



04 April 2022

Dear Councillor

You are invited to attend a meeting of the Environment Committee to be held in The Chamber, Magherafelt and by virtual means Council Offices, Ballyronan Road, Magherafelt, BT45 6EN on Monday, 04 April 2022 at 19:00 to transact the business noted below.

A link to join the meeting through the Council's remote meeting platform will follow.

Yours faithfully

Adrian McCreesh
Chief Executive

AGENDA

OPEN BUSINESS

1. Notice of Recording
This meeting will be webcast for live and subsequent broadcast on the Council's You Tube site [Live Broadcast Link](#)
2. Apologies
3. 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.
4. Chair's Business

Matters for Decision

- | | | |
|----|---|---------|
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Matters for Information

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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

17. Tenders for Grass Sports Pitch Maintenance Services
18. Award of Contract for the Collection, Treatment and Recycling/Recovery of Wood from Recycling Centres
19. Off street Car Parking: Future Provision Update

Matters for Information

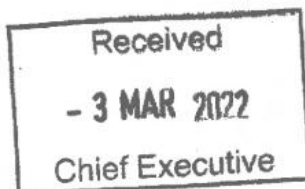
20. Confidential Minutes of Environment Committee held on Tuesday 8 March 2022
21. Capital Framework – ICT Contracts Update
22. Capital Framework – IST Contracts Update
23. Capital Projects – Scoping Contracts Update
24. Fleet Operator Licence Update

Report on	Dfl Roads Proposal to Mid Ulster District Council - A6 Castledawson to Toome — Proposed Road Classification
Date of Meeting	Monday 4 th April 2022
Reporting Officer	Terry Scullion, Assistant Director of Property Services
Contact Officer	Terry Scullion, Assistant Director of Property Services

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

1.0	Purpose of Report
1.1	To seek the agreement of Members in relation to proposals from Dfl Roads to regarding reclassification of roads.
2.0	Background
2.1	Following the recent completion of the A6 Randalstown to Castledawson dualling scheme, Dfl Roads are consulting the Council with proposals to reclassify some of the existing side roads.
3.0	Main Report
3.1	<p>The following outlines the proposal to be brought to the attention of the Environment Committee:</p> <p>A6 Castledawson to Toome — PROPOSED ROAD CLASSIFICATION.</p> <p>Following the recent completion of the A6 Randalstown to Castledawson dualling scheme, Dfl Roads are proposing to reclassify some of the existing side roads.</p> <p>Details are as follows:</p> <ul style="list-style-type: none"> • The new Annaghmore Link Roads and Bellshill overbridge will become the C558, linking with the existing C558 Annaghmore Road. Sections between the link roads and the stopped up junctions with the new A6 dual carriageway will be unclassified (route number to be confirmed). • The old A6 Hillhead Road and realigned Brough Road south will be unclassified U1131 between the existing Brough Road south and the junction with the Hillhead Road (south of the Hillhead CGSJ) • The old A6 Hillhead Road will become the B183 between the junction of Deerpark Road and the junction of Moyola Road, via the new Hillhead overbridge. The stretch north of the overbridge was formerly the C557.

	<ul style="list-style-type: none"> • The Hillhead Road C557 between the stopped up junction with the new A6 and the junction with the old A6 Hillhead road will be unclassified U1104. • The old A6 Hillhead Road and old B18 between the junction of Deerpark Road and the junction of Creagh Road in Toome will become the B182. <p>Consultation letter and location maps of aforementioned proposal are attached as appendices to this report.</p>
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: None
	Human: Officer time in drafting reports
	Risk Management: The introduction of the aforementioned proposal at these locations will assist in the management of road safety issues.
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: The introduction of the aforementioned proposal at these locations will assist DfI in the discharge of their statutory duty.
	Rural Needs Implications: The rural needs assessment would be conducted by DfI Roads.
5.0	Recommendation(s)
5.1	That the Environment Committee endorses the proposal submitted by DfI Roads.
6.0	Documents Attached & References
6.1	Appendix 1 – Letter from DfI Roads dated 18 th February 2022; A6 Castledawson to Toome — proposed road classification.
6.2	Appendix 2– Drawings – A6 Castledawson to Toome – proposed road classification.



Department for

Infrastructure

An Roinn

Bonneagair

www.infrastructure-ni.gov.uk

Being Dealt With By: Tracy Bratton
email@: Tracy.Bratton@infrastructure-ni.gov.uk

**Town Clerk and Chief Executive
Mid Ulster District Council
Ballyronan Road
Magherafelt
BT45 6EN**

Western Division
Divisional Headquarters
County Hall
Drumragh Avenue
Omagh BT79 7AF
Telephone: 0300 200 7899

Email:
dfiroads.western@infrastructure-ni.gov.uk

Your ref:
Our ref:

18 February 2022

Dear Sir,

A6 Castledawson to Toome – PROPOSED ROAD CLASSIFICATION.

Following the recent completion of the A6 Randalstown to Castledawson dualling scheme, reclassification of some of the existing side roads is required.

The proposals are shown on the attached plan and are outlined as follows:

- The new Annaghmore Link Roads and Bellshill overbridge will become the C558, linking with the existing C558 Annaghmore Road. Sections between the link roads and the stopped up junctions with the new A6 dual carriageway will be unclassified (route number to be confirmed).
- The old A6 Hillhead Road and realigned Brough Road south will be unclassified U1131 between the existing Brough Road south and the junction with the Hillhead Road (south of the Hillhead CGSJ)
- The old A6 Hillhead Road will become the B183 between the junction of Deerpark Road and the junction of Moyola Road, via the new Hillhead overbridge. The stretch north of the overbridge was formerly the C557.
- The Hillhead Road C557 between the stopped up junction with the new A6 and the junction with the old A6 Hillhead road will be unclassified U1104.
- The old A6 Hillhead Road and old B18 between the junction of Deerpark Road and the junction of Creagh Road in Toome will become the B182.

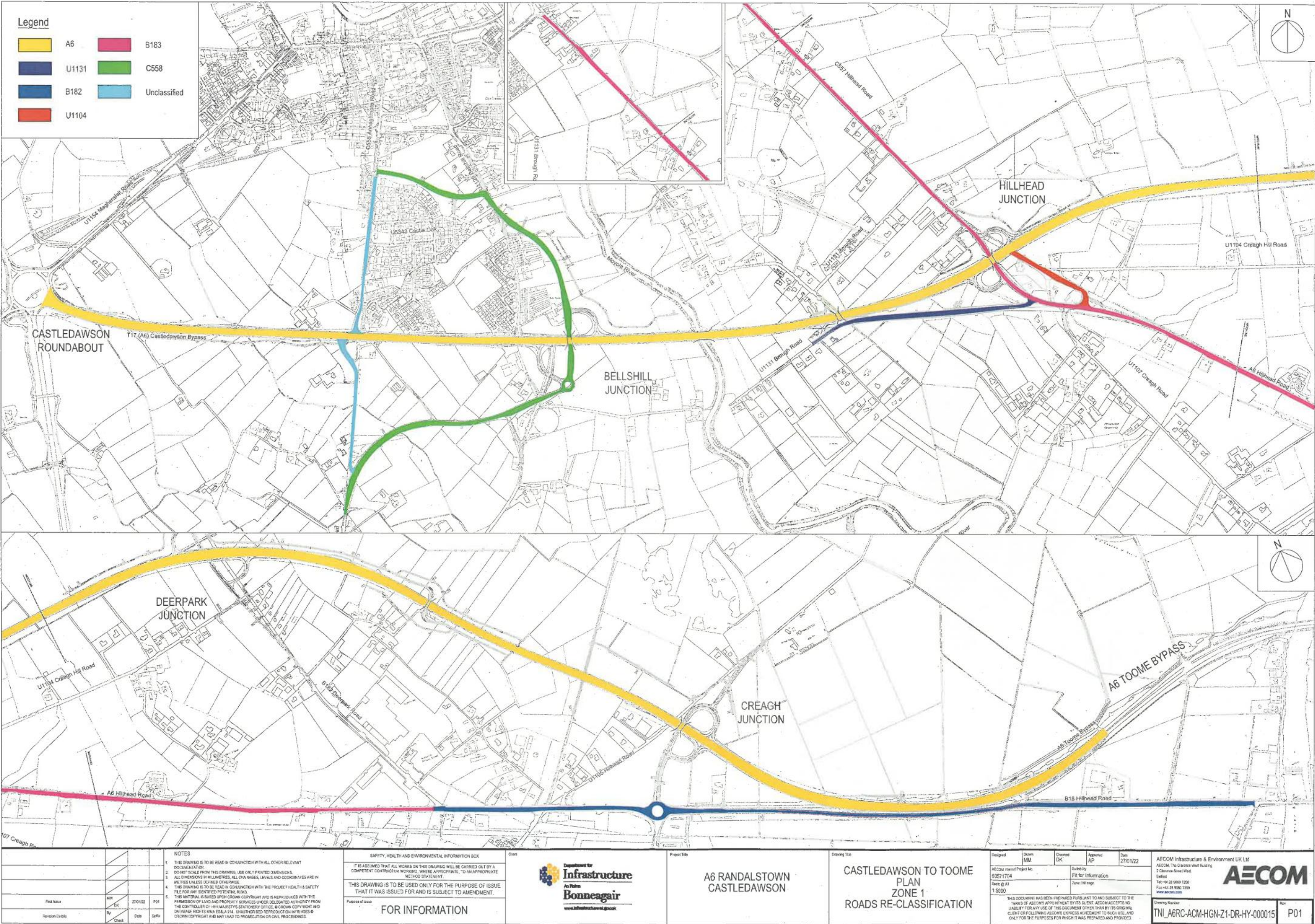




Please see the attached plan showing the proposals for your information. To confirm agreement or if you have any comments or queries regarding the proposals please get in touch with Tracy Bratton by using the contact details above.

Yours sincerely

Tracy Bratton



Report on	Consultation on Mandatory Digital Waste Tracking
Date of Meeting	4 th April 2022
Reporting Officer	Mark McAdoo, Assistant Director, Environmental Services
Contact Officer	Karl McGowan, Waste Disposal & Contracts Manager

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

1.0	Purpose of Report
1.1	To inform members on the Council's proposed response to a Consultation on the Introduction of Mandatory Digital Waste Tracking
2.0	Background
2.1	<p>Northern Ireland is committed to moving towards a more circular economy, so that resources are kept in use for as long as possible, maximum value is extracted from them, waste is minimised and resource efficiency is promoted. To do this it is important that information about what waste is being produced and where it ends up is collected.</p> <p>There is currently no single or comprehensive way of tracking this, with large amounts of data either not collected or not collated centrally. Multiple IT systems collect certain elements of waste tracking data. Some are paper-based, others digital, some are run by private contractors, others by the government, and where use of existing central digital systems is non-mandatory, take up is very low. As a result, it is very difficult to determine what happens to our waste and to have a comprehensive understanding of whether it has been recycled, recovered, or disposed of.</p> <p>Joining these fragmented systems up and replacing paper-based record-keeping will make it much easier and less time consuming for legitimate waste companies to comply with reporting requirements whilst making it much harder for rogue operators to compete in the industry and commit waste crime including fly tipping, deliberate misclassification of waste, illegal waste exports and the operation of illegal waste sites.</p> <p>The Environment Act 2021 provides governments across the United Kingdom with the powers to introduce regulations to establish an electronic system for tracking waste. Whilst waste policy is a devolved matter, the UK Government and</p>

	<p>devolved administrations have agreed to work together to develop a UK wide waste tracking service to provide a seamless system across the UK.</p> <p>The legislation allows for those regulations to require certain information relevant to waste tracking to be recorded onto the system and contain provisions on several areas including:</p> <ul style="list-style-type: none"> • accessing the data on the waste tracking system • fees and charges • exemptions and alternative requirements for digitally excluded persons • offences and sanctions <p>The Department of Agriculture, Environment and Rural Affairs (DAERA) has published a consultation on this, the purpose of which, is to present and seek thoughts on their proposals. The feedback will be used to review and refine the proposals which will then be reflected in secondary legislation and shape the digital design of the waste tracking service. This public consultation is being lead by the Department for Environment, Food and Rural Affairs (DEFRA) with a deadline of the 15th April 2022. The consultation document can be found using the following link:</p> <p>https://consult.defra.gov.uk/environmental-quality/waste-tracking/</p>
3.0	Main Report
3.1	The proposal is to use the waste tracking service to capture the full journey of waste from the point it is produced and transferred to another person or site, to the point it reaches its end fate. Also, it seeks to harmonise the activities that are recorded in this journey for all wastes, so there is a single, comprehensive, and consistent approach which is clear to all waste holders.
3.2	The full text of the proposed response to the consultation by the Council is included as an attached document with the suggested responses highlighted in yellow. A summary of the main implications are discussed below.
3.3	As a local authority, we will not need to track waste from individual household collections. Waste will need to be recorded in the service when it arrives at a receiving site i.e. a transfer station and then further tracked in the service as required from there. Householders will not be required to use the waste tracking service, but they will still be required to take all reasonable measures available to them to ensure their waste is only transferred to an authorised person, as they do now. In the case of commercial waste collections from businesses, there will need to be a record of all waste movements from the producers' premises.
3.4	It is envisaged in the future that all waste movements and transfers (except in some cases where there are existing prenotification requirements) will be recorded on the waste tracking service in real time which means information is entered onto the service at the point waste is being moved from one place or person to another.

3.5	Real time recording would present many benefits in terms of improving the regulator's ability to conduct effective monitoring and enforcement of those carrying out illegal activities by; reducing opportunities for data to be deliberately manipulated, enabling them to monitor sites and operators under investigation and by providing them with the information to allow them to take action to prevent illegal activity occurring in the first place.
3.6	Much of the information that was previously gathered and reported through WasteDataFlow will now be on the waste tracking service so there will no longer be a need for to report this separately. This includes quarterly permitted and licensed site returns, quarterly waste summary returns and pre-notification of hazardous waste consignment notes. Officers would welcome this development to simplify the returns process as well as eliminate most of the current paper based waste records. These developments would, however, necessitate the changing of the Councils current software / weighbridge systems as well as training of site staff and waste operatives. The cost of implementing such a new system as well as the time necessary to commission and tailor any bespoke parts of the new system may have significant cost implications for the Council.
3.7	The consultation explains that, in line with the 'polluter pays' principle, it is intended that once the electronic waste tracking service goes 'live', the costs for the ongoing operation and maintenance of the service and associated regulatory work will be met by the service users. The Environment Act 2021 includes powers to recover these costs. It is not known at this time what the likely annual costs of the system will be.
3.8	The Department is working towards a target date, of 2023 to 2024, to go live with the central digital waste tracking service. This will be dependent on the development of the IT and the transition needs of businesses.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	<p>Financial:</p> <p>The consultation has no financial considerations at this time, however, the introduction of the proposed new system will almost certainly result in additional costs to administer the new system and update the Councils IT systems. Estimates of costs are summarised below:</p> <p>Staff Training - £10,000 Upgrade of Waste Tracking Software - £25,000 IT Hardware - £5,000</p> <p>Total - £40,000</p>
	<p>Human:</p> <p>None.</p>

	<p>Risk Management:</p> <p>None.</p>
4.2	<p>Screening & Impact Assessments</p> <p>Equality & Good Relations Implications:</p> <p>None</p> <p>Rural Needs Implications:</p> <p>None</p>
5.0	Recommendation(s)
5.1	Members are asked to approve the proposed response to the consultation.
6.0	Documents Attached & References
6.1	Appendix 1 – Submission Document - Consultation on the Introduction of Mandatory Digital Waste Tracking

Appendix 1



Department
for Environment
Food & Rural Affairs



Scottish Government
Riaghaltas na h-Alba
gov.scot



Department of
**Agriculture, Environment
and Rural Affairs**
www.daera-ni.gov.uk



Llywodraeth Cymru
Welsh Government

Consultation on the introduction of mandatory digital waste tracking

January 2022

****Responses by Mid Ulster District Council to each question within this document are highlighted in yellow.**



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Any enquiries regarding this publication should be sent to us at:

wastetracking@defra.gov.uk www.gov.uk/defra

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Executive summary

The case for action

The UK is committed to moving towards a more circular economy, meaning we keep resources in use for as long as possible, extract maximum value from them, minimise waste and promote resource efficiency. We need to be able to 'close the loop' by turning the waste that does end up being produced, into a resource wherever possible. To do this we must ensure we have information about what waste is being produced and where it ends up.

