairtrade.org.uk**. From football matches to fashion shows and salsa nights to smoothie tastings – the range of Fairtrade products available makes lots of media-friendly, creative events possible.
- Identify your target audience before brainstorming event ideas. Do you want to reach a specific group of businesspeople, the local primary school or members of the general public on the high street?
- Get some free publicity and inspire other groups by adding events to the Fairtrade Foundation event calendar **www.fairtrade.org.uk/events**
- Help us stay abreast of all that’s going on nationally by sending copies of any articles published to **media@fairtrade.org.uk**
- Events and media coverage are a good way to thank supportive organisations and recognise their contribution. Positive publicity will encourage them to keep doing what they’re doing – and take their involvement further.







### TOP TIP

#### Photo calls

A photo call is more a stunt than a story. The press will be most interested in a local celebrity appearance or original and visual activity. Invite photographers to the stunt but be prepared to take pictures yourself and send quality copies to the press shortly afterwards. Make sure they're not too dark – a common mistake!

This photo call to launch Fairtrade Fortnight 2002 in Bolton is a great example of a fun and effective photo call featuring a local councillor (centre) dressed as a banana!



### Maintaining momentum

- Develop a strategy to ensure Fairtrade stays in the public eye long after Fairtrade Town status is achieved. The media is interested in news – keep Fairtrade current and interesting through quirky events and links to public figures and local issues. For example, make Fairtrade cotton shopping bags a part of local campaigns to go plastic bag free.
- Set clear targets for the campaign and communicate success. Progress towards your targets keeps the stories coming and offers opportunities to celebrate publicly.
- Taking events and activity to a regional level is one way to keep the momentum going – and the press interested! Wales involved groups across the country in an attempt to beat the record for the world's biggest picnic in summer 2007. The event got great coverage in the regional press, united groups in a shared, simultaneous event and definitely boosted sales of Fairtrade fruit, juice, biscuits and ice cream.
- Keep up to date with the latest national and international news on Fairtrade by subscribing to a rss feed [www.fairtrade.org.uk/press\\_office/press\\_releases\\_and\\_statements](http://www.fairtrade.org.uk/press_office/press_releases_and_statements)



### FOCUS ON

#### Key messages

While there are a million different stories you can tell about the difference Fairtrade makes or ways everyone can get involved, there are three useful messages that can help keep things simple, structured and effective.

#### 1. Why is Fairtrade important?

##### **Fairtrade makes trade fair.**

A lot of world trade is keeping people trapped in poverty. Two billion people – one third of all humanity – work incredibly hard for a living, but still earn less than \$2 per day. Farmers are often forced to sell below what it cost them to produce their crop and struggle to feed their families, let alone invest in their future. Fairtrade is about trying to change that.

#### 2. How does Fairtrade make trade fairer? Fairtrade ensures that farmers and workers around the world earn enough for today and a better life for tomorrow.

As well as the price they get paid for their crops, the Fairtrade system is unique in providing an additional amount of money (the Fairtrade premium) for the farmers and workers to invest jointly in projects of their own – such as health clinics, improving schools, clean water, improving their processing facilities, providing training, repairing roads or building community centres.

(See [www.fairtrade.org.uk/producers](http://www.fairtrade.org.uk/producers) for producer profiles to bring this message alive)

#### 3. Why are you telling me?

##### **You can make it happen!**

Fairtrade has grown from three Fairtrade certified products in 1994 to over 4,000 by 2008. This happened because ordinary people went into their shops and asked for Fairtrade products. However, millions of farmers still remain trapped in poverty by trade, and it's only if more of us choose Fairtrade products more regularly that Fairtrade will be able to reach them. Each individual action adds up to a world of difference – be a part of it.

It may be helpful before an interview to refresh your knowledge and swot up on good answers to the most frequently asked questions at [www.fairtrade.org.uk/what\\_is\\_fairtrade](http://www.fairtrade.org.uk/what_is_fairtrade)

### Notes:

Start planning events here! How can you engage, entertain and educate people? Who do you want to reach, where could you hold the event and who needs to be involved in organising it? Make a note here of any existing local events you want to make Fairtrade a part of.



### GET INSPIRED



Imagination and Fairtrade bananas helped the Ashbourne Fairtrade group reach an estimated quarter of a million people through media coverage. The group worked closely with local press and media to promote their world record attempt which involved 361 people (and one dog) collectively munching Fairtrade bananas.

[www.ashbournefairtrade.org.uk](http://www.ashbournefairtrade.org.uk)



## Goal 5

**A local Fairtrade steering group is convened to ensure the Fairtrade Town continues to develop and gain new support.**

### Meeting Goal 5 – requirements

- The steering group meets regularly.  
*Suggested period:* over at least one year
- Members represent a range of local organisations and sectors.
- The steering group leads ongoing action around the Fairtrade Town goals, submits the initial application for the area and all applications to renew Fairtrade status thereafter.
- The steering group has responsibility for ensuring that events are organised during Fairtrade Fortnight each year.

### The steering group is the heart of a thriving Fairtrade Town

Working towards and achieving the five Fairtrade Town goals is a significant achievement, not an end in itself! Fairtrade already has a real impact on the lives of over seven million people – farmers, workers and their families – but remains an alternative to conventional trade that needs to grow.

The steering group works to keep up the pressure and make Fairtrade the norm by:

#### Increasing support and involvement

Developing action on the five goals will involve new groups, organisations and businesses and provide opportunities for existing supporters to take further action.

#### Deepening public understanding

Ongoing work by the steering group will take the general public from recognising the FAIRTRADE Mark to deeper understanding of the role Fairtrade plays in a more sustainable future.

