

A

**Minutes of Meeting of Environment Committee of Mid Ulster District Council
held on Wednesday 3 September 2014 in Magherafelt District Council Offices**

Members Present:	In the Chair, Councillor Cuddy (Chair) Councillors Buchanan, Burton, Cuthbertson, Gillespie, Mallaghan, McAleer, McFlynn, McGinley, B McGuigan, S McGuigan, McNamee, Mullen, Mulligan and Reid
Officers in Attendance:	Mr Tohill, Chief Executive Mr Cassells, Director of Technical Services and Leisure Services (MDC) Mr Kelso, Director of Environmental Health and Building Control (CDC) Mrs McClements, Acting Director of Environmental Services (DSTBC) Mr Scullion, Head of Technical Services (CDC) Miss Thompson, Secretariat (DSTBC)

The meeting commenced at 7.00 pm

E6/14 Apologies

Councillor J O'Neill.

E7/14 Time of Meeting

A DUP Member stated that there is an overlap of time between this meeting and that of another group which some Members of the committee serve on. The Member asked if the committee start time could be changed to 7.30 pm.

The Chief Executive stated that dates and times for all Mid Ulster meetings had been set until March 2015 and that it would be difficult to avoid clashes with all other meetings.

Members were of the view that to maintain continuity all Mid Ulster District Council meetings should continue to start at 7.00 pm.

E8/14 Declarations of Interest

The Chair reminded members of their responsibility with regard to declaration of interest.

**E9/14 Receive and confirm minutes of the Environment Committee
meeting held on Thursday 10 July 2014**

A SF Member requested that the minute be amended to read –

Item E5/14 Paper on DSD Affordable Warmth Programme – Mid Ulster Cluster (C)

Resolved It was resolved that the Director of Environmental Health & Building Control (Cookstown DC) continues to liaise with DSD in respect of finances for the provision of double glazing in currently single-glazed dwellings for owner occupiers.

Proposed by Councillor S McGuigan
Seconded by Councillor McFlynn and

Resolved That the minutes of the meeting of the Environment Committee held on Thursday 10 July 2014 (E1/14 – E5/14) were considered and signed as accurate and correct, subject to the foregoing amendment.

Matters for Decision

E10/14 Receive and consider paper on future of waste management groups

Mr Cassells presented a report in respect of the future arrangements for waste management groups following Local Government Reform in April 2015. As per report, Mr Cassells set out a number of key issues and highlighted the five options, set out by DoE, in relation to the replacement arrangements for the current waste management groups setting out option 5 as the preferred option, that is, to have no future formal group structure.

An UUP Member enquired as to the future of the existing waste management groups with regards to their financing and staffing.

Mr Cassells advised that, in theory, as both arc21 and SWaMP2008 are corporate bodies they could continue to run post April 2015, as NWRWMG is currently a joint committee it would cease to exist. Staffing issues will be considered in due course.

A SF Member questioned whether ongoing contracts could become a liability for Mid Ulster District Council.

Mr Cassells stated that all current contracts will transfer to Mid Ulster District Council in April 2015 with decisions on whether to re-tender to be taken closer to the time of the contract ending.

Proposed by Councillor S McGuigan
Seconded by Councillor Mallaghan and

Resolved That it be recommended to the Council to adopt option 5 in the DoE paper, “To have no formal trans-council waste management co-operation”, but that this option will include voluntary co-operation between Councils on a project by project basis.

E11/14 Receive and consider paper on Home Accident Prevention Strategy 2014-2024

Mr Kelso presented a report and update in relation to the Home Accident Prevention Programme including a draft response to the Home Accident Prevention Strategy consultation 2014-2024.

A SF Member spoke in relation to comment contained within the consultation response, calling for an introduction of a targeted maintenance requirement on all landlords for all heating appliances to reduce potential for accidental poisonings or fire. The Member enquired how this could be policed.

Mr Kelso advised that there is already legislation in the form of the Private Tenancies Order and if the targeted maintenance requirement should be adopted there may be the potential to extend the remit of this legislation.

In relation to media campaigns and how to raise public awareness of home accident prevention a SF Member enquired if an increased budget would be provided for this.

Mr Kelso advised that he was not aware of any further monies becoming available for public awareness campaigns but if Members were of the view an additional comment could be included in the consultation response suggesting an increased budget for home accident public awareness.

A SDLP Member suggested that Mid Ulster District Council consider holding an open day to highlight home accident prevention as previous events organised by respective Councils have been very successful.

Proposed by Councillor Reid
Seconded by Councillor F Burton and

Resolved That it be recommended to the Council to respond to the Home Accident Prevention Strategy response as per report including additional comment in relation to increased budget for public awareness campaigns.

Matters for Information

E12/14 Receive paper on environmental health and building control contractual commitments

Mr Kelso presented a report on the current contracts facilitated by Environmental Health and Building Control Services for the current year 2014/15. Mr Kelso advised that suitable arrangements will be required within the budget for 2015/16 for continued service delivery and that discussions have already commenced in this regard.

A SF Member queried the expenditure on utility and power supply for Magherafelt District Council.

Mr Kelso advised that a more detailed breakdown of this figure can be provided.

E13/14 Receive paper on coloured collar identification tags for dogs

Mrs McClements presented Members with the response made to the Department of Agriculture and Rural Development request for views on the Dog Licensing and Identification 'Review of Coloured Collar Identification for Dogs'.

Proposed by Councillor B McGuigan
Seconded by Councillor McFlynn and

Resolved That it be recommended to the Council to note option 3 – “To abolish the need for coloured identification tags from January 2015, with compulsory micro-chipping to be the sole method of identification” - as the preferred option moving forward.

A SF Member enquired as to the body responsible for cats.

Mrs McClements advised that there is no legislation with regard to the collection or licensing of cats however if there is welfare issues then this would be covered by animal welfare legislation.

E14/14 Receive paper on waste management and technical services contracts

Mr Cassells presented a report which provided Members with details of the five highest value waste management contracts being operated by the three Councils. He advised that all existing contracts will transfer to Mid Ulster District Council and that a further report will be brought to committee outlining preparations in relation to contractual arrangements post 1 April 2015.

A SF Member commented that this Council is in a good position in that a number of the current contracts have around two years left to run which allows sufficient time for retendering for new contracts.

UUP Members commented on the Tullyvar site and its potential to be used as a waste transfer station in the future. It was suggested that the Council target private businesses and organisations with regard to improving the segregating of waste with a view to increasing recycling rates.

The Chief Executive stated that there is still a massive opportunity to divert more waste for recycling but that there is a job of work to do with regard to raising public awareness of what can be recycled and how it should be disposed of. He suggested that this issue be explored by the Waste and Technical Services Working Group with a report to come back to committee on how best to improve public awareness of recycling.

E15/14 Receive paper on Northern Ireland Landfill Allowance Scheme

Mr Cassells presented a report with regard to proposed changes to the Northern Ireland Landfill Allowance Scheme (NILAS) as a result of Local Government Reform.

With regard to the separate collection of food waste which will be legislated for in 2016 a UUP Member enquired whether it would be feasible to collect such food waste separately in rural areas.

Mr Cassells advised that the collection of food waste in rural areas is unlikely to be cost effective on its own but that bins with separate compartments and combined collections could be looked at for the future.

A SDLP Member enquired as to the predicted life left at each Council's landfill sites.

Members were advised that the Cookstown site is due to close in 2015 and Dungannon's site by 2020. The Magherafelt site has capacity for around 40,000 tonnes although the site is not currently being used.

Mr Cassells commented that there is likely to be a complete ban on landfill by 2025.

In response to a question from a SDLP Member, Mr Cassells advised that the food waste collected by Council would be particularly useful for anaerobic digestion.

An UUP Member spoke in relation to the number of large food processors in the Dungannon area who have invested in their own systems to deal with waste.

E16/14 Receive paper on health and safety provision within Mid Ulster waste and technical services sections

Mr Cassells provided Members with an update on the current health and safety activity within Waste and Technical Services across the cluster of councils and future service requirements.

A SF Member enquired as to the resource implications for the future provision of health and safety requirements.

The Chief Executive advised that the health and safety of staff and customers will be a high priority requiring investment. Costs relating to this will be provided to Members at a later date.

E17/14 Duration of Meeting

The meeting commenced at 7.00 pm and ended at 8.45 pm.

CHAIR

Date

B

Subject	Proposed Waste Management Charges 2015/16
Reporting Officer	Andrew Cassells, Magherafelt DC

1	Purpose of Report
1.1	To seek approval for proposed scale of charges in relation to Waste and Technical Services for the period 1 st April 2015 to 31 st March 2016.