Over 200 million tonnes of waste is produced in the UK each year¹ but there is currently no single or comprehensive way of tracking it, with legislation relating to the transport, management and description of waste being introduced separately over the last 30 or so years.

Large amounts of data are either not collected or not collated centrally. Multiple IT systems collect certain elements of waste tracking data. Some are paper-based, others digital, some are run by private contractors, others by the government, and where use of existing central digital systems is non-mandatory, take up is very low. As a result, it is very difficult to determine what happens to our waste and to have a comprehensive understanding of whether it has been recycled, recovered, or disposed of.

Joining these fragmented systems up and replacing paper-based record-keeping will make it much easier and less time consuming for legitimate waste companies to comply with reporting requirements whilst making it much harder for rogue operators to compete in the industry and commit waste crime including fly tipping, deliberate misclassification of waste, illegal waste exports and the operation of illegal waste sites.

Under the current system, export of waste under Green List waste controls is a self-regulatory system; exporters of these wastes are not required to obtain consent or pay any charges to cover compliance monitoring. Consequently, exports of non-hazardous waste for recycling can leave England and Wales without the waste shipment regulators being aware who is exporting the waste, what is being exported and where it is going.

There is a financial incentive to exploit the system by operators that cut costs by exporting contaminated or lower quality wastes, and by organised waste criminals that profit through illegally exporting poor quality wastes misdescribed as material suitable for recycling.

¹ [Defra's UK statistics on waste on GOV.UK](#)

Digital waste tracking will improve this, as this consultation proposes that exporters will need to enter information about the proposed export in advance of it leaving the UK and will need to provide details of where it is going. This information will enable regulators to target interventions on waste exports more effectively and stop exports they believe are illegal or will be dealt with illegally.

Background

The governments across the UK have committed to implementing and mandating the digital recording of waste movements, subject to consultation², and are committed to working with industry on the development of an electronic waste tracking system.

In 2020 as part of the GovTech Catalyst Challenge fund³, we developed prototypes of an electronic waste tracking service with two technology suppliers. This provided the groundwork for the development of the live service.

The IT service development is supported by a user panel of around 1,200 members representing waste producers, carriers, brokers, dealers, waste site operators, local authorities, and regulators from across the UK. Members of this panel help to develop the service by participating in user research and testing the system as it is developed.

We want to make it easy to track waste and resources in real time throughout the economy and we are aiming to deliver a waste tracking service that is simple to use and provides value for all users.

The waste tracking service will be developed in line with the UK government's guidance on using open standards⁴. We will use tools and infrastructure that is flexible, scalable, sustainable, and secure, designing the service based on user needs which have been developed and tested with the user panel.

² Commitments in: [HM Government 'Our Waste, Our Resources: A Strategy for England' \(2018\)](#), [Scottish Government – Securing a green recovery on a path to net zero: climate change plan 2018-2032 update \(2020\)](#) and [Making Things Last: a circular economy strategy for Scotland \(2016\)](#), and the [Llywodraeth Cymru/Welsh Government – Beyond Recycling: A strategy to make the circular economy in Wales a reality \(2021\)](#)

³ [Department for Environment, Food & Rural Affairs – Waste management: smart tracking of waste \(GovTech Catalyst\) \(2019\)](#)

⁴ [Cabinet Office Policy Paper 'Open Standard principles' \(2018\)](#)

Why we are consulting

The Environment Act 2021² provides governments across the United Kingdom with the powers to introduce regulations to establish an electronic system for tracking waste.

The legislation allows for those regulations to require certain information relevant to waste tracking to be recorded onto the system and contain provisions on several areas including:

- accessing the data on the waste tracking system
- fees and charges
- exemptions and alternative requirements for digitally excluded persons
- offences and sanctions

The purpose of this consultation is to present and seek thoughts on our proposals for this. We will use the feedback to review and refine our proposals which will then be reflected in secondary legislation and shape the digital design of the waste tracking service. We therefore do not intend to run further public consultations on the secondary legislation.

Whilst waste policy is a devolved matter, the UK Government and devolved administrations have agreed to work together to develop a UK wide waste tracking service to provide a seamless system across the UK. Accordingly, this consultation is being undertaken jointly by the UK Government, the Scottish Government, the Welsh Government and the Department of Agriculture, Environment and Rural Affairs in Northern Ireland.

Associated reforms

There are several other waste related policy areas undergoing reforms which have a link to the introduction of mandatory digital waste tracking including:

The introduction of Extended Producer Responsibility³ for packaging across the UK which will require information to be collected and reported about the amounts and composition of packaging that is recycled and disposed of.

Transfrontier shipments of waste - The UK Government has committed to introducing additional measures to tighten controls on waste exports including a commitment to ban the export of plastic waste to non-OECD countries⁴ and is intending to consult separately on these reforms.

² [Environment Act 2021](#)

³ [Consultation on Extended Producer Responsibility for Packaging \(2021\)](#)

⁴ Note: this ban already applies in Northern Ireland

Improving consistency in recycling and separate collections of recycling waste streams across the UK.

In England, a consultation on carriers, brokers, and dealers reform is being published and a consultation on the introduction of mandatory reporting of food waste by food businesses of an appropriate size is planned for early 2022. In addition, there are planned hazardous waste reforms to improve technical competency in waste classification and to encourage producers and managers to implement the waste hierarchy in respect to hazardous waste.

Geographical extent and definitions

Unless otherwise stated, references to ‘government’ are references to the UK Government, the Scottish Government, the Welsh Government and the Department of Agriculture, Environment and Rural Affairs in Northern Ireland.

This document and descriptions of existing law therefore relate to England, Scotland, Wales, and Northern Ireland.

References to ministers are references to ministers from each government. Reference to ‘the regulator’ or ‘regulators’ are references to the Environment Agency, the Northern Ireland Environment Agency (NIEA), Natural Resources Wales (NRW) and the Scottish Environment Protection Agency (SEPA) unless stated otherwise.

Reference to ‘local authorities’ includes councils in Northern Ireland.

Audience

Responses to this consultation are welcomed from:

- businesses and organisations involved in the management of waste including local authorities, waste management companies, waste carriers, brokers, dealers, and exporters
- other organisations such as professional and membership organisations, NGOs, consultants, and charitable organisations who have an interest in how waste is managed in the UK
- the producers of waste
- members of the public

Responding to this consultation

None of the questions in this consultation are mandatory. If you do not want to answer all sections, you do not need to.

Please respond to this consultation in one of the following ways:

Online using the [citizen space consultation](#) online tool

For ease of analysis, responses via the Citizen Space platform would be preferred, alternatively you can respond by:

Email to: wastetracking@defra.gov.uk

Or write to us at:

Consultation Coordinator, Defra
2nd Floor, Foss House, Kings Pool
1 to 2 Peasholme Green
York
YO1 7PX

Defra is managing the consultation process on behalf of the UK, Scottish and Welsh Governments and the Department of Agriculture, Environment and Rural Affairs in Northern Ireland.

The Scottish and Welsh Governments will have access to the consultation responses provided via the Citizen Space consultation hub.

If you would like to send a copy of your consultation response to the Scottish and/or Welsh Governments, then please send to the following addresses:

Scotland

To respond if you are based in Scotland you can email eqce.cezw@gov.scot

Or write to:

Zero Waste team
Scottish Government
3H South, Victoria Quay
Edinburgh
EH6 6QQ

Wales/Cymru

To respond if you are based in Wales you can email ResourceEfficiencyAndCircularEconomy@gov.wales or to respond in Welsh email EffeithlonrwyddAdnoddauAcEconomiGylchol@llyw.cymru.

Northern Ireland

If you are responding from Northern Ireland, please ensure a copy of your response is sent by email to WastePolicyTeam@daera-ni.gov.uk.

Duration

This consultation will run for 12 weeks. This is in line with the Cabinet Office's 'Consultation Principles' which advises government departments to adopt proportionate consultation procedures. The consultation opens on 21 January 2022. The consultation closes on 15 April 2022.

After the consultation

A summary of the responses to this consultation and the government response will be published and placed on government websites at www.gov.uk/defra, www.daera-ni.gov.uk, www.gov.scot and www.gov.wales

The summary will include a list of respondents and organisations that responded but not personal names, addresses or other contact details. However, information provided in response to this consultation document, including personal information, may be subject to publication or release to other parties or to disclosure in accordance with the access to information regimes for example, Freedom of Information Act 2000 (FOIA) and the Data Protection Act 2018.

If you want information, including personal data that you provide, to be treated as confidential please say so clearly in writing when you submit your response to the consultation and explain why you need these details to be kept confidential.

If we receive a request for disclosure under the FOIA, we will take full account of your explanation, but due to the law we cannot provide an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as a confidentiality request.

Defra is the data controller in respect of any personal data that you provide, and Defra's [Personal Information Charter](#) on GOV.UK gives details of your rights in respect of the handling of your personal data.

Compliance with the consultation principles

This consultation is being conducted in line with the consultation principles set out in the [Better Regulation Executive guidance](#).

If you have any comments or complaints about the consultation process email them to consultation.coordinator@defra.gov.uk Or write to:

Consultation Coordinator, Defra
2nd Floor, Foss House, Kings Pool
1 to 2 Peasholme Green
York YO1 7PX

About you

Q1) Would you like your response to be confidential?

- no

If you answered 'Yes', please give your reason

Q2) What is your full name?

Karl McGowan

Q3) What is your email address?

karl.mcgowan@midulstercouncil.org

This is optional, but if you enter your email address you will be able to return to edit your consultation response in Citizen Space at any time until you submit it. You will also receive an acknowledgement email when you submit a completed response.

Q4) Which of the following best describes who you are responding on behalf of? Select one option only, if multiple categories apply, please choose the one which best describes the organisation you are representing in your response.

- business representative organisation or trade body
- waste site operator
- waste broker or dealer
- waste transportation company or waste carrier
- waste producer
- product manufacturer
- local authority
- community group
- non-governmental organisation
- charity or social enterprise
- consultancy
- academic or research organisation
- member of the public
- other

If you answered 'other', please provide details

If you are responding on behalf of an organisation or business, please provide the name of the organisation or business and an approximate number of staff (where applicable).

Q5) Considering who you are responding on behalf of, in what part of the UK would you say you are based or operate in? (tick all that apply)

- England
- Wales
- Scotland
- Northern Ireland

Q6) Would you be interested in joining our user panel? As part of the development of the digital waste tracking service we have formed a user panel of interested parties. Members of the panel are invited to participate in user research (for example, surveys, workshops, and interviews) or to test digital services as they are designed and built.

- yes
- no
- already signed up

You can sign up to the user panel [here](#). We also produce regular newsletters about the progress of the waste tracking service development. Join our mailing list and receive our monthly newsletters [here](#).

What will be tracked and what will it mean for you?

Current information recording requirements

Legislation⁵ across the UK requires that on the transfer of waste a written description is transferred to enable other people to appropriately manage the waste. This is commonly known as the 'duty of care' requirements. For non-hazardous waste this is completed using waste transfer notes and for hazardous waste the records are called hazardous waste consignment notes (or in Scotland, special waste consignment notes).

These requirements do not apply to the occupier of a domestic property when they are dealing with waste from their household. They have a lighter touch householders' duty of care to ensure their waste is only transferred to a person who is authorised to take it. This applies to black bin bag waste as well as other items such as old mattresses, furniture, and household appliances.

There are additional recording requirements for those managing hazardous waste including the need to keep records of any materials or products produced from the treatment of the waste. These additional requirements now also apply to waste which contains persistent organic pollutants (POPs).

These are substances that are toxic, bio-accumulative, long-ranging and do not break down in the environment. While not all POPs are classed as hazardous substances, all waste containing POPs is required to be tracked in the same way as hazardous waste (even if it is non-hazardous waste), but we do not currently have a consistent mechanism for doing this.

⁵ The Environmental Protection Act 1990 for England, Scotland, and Wales and the Waste and Contaminated Land (Northern Ireland) Order 1997 for Northern Ireland

Some waste management sites have waste data reporting conditions as part of their permit, licence, or exemption registration. This can include details of waste which has entered or been removed from the site as well as limited details of waste treatment, but this information is usually only required on a quarterly basis at most and does not extend to all sites that receive and manage waste.

Waste exemptions allow waste operations considered lower risk to be carried out according to general rules without the need to apply for an environmental permit or licence. There are around 60 different types of waste exemption covering a variety of activities.

While the activities they cover are deemed low risk many have the ability under the general rules which apply to them to accept large volumes of waste and to submit that waste to a wide variety of activities⁶. In England alone there are around 500,000 registered exemptions. We know that exemptions are often abused⁷ and this undermines legitimate businesses in the sector⁸.

Without information about what is happening to waste regulated under registered exemptions, we will continue to have a big gap in our knowledge around how much and what types of waste are being re-used, recovered, or being disposed of. This will hamper our drive to move to a more circular economy and will prevent us from having complete information about hazardous waste and waste containing POPs.

The proposals

Waste types

We propose that controlled waste (encompassing both hazardous and non-hazardous household, commercial and industrial waste) and extractive waste (such as, from mines and quarries) are covered by information recording requirements for a digital waste tracking service.

This will standardise requirements across waste types and across the United Kingdom and ensure we have a complete picture of waste being produced and how it is managed. It also allows for any controlled or extractive waste containing POPs to be identified in the new service and tracked accordingly.

⁶ For example, the limit for the U1 exemption in England and Wales is currently 5,000 tonnes and in Scotland the Paragraph 19 exemption allows up to 50,000 tonnes of waste to be stored and used for construction and other relevant works.

⁷ [Defra 'Consultation on proposals to tackle crime and poor performance in the waste sector and introduce a new fixed penalty for the waste duty of care' \(2018\)](#)

⁸ A 2017 study by Eunomia and the Environmental Services Association estimated that if just 5% of registered exemptions were non-compliant the cost to the English economy would be £87 million a year in lost turnover to the legitimate waste management industry and lost tax revenue.

Waste activities

We propose using the waste tracking service to capture the full journey of waste from the point it is produced and transferred to another person or site, to the point it reaches its end fate. We propose harmonising the activities that are recorded in this journey for all wastes, so there is a single, comprehensive, and consistent approach which is clear to all waste holders.

We propose using the current recording requirements for hazardous waste activities as the basis for this consistent approach. Under this approach the same activities would be recorded for both hazardous and non-hazardous waste with some exceptions for non-hazardous waste at the site where it is produced.

As part of this approach, we propose recording the next destination for end of waste products and materials to obtain the full picture of what happens to all waste, including where it is circling back into the economy as a resource.

Waste activities to be recorded in the waste tracking service

1. Waste transferred to another person or company (on same site or different site).

This will include transfers of waste from households to registered waste carriers, but not where household waste is collected by the local authority. Waste imported or exported under Article 18 Green List Waste controls⁹ ('Green List Waste Controls') will also be included.

2. Waste moved between sites managed by the same person.
3. Waste treated on site by the waste holder.
4. Waste that has undergone treatment to ensure that it is subsequently suitable for reuse, recycling, recovery, or disposal.
5. Waste that has been discharged, disposed of, or recovered including through reuse or recycling.
6. End of waste products or materials¹⁰ that are produced from waste and subsequent transfer to next destination. Limited to first movement or sale of products after production.

⁹ [Green List Waste Controls](#)

¹⁰ Products and materials produced from waste that are no longer deemed to be waste and have achieved end of waste status. This may be through compliance with; retained EU law versions of EU regulations (such

What will this mean for you?

Business waste

As a business disposing of waste instead of having paper-based records for the waste removed from your premises, there will be a digital record created on the waste tracking service. Your waste carrier will be able to enter this record for you, but as now, you will need to check the details are correct.