#### Setting targets and monitoring progress

The steering group steers activity. Clear targets and objectives in addition to new ambitions and activities will ensure the Fairtrade Town stays on course and goes from strength to strength.

*The strength of the Lichfield Fairtrade City campaign is the way in which it has touched every sector of the life of the city – schools, shops, workplaces, churches, businesses, there is such a breadth and variety. The Lichfield Fairtrade City has helped Lichfield to look beyond itself to the wider world and to work together to make Fairtrade a natural choice.*

Mary Harris  
Lichfield Fairtrade City Steering Group

### Developing Goal 5 – the steering group can also:

- Prepare action plans for the future
- Set indicators to monitor progress and celebrate successes with the wider public
- Form smaller working groups to focus on specific activities and targets, for example events or work with schools
- Contact other Fairtrade Town groups in the area to coordinate activity, pool opportunities and scale up activity in the region
- Continue to recruit and welcome new members
- Maintain and update a volunteer list of supportive individuals and organisations.
- Open a bank account to manage donations and income from fundraising activities
- Keep up to date with the latest news on Fairtrade by subscribing to Fair Comment and the Fairtrade Town and Campaign newsletters published by the Fairtrade Foundation.

### Getting started

- Make sure committed and enthusiastic people know there's a campaign underway they can get involved with. Launch the Fairtrade Town campaign with a well publicised public meeting and/or press release.
- Identify likely volunteers. Speak to friends or family who might be interested, other known Fairtrade enthusiasts and local networks that may share your vision. Think back to the diagram of a Fairtrade Town on page 2 and try and target representatives from each circle!
- If you are looking for people with particular skills or to represent a specific sector (business or education for example) try advertising for help. Appeal in the local volunteer bureau, at events, in libraries and churches or in the local paper.
- Once the campaign is underway, make sure key people such as council officers and supportive shop managers are invited to join the group.

### Developing activity

- Meet frequently and regularly. Some groups meet in a local café that serves Fairtrade tea and coffee, a church hall or in council offices. Make sure meeting times and venues are convenient for everyone.
- Be organised. Always send an agenda around ahead of time for people to comment on. Taking minutes and circulating them afterwards will keep everyone up to date and ensure decisions and commitments are recorded.
- Keep meetings focused and productive. Set times for agenda items and try and stick to them. Be clear on the objectives of each meeting and communicate the outcomes to keep people motivated.
- Bring snacks and create opportunities to celebrate and socialise as a group – keep it fun!
- Guest speakers can add interest to meetings. Why not invite steering group members from a neighbouring Fairtrade Town to share ideas?
- Think about funds and resources. Money is not essential but it does help! Many groups fundraise by charging an entry fee to a film showing or a wine tasting event. Approach local supermarkets and Fairtrade licensees ([www.fairtrade.org.uk/business\\_services](http://www.fairtrade.org.uk/business_services)) for free samples for tasting events. Contact the local Council for Voluntary Service or your council to identify sources of funding for voluntary groups in your area.
- Be ambitious, but realistic: don't bite off more than you can chew.
- Take your time. The most meaningful and effective campaigns for change are those that build over time to become the norm. Only hippies recycled 10 years ago!



### TOP TIP

#### Finding steering group members and supporters – who needs persuading least?

- Friends and family
- Development agency local groups (eg Oxfam, World Development Movement) and other members of the Trade Justice Movement (see [www.tjm.org.uk](http://www.tjm.org.uk))
- Justice and Peace or Churches Together group
- Fair trade shops or cafés
- Multi-faith and faith forums
- Traidcraft or Tearcraft reps
- Local Agenda 21 or sustainability officer (see Goal 1)
- Development Education Centres
- Supportive supermarket managers
- Trade unions
- Local branches of political parties
- Local councillors
- Student groups (eg People & Planet group, Students' Union)
- Schools and youth centres
- Farmers' associations or markets
- Rotary Clubs
- Environmental organisations
- Community associations
- Staff of local ethical businesses





### FOCUS ON



#### Action plans

Creating and sticking to an action plan maintains direction, highlights challenges and achievements and keeps energy and motivation high. All campaigns evolve as new priorities and opportunities arise. Create a new plan to take your Fairtrade Town to each new level.

#### A good action plan will have:

- Objectives for your Fairtrade Town based on what you have achieved so far and priorities for the future. You may find it helpful to have a general action plan for the overall campaign and separate plans for specific activities such as events or working with schools.
- SMART targets – Specific, Measurable, Actual, Realistic and Time-bound. For example, there will be a Fairtrade product tasting stall organised by steering group members in all three major supermarkets in town during Fairtrade Fortnight.
- Defined actions to achieve the targets. For example, make contact with store managers, agree dates, find volunteers, order leaflets from the Fairtrade Foundation.
- Timelines and responsibilities for each action. Be clear about who will need to be involved or influenced.
- Ideas for the resources and funding which may be required to achieve some actions (See page 27).
- Milestones – defined points along the journey offering an opportunity to celebrate, review progress and make any changes. For example, initial meetings have been held with all supermarket managers.

#### Maintaining Fairtrade Town status

- Scale up activity! Feedback on your Fairtrade Town application will offer advice and suggestions on areas you could develop. Refer back to the suggestions for each goal in this guide – what are your next challenges and priorities?
- Fairtrade is one way we can all take positive action each time we shop or enjoy a coffee. As citizens we can put pressure on governments to take action too by ensuring trade policy works for development. Make the link between your support for Fairtrade with wider campaigns for greater trade justice. Combine consumer power with citizen power!
- Keep Fairtrade current and relevant – highlight the links to other issues. Organise topical debates, invite speakers and check out **[www.fairtrade.org.uk/resources](http://www.fairtrade.org.uk/resources)** for policy papers on Fairtrade and climate change, Fairtrade and food miles, Fairtrade and local produce, Fairtrade and women's rights, Fairtrade and the food crisis.
- Network with other Fairtrade Town groups in the area. A group email list or Facebook page work well if it's hard to meet physically. Share ideas and energy, organise regional competitions or record-breaking attempts or share the work on a county-wide Fairtrade directory/website. Why not work together towards Fairtrade Zone or County status?