2	Background										
2.1	<p>The proposed charges for waste management relate to the collection and/or disposal of commercial waste..</p> <p>The existing (2014/15) charges levied by the three Councils currently are included at Appendix 1 for information.</p> <p>The projected income to be derived from these services for the current financial year (excluding income from commercial waste disposal at landfill sites and sale of recycling material) are shown in table 1 below:</p> <p>Table 1</p> <table><tr><td></td><td>Cookstown</td><td>Dungannon</td><td>Magherafelt</td><td>Total</td></tr><tr><td>Waste Collection</td><td>£184,000</td><td>£355,000</td><td>£210,000</td><td>£749,000</td></tr></table>		Cookstown	Dungannon	Magherafelt	Total	Waste Collection	£184,000	£355,000	£210,000	£749,000
	Cookstown	Dungannon	Magherafelt	Total							
Waste Collection	£184,000	£355,000	£210,000	£749,000							

	Key Issues																								
3.1	Waste Management Charges																								
3.1.1	Commercial Waste – Kerbside Collections <p>Members should be aware that the Mid Ulster Council, where requested, has an obligation to provide for the collection of Commercial Waste from premises within its District and to levy a charge which covers both the costs of collection and disposal/treatment of that Commercial Waste.</p> <p>Proposed charges for the collection and disposal of commercial waste (at the kerbside) are shown in table 2 below.</p> <p>Table 2</p> <table><tr><th rowspan="2">Bin Size</th><th colspan="2">Cost per Collection</th></tr><tr><th>Residual</th><th>Recycling</th></tr><tr><td>120 Litre</td><td>£2.50</td><td>£1.25</td></tr><tr><td>240 Litre</td><td>£4.60</td><td>£2.30</td></tr><tr><td>360 Litre</td><td>£6.80</td><td>£3.40</td></tr><tr><td>660 Litre</td><td>£12.10</td><td>£6.05</td></tr><tr><td>1100 Litre</td><td>£19.90</td><td>£9.95</td></tr></table> <p>The proposed residual (black) bin charges are based on an average of the three existing Council charges plus 3% (rounded to the nearest ten pence). The proposed charges for recycling bins exclude landfill costs and are therefore only 50% of the residual charge. It should be noted that VAT is not chargeable on commercial waste collections.</p>	Bin Size	Cost per Collection		Residual	Recycling	120 Litre	£2.50	£1.25	240 Litre	£4.60	£2.30	360 Litre	£6.80	£3.40	660 Litre	£12.10	£6.05	1100 Litre	£19.90	£9.95				
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3.1.2	Purchase of Wheeled Bins <p>Proposed charges for the purchase of wheeled bins are shown in table 3 below:</p> <p>Table 3</p> <table><tr><th>Bin Size</th><th>Cost</th><th>Delivery Charge</th><th>Total (Exc VAT)</th></tr><tr><td>120/180 Litre</td><td>£25</td><td>£9</td><td>£34</td></tr><tr><td>240 Litre</td><td>£25</td><td>£9</td><td>£34</td></tr><tr><td>360 Litre</td><td>£50</td><td>£12</td><td>£62</td></tr><tr><td>660 Litre</td><td>£125</td><td>£12</td><td>£137</td></tr><tr><td>1100 Litre</td><td>£170</td><td>£12</td><td>£182</td></tr></table> <p>The proposed charges for 240 litre wheeled bins will apply to black, blue and brown containers. The proposed charge for larger (trade) containers i.e. 360, 660 and 1100 litre are based on the most recent prices paid (by Cookstown District Council) plus a small charge to cover administration.</p>	Bin Size	Cost	Delivery Charge	Total (Exc VAT)	120/180 Litre	£25	£9	£34	240 Litre	£25	£9	£34	360 Litre	£50	£12	£62	660 Litre	£125	£12	£137	1100 Litre	£170	£12	£182
Bin Size	Cost	Delivery Charge	Total (Exc VAT)																						
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660 Litre	£125	£12	£137																						
1100 Litre	£170	£12	£182																						
3.1.3	Disposal of Commercial Waste at Recycling Centres <p>The proposed charges for the disposal of residual commercial waste at Recycling Centres/Civic Amenity Sites are as follows:</p> <p><u>Landfilled Waste</u> Active Waste - £134 per tonne + VAT Inert Waste - £54 per tonne + VAT</p>																								

	<p>The landfill rates are based on a 'gate' fee of £51.40 per tonne plus landfill tax which HMRC has confirmed will rise to £82.60 per tonne of active waste and £2.60 per tonne of inert waste from 1st April 2015.</p> <p><u>Treated Waste</u> <i>Active - £120 per tonne + VAT</i> <i>Inert - £40 per tonne + VAT</i></p>
3.1.4	<p>Bulky Household Collections</p> <p>It is proposed that all household bulky collections will be provided <u>free of charge</u> from 1st April 2015. At present this is the case across the existing Councils with the exception of Cookstown where a charge is imposed on householders which request more than one collection per year. This is a discretionary charge which can be re-examined later in the first term of the new Council if necessary.</p>

4	Resources
4.1	<p><u>Financial</u></p> <p>As the proposed charges largely reflect the average/current charges plus an allowance for inflation it is not anticipated there will be a significant change in overall income.</p>
4.2	<p><u>Human</u></p> <p>None</p>
4.3	<p><u>Basis for Professional/Consultancy Support</u></p> <p>None required</p>
4.4	<p><u>Other</u></p> <p>None</p>

5	Other Considerations
5.1	<p>Whilst common IT systems are in place across the three existing Councils for the invoicing of commercial waste charges, different arrangements exist in relation to payment terms, frequency etc. which will have to be addressed/harmonised in conjunction with Finance prior to 1st April 2015.</p>

6	Recommendation
6.1	<p>It is recommended that the proposed charges for Waste be approved for the period 1st April 2015 to 31st March 2016.</p>

7	List of Documents Attached
7.1	Appendix I – Existing Council Charges (2014/15)

WASTE CHARGES

Commercial wheeled bin/charges (per collection/exc VAT)	2014/15 Charges			
	COOKSTOWN		DUNGANNON	MAGHERAFELT
120 Litre	£2.45		£2.20	£2.60
240 Litre	£4.40		£4.40	£4.50
360 Litre	£6.45		£6.70	£6.60
660 Litre	£11.74		£11.50	£12.00
1100 Litre	£19.14		£19.00	£19.70
Wheeled Bin Purchase Prices (Exc VAT)	Price	Delivery Charge	Ex-Yard/ Delivered	Bins delivered subject to £6.25 charge
120 Litre	£20	£9	£27.00/£28.00	180 Litre = £30 Black
240 Litre	£25	£9	£33.00/£35.00	£30 Black £15 Blue/Brown
360 Litre	£50	£9	£59.57/£62.13	£100
660 Litre	£150	£12	£151.49/£158.30	Non Stock
1100 Litre	£210	£12	£220.43/£230.64	Non Stock

C

Subject: Level of Charges / Fees and fixed penalties

Reporting Officer Maurice Young

1	Purpose of Report
1.1	To inform the committee regarding current prescribed charges / Fees and levels of fixed penalties across Mid Ulster.

2	Background
2.1	<p>There is a variety of legislation enforced by Councils which regulates environmental controls whereby a permit, licence or registration is required to legally operate.</p> <p>The process will normally require an application to be made to Council. An assessment to be made and a permit, licence or registration issued.</p> <p>If an application is refused the detailed legislation will set out any appeal process</p> <p>In many cases the level of fee or charge is set out or prescribed by the applicable legislation but in other cases the level is left to the Council to decide within specified parameters</p>
2.2	<p>There are number of offences enforceable by district councils for which a fixed penalty may be offered as an alternative to prosecution. Prosecution can be a costly process and the offender obtains a criminal record</p> <p>The principle of issuing a fixed penalty avoids the need for costly court cases and provides a rapid method of addressing non-compliance.</p> <p>The overriding principle underpinning the use of a fixed penalty notice is that it is issued for an offence where there is appropriate and sufficient compelling evidence (to the standard applying in criminal law, i.e. beyond a reasonable doubt) to enable the successful prosecution of that offence in court, should a fixed penalty notice go unpaid.</p> <p>Further, should a fixed penalty notice go unpaid, the assumption should be that, unless there is very good reason otherwise, the alleged offender will be prosecuted in the magistrates' court.</p> <p>In many cases the level of fixed penalty is prescribed by the applicable legislation but in other cases the level is left to the Council to decide within specified parameters</p>

3	Key Issues
3.1	<p>It is essential that Mid Ulster Council decides the levels of charges fees and fixed penalties to apply from 1 April 2015 within the Council area.</p> <p>Where the legislation permits there are divergences in fees / charges and fixed penalties between the three councils which cannot continue into Mid Ulster Council</p> <p>The levels of fees / charges and fixed penalties within the three Councils is laid out in the appendix to this report item together with some narrative on the individual items.</p>

4	Resource Implications
4.1	<u>Financial</u> Fees and charges are a relevant income source to enable Council to fulfil functions
4.2	<u>Human resources</u> Human resources required to discharge the functions will remain regardless of fees
4.3	<u>Assets and other implications</u> Protection of the environment is enhanced by a proper regulatory regime

5	Other Considerations
5.1	N/A

6	Recommendations
6.1	Committee is asked to note prescribed fees / charges and fixed penalty levels.
6.2	A paper be brought to the Committee in November with Officer recommendations on the proposed fees / charges and fixed penalties for Mid Ulster District Council.

7	List of Documents Attached
7.1	Appendix detailing current fees charges and fixed penalties

MID ULSTER – ENV HEALTH & BUILDING CONTROL TRANSITION WORKING GROUP

This Appendix outlines existing fees / charges applied for relevant functions by the three Councils. It also outlines levels of fixed penalties applied by the three Councils for offences which permit the use of a fixed penalty as an alternative to prosecution.