It will be easier than ever before to see exactly what happens to your waste, making your duty of care responsibilities much more straightforward. Where you have the same type of waste, regularly collected by the same carrier, the service will be designed in a way to save you even more time.

Household waste

As a household resident this will not change your council bin collections. When you get other waste collected, in a skip for example, either put there by you or by tradespeople working for you, the person or business collecting the waste will need to create a digital record.

They will give you a unique identifier, which if you want to, you can use to see what happens to your waste, giving you reassurance that the waste has been disposed of properly and helping to reduce the risk of fly tipping.

Local authorities

As a waste collection authority, you will not need to track waste from individual household collections. Waste will need to be recorded in the service when it arrives at a receiving site and then further tracked in the service as required from there.

If you provide paid for waste collections for commercial business or industrial premises, then you will need to record those waste movements from the producers' premises.

Much of the information you previously had to gather and report through WasteDataFlow will now be on the waste tracking service so there will no longer be a need for you to report this separately. You will have much more timely information as to what is happening to waste in your area.

as the EU end of waste regulations), Quality Protocols (or future Resource Frameworks) that apply within the relevant nation, case by case decisions from the relevant environmental regulator, or through business self-assessment in accordance with legislation.

Waste site operators

As a waste site operator such as any site accepting waste including registered exemptions, you will need to record details of the waste you receive on site and then subsequently what you do with it, digitally on the waste tracking service rather than using a paper-based system.

Through the digital service we intend to provide you with user friendly and customisable summaries and reports about the waste you're handling, helping you to make more informed decisions about your business operations and helping you comply with any waste permits, licences, or registrations you hold.

Waste importers and exporters

As a waste importer or exporter, you will need to record details of waste you intend to import or export under Green List Waste controls onto the waste tracking service. You will continue to use the existing International Waste Shipments online system to record any notifiable exports.

Those involved in transporting the waste for export within the UK will be adding their information to the waste tracking service so you will have a timely understanding of where any waste you are managing is at any point in the movement, allowing you to comply with your duty of care responsibilities.

Environmental regulatory officers

As an environmental regulatory officer, you will have access to comprehensive and timely information about all waste movements and activities within your area. This will help you to detect waste that disappears or does not reach the next stage of the chain (which could indicate that it's been illegally dumped) and to provide evidence as to who may be responsible for it, such as:

- waste being stockpiled at sites
- waste descriptions that change unexpectedly (possible landfill tax avoidance)
- unusual patterns of waste transfers (indicating potential fraud schemes)

Q7) Do you agree or disagree with the waste types we are proposing to be tracked?

- **agree**
- disagree
- no opinion

If you answered 'disagree', please tell us why

Q8) Do you agree or disagree with our proposals for which waste activities will be recorded in the waste tracking service?

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

When waste tracking will not be required

We do not wish to deter waste producers from treating non-hazardous waste to enable it to be managed further up the waste hierarchy such as by re-using, recovering, or recycling it.

We are therefore proposing that for non-hazardous waste only, there will not be a need to record details of the following activities at the site of production:

- waste treated on site by the waste holder.
- waste that has undergone treatment to ensure that it is subsequently suitable for reuse, recycling, recovery, or disposal.
- waste that has been discharged, disposed of, or recovered including through reuse or recycling.

This also applies to a number of registered waste exemptions which do not involve the transfer of waste in or out of the place where they are registered for example, D2 - burning plant tissue and untreated wood from joinery activities (England and Wales) or the equivalent Paragraph 30 Burning plant tissue waste on land in the open in Northern Ireland and Scotland.

Requirements for waste managed in other scenarios

Aside from waste permits, licences or registered exemptions, waste can also be managed under several other types of authorisation, such as:

Non-Waste Framework Directive exemptions which allow the temporary storage of waste in certain circumstances for example, a shop which provides a container for customers to deposit waste batteries.

Low Risk Waste Positions (known as Regulatory Position Statements in Scotland and in Wales, Low Risk Waste Recovery Operations) which cover specific activities that an environmental regulator has decided it won't normally take enforcement action where a person has complied with all the relevant conditions. For example, LRWP 11 Storing and dismantling waste domestic gas meters.

Regulatory Position Statements (known as Regulatory Decisions in Wales) which tend to cover broader instances and usually for a temporary period where an environmental regulator has decided it won't normally take enforcement action against a person who has complied with all the conditions in that Regulatory Position Statement or Regulatory Decision. An example of this is RPS 224 which allows the collecting of non-hazardous, non-food waste from different premises at a single site.

Where these currently involve a need to record waste movements or transfers under Duty of Care, similar records will be required on the waste tracking service.

However, where these authorisations allow for further waste activities to take place for example, disposal, recovery or treatment, there are currently no specific requirements around recording details of this and there are options for requiring this under the new waste tracking service including:

- requiring full details (as in the 'Waste activities to be recorded in the waste tracking service' section)
- exempting them from the need to provide this further information, noting that this would present a gap in our overall waste picture
- a mixture, with some specified activities coming with a requirement to record these details and others that do not

Q9) Do you agree or disagree with our proposals for when waste tracking will not be required?

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

Q10) Do you have any views about how we should incorporate waste activities conducted under Non-Waste Framework Directive exemptions, Low Risk Waste Positions and Regulatory Position Statements into the waste tracking service? Should we:

- a) require full details (as above in the 'Waste activities to be recorded in the waste tracking service' section),
- b) exempt them from the need to provide this further information, noting that this would present a gap in our overall waste picture,
- c) have a mixture of a) and b), with some specified activities coming with a requirement to record these details and others that do not
- d) do something else to incorporate them.

If you answered (d), please provide details.

What reporting regimes will be included in the service?

Once the new waste tracking service is live, information about waste transfers, movements and activities will be recorded in one place and therefore we will be able to remove many of the existing separate reporting requirements for businesses and local authorities including:

- quarterly permitted and licensed site returns
- hazardous waste returns (England and Wales)
- waste summary returns (Northern Ireland)
- complex exemption returns that may be required by SEPA (Scotland)
- local authority waste collection and treatment information
- in Northern Ireland - prenotification of hazardous waste consignment notes and submission of Annex VII forms to NIEA
- in Scotland - pre-shipment submission of Annex VII forms and submission of hazardous or special waste consignment note deposit copies to SEPA

Q11) Do you agree or disagree with our proposals to remove the requirement to submit information or waste data returns as listed, once the waste tracking service is live?

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

Information recorded on the waste tracking service

The ability to track waste effectively from production to end fate is currently hindered by the fact that for the majority of waste movements and transfers (non-hazardous and Green List Waste) there is no legal requirement for a unique identifier to be applied.

There is also no consistent process for tracking waste which is rejected by a site and this provides the opportunity for waste to be deliberately re-classified incorrectly in order to be accepted at another site, thereby posing a risk to the environment, undermining legitimate businesses, and potentially avoiding costs that might otherwise need to be paid for example, higher rates of landfill tax.

To address the issues with the current system of waste information reporting we are proposing the recording of some additional information in the waste tracking service as set out in Table 1 below.

Not all information requirements will be applicable to all users of the waste tracking service. Their relevance will depend on the type of waste being handled or the type of waste movement being undertaken and someone's role within that process.

Table 1 – information to be recorded in the waste tracking service

Information	Description
Unique identifier	All movements of waste between producer to receiving site will have a unique identifier generated by the service.
Waste classification	Inclusion of fields to record details of who classified the waste (in addition to the waste description information which is currently already required)
Waste destination details	Details about intended receiving site will need to be provided for all waste movements, including the type of authorisation held by the receiving site, for example, permit, exemption, or low risk waste position.
Standard Industrial Classification (SIC) Codes	<p>SIC codes are used to indicate the type of process or industry that generated the waste.</p> <p>This is useful information for identifying patterns and trends about waste generation that can be used to inform policy making.</p> <p>SIC codes are currently required for hazardous waste consignments but we are proposing extending this to all waste movements or transfers from commercial premises.</p>
Rejected or quarantined loads details	The service will incorporate a consistent process for identifying waste which has been rejected and its subsequent transfer or movement to ensure full auditability.
Waste treatment details including end fate of waste	<p>Details of the treatment of all types of waste (as per the ‘Waste activities to be recorded in the waste tracking service’ section) will need to be recorded.</p> <p>Details of waste treatment is already mandatory for hazardous waste and for waste shipped under Green List Waste controls. It is also required on site returns for many permitted waste sites.</p> <p>Expanding this requirement to cover all controlled and extractive waste would give us a much better understanding of the different treatments that are taking place and to what degree.</p> <p>This could help to inform policies around different treatment activities, waste infrastructure as well as providing information on the availability of treated waste for new and innovative products or industrial processes.</p>
Persistent Organic Pollutants (POPs) identification	The new waste tracking service will include a way to indicate that waste contains POPs (basic information) and potentially details on what those POPs are and level of content (enhanced information).

Information	Description
Details of end of waste products and materials produced	Information required here may include basic details such as description including weight and volumes, in addition to details of any applicable standards, quality protocols, resource frameworks or end of waste decisions (including self- assessment of end of waste status) that are associated with the product or material.
Onward destination of end of waste products or materials	Requirements here may include address and contact details for the onward destination of any end of waste products or materials (limited to the first movement), the description and weight or volume of products moved to each destination, and the details of when that movement took place.
Nation specific requirements	<p>We will use the waste tracking service to incorporate any existing or future nation specific waste information recording requirements.</p> <p>For example, in Scotland where from 2025 biodegradable municipal waste will be banned from landfill. Where the waste is classified as one of several specified codes the waste holder will need to record that the waste is either:</p> <ul style="list-style-type: none"> • not from a 'municipal' source or, • has been treated and complies with the relevant biodegradability test <p>There may be other information requirements due to other reforms such as those on extended producer responsibility and separate waste collections.</p>

Q12) Do you agree or disagree with the information recording proposals in Table 1?

a) A system-generated unique identifier

- Agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

b) Details of the person who classified the waste

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

- c) Details about the destination for all waste movements, including the type of authorisation held
- agree
 - disagree
 - no opinion

If you answered 'disagree', please tell us why

- d) Standard Industrial Classification (SIC) code
- agree*
 - disagree
 - no opinion

If you answered 'disagree', please tell us why

Ideally this I should be incorporated using a search box & integrated database of SIC codes to make this as user friendly for end users as possible.

- e) Details of rejected or quarantined loads
- agree
 - disagree
 - no opinion

If you answered 'disagree', please tell us why

- f) Details of waste treatment
- agree
 - disagree
 - no opinion

If you answered 'disagree', please give your reasons

- g) Persistent Organic Pollutants (POPs) identification
- agree
 - disagree
 - no opinion

If you answered 'disagree', please tell us why

- h) Details of end of waste products and materials produced
- agree
 - disagree
 - no opinion

If you answered 'disagree', please tell us why

- i) Information about onward destination of end of waste products or materials
- agree
 - disagree
 - no opinion

If you answered 'disagree', please tell us why

- j) Nation specific requirements for any existing or future requirements
- agree
 - disagree
 - no opinion

If you answered 'disagree', please tell us why

Q13) Persistent Organic Pollutants – how much information about POPs do you think should be recorded in the service?

- a) basic level - indication that waste contains POPs only
 - b) enhanced level - additional details on the specific POPs contained in the waste and the content level of the POPs
 - c) other
 - d) no opinion
- If you answered (c) please provide details

Q14) Is there any other information related to waste management that you think should be recorded in a new digital waste tracking service?

- Yes
- disagree
- no opinion

If you answered 'yes', please provide details

A useful additional feature the system could be the monitoring of a waste facilities current tonnage on-site versus the maximum tonnage permissible at their facility. The system could also provide information on inspections carried out by NIEA so that users, such as local councils, can monitor how the facility is being managed. This measure would insure transparency for producers in terms of ensuring their waste is passed to a fit and proper person. This would also assist the department to work in partnership with producers to monitor and control tonnage flows through waste facilities.

Recording treatment and product details

Currently any recovery or disposal treatments or activities that waste holders submit waste to are recorded using the most appropriate D or R Code as set out in the relevant waste permitting or licensing legislation¹⁴.

We are considering how best to record waste recovery treatments and disposal methods in the new waste tracking service, and we would be interested to understand your views on this.

Q15) Are you familiar with the existing D and R codes?

- yes
- no
- not applicable to you

Q16) Do you find D and R codes easy to apply?

- yes
- no
- not applicable to you

If you answered 'no', please tell us why you find them hard to apply

Q17) Do you have any suggestions as to how recovery or disposal activities should be recorded in the waste tracking service?

- yes
- no

If you answered 'yes', please provide details

Q18) End of waste products or materials - do you use any existing standard codes or descriptions to record end of waste products produced from waste?

- yes
- no

If you answered 'yes', please provide details

¹⁴ The Environmental Permitting (England and Wales) Regulations 2016 for England and Wales, the Waste Management Licensing (Scotland) Regulations 2011 for Scotland and for Northern Ireland the Waste Management Licensing Regulations (Northern Ireland) 2003

Dangerous goods regulations

In England and Wales hazardous waste consignment notes currently contain a section to record information required by the Dangerous Goods regulations¹¹. In Northern Ireland, a separate Dangerous Goods note is required. Legislation allows for the required information to be provided in a digital format, provided the information is presented and available during transport.

The waste tracking service could be used to record dangerous goods information, provided that the information was entered in advance of the movement taking place, but it may be that carriers would prefer to use other alternative methods or systems that they already have.

Q19) Do you transport hazardous waste?

- yes (but via sub-contractors)
- no

Q20) How do you currently record dangerous goods information?

- paper record (consignment note system)
- digital record
- both
- not applicable

Q21) Where do you think information demonstrating compliance with the Dangerous Goods Regulations with regards to the movement of waste should be recorded?

- in the new waste tracking service
- somewhere else
- no opinion

If you answered, 'somewhere else', please provide details

¹¹ The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009

Waste hierarchy

Legislation across the UK¹² places a duty on waste holders to take all measures reasonable in the circumstances to apply the waste hierarchy on the transfer of waste. The hierarchy involves 5 actions that can be taken with regards to waste in the following priority order:

- prevention
- preparation for re-use
- recycling
- other recovery, for example, for energy recovery
- disposal

Across the UK, waste transfer notes and hazardous waste consignment notes differ in their inclusion of waste hierarchy related requirements. It would be possible to include a field in the new digital waste tracking service for users to indicate compliance with the waste hierarchy elements of the applicable duty of care code of practice. This would harmonise the approach across the UK, but we would like to explore if there are more effective ways in which to promote and invigorate the application of the waste hierarchy across all waste holders (producers, carriers, brokers, importers, operators of waste sites).

Q22) If you produce, manage or handle waste in any way, were you aware of your duty to apply the waste hierarchy prior to reading this consultation?

- Yes – Section included on waste transfer notes / season tickets.
- no
- not applicable

Q23) Do you think waste holders including producers should record their compliance with the application of the waste hierarchy in the Waste Tracking service?

- Yes – Waste holders should estimate percentage amounts of the total original volumes recovered / disposed / reused / recycled.
- no
- no opinion

If you answered 'yes', please tell us how you think this should be done

If you answered 'no', please tell us how you think it should be demonstrated

¹² In England and Wales this is the Waste (England and Wales) Regulations 2011, in Northern Ireland the Waste Regulations (Northern Ireland) 2011 and in Scotland Section 34(2A) of the Environmental Protection Act 1990

Ways to enter information

We want to make sure that all those required to input information onto the waste tracking service can do so easily and with minimum inconvenience to their current ways of working.

We therefore intend to develop a service (for both English and Welsh speakers) that will allow information about waste to be entered in a variety of ways, enabling operators to continue to use their own systems where possible.

Based on our user research we have identified the following as requirements for data entry options:

- a) Manually type in records - either using an online form or mobile app provided by the Waste Tracking Service.
- b) Upload data from existing spreadsheets - where waste records are held in existing spreadsheets this data could be copied or transferred into a standardised spreadsheet provided by the Waste Tracking Service which would then be uploaded onto the service website.
- c) Upload data from existing waste tracking software via a spreadsheet - data in existing waste tracking software* could be exported into a standardised spreadsheet provided by the Waste Tracking Service which would then be uploaded onto the service website.
- d) Directly transfer data from existing waste tracking software (or through use of barcodes and QR codes) to the Waste Tracking Service - data in existing waste tracking software* could be directly transferred to the Waste Tracking Service (without using a spreadsheet) via an Application Programming Interface (API) which enables two software programs to directly share data. An API would also allow for the entry of data through scanning of digital tags or codes such as QR codes.