### FOCUS ON



#### Steering group constitutions

Many steering groups chose to formalise and focus on their aims, objectives and structure through agreeing a group constitution. Feel free to adapt the example below or to create something new and inspiring to suit the vision and structure of your group.

#### Fairtrade Town Group Constitution

##### Name

The name of the group shall be

##### Objectives

- To promote the concept of Fairtrade
- To raise awareness of the FAIRTRADE Mark
- To raise understanding of the problems of unfair trade and what Fairtrade does to tackle these
- To achieve and maintain Fairtrade Town/City status for (place name), as detailed in the Fairtrade Foundation's Fairtrade Town Action Guide
- To lead on ongoing activity to develop support and understanding of Fairtrade in (place name)

##### Membership

- Members will be those who have expressed a commitment to promoting the objectives of the  Fairtrade Group. All members will have the right to be involved with all decision-making and have voting rights.

##### Finance

Include details here of how the group will raise and manage funds, for example

- Members will be encouraged to make a voluntary annual subscription
- Funds will be raised through events
- Grants will be sought from appropriate public and private organisations
- A statement of income and expenditure will be prepared annually and presented for approval to the members' meeting

##### Dissolution

- On dissolution of the group any assets remaining after all debts and liabilities have been discharged shall not be distributed among the members but shall be handed to the Fairtrade Foundation, Ibex House, 42 – 47 Minories, London EC3N 1DY, to be administered in a manner which is exclusively charitable at law.

### GET INSPIRED



In 2008, the Cumbria Fair Trade Network became the first community-based Fairtrade campaign to gain charitable status in its own right. Becoming a registered charity makes it easier to apply for funding and can enhance credibility locally but does involve a lot of hard work! To find out more visit:

**[www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)**

Or contact the Cumbria Fair Trade Network to find out more about their experience

**[www.cumbriafairtrade.org.uk](http://www.cumbriafairtrade.org.uk)**

### Making a successful application:

The application needs to do justice to all your hard work so please make sure you keep a record of all achievements, activities and media coverage.

When you're ready and confident the requirements for each goal are met:

1. Download the application form from **[www.fairtrade.org.uk/towns](http://www.fairtrade.org.uk/towns)**
2. Complete the application form with details around each of the five goals. Completing the form electronically makes processing the application quicker and more efficient.
3. Email the completed application form to **[volunteer.towns@fairtrade.org.uk](mailto:volunteer.towns@fairtrade.org.uk)**. If you cannot submit the form in electronic format, please contact the Fairtrade town volunteer 020 7405 5942.
4. Post any supporting information (press cuttings, directories, posters etc) separately to Fairtrade Towns, The Fairtrade Foundation, Ibex House, 42-47 Minories, London EC3N 1DY.
5. Allow as much time as possible to process your application (at least 6 weeks) and please do not plan a declaration event until you know that your application has been successful.

### What happens next?

- The Fairtrade Foundation confirms the application has been received and requests any additional information needed.
- A panel assesses the application and prepares feedback for the group. The feedback will state which goals have been met and make suggestions about ways to further develop activity.
- If the application is successful – celebrate! A certificate and Fairtrade Town Identity will be awarded to the group.
- If the application is unsuccessful, use the suggestions in the feedback to develop activity and resubmit the application when you feel the necessary progress is made.

## FOCUS ON



**The Fairtrade Town Identity** and guidelines for its use, are sent to groups that successfully achieve Fairtrade status. The identity unites a growing movement of towns, cities, villages, islands, boroughs, counties and zones and offers an easily recognisable image to use on materials (directories, posters, stickers etc) produced as part of ongoing campaigns to raise awareness and support for Fairtrade.



### Maintaining Fairtrade Town status

All Fairtrade Towns must maintain status by submitting a renewal application one year after status is achieved and every two years following that. Make sure progress around the goals is recorded and keep a file (preferably electronic) with details of events, commitments from new organisations, changes in catering and retail outlets and any other information you feel reflects the development of your campaign.

1. Download the Fairtrade Towns Renewal Form from **[www.fairtrade.org.uk/towns](http://www.fairtrade.org.uk/towns)**
2. Complete with updates on progress made since the last application was submitted and send to **[volunteer.towns@fairtrade.org.uk](mailto:volunteer.towns@fairtrade.org.uk)** (post any hard-copy supporting material).
3. The Fairtrade Foundation will assess the renewal application and provide feedback with suggestions on how to further develop activity.
4. If all the goals are maintained, the next renewal will be due in two years.
5. If one or more of the goals is not maintained, the next renewal will be due in one year.

### Changes to application and renewal processes:

Please note that a new online application and renewal process for Fairtrade Towns will be introduced in 2009. The information required to achieve or renew status will not change. Please continue to save all information and check the Fairtrade Town section of the websites for updates on the new application process.

### What is a flagship employer?

A flagship employer is a significant local workplace that uses Fairtrade products and promotes Fairtrade to staff, clients and contacts. The ideal flagship employer is large, influential and locally relevant. Approach employers whose support will have the greatest impact – either in terms of volume of Fairtrade products used (large employers) or in terms of influence (high-profile employers that the local community associated with the area). Please note that employers whose activity is counted under other goals, for example the council (Goal 1) or university (Goal 3), can't be accepted as the flagship employer. When making your application, please state how many employees your flagship employer has.