The information is split between fees / charges which are prescribed by legislation and those where the Council has a level of discretion in setting fees / charges (Tables A and B)

Also included is information regarding fixed penalties. Similarly this information is divided into two sections. The first section outlines fixed penalties where the level is prescribed by legislation. The second refers to fixed penalties where Council has a level of discretion in setting the penalty (Tables C and D)

TABLE A Charges and Fees prescribed by legislation

TABLE B Charges and Fees not prescribed

TABLE C Fixed penalties- levels prescribed by legislation

TABLE D Fixed penalties –levels not prescribed

CHARGES AND FEES - Prescribed

TABLE A

<u>LEGISLATION</u>		Magherafelt	Cookstown	Dungannon &ST	Mid Ulster
Private Tenancies Order(N.I.) 2006					
Article 32-38 PTO	Certificate of Fitness inspection	£50	£50	£50	£50
	Certificate of fitness Re- inspection	£100	£100	£100	£100
		Magherafelt	Cookstown	Dungannon &ST	Mid Ulster
Betting and Gaming (N.I.) Order 2004					

	Grant of Amusement permits	£250	£250	£250	£250
	Renew (see under discretionary)				
	Renew (small)	£32	£32	£32	£32
	Society lottery Registration	£35	£35	£35	£35
	Annual fee	£17.50	£17.50	£17.50	£17.50
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Dogs (N.I.) Order 1983 Dogs (Amendment) Act 2011					
	Issue of				

	licence				
	Full fee	£12.50	£12.50	£12.50	£12.50
	Reduced fee	£5.00	£5.00	£5.00	£5.00
	Block licence	£32.00	£32.00	£32.00	£32.00
Welfare of Animals (Dog breeding establishment and Miscellaneous Amendment) Regs (N.I.) 2013	Licence of dog breeding establishment	Up to 10 bitches £50 11 to 20 £200 26 to 50 £250 51 to 100 £300 101 to 200 £350 Over 200 £350 plus £50 for each additional 100	Up to 10 bitches £50 11 to 20 £200 26 to 50 £250 51 to 100 £300 101 to 200 £350 Over 200 £350 plus £50 for each additional 100	Up to 10 bitches £50 11 to 20 £200 26 to 50 £250 51 to 100 £300 101 to 200 £350 Over 200 £350 plus £50 for each additional 100	Up to 10 bitches £50 11 to 20 £200 26 to 50 £250 51 to 100 £300 101 to 200 £350 Over 200 £350 plus £50 for each additional 100
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Pollution Prevention and Control (Industrial Emissions)					

Regulations (N.I.) 2013					
The Pollution Prevention and Control (District Councils) Charging Scheme (Northern Ireland) 2014					
	Permit application Standard charge	£1625 per activity	£1625 per activity	£1625 per activity	£1625 per activity
	Reduced charge for certain activities	£156 per activity	£156 per activity	£156 per activity	£156 per activity
	PVR 1 and 11 combined	£276	£276	£276	£276

	Vehicle refinishers	£280	£280	£280	£280
	Standard subsistence charges				
	Low	£750 per activity	£750 per activity	£750 per activity	£750 per activity
	Medium	£1096 per activity	£1096 per activity	£1096 per activity	£1096 per activity
	High	£1441 per activity	£1441 per activity	£1441 per activity	£1441 per activity
	Reduced subsistence for certain activities	£156	£156	£156	£156
	PVR 1 and 11 combined	£242	£242	£242	£242
	Vehicle refinishers	£280	£280	£280	£280

	Variation charges				
	standard	£1038	£1038	£1038	£1038
	Reduced	£102	£102	£102	£102
	Transfer charges (whole)				
	Standard	£161	£161	£161	£161
	Reduced	£17	£17	£17	£17
	Transfer charges (part)				
	Standard	£485	£485	£485	£485
	Reduced	£48	£48	£48	£48
	Additional fee for operating without permit				

	Standard Reduced	£1274 £76	£1274 £76	£1274 £76	£1274 £76
	Late payment fee	£53	£53	£53	£53
		Magherafelt	Cookstown	Dungannon &ST	Mid Ulster
Caravans Act (N.I) 1963	Caravan or camping licence	£10	£10	£10	£10
		Magherafelt	Cookstown	Dungannon &ST	Mid Ulster
Safety of Sports Grounds (N.I.) Act 2006					
	Sports ground certificate application	£100	£100	£100	£100

	Change sports ground certificate	£50	£50	£50	£50
	Regulated stand certificate application	£50	£50	£50	£50
	Change regulated stand certificate	£25	£25	£25	£25
		Magherafelt	Cookstown	Dungannon &ST	Mid Ulster
Local Government (Miscellaneous Provisions (N.I.) 1985					

	Indoor Entertainmen t licence (annual)				
	Under 100	£100	£100	£100	£100
	101 to 200	£150	£150	£150	£150
	201 to 300	£250	£250	£250	£250
	301 to 500	£400	£400	£400	£400
	501 to 1,000	£750	£750	£750	£750
	More than 1,000	£1,000	£1,000	£1,000	£1,000
	Indoor entertainmen t licence (14 days)				
	Under 100	£50	£50	£50	£50
	101 to 200	£75	£75	£75	£75
	201 to 300	£125	£125	£125	£125
	301 to 500				

	501 to 1,000	£200	£200	£200	£200
	More than 1,000	£375	£375	£375	£375
		£500	£500	£500	£500
	Schools, church halls voluntary, charity	£50	£50	£50	£50
	Machines or equipment for entertainment or amusement	£100	£100	£100	£100
	Circus	£50	£50	£50	£50
	Outdoor entertainment licence musical				

	Less than 500	£1,000	£1,000	£1,000	£1,000
	More than 500	£2,000	£2,000	£2,000	£2,000
	Outdoor musical entertainment (voluntary groups / charity)				
	less than 500	£125	£125	£125	£125
	More than 500	£250	£250	£250	£250
	Variation to terms	£80	£80	£80	£80

Building Control fees are set in accordance with the Building (Prescribed Fees)(Amendment) Regulations (Northern Ireland) 2013

These fees apply to applications made after 8th April 2013

All works that come within the remit of Building Regulations attract a fee. The scale of fees is prepared by the Department of Finance and Personnel. The fees are not subject to annual increase, but are revised periodically by the Department. The amount of fees payable to Building Control will be dependent on the nature of work undertaken. The amount of plan fee to be paid depends on the proposal. There is a fixed rate for

certain domestic extensions, detached domestic buildings such as garages, roofspace conversions and houses up to 250m² in area. All of these have a fixed fee for assessment of plans. In small extensions under 20m², the plan fee also covers any and all inspections subsequently carried out on site. Where works do not encompass small buildings, extensions or conversions the fee can be calculated on an “estimated cost of works” basis. The estimated cost should be based on a contractors cost to carry out such work. If part of the works are to be used solely for a person with a disability, those works are separated from the fee calculation and a fee applied to the remainder of the proposed works only. Full exemptions apply when the works are exclusively for a person with a disability or where the works are described as exempt.

CHARGES AND FEES - Discretionary

TABLE B

<u>LEGISLATION</u>		Magherafelt	Cookstown	Dungannon &ST	Mid Ulster
High Hedges Act (N.I.) 2011	Fee to make a complaint (Maximum permitted £360)	£50	£250	£50	
	Repayment of fees staged for early withdrawal of complaint	No	Yes-50% where work done before service of notice	No policy	
	Fee transfer if remedial notice served (Maximum permitted £360)	£50	£250	£360	
	Policy re transfer of fees	Individual case by case	Transfer on Remedial Notice taking effect	Transfer on Remedial Notice taking effect	
<p>The High Hedges Act (Northern Ireland) 2011 gives district councils certain powers to deal with complaints about high hedges which are having an adverse effect on a neighbour's enjoyment of their property through acting as a barrier to light.</p> <p>The legislation only applies to evergreen and semi evergreen trees of 2 metres or over and only relates to the effect such a hedge may be having on natural light. A hedge must comprise of at least two trees</p> <p>The Act introduced a formal complaints system operated by district councils but it is only used as a last resort as complainants are encouraged to seek a resolution themselves and a district council cannot receive a formal complaint unless evidence of attempts to resolve the complaint by the complainant is available.</p> <p>The Council effectively acts in an arbitral capacity</p>					

The maximum fee that can be set is prescribed at £360 by the High Hedges (Fee) Regulations (N.I.) 2012 and High Hedges (Fee transfer) Regulations (N.I.) 2012.

Magherafelt and Dungannon & ST have taken the approach of charging a low fee to provide a service while discouraging cases with no substance. Cookstown has taken the approach of charging a higher fee to recover a greater proportion of costs. It has been estimated that a high hedge complaint will require 12-13 hours of an officer's time in addition to the cost of registering a remedial notice as a statutory charge. Additional costs can arise from obtaining an arborists opinion.

Actual costs are likely to be well over the £300 mark but the number of cases that has proceeded to formal complaint since the introduction of the High Hedges (N.I.) Act 2011 has been low (5 across the three Councils) and it is a policy decision for Council if they wish to adopt a low fee or look more towards cost recovery

Number of formal complaints made since measure enacted

Cookstown	1
Dungannon & ST	2
Magherafelt	2

The majority of fees across the other existing Councils are in excess of £250. By way of example

Council Fee for complaint

Banbridge BC	£360
Newtownabbey BC	£360
Belfast CC	£350
Limavady BC	£100

Derry CC		£50			
It is also a policy decision for Council if they wish to transfer the fee if a remedial notice is served and at what level. The fee on transfer does not have to be the same as that charged to a complainant but has the same upper level at £360					
		Magherafelt	Cookstown	Dungannon &ST	Mid Ulster
Street Trading Act (N.I.) 2001 –					
	Stationary	£152	£225 (based on day a week-£30 additional day)	£580	
	Mobile	£135	£175	£225	
	Temporary	£46	£65 (£5 –civic events)	£60	
	Variation	None set	None set	£70	
The Street Trading Act (Northern Ireland) 2001 enables district Councils to regulate street trading in their districts. It prohibits street trading unless the trader has a licence or a temporary licence granted by the district council					
The types of licence are a “stationary” which relates to repeated trading in the same designated area, a “mobile” which allows trading by mobile traders in specified areas (e.g. ice cream van) and a “temporary” which is usually associated with events and is of temporary duration, often a day or part but can be up to seven days					
The Council is permitted to charge maximum fees sufficient to recover the full costs of administering the scheme (this would not include enforcement) “taking one year with the other”					
If the Council decides to charge fees it must give notice of fees to all licence holders affected and publish a notice in 2 or more papers circulating locally. The notice must set out prescribed information including that the Council has prepared a statement which sets out how the proposed fees has been calculated and the location at which this can be inspected.					
The fees for Magherafelt have not been revised for several years, Cookstown reviewed in January 2012.					