*Existing software could be a COTS (commercial off the shelf) application or a bespoke application you have developed yourself or had developed for you.

A helpdesk facility (helping in English and Welsh) will be available to assist users experiencing any difficulty entering the necessary information into the service.

Appropriate and practical data standards, for example, standard address formats or waste descriptions are important for ensuring the quality and consistency of information, reporting and data analysis and where auto-population of certain information may be appropriate. We intend to work with members of the user panel to develop a consistent open data standard for entering the required information on the waste tracking service.

Q24) If you are likely to need to enter data into the waste tracking service, which of the options would you use for the majority of your data entries?

- a) manual entry
- b) data upload from existing spreadsheet records onto a waste tracking service standard spreadsheet
- c) data upload from existing waste tracking software onto a waste tracking service standard spreadsheet
- d) direct data upload via an application programming interface (API)
- e) something else
- f) no opinion

If you answered, 'something else', please provide details

Q25) When recording data in your current systems, do you use any form of data standard?

- yes
- no

If you answered 'yes', please tell us what these data standards are

The Council uses a bespoke weighbridge system, which can export data in Excel format to facilitate WasteDataFlow and quarterly waste transfer returns.

When information must be recorded

Our ambition is for all waste movements and transfers (except in some cases where there are existing prenotification requirements) to be recorded on the waste tracking service in real time which means information is entered onto the service at the point waste is being moved from one place or person to another.

It is likely that within the waste industry there will be some businesses for whom real time recording suits their operation, but for others it may take longer to make the changes needed to incorporate real time tracking into their business processes.

It may also be easier to move to real time waste tracking for some types of waste, for example for hazardous waste, as current requirements for completing the documentation for a waste movement are more akin to 'real time' recording.

Real time recording would present many benefits in terms of improving the regulator's ability to conduct effective monitoring and enforcement of those carrying out illegal activities by; reducing opportunities for data to be deliberately manipulated, enabling them to monitor sites and operators under investigation and by providing them with the information to allow them to take action to prevent illegal activity occurring in the first place.

Engagement with industry however has told us that if we introduced mandatory real time tracking of waste movements too soon there could be a detrimental impact on the quality of data inputted due to the reduced ability to quality check the data before it is entered.

Q26) Do you agree or disagree with our ambition for real time recording of waste movements and transfers?

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

Q27) For the following types of waste movements or transfers, how long do you think you would need to transition to real time recording?

Table 2 – time needed to transition to real time recording

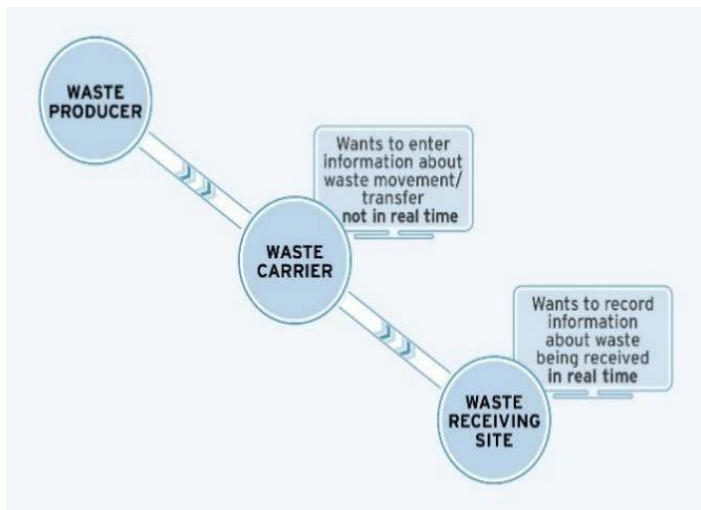
Movements or transfers of...	Less than 1 year	1 to 3 years	More than 3 years	Not applicable
Hazardous Waste		✓		
Non-hazardous waste		✓		
Green List Waste imports or exports		✓		

Q28) What are the main barriers or motivators that will influence the time it takes you to transition to real time reporting?

Real time recording would necessitate the changing of the Councils current software / weighbridge systems as well as training of site staff and waste operatives. The new systems should ideally incorporate real time direct data upload via an application programming interface (API). The main barriers therefore would be the cost of implementing such a new system as well as the time necessary to commission and tailor any bespoke parts of the new system.

Given the above, we are assuming that when the waste tracking service goes live there will be a mixture of users; some who will be able to and want to record information in real time and some that will require time to transition to recording information in real time.

We therefore intend to provide some flexibility for all users around when information will be required to be recorded on the service during a transitional period of a length to be determined and informed by responses to the previous question. Providing this flexibility however brings with it challenges around how we ensure the tracking service can work practically, as demonstrated in the scenario below:



In this scenario we are assuming that:

- each movement of waste from a waste producer to waste receiving site will have a unique identifier generated by the waste tracking service and,
- the waste carrier will record information on the waste tracking service on behalf of the waste producer.

If the waste carrier who is not operating using real time recording takes the waste collected from the producer to the waste receiving site, it will not yet have a unique identifier associated with it. This will hinder the waste receiving site who wants to operate and record information about the waste being received in real time.

Unless some form of paper record is still required to travel with the waste in all cases (for waste moved under Green List Waste controls there will remain a need for a paper copy of the record to travel with the waste) then the receiving site will not be able to conduct sufficient checks on what the waste is or where it has come from, as this information will not be travelling with the waste.

This will also impact on the regulator's ability to conduct effective 'on the ground' compliance or cradle to grave checks. Opportunities for waste to be mismanaged or 'lost' will continue to exist.

As such we are proposing that a certain amount of information about all waste movements and transfers will be required in advance of a waste movement, with further details being confirmed or submitted as appropriate by different parties at a later stage.

Details of the proposed processes for the recording of information about specific types of waste movement can be found in:

- [Annex A](#) for hazardous and non-hazardous waste movements
- [Annex B](#) for Green List Waste exports
- [Annex C](#) for Green List Waste imports

Note that requirements under regulations made for the introduction of mandatory digital waste tracking will only apply to those operating within the UK and therefore those parties outside of the UK involved in Green List Waste imports or exports, will not be subject to the requirements.

Q29) Do you agree or disagree with the overall proposed process set out in:

Annex A for hazardous and non-hazardous waste movements?

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

Annex B for Green List Waste exports?

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

Annex C for Green List Waste imports?

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

Q30) How far in advance of a waste movement should the information listed under Step 1 in each of the processes be entered onto the waste tracking service?

Annex A hazardous and non-hazardous waste movements

- any time before the waste movement
- at least 1 day before
- at least 3 days before
- other (please provide details)

Annex B Green List Waste exports

- any time before the waste movement
- at least 1 day before
- at least 3 days before
- other (please provide details)

Annex C Green List Waste imports

- any time before the waste movement
- at least 1 day before
- at least 3 days before
- other (please provide details)

Q31) Who should be responsible for entering the information listed under Step 1 in Annex A in advance of the movement of hazardous or non-hazardous waste?

- waste producer
- waste carrier
- waste broker or dealers
- any of the above
- other

If you answered 'other', please provide details

Q32) Within what time frame should waste carriers enter the information as required in Step 2 Annex A and Step 4 for Annex B?

Annex A hazardous and non-hazardous waste movements

- 24 hours
- 48 hours
- 3 working days
- 1 week
- other

If you answered 'other', please provide details

Annex B Green List Waste exports

- 24 hours
- 48 hours
- 3 working days
- 1 week
- other

If you answered 'other', please provide details

Q33) Do you think there should be any difference in the requirements depending on whether hazardous or non-hazardous waste is being handled?

- yes
- no
- no opinion

If you answered 'yes', please provide details

Hazardous waste transfers currently operates with a three day pre-notification system, however, this may not be required for non-hazardous waste streams and any time up until the actual movement of waste may be more appropriate.

Waste receiving sites

Where non-hazardous or hazardous waste is taken to a receiving site under the processes set out in Annex A (step 3) or Annex C (step 4), operators of these sites will be required to enter information on the waste tracking service about:

- a) the waste received at their sites

- b) the disposal, recovery, preparation for re-use or treatment of waste, including information about any end of waste products or materials produced from it (see [‘Information recorded on the waste tracking service’](#) section)

Q34) Within what time frame should waste receiving sites be required to provide this information?

a) information about the waste received at their sites:

- 24 hours
- 48 hours
- 3 working days
- 1 week
- other
- no opinion

If you answered ‘other’, please provide details

b) information about the disposal, recovery, preparation for re-use or treatment of waste, including information about any end of waste products or materials:

- 24 hours
- 48 hours
- 3 working days
- 1 week
- other
- no opinion

If you answered ‘other’, please provide details

Depending upon the on-site process the time scale required may differ greatly e.g. for landfill this information could be entered within 24hrs, however with a composting process it may take months for batches to be complete and the end-of waste status to be fully determined. As such this may need to vary depending on the process and could be tied to the D & R codes entered earlier in the process.

Season tickets

Where non-hazardous waste movements and transfers would currently be recorded using a season ticket, we are considering how best these can be incorporated within the new waste tracking service.

Options for this could include:

- a requirement to upload or log an agreement signed and agreed by both parties involved in the series of movements which is updated on an annual basis if still required and/or
- the ability to clone a previous waste tracking service record and update the date and time details for individual movements or transfers

Q35) Do you have any comments to make about this proposal or how you would like to see these movements incorporated in the waste tracking service?

- yes
- no

If you answered 'Yes', please provide details

Preferred option would be log an agreement signed and agreed by both parties involved in the series of movements which is updated on an annual basis if still required. Both parties should be able to log into the waste tracking system to sign off with the waste carrier generally taking the lead in creating the agreement (possibly with a push notification sent by the system to the other party notifying them of an agreement to sign). There should also be the ability to clone a previous waste tracking service record and update the date and time details for individual movements or transfers.

Roles and responsibilities

Current roles and responsibilities for those who handle waste are set out in the relevant waste legislation¹³ and duty of care codes of practice across the United Kingdom. These set out the roles and responsibilities of the different types of people involved in waste production and management including waste producers, carriers, managers, brokers, dealers, and householders.

The current systems for recording waste transfers or movements however present challenges for some parties in the waste chain, particularly producers, from being able to demonstrate compliance with their duty of care.

Once the waste has been removed from their premises it is very difficult for waste producers to get any further evidence about how the waste has been handled or treated after that point. In most cases they will not even be assured that the waste has been received by the intended facility.

We propose that following the introduction of mandatory digital waste tracking the main changes to roles and responsibilities for waste holders are set out in Table 3 below. These do not apply to householders.

¹³ Environmental Protection Act 1990 for England, Wales, and Scotland and the Waste and Contaminated Land (Northern Ireland) Order 1997 for Northern Ireland.

Table 3 – waste tracking roles and responsibilities for waste holders

Role	Responsibilities
All	<p>Must register on the waste tracking service (either themselves or via another registered user)</p> <p>Must follow the required processes (where applicable) for recording any rejected waste in the waste tracking service</p> <p>Must follow any required processes for recording compliance with the waste hierarchy</p> <p>Must make any necessary updates to the waste tracking service record to ensure there is a complete and accurate record of all relevant waste removed, transported, or received</p>
Waste producers, carriers, brokers, or dealers (including those arranging shipments for Green List waste movements)	<p>Must ensure that an initial record for the waste movement is created on the waste tracking service (either by themselves or a third party) and a unique identifier is generated (via the service) before waste is removed</p>
Waste producers only	<p>Unless entering information onto the waste tracking service themselves, producers must provide the waste carrier, broker, or dealer with either:</p> <ul style="list-style-type: none"> • a suitable description of the waste to enable them to adequately classify the waste or • details of the waste classification(s) and of who classified it for entry onto the waste tracking service <p>Producers must also provide any other information the waste carrier, broker or dealer needs to ensure an initial record can be created on the waste tracking service prior to waste being moved</p> <p>Must ensure required entries about waste activities at site of production are made on the waste tracking service as per the requirement under the 'Information to be recorded' section</p>
Waste carriers only	<p>Must ensure that all parties involved in the waste movement are registered on the waste tracking service prior to any waste being moved (unless they are a householder or non-UK operator)</p> <p>Must provide the unique identifier for a waste movement or transfer to all parties involved (including householders). Note, this does not apply to local authorities collecting household waste from domestic properties</p> <p>Must only transfer waste to a site legally able to accept it</p>

Brokers and dealers only	<p>Must ensure that all parties involved in the waste movement are registered on the waste tracking service prior to any waste being moved (unless they are a householder or non-UK operator)</p> <p>Must only arrange for waste to be taken to a site legally able to accept it</p>
Role	Responsibilities
Operators of waste receiving sites only	<p>Must only accept waste with a unique identifier (generated via the waste tracking service)</p> <p>Must check waste is as described and that they are permitted or have capacity to accept it</p> <p>Must ensure required entries are made on the waste tracking service as per the requirements under the 'information to be recorded' section</p> <p>Note that if an operator of a waste receiving site sends waste to another site for further treatment, recovery, or disposal, then the role of producer will be assumed and the requirements for a producer must be followed.</p>

Householders

Householders will not be required to use the waste tracking service, they will still be required to take all reasonable measures available to them to ensure their waste is only transferred to an authorised person, as they do now.

Any waste to be removed from a householder's property by a waste carrier (excluding local authorities) should not be moved until a record has been created in the waste tracking service by the waste carrier and a unique identifier has been applied to the movement by the service.

Waste producers

Waste producers will continue to have responsibility over how their waste is subsequently handled and therefore we are proposing that when a record is updated or created on their behalf by the waste carrier, the producer should confirm the information that has been recorded.

This is akin to current requirements for producers or consignors to sign a waste transfer note or hazardous waste consignment note when waste is collected.

There are different ways that this confirmation could be given through the waste tracking service, including:

1. Within the service - the producer is notified of the unique identifier for a record and must access the waste tracking service to view and confirm the information by pressing a button.
2. Via an emailed summary of each record - the producer is sent a summary of the recorded information and a digital signature is requested and obtained outside of

the waste tracking service. In the background, this links to and updates the waste tracking record to note the producer's confirmation.

3. By exception - the producer could be emailed (or for the digitally excluded, posted) a periodic summary of the waste movements from their premises.

If a producer believed any information on a waste tracking service record was inaccurate then documenting their efforts to resolve the issue with the waste carrier or raising a query within the waste tracking service would indicate fulfilment of this aspect of their duty of care.

Q36) Do you agree or disagree with the proposed requirements for each of the roles in Table 3?

a) Requirements common to all

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

b) Requirements common to waste producers, carriers, brokers, or dealers

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

c) Requirements applicable to waste producers only

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

d) Requirements applicable to waste carriers only

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

e) Requirements applicable to brokers or dealers only

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

f) Requirements applicable to operators of waste receiving sites only

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

Q37) How should waste producers be required to confirm the information recorded for their waste movements?

- option 1 within the waste tracking service
- option 2 through an emailed summary
- option 3 by exception
- another way
- no opinion

If you answered, 'another way', please provide details

Digitally excluded requirements

Within the UK there are a proportion of individuals who are deemed to be 'digitally excluded' and powers in the Environment Act 2021 enabling the introduction of digital waste tracking require that the regulations include an exemption for digitally excluded persons¹⁴ from any requirement that would involve the use of electronic communications or the keeping of electronic records. The regulations can however impose alternative requirements on those persons.

We are proposing an alternative process for digitally excluded people to enable them to provide their information in a non-digital way, and for this information to then be entered onto the waste tracking service (by the regulator for example) to ensure we have a full record of waste movements and activities. These alternative provisions would be two-fold:

- 1) A telephone service would be provided to enable digitally excluded people to register for the waste tracking service and to provide the required information in advance of a waste movement (as detailed in ['When information must be recorded'](#)) to obtain a unique identifier for that movement. .
- 2) A postal service would be provided to enable any remaining information about a transfer to be submitted and for waste receiving sites to provide the detailed information about how waste has been treated (as per the ['Information recorded on the waste tracking service'](#) section).