### What are the goals for a Fairtrade County?

The goals for a Fairtrade County are the same as those for a Fairtrade Town, City or Borough. However, there is an option in how county campaigns choose to meet Goals 2 and 3. These goals can be considered as met if more than half the population of the county live in an area which has already achieved Fairtrade status. If a group wishes to use this method for a Fairtrade County application the areas with Fairtrade status must be listed with their respective populations under Goals 2 and 3. Goals 1, 4 and 5 must be met in the usual way as detailed in this guide and a Fairtrade County campaign will need a distinct flagship employer. It is strongly recommended that Fairtrade County campaigns are discussed with the Fairtrade Town co-ordinator from the start to agree how Goals 2 and 3 will be met.

### What is a Fairtrade Zone?

If a community cannot be described as a town, a city, a village, an island, a borough or a county it will become a Fairtrade Zone. For example, the City of London (square mile) is technically not a borough and became a Fairtrade Zone in October 2007. Neighbouring villages working together have become Fairtrade Zones and National Parks could also become Fairtrade Zones if enough businesses and residents get involved. The same five goals apply and resolutions must be passed by all councils or political governing bodies overseeing the area.

### What's the difference between Fairtrade and Fair Trade?

Fairtrade (one word, capital F) relates exclusively to the work of FLO (Fairtrade Labelling Organisations International) and partners (including the Fairtrade Foundation). The FAIRTRADE Mark is used to certify products that meet Fairtrade standards and come from Fairtrade producer organisations. This system is certified and audited by FLO which works closely with

national partners such as the Fairtrade Foundation in the UK.

Fair Trade or fair trade relates to the wider movement of organisations working to promote fairer trade policy and practice and includes fairly traded items such as handicrafts and jewellery that do not carry the FAIRTRADE Mark.

### What is the difference between Fairtrade and ethical trade?

Both have an important role to play in encouraging socially responsible trading. They start at opposite ends of the trade process. Fairtrade relates to the system described above. Ethical trade starts at the other end, looking at commercial supply chains, and how changes could be made to improve the situation for workers. The term ethical trade is now most commonly used to refer to the work of the Ethical Trading Initiative. Ideally all goods in the UK will have been traded according to ethical codes of conduct. As described above, Fairtrade goes beyond codes. It is about working in partnership with disadvantaged groups, helping them to overcome the serious barriers they face in finding a market for the goods they grow or make so they are able to develop a sustainable livelihood.

### Can our group use the FAIRTRADE Mark on materials?

Yes – providing you follow the guidelines in place to protect the integrity of the Mark. The FAIRTRADE Mark is a certification mark and a registered trademark so please read the guidelines carefully and help us to protect the integrity of the FAIRTRADE Mark. All design work for materials you produce, which includes the FAIRTRADE Mark will need to be approved by the Artwork team at the Fairtrade Foundation [artwork@fairtrade.org.uk](mailto:artwork@fairtrade.org.uk)

### What about road signs to say we're a Fairtrade Town?

The Fairtrade Town identity (linked to the FAIRTRADE Mark) is awarded to communities when they achieve Fairtrade Town status and can be used on road signs. Speak to your council about updating signs to celebrate your collective achievement – the most cost-effective option is often to add a new panel to existing signs.

### Retail or catering outlet, what's the difference?

Broadly speaking, if you take your Fairtrade products home to enjoy it's a retail outlet. Some businesses sell food and drink to take away or to eat in – these can be counted as either retail or catering outlets in the



application but each outlet can only be counted once. Hotels with restaurants or bars open to non-residents can count towards the catering outlet targets for Goal 2. B&Bs, guesthouses and hotels serving Fairtrade to guests but not open to the general public will be counted as workplaces under Goal 3.

### Can our Fairtrade Town form a link with a Fairtrade producer organisation?

Community links or partnerships can be very rewarding when based on mutual learning and respect and on understanding and exploring issues like trade justice together. The Fairtrade Foundation does not arrange community linking with Fairtrade producer organisations but there are organisations that can help you link with communities in developing countries. For more information about community links, visit: **[www.ukowla.org.uk](http://www.ukowla.org.uk)** (includes an excellent Toolkit for Linking)

### What about a fair deal for our local farmers?

Fairtrade isn't in competition with UK farmers. Most Fairtrade products such as coffee, rice, bananas, tea and cocoa can't be grown in the temperate British climate. Many Fairtrade Town groups have made a link between Fairtrade and a fair deal for local farmers by taking Fairtrade to farmers' markets and promoting local produce in directories. It is up to your group to decide its own policy, balancing concern for both local and global farmers.

### Where can we find funding to take our Fairtrade Town campaign forward?

The organisations below may be able to help fund specific activities or direct you to other sources of funding.

- Your council or local authority
- Council for Voluntary Service – advice on small grant programmes for community action
- Development Education Association – information about funding specifically for development education projects **[www.dea.org.uk](http://www.dea.org.uk)**
- The Cooperative Community Dividend Fund – contact your regional office or ask in local stores for details **[www.co-operative.coop/membership](http://www.co-operative.coop/membership)**
- Awards for All – a lottery grants scheme for local communities. See **[www.awardsforall.org](http://www.awardsforall.org)**

Commercial organisations (such as supermarkets or Fairtrade product suppliers) – can be approached for sponsorship of particular events or publications. This is in general a great way of funding your activities, but please make sure companies don't benefit from

associations that are not appropriate, for example the impression may be given that the company in general, rather than a specific product, is Fairtrade 'approved'.