Dungannon & ST have recently reviewed their fees and charge substantially more than the others.

The approach in licensing a street trader will be likely to affect the fee level

Number of street trading licences	Stationary	Mobile
Cookstown	5	2
Dungannon & ST	7	5
Magherafelt	14	12

		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Cinemas (N.I.) Order 1991					
	Cinema licensing	£225 per year	£500 per year	£400 per year	

The Cinemas (N.I.) Order 1991 sets the maximum fees a Council can charge at £600 per year or £200 per month (not to exceed £600 in year) Fee to transfer a licence is set at a maximum of £120. There is no requirement to justify levels of fee set within that parameter. An application will entail officer time processing and inspecting / re-inspecting as necessary.

Number of cinemas

Cookstown	1
Dungannon & ST	1
Magherafelt	1

		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster

Local Government (Miscellaneous Provisions) (N.I.) 1985					
	Sex shop licence	Provision not adopted	Provision not adopted	Grant £2,000 Renew £1,000 Transfer £375	
<p>A Council may resolve that Schedule 2 to the Local Government (Miscellaneous Provisions) (N.I.) Order 1985 applies in their district and if the council so resolves they shall publish a notice to that effect at least twenty eight days before the specified commencement date</p> <p>Dungannon & ST have so resolved, Magherafelt and Cookstown have not so resolved. Therefore the provisions of Schedule 2 apply in Dungannon & ST but not in Magherafelt or Cookstown</p> <p>It is a policy decision whether to adopt Schedule 2 or not</p> <p>If adopted schedule 2 defines a sex shop and specifies the requirement to hold a licence and sets out the requirements and procedure to obtain a licence</p> <p>As regards fees the schedule states that an applicant shall pay a reasonable fee as determined by the Council. Dungannon & ST has set fees as above. There are no fees in Magherafelt or Cookstown as the provision does not apply</p> <p>There are currently no licensed sex establishments in Mid Ulster</p>					
	Acupuncture / electrolysis / tattooing/ piercing	£75	£50	£25	
<p>Part v of the Local Government (Miscellaneous Provisions) (N.I.) Order 1985 provides for adoption by Councils of the provisions of that section. The section requires registration for acupuncture tattooing ear-piercing and electrolysis. All three Councils have adopted this provision and are supported by bye-laws. The purpose of the legislation is to prevent the spread of infection. Council is permitted to charge such reasonable fees as it may determine.</p>					

While there is wide divergence in percentage terms across the three Councils the amounts are relatively low

Number of premises

Cookstown	9
Dungannon & ST	28
Magherafelt	12

		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Private Tenancies Order (N.I.) 2006 (PTO)					
Article 26 -PTO	Power to charge for enforcement action	Not yet exercised	Not yet exercised	Notice of disrepair £50 Notice of unfitness £150	
<p>The Private Tenancies Order (N.I.) 2006 includes provisions relating to conditions in the private rented sector (PRS) and allows Council to serve certain notices to require repairs or improvements. A landlord in receipt of such notice is required to carry out works.</p> <p>The legislation allows Council to also charge the landlord for the costs of issuing the notices. Only Dungannon & ST have adopted this to date. There have been no notices issued to date across the three Councils and costs recovery is therefore less important but the PRS work is likely to increase and Council may wish to consider this factor or review in a set time scale charges (If any)</p>					
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Betting and Gaming					

(N.I.) Order 2004					
May charge such amount as Council considers necessary to balance income and expenditure	Renew amusement permit (default £250)	£250	£250	£90	
<p>The fee to renew an amusement permit is set to default at £250 but a Council may charge such amount as it thinks reasonable to balance income and expenditure.</p> <p>Magherafelt and Cookstown have adopted the default fee whereas Dungannon & ST has set the fee at £90</p> <p>Number of premises</p> <p>Cookstown 3</p> <p>Dungannon & ST 4</p> <p>Magherafelt 2</p>					
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Places of marriage /civil partnerships – Maximum costs reasonably incurred	approval	£400 per year	£200 for first year or one off renewal £120 per year	£275 per 3 years £315 per 3 years if includes both	
<p>The legislation allows councils to charge “costs reasonably incurred”. The figures across the three councils varies significantly particularly when the longer time spell of an approval as regards Dungannon & ST is considered</p> <p>Number of approved places of marriage</p> <p>Cookstown 8</p>					

Dungannon & ST 7					
Magherafelt 4					
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Dogs (N.I.) Order 183 as amended	Collection of unwanted dogs licensed	£0	£15	£10	
	Collection of unwanted dogs unlicensed	£0	£15	£15	
	Kennel charges	Same day collection £40 Per overnight stay additional £11	Same day collection £30 Per overnight stay additional £15	Collection before next 11.00 a.m after receipt £15 Each additional day or part thereof past 11.00 additional £15	
<p>Council provides a service in collecting unwanted dogs from householders and may charge a fee for same. Magherafelt does not charge a fee, the other two Councils do charge with the Dungannon & ST fee dependant on whether the dog is licenced or not.</p> <p>It is a policy decision whether a fee for collection of unwanted dogs should be charged or what level. A low or zero fee encourages the responsible disposal of dogs</p> <p>Council will also lift stray dogs from within the area and owners are able to reclaim them. All three Councils charge "bed and board" fees which an owner must pay to reclaim their stray dogs. The levels across the Councils varies but not significantly</p>					
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster

THE POISONS (N.I.) ORDER 1976 THE POISONS REGULATIONS (N.I.) 1983	Registration of premises selling poisons / Renewal of registrations	£3	£5	£5	
	Renewal /amendment of registrations	£3	£5	£3	
<p>A duty is placed on Council by the legislation to register premises selling poisons. The duty within that legislation does not extend significantly beyond registration but Health and Safety considerations would be relevant. The poisons inspectorate would deal with any issues normally in consultation with the district council</p> <p>Number of registrations</p> <p>Cookstown 11</p> <p>Dungannon St 11</p> <p>Magherafelt 15</p>					

FIXED PENALTIES - Prescribed

TABLE C

Legislation		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Sunbeds Act (N.I.) 2011 – Fixed penalty All fixed penalties prescribed					
Section 1(1) a	Use by under 18	£250	£250	£250	£250
Section 1(1) b	Under 18 in restricted zone	£250	£250	£250	£250
Section 2(1)	Sell to under 18	£250	£250	£250	£250
Section 2(2)	Hire to under 18	£250	£250	£250	£250
Section 4(1)	Fail to provide information (use)	£250	£250	£250	£250
Section 4(4)	Fail to provide information (sell)	£250	£250	£250	£250
Section 4(6)	Fail to provide information (Hire)	£250	£250	£250	£250
Section 5(1)	Fail to display notice	£250	£250	£250	£250
Section 6(1)	Display of health claims	£50	£50	£50	£50

Section 7(1)	Provision of eyewear	£250	£250	£250	£250
Section 7(4)	Provision of eyewear (sell)	£250	£250	£250	£250
Section 7(6)	Provision of eyewear (hire)	£250	£250	£250	£250
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Energy performance of buildings (Certificates and inspections) Regulations (N.I.) 2008					
	No energy performance certificate	Dwellings £200 Commercial 12.5% of rateable value with default of £750 Min £500 max £5,000	Dwellings £200 commercial 12.5% of rateable value with default of £750 Min £500 max £5,000	Dwellings £200 commercial 12.5% of rateable value with default of £750 Min £500 max £5,000	Dwellings £200 commercial 12.5% of rateable value with default of £750 Min £500 max £5,000
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
The Smoking (N.I) Order 2006 – penalties The Smoke-free (Premises, Vehicle Operators and Penalty Notices) Regulations (Northern Ireland)					

2007					
All fixed penalties prescribed					
Article 7	Offence of non-display of specified signs	£200 (£150 if paid within 15 working days)	£200 (£150 if paid within 15 working days)	£200 (£150 if paid within 15 working days)	£200 (£150 if paid within 15 working days)
Article 8	Offence of smoking in smoke free place	£50 (£30 if paid within 15 working days) (prescribed)	£50 (£30 if paid within 15 working days) (prescribed)	£50 (£30 if paid within 15 working days) (prescribed)	£50 (£30 if paid within 15 working days) (prescribed)
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Private Tenancies (N.I.) Order 2006	Offence of not protecting the deposit in a tenancy	Three times the deposit taken	Three times the deposit taken	Three times the deposit taken	Three times the deposit taken
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Noise Act 1996					
	Night time noise from licenced premises	£500	£500	£500	£500

FIXED PENALTIES – Discretionary

TABLE D

Legislation		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Clean neighbourhoods and Environment Act (N.I.) 2011					
Part 2 Article 29 (A) PCLG (NI) Order 1978 Prescribed £200 minimum £60 for early payment	Vehicles – Unauthorised abandonment	£200 prescribed – (within 7 days £120)	£200 prescribed	£200 prescribed	
Number of fixed penalties issued		2012-2013	2013-2014		
Cookstown		0	0		
Dungannon & ST		0	0		
Magherafelt		0	0		
Section 3(1) Section 4(1)	Nuisance parking Repair of vehicles	£100	£100	£100	