Any subsequent transfers of waste or end of waste products or materials out of a receiving site operated by a digitally excluded individual would need to be reported through the telephone service as above.

This model enables the more time critical information regarding a waste movement to be captured quickly through the telephone service but allows for other information to be submitted in slower time.

¹⁴ Defined in the Environment Act 2021 as a person a) who is a practising member of a religious society or order whose beliefs are incompatible with using electronic communications or keeping electronic records b) for whom it is not reasonably practicable to use electronic communications or to keep electronic records for any reason (including age, disability, or location)

There will also need to be some controls around the registration of digitally excluded individuals to ensure only those who are legitimately digitally excluded use the alternative provisions. Abuse of these alternative provisions could lead to inaccurate or incomplete data in the waste tracking service.

Therefore, the general principles we will adopt are that:

- digitally excluded individuals will be required to provide the same information as other users of the waste tracking service
- digitally excluded individuals will need to register as a digitally excluded user via the alternative mechanism provided, and give details of any relevant waste site permissions held - this information will then be loaded into the waste tracking service (by the regulator for example) so that the details are available for other waste tracking service users to select in the service when necessary
- those registering as a digitally excluded user will need to provide specified information and evidence as to why they consider themselves to be digitally excluded

There will be a way to identify digitally excluded users in the service, for example by some form of marker, so that regulators can expect information to be provided by that user via the alternative method and to allow others in the chain to continue to add their information about a waste movement or transfer

Q38) Do you agree or disagree with the general principles as set out above regarding digitally excluded individuals subject to waste tracking requirements?

- agree
- disagree
- no opinion

If you answered, 'Disagree', please tell us why

Q39) Do you agree or disagree with the proposed alternative methods for digitally excluded individuals to provide the required information?

- agree
- disagree
- no opinion

If you answered, 'Disagree', please tell us why

Q40) How long should digitally excluded users be given to provide the information required via the postal service element of these provisions? For example, updated waste movement information or details of waste treatment or production of materials from waste.

- 7 Days
- 14 days
- 1 month
- other
- no opinion

If you answered 'other', please provide details

Data retention, access, and confidentiality

A new waste tracking service will include details of:

- names and addresses of waste producers - both household and commercial
- business names and addresses (or personal details in the case of sole traders) of waste industry operators including waste carriers, brokers, dealers, and businesses operating waste receiving and processing sites
- names of waste company staff for example, site managers and drivers
- information regarding what waste permits or licences or waste authorisations are held by waste industry operatives for example, waste exemptions, permits or licences, and carrier's registrations
- movements of waste between specified holders, including date, time, waste description and the parties that have been involved in a waste movement or transfer
- how waste is being treated on a site, for example when and how it is disposed of, recovered, or what treatment processes it is subjected to
- any products or materials being produced from waste and where these go to - limited to the next destination only

The following groups will have different levels of access to the waste tracking service, and the limits of what they will be able to see will be dependent on their access level as set out in Table 4.

Table 4 – proposed types of information access for the waste tracking service

Service user	Level of information access
Relevant government officers and environmental regulators	Relevant information on the waste tracking service about waste movements within the country in question and where any movements have gone in or out of that country.
Tax authorities	Relevant information about the disposal of waste at landfill sites. Consideration will be given to providing direct access to this information in the service or through the environmental regulators.
Waste scheme administrators	Information relevant to the scheme in question, for example for Extended Producer Responsibility, relevant information is likely to include information about tonnages and types of certain waste handled by local authorities and waste receiving sites.
Local authorities	Information on local authority managed waste being produced, transported, or disposed or recovered within their local authority area. Where waste produced in a particular authority is transferred to a location outside of that local authority's area, the original local authority will be able to view the end fate of that waste.

Service user	Level of information access
<p>Businesses involved in waste movements – commercial waste producers, carriers, brokers, dealers, waste receiving sites.</p>	<p>Will be able to see and edit records that they are a party to.</p> <p><u>Producers and carriers</u> will be able to see details of the waste movements or transfers up to the point the waste has been accepted at the first receiving site.</p> <p>We will be investigating ways in which the ‘end fate’ of a particular load of waste is recorded or determined, and we would seek to be able to provide waste producers with more insight of this to improve their understanding and decision making regarding their waste.</p> <p><u>Waste receiving sites</u> will have additional access to record and view data relating to the treatment, recovery, disposal of waste on their site or relating to the production of products and materials from waste.</p>
<p>Household waste producers</p>	<p>Will have access (view only) to records they are a party to via a unique identifier provided by their waste carrier. They will be able to see details of who the carrier was and where the waste was taken.</p> <p>Note, this is for privately organised waste collections only, not household waste collections by the local authority.</p>
<p>Wider public and interested parties</p>	<p>We propose that the waste tracking service will have a public facing interface and through that interface users would be able to create, and view summary reports including information on:</p> <ul style="list-style-type: none"> • types and amounts of waste generated • types and amounts of waste handled or treated by particular types of sites • end fate of waste • origin of waste in terms of general area <p>This is similar to the information that is already publicly available.¹⁵</p> <p>Through the new service we would also seek to provide access to information on:</p> <ul style="list-style-type: none"> • types and amounts of products and materials being produced from waste

¹⁵ Available via: [Data.gov.uk 2019 Waste Data Interrogator](https://data.gov.uk/data-sets/2019-waste-data-interrogator), Llywodraeth Cymru/Welsh Government – [StatsWales](#) and Scotland’s environment – [environment web](#)

Q41) Do you agree or disagree with the proposed level of access to information for each of the different types of users as set out in Table 4?

a) Relevant Government officers & environmental regulators

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

b) Tax authorities

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

c) Waste scheme administrators

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

d) Local Authorities

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

e) Businesses involved in waste movements

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

f) Producers and carriers

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

g) Waste receiving sites

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

h) Household waste producers

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

i) Wider public and interested parties

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

Q42) Do you agree or disagree that waste producers should be able to see information about the end fate of their waste?

- agree
- disagree
- no opinion

If you answered 'agree', please provide details of what you think this should include

Waste producers should be able to see the full chain of custody of their waste through any intermediate processor until it achieves end of waste classification / disposed of at its final destination (if in the UK) or arriving at the port for export. This would be relatively straightforward for single waste streams or waste going direct to disposal but may prove complicated for mixed wastes being sorted / processed at MRFs. Possibly in these cases the producer could see the overall annual breakdown for the MRFs waste outputs and end destinations.

If you answered 'disagree', please tell us why

The Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR)

The Data Protection Act 2018 controls how personal information is used by organisations, businesses, or the government. It is the UK's implementation of UK GDPR, which requires a lawful basis for collecting and processing personal data. In the case of the overall operation of the waste tracking service, this lawful basis will be that the processing of personal data is 'necessary for the performance of a task carried out in the public interest'. The data will be stored and processed primarily for the purpose of ensuring that there is an accurate record of waste movements and treatment.

For those entering personal data onto the service the lawful basis will be that the processing is 'necessary for compliance with a legal obligation to which the controller (the person entering the personal data onto the service) is subject', it will be necessary to process the personal data because there will be waste tracking regulations that require it.

Regulators may process the personal data in relation to compliance monitoring or for the enforcement of relevant legislation. The data may also be processed by the UK Government or regulators for the purpose of creating reports for statistical analysis. These reports will not include information that would identify people.

With regard to the data controller as defined by the UK GDPR¹⁶ we would view all those with a high level of access to the data as data controllers. This will include the relevant government departments across the United Kingdom, the environmental regulators, and local authorities.

The data processor as defined by the UK GDPR¹⁷ will be the primary supplier of the live IT service who will be acting on behalf of the relevant government departments across the United Kingdom.

Managing sensitive information

There may be instances where the inclusion of information relating to movements of waste may be deemed sensitive, for example where the information may identify the address of a particularly sensitive location or information about activities at a location which if disclosed could be contrary to the interests of national security.

There will be a mechanism in the waste tracking service to enable the exclusion of such information on this basis from the required records. This could include the need to contact the regulator to notify them of a record that should be managed sensitively and provide the reasons why.

The regulator would then be able to raise a unique identifier in the service with limited information, restricted if necessary, to just waste types and volumes to enable others further down the chain to record their information.

We will test options for this with members of the user panel as part of the development of the service.

Data retention

The new waste tracking service will not only act as a record keeping facility for those involved in waste movements but it will be a central record enabling users and interested parties to obtain data on waste activities to allow them to conduct analyses and identify patterns and trends.

We are therefore proposing that some records on the waste tracking service will be retained for longer than the current requirements; for a period of 20 years or until a permit

¹⁶ GDPR defines a 'controller' as meaning: 'the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data, where the purposes and means of such processing are determined by ... law, the controller or the specific criteria for its nomination may be provided for by ... law'

¹⁷ The GDPR defines a 'processor' as meaning: 'a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller'.

or licence is surrendered, except for landfills where records will be kept for a further 20 years following surrender.

We propose that after a period of 6 years, certain information on individual records, such as personal data and electronic signatures will be anonymised and other non-personal data, which may be of use for statistical purposes, will be retained.

Where records relate to an ongoing investigation or enforcement by a regulator, personal data may be retained for a longer period until the relevant case is closed.

Q43) Do you agree or disagree with our proposals on UK GDPR?

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

Q44) Do you agree or disagree with our proposals on managing sensitive information?

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

Q45) Do you have any comments about our proposals (or your needs) for data retention?

- yes
- no

If you answered 'yes', please provide details

Enforcement

The Environment Act 2021 provides powers to allow for waste tracking regulations to include provisions creating criminal offences punishable with a fine, in respect of failures to comply with the regulations. The regulations can also include provisions about the imposition of civil sanctions by an enforcement authority.¹⁸

We are proposing that waste tracking regulations would create the offences as set out in Table 5 below.

¹⁸ The Environment Agency, the Natural Resources Body for Wales (NRW), or a waste collection authority for an area in England or Wales, and in Northern Ireland, the Department. Scottish Ministers already have powers in relation to Fixed Monetary Penalties and Variable Monetary Penalties under the Regulatory Reform (Scotland) Act 2014.

A regulator could pursue a range of responses for these offences including interventions such as advice and guidance or warning letters or criminal enforcement procedures including the issuing of a formal caution, or proceedings to prosecute. Prosecution would usually be the last resort and generally reserved for the most serious breaches of the legislation. Powers in the Environment Act 2021 dictate that the punishment that could be given following successful conviction, is restricted to a fine. The amount of this fine would be determined by the court in line with relevant sentencing guidelines.

Table 5 also sets out which offences we intend to enable the regulators to apply monetary civil sanctions for should a business or individual breach a specified requirement in the waste tracking regulations. We also intend that compliance notices will be available for enforcement authorities to issue for all these offences.

Table 5 - proposed waste tracking offences and the monetary civil sanctions which may be applied

Criminal offence	Fixed monetary penalty	Variable monetary penalty
Failure to register on the waste tracking service where required	Yes	No
Intentionally or recklessly providing incomplete or false information in a digital record	No	Yes
Move or receive waste without a unique identifier (generated via the waste tracking service)	No	Yes
Failure to update or confirm information in a digital waste record in the required timeframe	Yes	No
Failure to provide information required by the waste tracking regulations to other persons	No	Yes

Legislation¹⁹ which sets out the overarching duty of care for waste will also be amended to specify the requirement for those beholden to the duty of care to:

- transfer waste only to someone who is authorised and registered on the waste tracking service
- ensure there is an accurate waste description available digitally upon transfer (to another party or place)
- take all such measures as are reasonable in the circumstances, to prevent any contravention by the party to whom waste is transferred to or from

¹⁹ For Great Britain this is: [Section 34 of the Environmental Protection Act 1990](#) and for Northern Ireland this is [Section 5 of The Waste and Contaminated Land \(Northern Ireland\) Order 1997](#)

Determining variable monetary penalties

We intend to enable enforcement authorities to determine appropriate levels for variable monetary penalties based on factors to be set in the regulations. This would allow the regulator to set a penalty amount in any particular case that reflects the seriousness of that case.

The factors to be set out in the regulations are likely to include:

- the level of harm and nature of the breach
- culpability of the organisation and or person involved
- size of the organisation
- history of non-compliance

Q46) Do you agree or disagree with the proposed offences and associated enforcement options as set out in Table 5?

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

Q47) Do you think there should be a maximum limit for variable monetary penalties set out in legislation?

- yes
- no – limits should be set according to offence severity.
- no opinion

If you answered 'yes', please provide details of what you think this limit should be

Regulatory functions

The Environment Act 2021 provides the powers for the environmental regulators across the UK to recover costs incurred in performing the functions to be conferred on them by the waste tracking regulations. We are proposing conferring the following indicative functions on the relevant environmental regulators.

- responsibility for the ongoing operation and maintenance of the waste tracking service
- to conduct audits of information on the waste tracking service to check accuracy and compliance with data entry requirements
- to identify those not complying with the requirements to use the waste tracking service and bring them into compliance
- to provide and manage alternative provisions for the digitally excluded
- to maintain other digital systems which support the operation of the waste tracking service for example, public registers for waste carriers, brokers, and dealers
- collection of regulatory fees or charges payable
- analysis and retrieval of data from the waste tracking service, for example for compliance monitoring or charging purposes

Funding of direct enforcement work relating to those committing offences such as investigating with a view to prosecution, taking enforcement action for non-compliance with a compliance notice or issuing penalties, is not normally recoverable through fees or charges unless specifically provided for through legislation.

Q48) Do you agree or disagree with our proposed functions for environmental regulators?

- agree
- disagree
- no opinion

If you answered 'disagree', please tell us why

Q49) Do you think costs relating to the investigation of, and enforcement action taken against, those not complying with the requirements of waste tracking should be recoverable through the fees and charges for users of the waste tracking service? (please provide more information to support your answer if you wish)

- yes
- no – The fees and charges paid by those using the waste tracking system and abiding by the regulations should not be used to police the rule breakers. Monies for these activities should be borne by central government possibly by utilising landfill tax revenues or other waste levies.
- no opinion

Charging

In line with the polluter pays principle it is intended that once the electronic waste tracking service goes live the costs for the ongoing operation and maintenance of the service and associated regulatory work will be met by the service users. The Environment Act 2021 includes powers to recover these costs.

The environmental regulators will be considering necessary amendments to their existing charging frameworks, for example for hazardous waste, and will consult on any proposed changes to charges separately.

The questions in this consultation focus on how the future costs of operating and maintaining the waste tracking live service should be recovered. Responses to these questions will be used by the regulators to inform the development of their charging frameworks.

Who should pay the IT service operation and maintenance costs?

Option A - the person or business who enters the preliminary waste tracking information (completes Step 1 in Annexes A to C)

This is likely to be either a waste producer, a waste carrier, or a waste dealer or broker (note further down the chain a receiving site may also become a 'waste producer'). The charges would be directly linked to the level of service use, but it could discourage use of the system by waste producers who may be more likely to delegate initial entries to waste carriers.

Option B - a user group, for example either:

- all registered users of the waste tracking service,
- a single type of service user for example waste carriers

The system charges would be shared equally between those in the selected group.

This would present a simple model that is easy to understand but charging all registered users could be a significant administrative burden.

Option C - existing waste related fee payers

The waste tracking service will support compliance monitoring of existing waste regimes across the UK – such as hazardous waste, waste licensing and permitting, and the registration of waste carriers, brokers, and dealers. It could also support the operation of Extended Producer Responsibility for packaging.

Existing fee payers will account for most of the waste movements recorded on the waste tracking service, however this option would mean that any users of the waste tracking service who are not already subject to any existing charges, for example some holders of waste exemptions and waste producers, will not directly share the costs of the service charges.

What type of cost should it be?

Option 1 - a 'per record' fee

Those subject to the charge would pay a given fee for each waste transfer or movement record created.

This would enable charges to be directly linked to level of service use but given the high number of predicted waste transfer records, the individual per record fee is likely to be very small and impractical to administer for small numbers. This could be counteracted by using a credit system from which individual record fees would be deducted.