### How can we get hold of Fairtrade product samples for people to try?

Companies are often happy to provide samples for events. See **[www.fairtrade.org.uk/licensees](http://www.fairtrade.org.uk/licensees)** for contact details. Building good working relationships with local store managers and involving them in your Fairtrade Town campaign can also be an effective way to get hold of some Fairtrade samples.

### What about speakers to attend events?

Fairtrade Foundation staff can sometimes attend special events, launches and declarations. Please contact the Fairtrade Town manager with details (date and time, venue, expected audience, role of speaker) as far in advance as possible. Traidcraft also have a network of speakers across the UK who can deliver presentations about Fairtrade and Traidcraft's work. **[www.traidcraft.co.uk/get\\_involved/host\\_a\\_talk/book\\_a\\_speaker.htm](http://www.traidcraft.co.uk/get_involved/host_a_talk/book_a_speaker.htm)**

### Are there any good films about Fairtrade we can show at events?

Short films about Fairtrade and interviews with producers are available to download from **[www.fairtrade.org.uk/resources](http://www.fairtrade.org.uk/resources)** or to order as a DVD from the Fairtrade Foundation. Some companies (e.g. Divine, Traidcraft, Liberation) also produce short films about the producer organisations they work with. Check out their websites to see what's available.

*Black Gold* is a powerful feature-length documentary about coffee farmers in Ethiopia, which highlights the injustices of world trade and the difference Fairtrade can make. Visit **[www.blackgoldmovie.com](http://www.blackgoldmovie.com)** to order a copy.

### Where can we find images of Fairtrade products and producers?

Images of Fairtrade products and producers to use on materials produced as part of your Fairtrade Town campaign are available to download from **[www.fairtrade.org.uk/resources](http://www.fairtrade.org.uk/resources)**. Share images with other Fairtrade activists at **[www.flickr.com/groups/fair\\_trade/pool](http://www.flickr.com/groups/fair_trade/pool)**



## Fairtrade Foundation

For general enquiries about Fairtrade Towns, applications and renewals please contact:

- **volunteer.towns@fairtrade.org.uk** 020 7405 5942

For specific enquiries about your local campaign, please contact: The Fairtrade Town Manager or Fairtrade Town co-ordinator

- Hannah Reed **hannah.reed@fairtrade.org.uk**  
020 7440 8587, or
- Bruce Crowther **bruce.crowther@fairtrade.org.uk**  
01995 601 258 (Monday, Tuesday and Thursday only)

## Fairtrade Foundation website

- Resources for Fairtrade Towns, Schools, places of worship and Universities, the latest trade justice action and information about Fairtrade Fortnight **www.fairtrade.org.uk/get\_involved**
- Facts and figures, all you need to know about the Fairtrade price and premium, the Fairtrade Foundation and answers to the most frequently asked questions **www.fairtrade.org.uk/what\_is\_fairtrade**
- Press releases and the latest news **www.fairtrade.org.uk/press\_office**
- Download the FAIRTRADE Mark, reports, short films, images and other materials at **www.fairtrade.org.uk/resources**
- A list of Fairtrade licensees, contact details for them, the business case for Fairtrade and information on how to become a licensee **www.fairtrade.org.uk/business\_services**
- The full range of Fairtrade products available, recipes to try at home and contact details for hundreds of wholesale and catering suppliers in your area **www.fairtrade.org.uk/products**
- Stories from some of the many thousands of producers who benefit from Fairtrade **www.fairtrade.org.uk/producers**

## Campaign and promotional materials

- Please see **www.fairtrade.org.uk/orders** for a full list and to order online. Ordering online will make it quicker and more efficient for us to get materials to you. If you are unable to order online, please call 020 7440 7676

## Other Fairtrade Town activists:

- Celebrate success, share frustrations, hear what's worked well and keep up to date with the progress of Fairtrade Towns elsewhere in the UK

- Yahoo Fairtrade Town Discussion Group **http://groups.yahoo.com/group/FairtradeTown/**
- Share information and ideas with Fairtrade Town enthusiasts in Europe and beyond
- International Fairtrade Town Discussion group **http://groups.google.com/group/international-fairtrade-towns**

## Links, information and potential partners

### Fairtrade and Fair Trade organisations

- FLO (Fairtrade Labelling Organisation) **www.fairtrade.net**  
The international Fairtrade standards body for national Fairtrade labels, which registers and monitors producers.
- BAFTS (British Association for Fair Trade Shops) **www.bafts.org.uk**
- Traidcraft **www.traidcraft.co.uk**
- Wales Fair Trade Forum **www.fairtradewales.com**
- Scottish Fair Trade Forum **www.scottishfairtradeforum.org.uk**
- Ethical Trading Initiative **www.ethicaltrade.org**
- IFAT **www.ifat.org** (World Fair Trade Organization)

### Organisations tackling trade and development issues

- Trade Justice Movement **www.tjm.org.uk**
- People & Planet **www.peopleandplanet.org**
- World Development Movement (WDM) **www.wdm.org.uk**
- Oxfam **www.oxfam.org.uk**
- War on Want **www.waronwant.org**
- Christian Aid **www.christianaid.org.uk**
- Catholic Agency for Overseas Development (CAFOD) **www.cafod.org.uk**
- Scottish Catholic International Aid Fund (SCIAF) **www.sciaf.org.uk**
- Banana Link **www.bananalink.org.uk**
- Tearfund **www.tearfund.org**
- Shared Interest **www.shared-interest.com**

The Fairtrade Foundation would like to thank the movement of Fairtrade Towns, Cities, Villages, Boroughs, Islands, Counties and Zones across the country for their commitment, support and creativity. Their ideas and dedication have shaped this Action Guide and the Fairtrade movement.