Prescribed minimum for early payment	/ sales				
Number of fixed penalties issued	2012-2013	2013-2014			
Cookstown	0	0			
Dungannon & ST	0	0			
Magherafelt	0	0			
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Part 3 Article 3(1) Litter (NI) Order 1994 Range £50 to £80 default £75 Minimum £40 for early payment	Offence of throw down/drop/deposit and leave litter	£80 (within 7 days £50)	£80 (within 7 days £50)	£80	
Number of fixed penalties issued	2012-2013	2013-2014			
Cookstown	22	8			
Dungannon & ST	6	9			
Magherafelt	73	38			
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Part 3 Article 4(1)	Depositing of dog	£80 (within 7	£50	£50	

Range £50 to £80 default £75 Minimum £40 for early payment	Excrement	days £50)			
Number of fixed penalties issued	2012-2013	2013-2014			
Cookstown	1	0			
Dungannon & ST	2	2			
Magherafelt	0	2			
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Part 3 Article 12C(1) – Litter Clearing Notice Range £75 to £110 minimum £60 for early payment	Failing to comply – Litter Clearing Notice	£110 (within 7 days £70)	£100	Not set	
Number of fixed penalties issued	2012-2013	2013-2014			
Cookstown	0	0			
Dungannon & ST	0	0			
Magherafelt	0	0			
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Part 3 Article 13	Failing to comply	£110	£100	Not set	

– Street Litter Control Notice Range £75 to £110 minimum £60 for early payment	– Street Litter Control Notice	(within 7 days £70)			
Number of fixed penalties issued 2012-2013 2013-2014					
Cookstown	0	0			
Dungannon & ST	0	0			
Magherafelt	0	0			
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Part 3 – Article 14B Schedule 1A – Free Distribution of Printed Material Range £50 to £80 default £75 Minimum £40 for early payment	Unauthorised distribution of printed material	£80 (within 7 days £50)	£75	Not set	
Number of fixed penalties issued 2012-2013 2013-2014					
Cookstown	0	0			
Dungannon & ST	0	0			
Magherafelt	0	0			

		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Part 4 Section 26(1) - Graffiti and Fly-Posting Range £50 to £80 default £75 Minimum £40 for early payment	Offence – Graffiti and Fly-posting	£80 (within 7 days £50)	£75	Not set	
Number of fixed penalties issued 2012-2013 2013-2014					
Cookstown		0	0		
Dungannon & ST		0	0		
Magherafelt		0	0		
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Dog Control Orders Range £50 to £80 default £75 Minimum £40 for early payment	Breach of dog control orders	£75 (default)	£75 (default)	£75 (default)	
Number of fixed penalties issued 2012-2013 2013-2014					
Cookstown		0	0		

Dungannon & ST	0	0			
Magherafelt	0	0			
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Alarm notification area Range £50 to £80 default £75 Minimum £40 for early payment	Failure to nominate key holders in alarm notification area	£75 (default)	£75 (default)	£75 (default)	
Number of fixed penalties issued 2012-2013 2013-2014					
Cookstown	0	0			
Dungannon & ST	0	0			
Magherafelt	0	0			
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Section 8(1) Noise Act 1996 as set for district Default £100 Council may set lower levels for early repayment	Night time noise from domestic premises	£100 (default)	£100 (default)	£110	
Number of fixed penalties issued 2012-2013 2013-2014					

Cookstown	0	0			
Dungannon & ST	0	0			
Magherafelt	0	0			
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
<u>Private Tenancies (N.I.) Order 2006</u>					
Article 5(B) – PTO (tenancy deposit regs) Maximum one fifth of maximum penalty (i.e. £500)	accepting deposit other than money	£500	£500	£500	
Number of fixed penalties issued 2012-2013 2013-2014					
Cookstown	0	0			
Dungannon & ST	0	0			
Magherafelt	0	0			
		Magherafelt	Cookstown	Dungannon & ST	Mid Ulster
Article 65(A)4 – PTO Landlord	Failure to register /letting without being registered	£500	£500	£500	

registration Maximum one of fifth maximum penalty (i.e.£500)					
Number of fixed penalties issued	2012-2013	2013-2014			
Cookstown	0	0			
Dungannon & ST	0	0			
Magherafelt	0	0			
		Magherafelt	Cookstown	Dungannon &ST	Mid Ulster
Dogs order Article 17(1) Range £50 to £80 Default £75 Early payment minimum £50	Keeping dog without licence	£80 Early payment £50	£80 Early payment £50	£80 Early payment £50	
Number of fixed penalties issued	2012-2013	2013-2014			
Cookstown	5	1			
Dungannon & ST	7	5			
Magherafelt	6	8			
Dogs order Article 22(1) Range £50 to	Penalty for stray dogs	£80 Early payment £50	£80 Early payment £50	£80 Early payment £50	

£80 Default £75 Early payment minimum £50					
Number of fixed penalties issued	2012-2013	2013-2014			
Cookstown	5	8			
Dungannon & ST	11	17			
Magherafelt	5	5			
Dogs order Article 35(3) Range £50 to £80 Default £75 Early payment minimum £50	Control of dogs on certain roads and land	£80 Early payment £50	£80 Early payment £50	£80 Early payment £50	
Number of fixed penalties issued	2012-2013	2013-2014			
Cookstown	0	0			
Dungannon & ST	0	0			
Magherafelt	0	0			
Dogs order Article 30 E (5) Range £50 to £80 Default £75 Early payment minimum £50	Failure to notify transfer	£80 Early payment £50	£80 Early payment £50	£80 Early payment £50	
Number of fixed penalties issued	2012-2013	2013-2014			

Cookstown	0	0			
Dungannon & ST	0	0			
Magherafelt	0	0			
Dogs order Article 30F(1) Range £50 to £80 Default £75 Early payment minimum £50	Failure to comply with control conditions	£80 Early payment £50	£80 Early payment £50	£80 Early payment £50	
Number of fixed penalties issued	2012-2013	2013-2014			
Cookstown	0	0			
Dungannon & ST	0	1			
Magherafelt	0	0			

D

Subject	DARD's Review of the Implementation of the Welfare of Animals Act 2011
Reporting Officer	Maurice Young

1	Purpose of Report
1.1	To make members aware of the current Review of the Implementation of the welfare of Animals Act 2011 being carried out by DARD.

2	Background
2.1	<p>DARD documentation states “on 31st March 2014 the Assembly debated and agreed a Private members bill as follows –That this Assembly notes with concern the number of cases of extreme animal cruelty that have occurred recently, the low number of convictions and the failure to impose the maximum sentence available; and calls on the Minister of Agriculture and Rural Development, in conjunction with the Minister of Justice, to initiate a review of the implementation of animal cruelty legislation, particularly sentencing guidelines and practices, to ensure that the maximum effectiveness is being brought to bear to combat these crimes. In response DARD have established the review with contribution from DoJ.</p> <p>The review will consider the implementation of the Welfare of Animals Act 2011 under the following themes:</p> <ul style="list-style-type: none"> • Sentencing for Animal welfare offences • Delivery structures for non-farmed animals currently being carried out through 4 EH Groups and Belfast • Working together (both within and between several agencies) • Serving the public (information and complaints)

3	Key Issues
3.1	<ul style="list-style-type: none"> • Sentencing <p>At this point in time there have been a number of cases heard through the legal system with a larger number still to be heard. In NI, up until September 2014 there have been 15 convictions in the magistrates' Court for animal welfare offences for which Councils have the responsibility to action. The penalties handed out in these cases were 1 prison sentence, a number of suspended prison terms, and bans on keeping animals and fines. It would be beneficial to have a database of persons convicted of animal welfare offences accessible by Council officers.</p> <p>Locally there has been an unexpected decision where a person convicted</p>

<p>of animal welfare offences was still allowed to keep a number of horses and this is currently being queried. There are costs also associated with the keeping of animals especially large animals until the courts make decisions on their future. If animals could be disposed of at an earlier stage this would reduce costs to Councils and ease the pressure on animal sanctuaries.</p> <ul style="list-style-type: none"> • Delivery structures It was determined in 2011 by the Society of Local Authority Chief Executives (SOLACE) that the most appropriate way to deliver the new animal welfare duties placed on councils at that time would be through the adoption of a regional collaborative “cluster” approach. The current delivery for the welfare of non-farmed animals is through the Southern, Eastern and Western EH groups, Ballymena BC (Northern Area) and Belfast CC. This approach utilises central administrative project management including funding arrangements , co-ordination of tasks, regional liaison with DARD and PSNI, procurement of vans , specialist equipment, , tenders for transportation and shelter of animals, veterinary and legal services, training of officers and ability to share staff between Councils . There is a dedicated IT database accessible by all Councils . With the LGR process and the review of Group structures, operational mechanisms need to be put in place so as to ensure service provision in a manner that continues the established work and maximises flexibilities in delivery arrangements. • Working together The collaborative working arrangements between Councils and Groups for procurement, tendering and employment arrangements has proved beneficial. The Service Delivery arrangements put in place for April 2015 should ensure efficient use of resources and continued good partnership working between Councils and other Agencies . Where necessary there has been cross border operations in respect of animals in border regions and these established relationships should continue to be built upon between the relevant statutory bodies. • Serving the public With the change in role for the Councils in relation to animal welfare through the 2011 ACT it is important that the public continue to know who to contact in the event of an animal welfare incident. It would be the Officers’ view that this information is still kept on the Councils’ websites in a prominent position and promoted through appropriate Council events. The current IT system facilitates sharing of documents and allows access for each Council which is beneficial. Further clarity is needed to differentiate between Dog control and animal welfare cases and the different call –out arrangements. Any decisions regarding prioritisation of calls and response times should be communicated with partners . The public need to be made aware of the differences between the two or else the service especially after 5pm and at weekends being organised so that each can be effectively dealt with and providing a seamless service to the complainant. Locally there has been limited publication of enforcement
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	<p>action, however there is a period of time between work being actioned and enforcement outcomes leading to the potential for the full extent of enforcement not yet being realised. This will take a period of time to be worked through. Greater information to the public will help to highlight animal welfare issues and help deter future offences.</p>
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4	Resource Implications
4.1	<p>Financial</p> <p>DARD currently fund Councils on a regional basis for the animal welfare work for non-farmed animals. Any future delivery post 2015 needs to consider incorporating the best practice from collaborative working whilst having the 11 Council model. Choice of delivery mechanisms in the future will determine costs. An interim report from DARD is expected by 30 th November 2014 and a final written report in early 2015 which can be considered in this decision making process.</p>
4.2	<p>Human resources</p> <p>Dependant on new structures and including tendering and procurement of support arrangements</p>
4.3	<p>Assets and other implications</p> <p>Dependant on new structures and arrangements including tendering arrangements</p>