Option 2 - a flat annual fee

System charges are divided amongst those liable for the charge, to create a flat annual fee. We would seek to build into this model proportionality based on business size.

This would be a simple model that is easy for people and businesses to understand and incorporate into their costs, but it doesn't link to level of system usage so is potentially unfair to low level users.

Option 3 - increase to existing fees

Where there are already waste regimes that impose charges, for example for hazardous waste movements, these charges could be increased to incorporate the waste tracking service charges.

Some of the existing charging powers such as that for hazardous waste are broad enough to incorporate these charges without legislative amendment. However, others are more limited in scope, for example environmental licence or permit charges must relate to specific activities, such as the granting of a licence or the subsistence of that licence. Legal charging powers may therefore need to be amended.

How should the costs be collected?

Option X – on-submission payment facility

Payment for a waste movement is taken at the time a waste movement is initiated on the service or a direct debit agreement is created to take payment soon afterwards.

Users will pay accurately for the level of service received but the service cost is likely to be very small per transaction and individual payments may require a manual payment authorisation step that is not feasible for use with Application Programming Interfaces (APIs).

Option Y – credit system

Service users would have an account to which they can add purchased 'credits' or top up with funds. Payments or credits for waste movements would be taken from a user's account.

Provided users do not overestimate the number of credits they need then they will pay accurately for their level of service use and it avoids the need for regulators to pursue debts.

Option Z - regulators recover service costs through existing fees and charges mechanisms

Service costs would be charged through whatever mechanisms are currently used to charge relevant regulatory fee payers, for example through invoicing.

This option would be simple to administer but is only compatible with a charging model where existing regulatory fee payers share the service charges.

Q50) What is your preferred option for who should pay the IT service operation and maintenance costs?

- option A – the person or business who enters the preliminary waste tracking information
- option B – a specific user group
- option C – existing waste related fee payers – Landfill tax revenue should be utilised.
- other
- no opinion

If you selected 'Option B- a specific user group', please tell us what user group(s) this should be. If you selected 'Other', please provide further details

Q51) What is your preferred option for what type of cost it should be?

- option 1 – a per record fee
- option 2 – a flat annual fee – multiple fee bands scaled to number of transactions per year
- option 3 – an increase to existing fees
- other
- no opinion

If you selected 'Other', please provide further details

Q52) What is your preferred option for how the costs should be collected?

- option X – on-submission payment facility
- option Y – credit system
- option Z – environmental regulators recover service costs through existing fees and charges
- other
- no opinion

If you selected 'Other', please provide further details

Implementation

We are working towards a target date for go live of a central digital waste tracking service from 2023 to 2024 dependent on the IT development and the transition needs of businesses.

Once live there are various options for the transition of recording waste movements onto the service, including:

1. Mandating that all required users use the service from the point it goes live
2. Allowing the voluntary use of the service for a specified period, during which time existing requirements will continue to apply (the waste tracking service could be used to demonstrate compliance with those requirements)
3. Initially only mandating the use of the service by a specified type of user or type of waste movement, for example for waste moved under Green List Waste controls, and further waste movement and activities are made mandatory overtime.

Q53) Which approach to getting all users onto the waste tracking service do you think we should adopt?

- option 1 – everyone must use the service from the day it goes live
- option 2 – voluntary use for a specified length of time, then mandatory for all
- option 3 – mandating some waste holders use the service or certain types of waste movement must be recorded on the service first then on-boarding others over time
- something else
- no opinion

If you answered, 'Option 3, which users or waste types do you think should be mandated first and why?

If you answered, 'Something else', please provide details

Existing systems and legislative changes

The introduction of a central mandatory service for digital waste tracking will mean that some existing IT systems which form part of the current processes for recording waste movements will be made redundant.

This includes the Electronic Duty of Care system (EDOC) which was an IT system that allowed users to create and store some types of waste movement records, and much of the functionality of WasteDataFlow which is an electronic system through which local authorities report data to government on their municipal waste collections.

A range of legislative amendments will also be required to legislation across the United Kingdom, including (but not exhaustively limited to) legislation relating to the waste duty of care, hazardous waste, shipments of waste, waste permitting and licensing and in Wales the statutory use of WasteDataFlow by local authorities.

The waste duty of care codes of practice will also need to be revised, including to remove any references to EDOC now it has been decommissioned.

Costs and benefits of transitioning to digital waste tracking

In the impact assessment published alongside this consultation, we have estimated the potential costs involved for businesses to transition to a central waste tracking service based on a survey conducted with members of our user panel, but we would like to use this opportunity to gather this information from a wider audience.

Q54) Considering your answer to question 24 in the '[Ways to enter information](#)' section, how much do you think it will cost your organisation to transition to this way of working?

Please provide costs in pounds for the first year only and only include new additional costs associated specifically with the waste tracking service, not costs for staff and infrastructure that would be incurred in the absence of the new waste tracking service.

- staff training (cost for the total number of hours across all necessary staff) - £7,000
- familiarisation time (cost for the initial time spent getting to understand the system - cost of the total number of hours across all necessary staff) – Included in above figure
- requirements familiarisation (time to understand new legal requirements - cost of the total number of hours across all necessary staff) – Included in above figure
- customer engagement (for example, communications to customers around any new processes you will be adopting to comply with the new system, or what they need to do to comply) – Minimal, communications will go out at same time as annual invoices etc.. for commercial customers.
- changes to current IT systems (this could include, for example, the cost of the total hours spent updating your current spreadsheet to align with a standardised template, or decommissioning any current IT you have) - £25,000
- provision of any on-site technology (such as the cost of tablets or smartphones for waste collection operatives to record waste transactions on-site in real-time)
- other (please describe) - £5,000

Q55) Do you think your organisation would make any savings by transitioning to this way of working? Such as from:

- a reduction in data storage costs
- a reduction in time spent checking data quality
- savings in not having to complete and submit waste returns to regulators
- a reduction in time spent obtaining and providing waste information from or to customers
- other (please describe) – This proposal will not realise savings for local authorities but will increase staff costs to manage / administer the new system. Also, a significant investment will be required in equipment / software to upgrade the Councils current systems.

Please provide a savings figure for each of the following potential savings' items, if relevant, and any other potential savings you think you would make. Provide savings for the first year only.

Q56) Alongside this consultation we have published an impact assessment setting out the costs and benefits we foresee from the introduction of a mandatory digital waste tracking service, based on assumptions made from the evidence currently available. Have we made any assumptions that you disagree with?

- Yes - Disagree that financial or cost savings will be made as a result of the new system.
- no
- no opinion

If you answered 'yes', please tell us why you disagree and if possible, provide details of better information we could use to inform our assumptions.

Consultee Feedback on the Online Survey

Q57) Overall, how satisfied are you with our online consultation tool?

- Very satisfied
- Satisfied
- Neither satisfied nor dissatisfied
- Dis-satisfied
- Very dissatisfied
- Don't know

Please give us any comments you have on the tool, including suggestions on how we could improve it.

Annex A: future mandatory digital waste tracking processes for non-hazardous and hazardous waste movements

Step	What	When	Who
1	<p>Information regarding the movement of waste is entered onto the waste tracking service and a unique identifier is generated.</p> <p>Information to be entered:</p> <ul style="list-style-type: none"> ✦ producer or holder details ✦ waste description and details (including SIC code of process giving rise to the waste) ✦ carriers' details and vehicle details if known ✦ broker or dealer details (if applicable) ✦ planned date of movement ✦ details of destination site (including details of waste authorisation permission in force) ✦ for hazardous waste movements only: consignor agreement that they will advise carrier of any special handling requirements 	See Q30	See Q31
2	<p>Carrier collects waste. Digital waste transfer record is updated to:</p> <ul style="list-style-type: none"> ✦ add vehicle registration details ✦ add driver name ✦ confirm date and time of collection ✦ add mode of transport (if not road) ✦ update and/or confirm waste types and volumes ✦ confirm waste taken to the proposed destination site <p>If waste is passed to subsequent carriers then they would also need to complete this step</p>	See Q32	Waste carrier
3	<p>Waste is taken to a receiving site. Digital waste transfer record is updated to:</p> <ul style="list-style-type: none"> ✦ confirm date and time waste was received ✦ confirm and/or update the waste types and volumes ✦ provide details for rejected loads (if applicable) 	See Q34	Waste receiving site

Annex B: future mandatory digital waste tracking processes for Green List Waste exports

Step	What	When	Who
1	<p>Information regarding shipment is entered onto the waste tracking service and unique identifier is generated.</p> <p>Information to be entered:</p> <ul style="list-style-type: none"> ✦ proposed or actual date of exporting shipment (updated as necessary) ✦ carrier details ✦ waste generator details - where waste is being collected from including business and/or person details ✦ where waste is going ✦ waste ID codes ✦ waste description ✦ countries involved ✦ waste quantities 	See Q30	Person arranging shipment
2	<p>First carrier collects waste. Updates digital waste transfer record to:</p> <ul style="list-style-type: none"> ✦ add vehicle registration details ✦ add driver name ✦ confirm date and time of collection ✦ add mode of transport (if not road) ✦ update and/or confirm waste types and volumes 	See Q32	Waste carrier
3	If waste is passed onto another UK carriers then those carriers should complete Step 2	Not applicable	Waste carriers
4	Carrier takes waste to final UK destination for export. Carrier enters date and time arrived at site	See Q32	Waste carrier
5	<p>Waste travels to and arrives at intended non-UK receiving site or a receiving site in Northern Ireland (when shipping from Great Britain to Northern Ireland).</p> <p>Note: proposals around what information should be required from non-UK receiving sites to confirm receipt is to be considered as part of a separate consultation on wider reforms around transfrontier shipments of waste</p>	To be confirmed (TBC)	TBC

A paper copy of the electronic record will still be required to accompany the waste. It will be the responsibility of the person arranging the shipment or the waste carrier to ensure a

paper record is produced. The waste tracking service will include the ability to print a copy of a record.

Annex C: future mandatory digital waste tracking processes for Green List Waste imports

Step	What	When	Who
1	<p>Information regarding shipment is entered onto the waste tracking service and a unique identifier is generated.</p> <p>Information to be entered:</p> <ul style="list-style-type: none"> ✦ proposed or actual date of importing shipment (updated as necessary) ✦ UK carrier details ✦ waste generator details - where waste is being collected from including business and/or person details ✦ proposed destination for the waste ✦ waste ID codes ✦ waste description ✦ countries involved ✦ waste quantities 	See Q30	Importer (UK based only)
2	<p>First carrier collects waste within the UK, updates digital waste transfer record to:</p> <ul style="list-style-type: none"> ✦ add vehicle registration details ✦ add driver name ✦ confirm date and time of collection ✦ add mode of transport (if not road) ✦ update and/or confirm waste types and volumes 	See Q32	Waste carrier
3	If waste is passed onto another UK carriers then those carriers should complete Step 2	Not applicable	Waste carriers
4	<p>Waste is taken to UK receiving site. Digital waste transfer record is updated to:</p> <ul style="list-style-type: none"> • confirm date and time waste was received • confirm or update the waste types and volumes • provide details for rejected loads (if applicable) 	See Q34	Waste receiving site

Where waste is imported from outside the UK a paper copy of the movement will still be required to accompany the waste to satisfy the requirements of the exporting country.

Report on	Bus Shelters Update
Date of Meeting	4 th April 2022
Reporting Officer	Raymond Lowry (Head of Technical Services)
Contact Officer	Raymond Lowry (Head of Technical Services)

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

1.0	Purpose of Report
1.1	To update Members on the current bus shelter status.
2.0	Background
2.1	Council is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the department to erect and maintain on any road within the district of the council, shelters for the protection from the weather or persons waiting to enter public service vehicles. Bus shelters are erected following local representations. They are provided, particularly for those who have to use public services who may have to stand out in the inclement weather.
2.2.	Following the bus shelter collaborative workshop held in March 2020, the bus shelter process was discussed and agreed at the Council meeting held on the 27 th March 2020. Members are advised in a monthly report of progress made on the various applications that have been lodged with the department.
2.3	Due to the Covid-19 pandemic progress has been delayed with unavailability of staff and priority of workloads within the various departments involved in dealing with the shelter installation. MUDC / DfI Roads have met (through "Microsoft Teams") to discuss a selection of these projects and will continue to carry out similar meetings to progress shelter applications.
2.4	Members to note current Procedural guide approved by Council March 2021. (see appendix 1)

3.0	Main Report
3.1	<p>The following information headings will be covered:</p> <ul style="list-style-type: none"> • New applications received in the past month (see 3.2) • Progress on stages 2-4 application process (see 3.3) • Request for Council to move from stage 5 (see 3.4) • Progress update on stages 6-9 (see 3.5) • Neighbour Notification summary and detailed analysis (see 3.6) • Projects recommended for approval (3.7) • Projects recommended for withdrawal (see 3.8) • Shelters passed to Property Services for installation (3.9) • Progress update on stages 10-11 (see 3.10) • Update on statutory response times in relation to agreement on time related responses for application (see 3.11) • Other issues (see 3.12)
3.2	<p>New Applications received in the past month – 1Nr new application received in the past month.</p> <ul style="list-style-type: none"> • The Square- Moy
3.3	<p>Progress on stages 2-4 of the application process – see table in Appendix 1.</p>
3.4	<p>Requests for Council to move from stage 5 of the application process – 2Nr,</p> <ul style="list-style-type: none"> • Eglisch View, Ballinderry. • Millix Road, Ballygawley.
3.5	<p>Progress update on stages 6-9 – the applications below have been discussed with a view to getting approval:</p>
3.6	<p>Summary of Neighbour Notifications</p> <ul style="list-style-type: none"> • Coagh Road, Stewartstown. • Garrison Road, Curran. • Beatrice Villas/William Street, Bellaghy. • Hillhead, Stewartstown. <p>The above bus shelters are due to move to Neighbour notifications in April 2022, subject to Council approval.</p>
3.7	<p>Projects noted below are recommended for approval – 0 Nr application currently being recommended for approval.</p>
3.8	<p>Projects noted below are recommended for withdrawal – 0 Nr applications are being recommended for withdrawal.</p>

3.9

Members to Note the following shelters as listed in Table 3 have been passed over to Property Services for installation and these are currently being programmed for installation within their current workload. Further discussions ongoing with Technical services to confirm / clarify installation requirements

Table 3

Shelter Location	Current Status	Date programmed by Property Services for installation	Shelter type to be installed
Washingbay Road, Moor Road, Clonoe	Approved	Q4	Glazed
Main Street, Bellaghy (SH HomePlace)	Approved	Q4	Glazed, Cantilever

3.10

Progress update on stages 10-11 – Onr shelters installed since date of last meeting,

3.11

Progress on response times – Agreed response times within 30 days with statutory agencies.

Statutory Agencies	Number requests sent	Reply <30 Days	Reply >30 Days
Translink	3	2	1
Education Authority	2	2	0
Dfl Roads	0	0	0
NIHE	1	1	0

Translink,

Responses Outstanding

1. Brough Road, Castledawson

2. The Square, Moy

3. Ballygawley road, Killeshill

Education Authority,

Responses Outstanding

1. The Square, Moy

2. Ballygawley road, Killeshill

NIHE

Responses Outstanding

1. Land purchase request, St Colmans Park, Moortown

	<ul style="list-style-type: none"> • Interagency Meeting; Statutory update meeting held 10 March 2022, with DFI Roads and Translink, to discuss new Bus shelter locations, response times and any other issues. New contacts for DFI (Roads) and Translink introduced in a bid to help progress current applications Elected members to be invited for update on all existing issues regarding Bus Shelter delivery at a meeting date to be confirmed. .
3.12	Other issues: None to report.