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**Coffee, tea, herbal teas, chocolate, cocoa, sugar, bananas, grapes, pineapples, mangoes, avocados, apples, citrus & other fresh fruits, dried fruit, juices, smoothies, biscuits, cakes & snacks, honey, jam & preserves, chutneys & sauces, rice, quinoa, herbs & spices, seeds nuts & nut oil, wine, spirits, ale, confectionery, muesli, cereal bars, yoghurt, ice cream, flowers, sports balls, sugar, body scrub, cotton products including clothing, homewear, cloth toys and cotton wool.**





# Updates to the Fairtrade Town Action Guide

1

## Changes to Goal 2 – September 2011

### New Goal 2

**At least four Fairtrade product ranges are readily available in the area's retail outlets (shops, supermarkets, newsagents, petrol stations) and two products served in local catering outlets (cafés, restaurants, pubs).**

*We've been working in Fairtrade for a long time, and we see it as the development of one big family, not just the development of one nation. Our challenge is to keep moving forward. We think that by consumers and producers coming together we can bring more of a human face to the issue of trade... Let's stay walking together.*

Feliciano Lara Santana, coffee farmer  
Fedecares, Dominican Republic

### Meeting Goal 2 – How does it affect our group?

- If you're working towards applying for Fairtrade Town status, the new requirement for retail outlets will come in to effect in May 2012. There will be some flexibility if you are struggling to meet these targets, despite trying every campaign trick in the book. See the FAQs on page 6 for further details.
- If your Steering Group has already achieved Fairtrade Status, the targets to achieve Goal Two are less relevant. Read on for details of the new-look renewal process, and more ways to raise the bar for outlets in your area.

### Goal 2: Ten years on

In early 2011, ten years after the Fairtrade Town Goals were first developed, a survey asked Fairtrade Town campaigners about Goal Two and the renewal process in particular. Where next for the Five Fairtrade Town Goals? Based on the survey results, and further discussion by the Campaigner Advisory Group ([www.fairtrade.org.uk/cag](http://www.fairtrade.org.uk/cag)) changes to the retail targets to achieve Goal Two and a new process to renew Fairtrade status are being phased in between now and May 2012. This supplement to your Fairtrade Town Action Guide explains the changes and how they'll affect your Fairtrade Town campaign.

### Goal 2 retail requirement from 2001 to 2011:

Two products with the FAIRTRADE Mark



### And from 2011 onwards:

Four product ranges with the FAIRTRADE Mark



### FOCUS ON

The original Fairtrade Town Action Guide remains the one-stop-shop for any campaign, packed with tips and ideas on how to get started, develop action and maintain momentum. Download the Fairtrade Town Action Guide at [www.fairtrade.org.uk/towns](http://www.fairtrade.org.uk/towns), order a hard copy at <http://online.fairtrade.org.uk> or call us on **020 7440 7676**



## Changes to Goal 2 – September 2011

### Making four Fairtrade product ranges the norm

Goal Two has always been, and will always be, about working with local shops, supermarkets, cafés and restaurants to increase their commitment in order to increase the range and availability of Fairtrade products across your community. The actions of over 520 Fairtrade Towns, Cities, Villages, Islands, Boroughs, Counties and Zones have made a real difference to 560 producer groups in 54 countries who rely on UK shoppers buying Fairtrade, so that they can build a better future for themselves, their families and their communities through a fairer trade deal. But, we still have a very, very long way to go before we make all trade fair.

### Changes to Goal 2: Retail outlet requirement moves with the times!

Previously, retail and catering outlets all needed to stock at least two products with the FAIRTRADE Mark to count towards achieving the Goal Two targets. Thanks to people power over the years, two Fairtrade products are now readily and often automatically available – let's make four product ranges the next Fairtrade norm.

The target number of retail outlets, based on population size, has not changed and can be found on page 12 of the Fairtrade Town Action Guide. However, retail outlets now need to take an extra step to be part of achieving Fairtrade status and stock at least four product ranges with the FAIRTRADE Mark (e.g. Fairtrade tea, Fairtrade coffee, Fairtrade bananas and Fairtrade chocolate) to count towards the Goal Two targets.

### What about catering outlets?

There is no change either to the number and range of products needed for a café, restaurant or pub to count towards the targets, or to the number of catering outlets your campaign needs to bring on board. However, that doesn't stop your steering group from upping the ask! Why not recognise cafés that serve 100% Fairtrade coffee with a special star in your directory or online listings? Or, push for sugar sticks as an obvious next step?

### GET INSPIRED



#### Promote the pioneers

Woking Fairtrade Town Group organised two pub crawls to persuade local pubs to stock nuts from 100% Fairtrade nut company, Liberation. Armed only with Harry's Nuts, leaving samples, stories and a robust sense of humour, the group went from pub to pub, chatting to punters and landlords about the difference Fairtrade makes to the nut farmers who own 42% of Liberation.

**www.wokingfairtrade.org.uk.** Find out more about the 100% Fairtrade pioneers, including Liberation, Divine and Cafédirect in the Fair Trade Organisations guide, 'Doing Business Differently' **www.fairtrade.org.uk/resources**

### GET INSPIRED

#### Campaign Success

After persuading their local Littern Tree pub to go Fairtrade (a decision which was then rolled out nationally), the Leighton Linlade Fairtrade Town group used the hook of hosting their sell-out Jazz Night during Fairtrade Fortnight 2010 to persuade the Grove Lock pub to switch long-term to Fairtrade tea. The pub may also have been influenced by the band of tea ladies 'causing a stir' in town at the time, handing out campaign cards and Fairtrade tea bags to unsuspecting shoppers! **www.fairtradell.co.uk**



## Developing and building on the Five Goals

As a movement, we need to send the loudest possible collective call for fairer trade practice and policy. As effective local campaigns, it's all about what works best locally! Following discussions by the Campaigner Advisory Group based on the survey results, Fairtrade Town Steering Groups are now starting to renew status through creating their own, unique two-year Fairtrade Town Action Plan. From May 2012, all Fairtrade Town Steering Groups will renew in this way. Between now and then, Steering Groups can choose to renew with an Action Plan (as detailed below) or by filling in the old renewal application form ([www.fairtrade.org.uk/towns](http://www.fairtrade.org.uk/towns)) updating on what's happened around each of the Five Goals.