5	Other Considerations
5.1	N/A

6	Recommendations
6.1	N/A

7	List of Documents Attached
7.1	DARD Terms of reference “ Review of the Implementation of the Welfare of animals Act 2011

Terms of Reference

Review of the Implementation of the Welfare of Animals Act 2011

9 July 2014

Review of the Implementation of the Welfare of Animals Act 2011

The Welfare of Animals Act 2011

For almost 40 years, the main primary legislation on animal welfare was set out in the Welfare of Animals Act 1972. It allowed intervention, and subsequent prosecution action, only after cruelty or unnecessary suffering had occurred. The Welfare of Animals Act 2011 (the 2011 Act) introduced a duty of care in respect of all “protected animals” (i.e. animals under the control of any person whether permanently or temporarily) and provided new enforcement powers to allow action to be taken to *prevent* animals from suffering, as opposed to waiting until suffering has occurred.

Under the 2011 Act, many of the existing powers of enforcement that existed in the 1972 Act remain in place. The Department appoints inspectors to implement and enforce powers in respect of farmed animals on agricultural land. The PSNI leads in welfare issues involving organised animal fighting or where other criminal activities are involved.

The 2011 Act extended the existing powers of enforcement by making new powers available to Councils to appoint inspectors to implement and enforce provisions in respect of non-farmed animals, including horses.

The 2011 Act increased the penalties for serious animal welfare offences (to a maximum 2 years imprisonment and/or unlimited fine) and provides the same level of protection for non-farmed animals as exists for farmed animals.

Purpose of the Review

There has been considerable political, media and public interest in the enforcement of the Welfare of Animals Act 2011, particularly with regard to non-farmed animals. There is also a widely held concern about the sentences imposed in a recent high-profile case.

On 31 March 2014, the Assembly debated and agreed a Private Member’s Motion as follows - *That this Assembly notes with concern the number of cases of extreme animal cruelty that have occurred recently, the low number of convictions and the failure to impose the maximum sentence available; and calls on the Minister of Agriculture and Rural Development, in conjunction with the Minister of Justice, to initiate a review of the implementation of animal cruelty legislation, particularly sentencing guidelines and practices, to ensure that the maximum effectiveness is being brought to bear to combat these crimes.*

In response to the motion, the Department of Agriculture and Rural Development (DARD) will establish a Review of the implementation of the Welfare of Animals Act 2011 to which the Department of Justice (DOJ) will contribute. An interim report will be prepared by 31 November 2014 and a final written report (supported by evidence and recommendations as

necessary) by early 2015. The final report will be made to the DARD Minister who will communicate, to the Minister of Justice, any recommendations which may fall under the responsibility of his department.

Review structure

The Review will be overseen by a Steering Group comprising of officials from DARD and DOJ. This Group will provide direction for the Review, commission work in a number of work-streams, prepare an interim and final report, and provide advice to their respective Ministers.

The Steering Group will:

- commission a number of **Discussion Sessions** in order to take views on the implementation of the 2011 Act from a cross-section of stakeholders, including welfare charities;
- set up **Working Groups** which will consider the implementation of the 2011 Act across a number of themes, identify the scale and range of issues, and explore options for improvement/propose recommendations, as appropriate; and
- establish a **Delivery Body Reference Group** (made up of delivery stakeholders responsible for the implementation of the 2011 Act) to provide input on operational issues, through supporting the Discussion Sessions and advising on the practical implications of Working Group findings/recommendations.

Indicative Review themes

The Review will consider the implementation of the Welfare of Animals Act 2011 under the following themes.

1. **Sentencing** – The sentencing of those convicted of animal welfare offences has often attracted attention from the public, elected representatives and the media.

The Review will compare across these islands:

- the sentencing options in legislation available to the Courts;
- the sentencing guidelines; and
- the sentences handed down for those convicted under similar animal welfare legislation.

2. **Delivery Structures** – Animal Welfare enforcement for farmed animals is carried out by the Department, while the PSNI has responsibility for wild animals, animal fighting and welfare issues where other criminal activities are involved.

Animal Welfare enforcement in respect of non-farmed animals, although funded by the Department, is carried out by local Councils through 5 Groups. It is recognised that the implementation of Local Government Reform and the move to 11 Councils will require changes to the current structure. As the future Local Government structures are a matter for Councils and remain to be confirmed, any recommendations in this Review

will be based primarily on the current arrangements. Councils may wish to draw upon the emerging findings of this Review when developing those future delivery arrangements.

The Review will examine:

- the current management, administrative (including case preparation) and enforcement arrangements;
- existing implementation policies;
- the use of resources; and
- arrangements for training and development.

3. Working Together (facilitating enforcement) – Successful progress of a case from initial referral, through investigation, to (possible) prosecution requires effective working both within and between several agencies.

Having regard to recent examples as case studies, the Review will examine how the following work together:

- Councils, the Department and the PSNI;
- enforcement bodies, their legal teams/the PPS and the Northern Ireland Courts and Tribunals Service; and
- Councils with animal charities, rescue groups etc.

The Review will also:

- consider access to conviction data for enforcement organisations, other than the PSNI; and
- examine cross-border relationships between enforcement bodies.

4. Serving the Public – It is essential that members of the public are aware of who to contact should they need to report an animal welfare incident. It is also important to let the public know whether the 2011 Act is being effectively implemented.

The Review will examine:

- the public facing material, its prominence, and methods used in publicising animal welfare enforcement;
- complaints procedures; and
- the arrangements in place to inform the public of the effectiveness of animal welfare enforcement in terms of cases investigated, prosecuted etc.

E

Subject	DSD Affordable Warmth Programme in Mid Ulster
Reporting Officer	M G Kelso

1	Purpose of Report
1.1	To inform Members of the final details of the DSD Affordable Warmth Programme and its roll-out in Mid Ulster area.

2	Background
2.1	Following the update to members at the July Environment Committee, the DSD Minister formally launched the Affordable Warmth Programme on Thursday 11 th September 2014.

3	Key Issues
3.1	<p><u>Funding Proposal</u></p> <p>The DSD have confirmed structured funding for delivery of the programme in Mid Ulster, with Cookstown DC acting as Lead Council for 2014/15. Funding to the value of £126k for in-year, has been agreed for the period 1st September 2014 to 31st March 2015.</p> <p>It has also been confirmed that Programme funding will extend to 31st March 2019, with a review period at end March 2017.</p> <p>The proposed funding for next year 2015/16 has been set at £153k for the twelve month period.</p> <p><u>Delivery Mechanisms</u></p> <p>A Programme Co-Ordinator has been appointed, together with six Temporary Surveyors. The surveyors have been contracted for a 3 month period from 1st September to 30th November 2014, to undertake the household surveys within Cookstown, Dungannon and Magherafelt Council areas. Each of the surveyors have received a programme of structured training accredited by the National Energy Association.</p> <p>The programme of work is as outlined in the Affordable Warmth Service Level Agreement. It has been agreed by the DSD that the target figure for 2014/15 is the completion of 700 household surveys, for onward transfer to the NIHE Grant Teams.</p>

Eligibility

The Affordable Warmth Programme is designed primarily to be a targeted mechanism for addressing Fuel Poverty in the most vulnerable households across the Districts. A structured Address Database has been provided by the DSD for this purpose. Flexibility has been included within the Programme to enable Council to incorporate direct referrals onto the programme, where the specific vulnerability criteria are met.

All owner-occupiers, or householders of a privately rented property, who have a gross annual income of less than £20k per year, will be eligible to participate in the Scheme. The maximum grant limit for individual households has been set at £7,500, this extends to £10,000 where the property is of 'solid wall' construction and requires specific insulation measures.

To assist with the operation and delivery of the programme, a mobile IT Platform is currently under development and being piloted within the Mid Ulster Cluster area. Following completion of the pilot phase, it is intended that this software will be rolled-out for use across the remaining Council Clusters, to enable all data to be collected and processed on a common IT platform.

Measures

The Energy Efficiency Measures available under Affordable Warmth are outlined in the Memorandum of Understanding and associated DSD Guidance.

It will be noted that the measures will be provided across four Priority Categories:

- Priority 1 - Insulation
- Priority 2 - Heating
- Priority 3 - Windows
- Priority 4 - Solid Wall Insulation.