4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: Within budget for Technical Services and Property services to action provision / installation costs within their budget.
	Risk Management: Non-delivery will have adverse impact of users of public transport.
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
5.0	Recommendation(s)
5.1	Members to note the content of the report on the progress made on bus shelters within the district and grant approval to progress thus shelters listed under 5.3 below.
5.2	<ul style="list-style-type: none"> • Those listed in 3.2 - 1Nr new applications received in the last month, The Square, Moy Village.
5.3	<ul style="list-style-type: none"> • Those listed in 3.4 - 2Nr applications to move to stage 5, as below, Eglish view, Ballinderry. Millix Road, Ballygawley
6.0	Documents Attached & References
6.1	Appendix 1 – March 2021 - Procedural guide
6.2	Appendix 2 – Progress table with comments

Procedural Guide on the Provision of Bus Shelters



1.0 Bus Shelters – Mid Ulster District Council

Council is empowered under the Local Government Miscellaneous Provisions (NI) Order 1985, with the consent of the Department for Infrastructure (DfI) to erect and maintain on any road within the district of the council, shelters for the protection from the weather or persons waiting to enter public service vehicles. Bus shelters are erected following local representations. They are provided, particularly for those who have to use public services who may have to stand out in the inclement weather.

1.1 PROCEDURAL STATEMENT

Council will erect a bus shelter where there is shown to be a need, providing the location does not present a safety or nuisance problem and adequate funding is available. Relocation of bus shelters should only take place as a result of either road alignment or the bus companies relocating their bus stops. All other cases of relocation should be resisted as long as there is an identified need for the shelter. Any relocation as a result of retail business / property owner request will only be considered if an alternative suitable location (distance restrictions will be considered) can be accommodated AND the retail business / property owner covers all associated costs for relocated shelter.

If there is any reported anti-social behaviour over a 12 month period at the location of a new/existing shelter the shelter location will be reviewed by Council with an option to remove the shelter and make good the existing surfaces.

1.2 CRITERIA FOR THE ERECTION OF A BUS SHELTER

1. Usage must be a minimum of 6 passengers over a period of a day and applications will be considered on a first come, first served basis, with Translink NI / Education Authority confirming this information. Less than 6 passengers will only be considered by a Council/DEA approval process.
2. The location must be at a recognised bus stop.
3. Following validation, the Council will canvass, by post, all property addresses within 50m frontage to the bus stop (25m either side) on the erection of the shelter, including the type of shelter.
4. At least 51% of the addresses surveyed must have no objections to the shelter.

NOTE - for the purposes of assessment where 51% (rounded to the nearest whole number) of property addresses that respond indicate that they are not in favour of the erection of a shelter, then the results of the survey will be forwarded to the Environment Committee for information confirming that the shelter will not be approved or erected.)

Appendix 1

5. There should be no Department for Infrastructure Roads objections on traffic grounds.
6. There must be sufficient budgetary provision available to provide the bus shelter.
7. All Survey results that do not meet the essential criteria to be reported to Council for consideration.
8. Once refused a request may not be considered for a further 12 month period from the original decision by Council.
9. Form TS/BSRF/01 to be completed and signed off by Head of Service.
10. Bus Shelter request to be approved by Environment Committee.

1.3 DESIGN OF BUS SHELTER

The Council endeavour to provide good quality, comfortable bus shelters purchased through the Procurement Department. Where appropriate they will endeavour to have bus shelters erected free of charge, other than services by Adshel.

1. All shelters within 30mph speed limits will have shelter in accordance with **Example A**, (as below).
2. All shelters outside 30mph speed limits will have shelter in accordance with **Example B**, (as below).

Council will consider in conservation areas the erection of shelters above this standard, but the cost of such shelters excluding erection and servicing costs shall not exceed £3000.00.



Example A, within
30mph speed limits,
Glazed shelter.



Example B, outside
30mph speed limits,
painted metal shelter.

1.4 REPLACEMENT OF BUS SHELTERS

Any defective shelters that require replacement as part of their life span to be replaced using location criteria and shelter design Examples A or B as noted above as part of the maintenance of the Council Estate .

1.5 PROVISION OF BUS SHELTERS – PROCESS

Stage 1: Send application form to person requesting Erection of Shelter.

Stage 2: Acknowledge receipt of request (in writing) – standard letter sent.

Stage 3: Carry out preliminary visit to investigate suitability of site.

Stage 4: Contact Translink / SELB / Private approved Coach Companies to confirm viability of erecting bus shelter i.e. recognised "Bus Stop", number and age of children, bus routes etc. 1st organisation to respond with numbers meeting the criteria i.e. 6 or more then proceed to next stage.

Note – shelters only provided at locations where it is confirmed a minimum of six people await / board buses.

Organisational Name	Contact Name	Contact Number	

Stage 5: Report to Environment 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). Elected members to be notified by email when letters are to be issued to neighbours for information purposes.

Stage 7: Send letters (with location maps) for approval/comments to DfI (Roads) / Water Service, PSNI, BT and NIE (arrange follow-up site meetings if necessary).

Stage 8: Sign and return DfI (Roads), Article 66, Consent/Schedule at least six days prior to erection of bus shelter.

Stage 9: Erect bus shelter – Example A or Example B (see 1.3).

Stage 10: Send request to GIS officer to have new asset plotted, and add to shelter register which is to be forwarded to Procurement Department, for insurance cover. Information to include erection/ maintenance/ ownership/ risk assessments / inspection regime / legal agreements between Council and the relevant landowners.

Stage 11: Report back to Council.

Date

Our Ref: MUDC/TS/BS/

The Occupier

Address 1

Address 2

Postcode

Dear Sir/Madam,

Re: Application for Provision of Bus Shelter at [Enter Location]

Mid Ulster District Council have received an application to erect a bus shelter at the above location and as noted in attached map (see Appendix 1).

The Council's Procedural Guide on the Provision of Bus Shelters outlines that validated applications are subject to neighbour notification. Those who meet the following criteria are eligible to register their preference on this matter:

- All property addresses within 50m frontage to the bus stop (25m either side) on the erection of the shelter, including the type of shelter

Our records indicate that this address is within 50m criteria and therefore subject to neighbour notification.

If approved Council would install Bus Shelter type **[Enter Bus Shelter Example A or B]** as detailed in Appendix 2.

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% (majority) of respondents must be in favour of the proposal.

Please read carefully the statements on the survey form attached. Tick your preferred option in the appropriate box, print your name and address and sign the document. The completed survey form(s) should be returned to this office by either:

- a. returning in Self Addressed Envelope provided, or
- b. emailing to Technicalservices@midulstercouncil.org

Forms received after **[Enter Day and Date]** will not be considered.

Thank you for your time completing this survey.

If you have any queries on the above, please contact (Officer Name) in the Cookstown Office by email at (,,,,,,,) or by telephone on 03000 132 132 Ext: 24400.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Raymond Lowry', enclosed in a thin black rectangular border.

Raymond Lowry
Head of Technical Services

Encs.

Cc DEA Councillors



PROVISION OF BUS SHELTER – SURVEY FORM

1. **I HAVE NO OBJECTIONS** to have a Bus Shelter erected at **[Enter Location]**

☐

2. **I DO NOT WISH** to have a Bus Shelter erected at **[Enter Location]**

☐

If you have ticked this box please give reason for objection

Reason for Objection:

Name: _____
(CAPITALS)

Address: _____

Signature: _____

The Results of this survey will be available to view on the MUDC website
www.midulstercouncil.org under Council Meetings but should you wish to receive written
correspondence detailing the outcome of the survey please tick this box. ☐

Data Protection

In accordance with Data Protection Legislation, Mid Ulster District Council has a duty to protect any data we hold. The information you provide on this survey form will be used for the purposes of processing your survey and will not be shared to any third party unless law or regulation compels such a disclosure. Information will be retained in accordance with the Council's Retention and Disposal Policy.

Appendix 1

[Insert Map of proposed Bus Shelter location]

Appendix 2

BUS SHELTER TYPE

See below Example A - within 30mph speed limits, glazed shelter.



See below Example B - outside 30mph speed limits, painted metal shelter.



Table 1 – Applications awaiting formal application to be submitted (1nr)				
No	Location	Stage	Status / Comment	Progress status
1	Thatch Inn, Hillhead Road	0	Presented to Translink for comment	Exact location for shelter to be determined with DFI Roads, in relation to A6 new road alignment. DFI roads to confirm if shelter to fall under their remit to install rather than MUDC.
Table 2 – New applications received since last Committee (1nr)				
1	The Square, Moy Village	4	Application form received	User number requests sent to translink and EA
Table 3 – STAGES 2-4, (12nr)				
1	Derryvale, Coalisland	3	Proposed location has been declined by Translink. Alternative sites being sought.	Site visit held, 08 February with DFI roads and Translink to agree site. Alternative location has been identified, Landowner to be identified as adjacent to existing field access. DFI roads to confirm.
2	Brough Road, Castledawson (Private Application) - 2018/001	3	Application Form returned .	User numbers requested by Translink/EA . Translink Have reported 4nr passengers, Reminder to be sent to Translink for user numbers, EA do not use this route.Reminder sent 23/03/2022
3	Tirkane Road, Maghera	2	Application Form returned .	Site visit held, identified site for shelter. User numbers to be revisited and updated by Translink.
4	Coagh Rd, Stewartstown	4	New application	Translink confirmed they do not pick-up at this location. EA confirmed 8nr passengers.Once approved at council neighbour notification to be issued
5	Annaghmore Rd, Clonoe	3	New application	DFI Roads to visit site April 2022, to assess proposed location
6	Cloverhill, Moy	3	Application received	Passenger numbers requests sent to Translink and Education Authority confirmed, Translink are reviewing pick up locations and this potentially will be moved into Moy village. During discussions at the statutory meeting 13/02/2021, Translink advised that this will be confirmed when known at the next available stakeholder meeting.
7	Killeshill- A29 Ballygawley Road	4	Application received	Application form received, Translink confirming numbers, DFI to visit site after passenger numbers confirmed.
8	119 Millix Road, Ballygawley	4	Application received	Application form received, Translink confirmed not one of their routes, EA confirmed 8-10 users, DFI to visit site to assess site location.

9	The Mills, Coalisland	4	Application received	DFI Roads to visit site April 2022, potential issue with proposed location
10	Hillead, Stewartstown	4	Site visit 24 January 2022, application form completed	Passenger numbers confirmed by Translink, 20 plus children. Once approved at council neighbour notification to be issued
11	William Street/Beatrice Villas, Bellaghy	4	Site visit 20 January 2022, application form completed	Passenger numbers confirmed by Translink, 30nr children. Once approved at council neighbour notification to be issued
12	Garrison Road, Curran	4	Site visit 28 January 2022	Passenger numbers confirmed by Translink and EA, 6nr. Once approved at council neighbour notification to be issued

Table 4 – STAGES 5-8, (10 NR)

No	Location	Stage	Status / Comment	Progress status
1	Tullyhogue Village	6	Residents declined original location as will promote anti-social behaviour. Limited options for alternative sites that suit bus pick-ups.	New site identified within village. Travel directions and pick up numbers confirmed with EA and Translink still to respond. Reminder sent. Discussed at recent Statutory meeting, site visit to be arranged to review proposed locations with DFI Roads, w/c 7/03/2022
2	St Colmans Park, Moortown	6	Met applicant on site 9 October 2020, site agreed.	NIHE confirmed that they are the registered owner. Letter sent from applicant to Minister for comment on the requirement by NIHE to sell/ lease grounds. Nearest neighbour returned 27 October 2021, no responses received. NIHE application sent to explore lease/purchase options 08/02/2022
3	Glendavagh Road, Crilly, Aughnacloy - 2016/013	6	Application Form filled in during meeting with Cllr Burton	Site visit held with DFI roads. Site identified, subject to landowner agreement. Translink confirmed 0nr users, EA confirmed 6nr users. Site visit to be confirmed with EA and DFI roads for site location, w/c 7 March 2022.
4	Church street , Cookstown	6	Site meeting held with applicant, user number requests issued to Translink and EA	User numbers requested from Translink and EA. Translink responded to say they lift 20nr passengers. EA confirmed 10nr users. Site estate agent for adjacent vacant site to be consulted on shelter location. Reminders sent. Site meeting 08 April confirmed site for shelter subject to approval.
5	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 programmed. TS programmed to discuss with DfI roads at next meeting and progress to instruct to install shelter.
6	Kingsisland Primary School	6	Final confirmation from primary school required to progress.	Meeting to be held with school on exact location of shelter, location drawing circulated to school and church for final approval for shelter location. Meeting held with Primary school. A Planning application has been lodged to extend the school. (On hold subject to Planning decision)
7	Magheracastle Road / Mountjoy Road, Brocagh	6	Pending withdrawal notification from applicant as proposed site on wrong side of the road for pick-up.	Report at next Council Site meeting held 3 August, site agreed, requests sent to Translink and EA for number confirmation. Reminders sent to both parties awaiting responses

8	Goland Road/ Armaghlaghey Road, Ballygawley - 2016/015	6	Site and user numbers confirmed .	Translink users confirmed, 10nr. Location to be agreed with DFI roads./ Translink. Site visit planned for w/c 7 March 2022
9	Reenaderry Rd, Reenaderry	6	New application	User numbers confirmed by Translink, 16nr users. DFI roads confirmed suitability, landowner consultation required, for exact location. Nearest neighbour returned, approved. To go to committee to move to installation stage
10	Eglis View, Ballinderry	5	Application pending Statutory authorities meeting	Following recent DEA meeting, 09/08/2021. Site visit to be arranged with DFI Roads w/c 7 March 2022, to review new location. DFI roads also to review footpath provision to see if it can be funded under their Active travel programme. Location agreed to progress

Table 5 – STAGE 9, (2NR),

No	Location	Stage	Status / Comment	Progress status
1	Clonoe Crossroads	9	Relocation of existing shelter as too close to junction. Land search in progress to find alternative suitable site.	Shelter to be installed by end of March 2022
2	Main Street, Bellaghy	9	Existing shelter removed, at chemist. Proposed new sites have been identified at Seamus Heaney HomePlace.	Shelter to be installed by end of March 2022

Table 6 – Stage 10-11 - Bus Shelters Installed (15nr)

No	Location	Stage	Status / Comment	Progress status
1	143 Omagh road, Ballygawley	10	Existing Bus stop/layby, report to committee required	Installed.
2	Millview/Dunnamore Road, Dunnamore	10	Location agreed, site, DFI Roads compliant for new location.	Installed.
3	Kildrum Estate, Galbally	10	New shelter provision at entrance to housing development.	Installed.
4	Thornhill Road, Pomeroy	10	Location opposite community Hall	Installed.

5	Killeenan Road/Camlough Road/Loughdoo Road	10	Proposal to locate shelter in Kildress GAC.	Installed.
6	Glebe Court, Castlecaulfield	10	Relocation of existing shelter, land ownership to be confirmed for new site.	Installed.
7	Culnady Village	10	Site approved in centre of village, located on DFI Roads lands.	Installed.
8	Stewartstown	10	Translink to provide Clear Channel shelter at this location. Available budget for Translink causing delay.	Installed.
9	Credit Union, Moygashel	10	Location agreed with MUDC, Translink and Cllr Cuthbertson on 28-02-2020	Installed.
10	Cappagh Village	10	Existing shelter in dangerous location, no footpath. Community request to have children lifted in the village. Limited turning space for buses in village.	Installed.
11	Whitebridge, Ballygawley	10	New request for shelter	Installed.
12	Annaghoboe Road/Washingbay Road Junction, Clonoe - 2017/006	10	Siting of new shelter on Washingbay Road.	Installed.
13	Killeen, Lisacclare Road	10	Translink provided alternative pick-up avoiding dangerous road crossing to Coole Road. New pick-up on Lisacclare Road	Installed.
14	Brackville, Four Seasons Bar, Coalisland	10	New location agreed with DFI roads and Translink	Installed.
15	Drumnullan village	10	Replacement shelter with narrow sides to aid access	Installed.