## GET INSPIRED



### Set local priorities

The central aim for the Warrington Fairtrade Borough Action Plan (2011-2013) is to nurture the links they already have across different sectors of the community, support them in maintaining their commitments while encouraging them to take further action. Goal One activities include ensuring the commitments made in the original resolution still hold and also exploring Fairtrade products in other venues, for example council leisure centres and the new Youth Café. The Action Plan also aims to develop new and useful campaign links. One activity is to follow up with a 'warm contact' with a foot in the door of the local football club.

## Fairtrade Town Action Plans

**A campaign Action Plan is an agreed set of aims, with the actions and steps needed to achieve each one. A perfect Action Plan includes timings for the actions and details of who will be responsible for, and involved with each one.**

The Five Fairtrade Town Goals are a proven and effective campaign tool to make Fairtrade a core part of any community. Once Fairtrade Status has been achieved, Steering Groups will decide how best to use this tool to develop their campaign, maintain momentum and create ongoing opportunities to celebrate and communicate success. The Action Plan **must** include aims and related actions to maintain, and ideally develop, both Goal One (ongoing Council support and action) and Goal Five (a Steering Group meeting regularly) – the basic, non-negotiable foundations of any successful Fairtrade Town campaign. Or the two slices of bread that hold the sandwich together... Beyond that, each Fairtrade Town Steering Group can decide exactly how they'll fill their sandwich for the next two years! The final Action Plan is both a tool and a vision for your campaign group. It's your pathway to change for the next two years of campaigning.

## TOP TIP



### Target head office

Apparently it takes just eight letters to Head Office before one major retailer has to consider action. Your actions at a local level have a huge impact, but how about teaming up with partner organisations or other Fairtrade Towns and targeting Head Office too (for example, '100% Fairtrade bananas please')? One letter may be over-looked. Twenty are hard to ignore and if they don't know you want it, they won't stock it!





## Creating your Fairtrade Town Action Plan

This is an opportunity for Steering Groups to share ideas, agree priorities and aims and to then decide together what needs to happen to achieve these. Two months before your next Fairtrade Town renewal application is due, dedicate your Steering Group meeting to shaping the next two years of your campaign.

### Together, ask yourselves:

**Where are we now?** Review your achievements, progress made and challenges encountered. What's gone well, which sectors of the community has the campaign reached and which areas perhaps need more work? It may be helpful to look at each of the Five Fairtrade Town goals in turn. Notes from this discussion can help to create the summary of the past year / two years campaigning to include with your Fairtrade Town renewal application.

### Where do we want to be in two years time?

This is where the group agrees the main aims for the campaign. There could be one overall campaign aim with separate objectives for each of the Five Goals. Perhaps there's an aim that goes beyond the Five Goals? Remember, the Action Plan must include specific objectives for both Goal One (Council support and involvement) and Goal Five (the Steering Group).

**How are we going to get there?** This is where the group identifies what needs to happen to achieve each aim, the steps and campaign activities. Think about who will be responsible for each activity, partners that could help you, timings and any targets that could help measure and monitor progress. When and how will you know if you've been successful?

## Using your Fairtrade Town Action Plan

Make reviewing the Fairtrade Town Action Plan a regular slot in Steering Group meetings. Remind yourselves what the aims are and decide if the activities identified are getting the group there! Share the objectives in your Action Plan and then communicate success and progress with the press and local partners. Remember, every plan evolves, some activities need to be re-thought and new opportunities arrive. The next renewal will include an update on the previous Action Plan so keep a record of progress, challenges, new bits and changes as you go.