All dwellings scheduled for the survey will receive correspondence prior to the visit by the assessor.

As part of the programme, all householders will also be given the opportunity to receive a free 'Benefit Check' through the Social Security Agency's 'Make the Call' Service, at the time of the survey.

On completion of the agreed measures, Building Control Services will inspect the work to ensure compliance with the appropriate Regulations and thereafter issue the necessary Approval which releases the Grant payment by NIHE.

If Members receive any enquiries in regards to the Scheme, please forward these to the Project Co-Ordinator, Mrs Therese Kelly, at Tel. No. 028 867 62205, located at Cookstown Council Offices (envhealth@cookstown.gov.uk).

4	Resource Implications
4.1	<p><u>Financial</u></p> <p>The Affordable Warmth Scheme is 100% funded by the Department for Social Development.</p>
4.2	<p><u>Human resources</u></p> <p>As outlined above.</p>
4.3	<p><u>Assets and other implications</u></p> <p>N/A</p>

5	Other Considerations
5.1	None

6	Recommendations
6.1	That Committee note the Mid Ulster Affordable Warmth Programme is now operational and the associated contact details for further information.

7	List of Documents Attached
7.1	<p>(1) Service Level Agreement</p> <p>(2) Grant Document (DSD)</p> <p>(3) Survey Letter</p> <p>(4) Information Sheet</p>

Affordable Warmth Scheme

SERVICE LEVEL AGREEMENT

between

DEPARTMENT FOR SOCIAL DEVELOPMENT

and

COOKSTOWN DISTRICT COUNCIL

Date: July 2014

1. Overview

The Department for Social Development (DSD), Housing Division, is responsible for improving domestic energy efficiency in the private sector across Northern Ireland. DSD will work in partnership with all local councils and the Northern Ireland Housing Executive to deliver the Affordable Warmth Scheme. Proposals for the new Affordable Warmth Scheme were subject to public consultation between 17 February 2014 and 9 May 2014.

The Affordable Warmth Scheme builds on the success of the Affordable Warmth pilot exercises undertaken by local councils and the Housing Executive in 2012 and 2013. The pilots were funded by DSD.

The term “Council” referred to in this document means every local council area across Northern Ireland as it is currently constituted and how they will be constituted following the re-organisation of local government scheduled to take full effect from 1 April 2015.

The Affordable Warmth Scheme aims to target identified low income households and deliver energy efficiency improvement measures to qualifying households.

All parties will use opportunities during the life of this agreement to display a commitment to work together in support of government aims to improve household energy efficiency.

2. Purpose of this Document

The purpose of this Service Level Agreement (SLA) is to provide clarity in terms of accountability, policy, operation and reporting procedures for each of the parties and in particular to:

- Establish the scope and duration of the scheme;
- Describe the roles and responsibilities of each party;
- Set out the financial arrangements; and
- Detail the arrangements for monitoring performance in relation to the Scheme.

The measures available under this Scheme are listed at Appendix 1.

3. Scope and Duration

The Affordable Warmth Scheme aims to improve domestic energy efficiency of targeted households living in severe or extreme fuel poverty. It is expected to reduce energy consumption in eligible private housing by targeting low income households most at risk of fuel poverty.

Proposals for the new Affordable Warmth Scheme were subject to public consultation which ended on 9 May 2014. The Affordable Warmth Scheme is expected to be introduced from 1 September 2014 and run until 31 March

2017 (further extensions to the Scheme will be subject to sufficient funding being available).

The Housing Executive will maintain a central record of all completed surveys referred and their progress. When Council officials have completed the initial survey and referred the survey to the Housing Executive, any query regarding that application should be directed to the Housing Executive to resolve.

DSD will provide agreed funding to each council cluster and the Housing Executive to administer the Affordable Warmth Scheme in advance of the start date.

4. Roles and Responsibilities

The Department for Social Development

(a) The Department for Social Development (DSD) will:

- obtain the relevant approvals for the Scheme;
- produce a scheme document;
- make the legislation for the Scheme;
- develop the policy to support the operation of the Scheme;
- provide advice to the Housing Executive regarding the policy of the Scheme as required. Responses to queries will be provided within 10 working days of receipt;
- provide each council with data detailing the households to be targeted;
- set an agreed minimum target for completion of surveys which councils will deliver to the Housing Executive annually (a monthly referral volume is to be agreed between the councils, the Housing Executive and DSD);
- continually monitor and evaluate the Scheme through reporting arrangements with the Housing Executive and the councils;
- on completion of the Scheme complete a full evaluation.

The Council's Role

- (b) Each Council will be provided with details of households considered to be on a low income and in severe or extreme fuel poverty. Each Council cluster will:
- with the consent of the householder, conduct an initial survey to gather information to be forwarded to the Housing Executive for assessment on eligibility criteria for the scheme;
 - Each council will have discretion regarding accepting non targeted referrals. Councils must bear in mind Affordable Warmth is primarily a targeted scheme;
 - aim to refer a minimum of 1,000 completed surveys to the Housing Executive annually (pro rata September 14 to March 15). This will include non targeted referrals;
 - agree a monthly referral volume with the Housing Executive and DSD;
 - report to DSD that the areas they are targeting are in line with the area poverty rating information provided by DSD;
 - if Building Control approval is required, ensure that when an application is received by Building Control that officials arrange for measures to be inspected. Building Control officials will confirm to the Housing Executive whether the installation is in compliance with the building regulations;
 - manage and respond to complaints concerning council staff regarding the Affordable Warmth Scheme;
 - meet with the Housing Executive and DSD at least quarterly to discuss the progress of the scheme and discuss any areas of concern;
 - where the householder agrees, refer their details (name, address, contact number) to the Social Security Agency to conduct a Benefit Entitlement Check with them.

The Northern Ireland Housing Executive's Role

- (c) The Northern Ireland Housing Executive is a non departmental public body. Therefore it will not be a signatory to this Service Level Agreement as the DSD and the Northern Ireland Housing Executive has a "Dossier of Control". These documents set out the controls to be exercised over the different areas of the Housing Executive's activities

by the DSD directly or by the Housing Executive itself. The prime purpose of the documents is to assist the Permanent Secretary of DSD in discharging his responsibilities in relation to Housing Executive systems and as such it represents a formal statement by DSD of the standards it requires the Housing Executive to achieve in relation to the probity of activities.

However for Affordable Warmth the Northern Ireland Housing Executive will on an operational basis:

- act as Scheme Managers and will work closely with each Council to ensure effective delivery of the Scheme;
- contact households to arrange to complete a technical survey within 6 weeks of receiving a completed survey from a Council;
- make applications to Building Control and pay to the respective council the appropriate fee in respect of Building Control;
- make payments to installers or householders as agreed in respect of measures delivered effectively;
- monitor budget spend and provide DSD with details of the amount spent on a regular basis;
- investigate and respond to all complaints;
- provide information in a timely manner to enable DSD to answer queries from elected representatives, householders and others;
- The Housing Executive will meet with councils and DSD at least quarterly to discuss the progress of the scheme and any areas of concern.

The Housing Executive will also provide regular reports to DSD (at monthly intervals at least), to include the following:

- number of surveys received from each council;
- number of Technical visits made by the Housing Executive;
- number and type of measures approved;
- number and type of measures delivered;

- number of payments made to installers/householders and the amount of money. This should be a cumulative total throughout the financial year;
- number and type of complaints received concerning Affordable Warmth (e.g. quality of installation work, length of time taken to approve measures);
- number of those complaints cleared.

5. Financial Arrangements

Councils and the Housing Executive will be responsible and accountable for the Affordable Warmth budget allocated to them. DSD will review the scheme during 2015/16 to ensure the scheme is reaching the target households, delivering the measures available and providing value for money.

6. Monitoring & Reporting

The Housing Executive is responsible for monitoring the Scheme across all council areas and will meet regularly with Councils to ensure consistency of completed surveys and that the agreed number of completed surveys is being delivered. The Housing Executive will also provide progress reports to DSD at least monthly.

Each council must ensure the Affordable Warmth budget is ring fenced for Affordable Warmth activities.

The Housing Executive and councils will share any Audit recommendations concerning Affordable Warmth and consider those to improve the management of the Scheme. This will be done in consultation with DSD.

7. Accountability

Overall accountability for the delivery of the Scheme rests with the Accounting Officer of DSD as the funding department. However, each receiving organisation is accountable for its own finances and ensuring that appropriate controls are in place in order to provide them with necessary assurances regarding expenditure.

8. Review of the Service Level Agreement

This Service Level Agreement will be reviewed no later than 12 months from the date it comes into effect and at regular intervals there from, as agreed by the Affordable Warmth Project Group. Changes will be made by agreement between DSD and all parties to this Service Level Agreement.

9. Limited Liability

The Council shall have no liability to the Department for any loss or damage sustained by the Department as a result of the Department relying on any information supplied to it by the Council under this agreement.

10. Termination of SLA

Once entered into the SLA can be terminated with three months written notice from any Party. Any party may also terminate the Agreement without notice, for any of the following reasons:-

a) any breach by the other of its obligations under this Agreement, and in the case of a breach capable of rectification, where such breach has not been rectified by the other party within 14 days of it being given notice of same.

11. Confidentiality and Data

All Parties are to take cognisance of the Data Protection and Freedom of Information legislation. Should the information provided under this Agreement include personal data, the Parties shall enter into an appropriate Data Sharing Agreement, to ensure that all data is handled in accordance with the parties' Legal responsibilities.