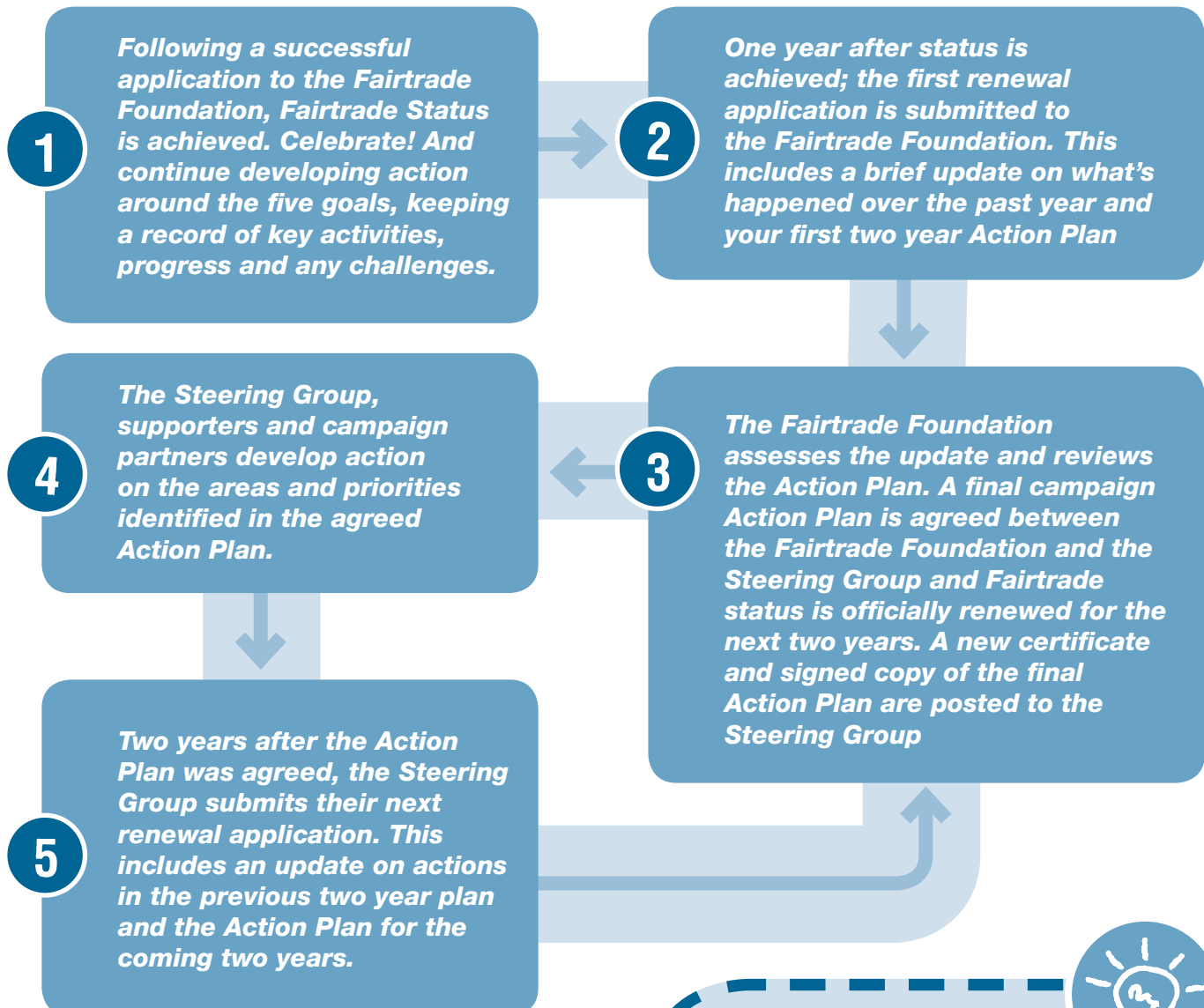
## GET INSPIRED

### Regional networks

Your Action Plan can include aims beyond the five core Goals and even aims beyond the boundaries of your town, village, city or borough. Finding it useful to share ideas, tips, frustrations and contacts with each other, a core group of campaigners from different Fairtrade Town groups in Surrey organised a half day, networking event bringing activists from across the county together. The campaign to achieve Fairtrade County status for Surrey officially launched two years later. Networks are forming across the UK, sharing experience, supporting one another and tackling County Councils and bigger organisations together. Contact us for information about your nearest network or advice on getting something started.



## We are a Fairtrade Town, City, Village, Island, County, Borough or Zone – What happens next?



More information on how to submit your renewal, including template Action Plan forms and sample Action Plans from other Fairtrade Town campaigns, are available at [www.fairtrade.org.uk/towns](http://www.fairtrade.org.uk/towns) or call us on **020 7440 8552**



## GET INSPIRED

### Recruit New Members

The Ealing Fairtrade Borough campaign successfully recruited new members to their Steering Group by advertising for volunteers interested in making a global difference locally, while gaining experience and developing skills in public relations, event management and social media. Most larger councils have a way to advertise local volunteering opportunities, universities or colleges could help recruit students interested in building skills and their CV or try advertising through your nearest Volunteer Centre [www.volunteering.org.uk](http://www.volunteering.org.uk)

## What counts as a 'Fairtrade product range'?

A range of products is a number of different items of the same general kind such as: tea (including green tea and herbal teas), coffee (including roast and ground, decaff and regular), drinking chocolate, sugar, chocolate bars & chocolate confectionery, oils (including olive oil and nut oils), cotton (including cotton t-shirts, socks, trousers and bags), tropical fruit (including bananas, pineapples and mangoes), citrus fruit (including clementines and satsumas), dried fruit, fruit juice, nuts, cereal bars, biscuits, sweets, cakes, wine (including red, white, rose and sparkling), spirits (including rum and even vodka), beer & ales, cosmetics (including body scrubs, body butters, shower gel and soap), rice, pasta, vegetables, beans & pulses, vegetables and now even gold! The Fairtrade range is constantly growing, as are the different products within each range. Is the range on shelves near you growing too? **[www.fairtrade.org.uk/products](http://www.fairtrade.org.uk/products)**

## There aren't enough outlets in our area to meet the targets

If your passion for Fairtrade exceeds the number of shops in your village, or if your creativity just isn't enough to conjure up as many cafés and restaurants as your borough population needs there is flexibility to take action on Goal Two in other ways. Please get in touch with us to discuss, and agree a solution to suit your situation.

## What about specialist retail outlets with lots of products in one or two ranges?

Fairtrade Town Steering Groups are still strongly encouraged to push for and recognise commitment above, beyond and within a product range, for those outlets who only stock a few product ranges. Specialist shops offering at least four Fairtrade products within their range (for example, four different wines or four different fresh flower bouquets) will therefore count towards the Goal Two target. Please do include details of any exceptional ranges in your application and contact us if there is a committed retail outlet, with more than eight different products within one/two ranges that the Steering Group wishes to count towards their retail target to achieve Goal Two.

### Contact us:

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### Notes



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