DSD Housing Division

July 2014

Appendix 1

Affordable Warmth Measures

1. Installation of a new gas or oil central heating system where no system currently exists, conversion of an existing bottled gas (LPG), solid fuel;
2. Conversion of Economy 7 heating system to natural gas where available or oil where natural gas is not available or to a high efficiency storage heating system;
3. Boiler replacement for eligible applicants with boilers over 15 years old;
4. Heating Controls;
5. Replacement of existing radiators, as needed;
6. Removal and replacement of ineffective cavity wall insulation;
7. Loft insulation;
8. Hot water tank jacket;
9. Cavity wall insulation;
10. Draught Proofing;
11. Insulation for Solid Wall constructed properties;
12. Replacement windows (subject to recommendation following a technical inspection by the Housing Executive.)

Note: Energy advice and benefit awareness do not constitute an Affordable Warmth measure.

FORMAL COMMITMENT TO MEMORANDUM

Signed
On behalf of DSD

Dated:

Signed

Dated: 15th August 2014

Chief Executive (Acting)
COOKSTOWN DISTRICT COUNCIL

Affordable Warmth grant scheme



If you live in Northern Ireland and you need help to pay for energy efficiency improvements you may be eligible for the government's Affordable Warmth Scheme. The scheme provides a package of energy-efficiency and heating measures, tailored to each household.

This scheme is only available if you live in Northern Ireland and in an area being targeted by your local council.

Who is eligible?

You may be eligible if you are an owner occupier or householder of a privately rented property and your gross annual household income is less than £20,000.

In the case of a privately rented property you must be named on the Tenancy Agreement. Your landlord must also be registered with the Department for Social Development's Landlord Registration scheme and give consent for any energy efficiency improvements to be done. Your landlord will also have to contribute towards the cost of the work.

What energy efficiency measures are available?

Here is a prioritised list of measures available under the Affordable Warmth scheme:

Priority rating	Conditions in existing property	Improvement measures available
Priority 1 - Insulation	No cavity wall insulation	Install cavity wall insulation
	Ineffective cavity wall insulation	Remove and replace cavity wall insulation
	No loft insulation or below minimum	Installation or top up of roof space insulation to 270mm
	No hot water jacket	Install hot water jacket
	Ineffective or no draught proofing	Draught proof windows/doors
Priority 2 - Heating	No heating system exists	Installation of natural gas or oil heating
	Conversion of existing LPG or solid	Installation of natural gas or oil heating

	fuel system	
	Conversion of Economy 7	Conversion to natural gas (or oil where natural gas isn't available) or conversion to high efficiency storage system
	Householder 65 or over, or with child under 16, or receiving a disability benefit and with a boiler over 15 years old	Boiler replacement and new radiators where required
	Heating system exists without controls	Add heating controls
	Heating system exists but radiators defective	Replace radiators as needed
Priority 3 - Windows	Windows in disrepair	Repair/replace windows with double glazing if draught proofing is not possible
Priority 4 - Solid wall	Solid wall with no insulation	Internal/external insulation

How does the Affordable Warmth scheme work?

Council staff will:

- contact households they have identified as being most affected by fuel poverty and ask you to complete a short survey
- send completed surveys to the Northern Ireland Housing Executive (NIHE)
- with your agreement request that the Social Security Agency's 'Make the Call' team complete a benefit entitlement check to make sure you are getting all the benefits you are entitled to

NIHE staff will then:

- complete a technical survey, usually within six weeks of the initial council survey being completed
- decide if you qualify for the scheme
- work with you to get energy efficiency improvement work done by local installers
- arrange payment of the grant

Once the Housing Executive has given written approval for the energy efficiency work to be done, you can either arrange for an installer of your choice or select one from a Housing Executive list to do the work.

Please note that:

- the Housing Executive list is not an approved list
- installers should normally be accredited to a relevant trade body

When the council's Building Control department certifies the work has been completed to Building Control Regulation standards the Housing Executive will arrange for payment to be made.

Access to the Affordable Warmth scheme

All local councils across Northern Ireland will be targeting households identified as eligible for energy efficiency improvement work under this scheme. Areas considered most in need of energy efficiency measures will be contacted first.

Further information

Further information on the Affordable Warmth scheme is available by telephone.

- 0300 200 7874
- [contacting 08 and 03 telephone numbers](#)

Affordable Warmth Scheme – Improving Energy Efficiency in Your Home

Dear Resident

The Mid Ulster Cluster of Councils which consists of Magherafelt, Cookstown and Dungannon and South Tyrone are working together with the Department for Social Development and Northern Ireland Housing Executive to deliver the Affordable Warmth Programme. As part of this programme all eligible homes can receive a range of Grant aided Energy Saving Measures which may include:

- Loft Insulation
- Wall Insulation (Solid Wall and/or Cavity Wall as appropriate)
- Hot Water Cylinder Jackets
- Draught proofing Windows/Doors
- Boiler Replacement or Heating System Improvements

We have arranged for a member of staff from the Mid Ulster Project Team to call at homes in your area over the next few weeks, to talk about the initiative and to see if you would like to take part. Alternatively you may also contact The Affordable Warmth Team on 028 867 62205 to arrange a suitable time to complete a survey. The survey information that you provide will be used to check if you are eligible to receive any of these additional measures to improve energy efficiency in your home.

The staff involved will all carry ID badges. Please ensure you see their identification when they call at your home. If you wish to check further their identity or require any further information please contact **Therese Kelly, Affordable Warmth Co-Ordinator** at Cookstown District Council on **(028) 8676 2205**.

I hope you take the opportunity to participate in this very worthwhile programme.

Yours faithfully

Therese Kelly

Affordable Warmth Coordinator



A Warmer Home that saves you energy



Affordable Warmth

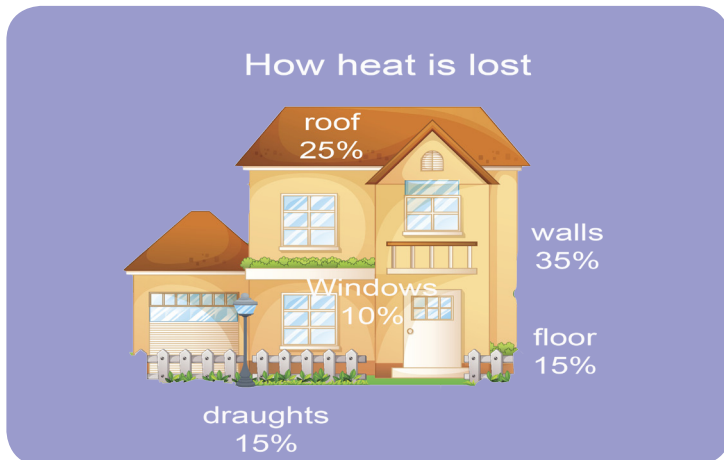
for home owners and private tenants

Affordable Warmth Scheme

Your Council is taking part in a new Affordable Warmth Scheme, which is being run in partnership with the Northern Ireland Housing Executive and the Department for Social Development. Council staff will be in your area and may call with you to collect information for the scheme. They will be wearing a Council ID badge and if they call at your home they will ask you to complete a short survey.

The Affordable Warmth Scheme can offer a range of energy efficiency measures to eligible households including:

- Cavity Wall Insulation
- Loft Insulation
- Hot Water Jacket
- Installation/Conversion of a heating system
- Draught Proofing
- Boiler/Radiator Replacement



Home Energy Means

- Getting the most out of the energy that we use
- Keeping heat where it is needed.

A lot of households pay for home energy that is wasted because their home is not fully energy efficient.

Homes with good loft and wall insulation will cost a lot less to heat than a home with no insulation. However it costs money to install these energy efficiency improvements and your Council may be able to help as part of the Affordable Warmth Scheme.

The Council team have already helped hundreds of households to save money with their energy bills, making homes warmer, healthier and more energy efficient.

If someone from the Council calls at your home they will be able to explain more about the Affordable Warmth Scheme.

For further information about energy efficiency please contact NI Direct on 0300 200 7874.

How To Make Home Energy Savings

- Insulating cavity walls
- Full loft insulation
- Not leaving appliances on standby
- Keep your boiler serviced and replace if old
- Ensure there are no draughts from gaps around windows and doors
- Insulate your hot water tank
- Mend dripping hot water taps
- Avoid drying clothes on the radiators
- Don't block radiators with furniture or curtains
- Switch off lights and appliances after use
- Programme heating to go on/off
- Remember to keep doors closed
- Switch off lights when leaving the room
- Use low energy light bulbs.

QUESTIONS?

How do I know if I will be eligible?

Council staff will call at your home and complete a survey which will be passed on to a team in the Northern Ireland Housing Executive.

Someone from the Northern Ireland Housing Executive will then contact you to arrange a home visit, when they will advise you on what measures you qualify for.

I rent my home from a landlord will I qualify?

Yes. Provided you meet the eligibility criteria, and your Landlord is registered with the Department's Landlord Registration Scheme. Please talk with the council team and they will provide more details.

I rent my home from the Housing Executive will I qualify?

No.

Does the Council worker need to come into the house?

Not if you don't want them to.

Who will carry out the work?

You can arrange an installer to carry out the work.

Will other people in my area be contacted as well?

They might be contacted, we will be identifying homes in the area that may be entitled to help under the Affordable Warmth Scheme.

Do I have to be in receipt of a Benefit?

No. Eligibility is based on the household income, you can check if you are receiving all the benefits you are entitled to by contacting the

Make the Call Team on: 0800 232 1271

**To find out more about the Affordable Warmth Scheme
contact your Affordable Warmth Team on 028 8676 2205.**