Table 7 – Applications to be Withdrawn/ Re- visited (7Nr)				
No	Location	Stage	Status / Comment	Progress status
1	Coole Road	Revisit application	Re-open application	Discussion with DfI Roads to be held in light of new agreed process principals. Report at next Council Meeting
2	Main Street, Benburb	6	Review Application	Following recent DEA meeting 06/08/2021, Objection status still evident in current position – recommendation – seek statutory comments on the proposed slightly adjusted position. Discussed at Statutory meeting 13/12/2021, DfI Roads to visit to review proposed location w/c 31st January 2022
3	Innishrush Village	6	Application pending Statutory authorities meeting	Following recent DEA meeting 19/08/2021, Objection status still evident in current position – recommendation – seek statutory comments on the proposed slightly adjusted position. Alternative site to be reviewed by DfI Roads/Translink
4	Bellaghy, Overends layby	6	Withdraw Application	Following recent DEA meeting 11/08/2021, agreed to withdraw the current application
5	Meenagh Park, Coalisland	6	Withdraw Application	Application to be withdrawn by applicant
6	Knockloughrim Village	9	Landowner unknown for proposed site. Further investigations underway to determine landowner.	Parks department have agreed location within their site. Nearest neighbour consultation returned, did meet required criteria to proceed. Approved, passed to Property Services 27/08/2021 for installation. Translink confirmed change of bus route with pick-up moved to the centre of village, discussed at statutory agencies meeting 13/12/2021. New shelter is not to be installed.
7	Jordan Engineering, Benburb	4	Meeting organised with Cllr Burton on site to agree location. Not agreed	Shelter application withdrawn by applicant, unable to find suitable location for shelter

**Minutes of Meeting of Environment Committee of Mid Ulster District Council
held on Tuesday 8 March 2022 in Council Offices, Circular Road, Dungannon
and by virtual means**

Members Present

Councillor Brown

Councillors Buchanan, Burton, Cuthbertson, Glasgow*,
Graham, Kearney*, N McAleer*, S McAleer,
B McGuigan, S McGuigan, McNamee, Milne*, O'Neill*
(7.12 pm), Totten*, Wilson*

**Officers in
Attendance**

Mr McCreesh, Chief Executive
Mrs Campbell, Strategic Director of Environment
Mr Currie, Principal Building Control Officer**
Mr Fox, Principal Building Control Officer**
Mr Gordon, Assistant Director of Health, Leisure and
Wellbeing**
Mr Kelso, Director of Public Health and Infrastructure
Mr Lowry, Head of Technical Services**
Mr McAdoo, Assistant Director of Environmental
Services**
Mr Scullion, Assistant Director of Property Services**
Miss Thompson, Democratic Services Officer

**Others in
Attendance**

**Agenda Item 22 – Entertainment Licensing
Greenvale Hotel**

Messrs McElhatton and Redmond

Legal Team

Mr Beattie, QC

Mr Chambers, Barrister***

Ms Largey, Solicitor, Belfast City Council

* Denotes members and members of the public present in remote attendance

** Denotes Officers present by remote means

*** Denotes others present by remote means

The meeting commenced at 7.00 pm

The Chair, Councillor Brown welcomed everyone to the meeting and those watching the meeting through the Live Broadcast. Councillor Brown in introducing the meeting detailed the operational arrangements for transacting the business of the committee in the chamber and by virtual means, by referring to Annex A to this minute.

E056/22 Notice of Recording

Members noted that the meeting would be webcast for live and subsequent broadcast on the Council's You Tube site.

E057/22 Apologies

None.

E058/22 Declarations of Interest

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

E059/22 Chair's Business

None.

Matters for Decision

E060/22 DfI Roads Proposal to Mid Ulster District Council – Proposed Introduction of No Waiting At Any Time – Mullaghboy Crescent, Magherafelt

Members considered previously circulated report which sought agreement in relation to Proposed Introduction of No Waiting At Any Time at Mullaghboy Crescent, Magherafelt.

Proposed by Councillor S McGuigan
Seconded by Councillor Graham and

Resolved That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to Proposed Introduction of No Waiting At Any Time at Mullaghboy Crescent, Magherafelt.

E061/22 DfI Roads Proposal to Mid Ulster District Council – Proposed Introduction of No Waiting At Any Time – Feenys Lane, Dungannon

Members considered previously circulated report which sought agreement in relation to Proposed Introduction of No Waiting At Any Time at Feenys Lane, Dungannon.

Proposed by Councillor S McGuigan
Seconded by Councillor Graham and

Resolved That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to Proposed Introduction of No Waiting At Any Time at Feenys Lane, Dungannon.

E062/22 DfI Roads Proposal to Mid Ulster District Council – Proposed Extension of existing Traffic Calming Measures at Pomeroy Road, Donaghmore

Members considered previously circulated report which sought agreement in relation to Proposed Extension of existing Traffic Calming Measures at Pomeroy Road, Donaghmore.

Proposed by Councillor S McGuigan
Seconded by Councillor Graham and

Resolved That it be recommended to Council to endorse the proposal submitted by Department for Infrastructure Roads in relation to Proposed Extension of existing Traffic Calming Measures at Pomeroy Road, Donaghmore.

E063/22 Consultation Response (Draft) – DfI Inconsiderate Pavement Parking Consultation

The Assistant Director of Property Services presented previously circulated report which outlined the draft consultation response developed on behalf of Mid Ulster District Council in response to the Consultation on Inconsiderate Pavement Parking.

Councillor Cuthbertson stated this was a problem that is getting worse and highlighted that a lot of housing developments were built a long time ago when there were not as many cars and therefore adequate parking provision was not provided to what is needed today. Councillor Cuthbertson stated there needs to be a move away from parking on footpaths due to the dangers for disabled people and people with children/prams but that unfortunately in some estates there is no other option but to park on the pavement as otherwise the car would be blocking the road which can cause further problems for emergency vehicles etc. Councillor Cuthbertson felt that a multi agency approach is needed going forward to put onus on DfI or Housing Executive to create more parking spaces within estates. The Councillor stated he was conscious this would not be possible in every housing development but asked that the comment be included within the response.

Councillor B McGuigan stated the points within the response are well made and that he would also agree with Councillor Cuthbertson's comments and that there is sometimes no other option but to park on the footpath within older housing developments. The Councillor stated this issue comes up regularly at interagency meetings and that it was right that a multi agency approach should be explored. Councillor B McGuigan stated that Members are constantly lobbied on this issue and that there is a job of work to do to try to alleviate the problem.

Councillor S McAleer stated that she welcomed the consultation and the response and agreed with the previous comments made by Members on the matter and felt that parking on footpaths is a problem everywhere and not just in housing developments but in towns and villages as well. The Councillor stated that parking on footpaths has become the norm in some places and felt that if the matter is highlighted enough people will become more aware. Councillor S McAleer stated

that it is often the case that there are parking spaces available but that people want easy access to shops etc and will just pull up on the pavement.

Councillor Wilson stated he agreed with the previous speakers and thanked staff for drafting a response to the consultation. The Councillor stated that pavement parking causes problems in housing estates and that developments built 40-50 years ago do not have adequate parking provision. Councillor Wilson felt that going forward a date should be included within the response for providing adequate parking within developments in future.

Councillor Kearney agreed with the comments made and felt that attention should be drawn within the response to the difficulties pavement parking can cause for emergency services.

Proposed by Councillor B McGuigan
Seconded by Councillor Cuthbertson and

Resolved That it be recommended to Council to approve for submission the draft response to consultation on Inconsiderate Pavement Parking as outlined at appendix to report to include additional commentary in respect of having a multi agency approach on the matter going forward, having a future date for providing adequate parking within housing developments and difficulties pavement parking causes to emergency services.

E064/22 Works at Dungannon Roundabout

The Assistant Director of Environmental Services presented previously circulated report which provided update on works at the Thomas Street roundabout in Dungannon.

Councillor O'Neill joined the meeting at 7.12 pm

Councillor Cuthbertson stated it was good to see progress going forward to improve the roundabout in Dungannon which has been very attractive over the years. The Councillor expressed some disappointment in respect of the requirements in relation to maintenance of the roundabout and that this could not be accommodated in the evening or less busy times. Councillor Cuthbertson referred to the removal and relocation of the butterflies from the roundabout and proposed that these structures should stay in the Dungannon area ie. Dungannon Park, Railway Park, Windmill Wood, bedding area at Stangmore.

The Chair, Councillor Brown asked if there was a reason why the butterfly structures could not stay on the roundabout.

The Assistant Director of Environmental Services advised that as outlined in the report, DfI Roads have stated that a lane closure would be required on the roundabout during maintenance and watering of the planting which is not feasible and would create a bottleneck 2-3 times a week during the summer season. The Assistant Director advised that alternative locations have been identified for the

butterfly structures but that further consideration can be given to this to ascertain if there is a suitable site in the Dungannon area.

Proposed by Councillor S McAleer
Seconded by Councillor Cuthbertson and

Resolved That it be recommended to Council to approve the approach being taken regarding works at Thomas Street roundabout as outlined in report with further consideration to be given to the relocation of the butterfly structures within the Dungannon area.

E065/22 Ireland's Best Kept Town Awards 2022

The Assistant Director of Environmental Services presented previously circulated report which sought approval to enter Castlecaulfield in Ireland's 2022 Best Kept Awards Competition.

Councillor Burton proposed the report recommendation. The Councillor stated that more villages are coming on board year on year which is good to see and asked if there are monies set aside or if thought has been given as to how Council can provide support to these villages going forward. Councillor Burton referred to other sources of funding but that these often have strict criteria and not every village can avail of these sources and felt that the worst thing that could be done would be to pitch villages against each other. The Councillor stated that it is fantastic to see the number of villages who want to take part and that Council should be supporting them as best it can but that this support should be equal.

Councillor Graham seconded Councillor Burton's proposal.

The Assistant Director of Environmental Services stated that support provided to the entrants is within existing resources and that this is shared as best possible.

Councillor Burton asked if there is a budget to provide support to entrants or if this needs to be considered going forward as there are now more villages coming on board. The Councillor stated that people will be coming to Council to seek help and felt that Council should be providing support as best it can.

The Strategic Director of Environment stated there is a budget for plants and bedding which is determined through the rates setting process, it was advised that this budget is for the whole district and is used in the best way possible. The Strategic Director stated there are no additional monies for supporting entrants to competitions.

The Chair, Councillor Brown asked what the budget is for plants and bedding.

The Strategic Director of Environment advised she would not have the figure to hand and would have to come back but stressed that there were no additional monies set aside for plants and bedding as part of the rate setting process this year.

Councillor B McGuigan stated that support needs to be factored into considerations going forward and not after the rate setting process.

Councillor Burton stated that for the last two years competitions did not take place due to Covid and monies would not have been used. The Councillor felt that those volunteering their time in villages needed some support and that she was aware of an upcoming meeting in Castlecaulfield at which those volunteers will be expecting answers from Members attending. Councillor Burton stated she had no doubt those entering the competitions will put their whole heart into it but that this should also be the case for Council as well.

The Chair, Councillor Brown stated that if the budget amount was known it would be helpful going forward.

Councillor B McGuigan stated he had no issue with entering the competition but the question is whether Council has the finance to support. The Councillor stated he took on board the comments in relation to volunteers and the good work they do but that a plan is needed going forward.

Resolved That it be recommended to Council to approve the nomination of Castlecaulfield into Ireland's Best Kept Small Town Awards Competition for 2022.

E066/22 Sustainable NI Support

The Assistant Director of Environmental Services presented previously circulated report which sought approval to provide continued financial support to Sustainable NI (SNI).

Proposed by Councillor Brown
Seconded by Councillor S McAleer and

Resolved That it be recommended to Council to approve the annual subscription of £6,000 to Sustainable NI.

E067/22 Bus Shelter Update

The Head of Technical Services presented previously circulated report which provided update on current bus shelter status.

Councillor Kearney referred to proposed bus shelter at Innishrush and that it has been eight months since the DEA meeting and a response from NIHE on the shelter is still outstanding. The Councillor stated that a new site has been explored for a bus shelter in the village which is not near any social housing and that he was confused as to why Council was still waiting on a response from NIHE on the matter.

Councillor Wilson referred to neighbour notification survey for bus shelter at Reenaderry Road, that four surveys were issued and none were returned. The Councillor referred to the report which states that in accordance with policy where more than 51% of the completed replies *returned* indicate they are in favour of the

installation of a bus shelter, it is confirmed that the bus shelter is recommended to be installed. Councillor Wilson questioned the use of the word returned in this case.

The Head of Technical Services stated he would check the policy but that it is generally considered if there are no objections to a bus shelter it is taken as a positive to install a bus shelter at the given location.

Councillor Wilson stated he had no objection the installation of the bus shelter but that he was just pointing out the wording of the policy.

The Head of Technical Services stated he would also follow up in relation to Councillor Kearney's query.

Proposed by Councillor S McGuigan
Seconded by Councillor McNamee and

- Resolved** That it be recommended to Council –
- That the applications listed below move to stage five –
 - Coagh Road, Stewartstown
 - Garrison Road, Curran
 - Beatrice Villas/William Street, Bellaghy
 - Hillhead, Stewartstown
 - That bus shelter for Reenaderry Road be approved to proceed to Property Services for installation.
 - That bus shelter at Jordan Engineering, Benburb be approved to be withdrawn.

Matters for Information

E068/22 Environment Committee minutes of meeting held on 8 February 2022

Members noted minutes of Environment Committee held on 8 February 2022.

Councillor Cuthbertson stated an issue had been brought to his attention whereby a lone lady driver was exiting a privately owned car park and an Enforcement Officer stepped out in front of her car to wave her down and detain her vehicle. The Councillor asked if the contractor has the authority to do this and sought clarification.

The Chair, Councillor Brown asked Councillor Cuthbertson to pass the details of the incident to the relevant officer.

E069/22 DfI Roads Proposal to Mid Ulster District Council – 20 mph on Tullagh View, Cookstown

Members noted previously circulated report which advised of proposals from DfI Roads to introduce a 20mph on Tullagh View, Cookstown.

E070/22 Building Control Workload

Members noted previously circulated report which provided update on the workload analysis for Building Control.

E071/22 Entertainment Licensing Applications

Members noted previously circulated report which provided update on Entertainment Licensing Applications across the Mid Ulster District.

E072/22 Dual Language Signage Requests

Members noted previously circulated report which advised of requests for Dual Language Signage from residents on the streets/roads in question.

E073/22 The Licensing and Registration of Clubs (Amendment) Act (Northern Ireland) 2021 – Phase 2

Members noted previously circulated report which advised of changes to the liquor licencing laws in Northern Ireland by virtue of the Licensing and Registration of Clubs (Amendment) Act (NI) 2021, some of which will have implications for Entertainment Licensing.

E074/22 Entertainment Licensing Legislation

Members noted previously circulated report which provided update on the review of Entertainment Licensing legislation.

E075/22 Public/Bank Holiday Working Arrangements for 2022/23

Members noted previously circulated report which outlined the proposed public/bank holiday working arrangements for Environmental Services for the period 1st April 2022 to 31st March 2023.

E076/22 Tullyvar Joint Committee Update

Members noted previously circulated report which provided an update on the business of the Tullyvar Joint Committee.

Live broadcast ended at 7.32 pm.

Local Government (NI) Act 2014 - Confidential Business

Proposed by Councillor McNamee
Seconded by Councillor S McGuigan 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 E077/22 to E088/22.

Matters for Decision

- E077/22 Entertainment Licensing
- E078/22 Energy Contract Renewal – Delegated Authority Approval
- E079/22 Property Services 2022/23 Funding Pressures
- E080/22 Frameworks for the Purchase of Refuse/Recycling Products
- E081/22 Contract for the Collection, Treatment and Recycling/Recovery of Road Sweepings from Recycling Centres
- E082/22 Contract for collection and processing of bio-waste
- E083/22 Town Shared Space Project - Coalisland

Matters for Information

- E084/22 Environment Committee Confidential Minutes of meeting held on 8 February 2022
- E085/22 Magherafelt Recycling Centre and Waste Transfer Station
- E086/22 Capital Framework – ICT Contracts Update
- E087/22 Capital Framework – IST Contracts Update
- E088/22 Capital Projects – Scoping Contracts Update

E089/22 Duration of Meeting

The meeting was called for 7.00 pm and ended at 10.30 pm

CHAIR _____

DATE _____

Annex A – Introductory Remarks from the Chairperson

Good evening and welcome to the Council's [Policy & Resources/Environment/Development] Committee in the Chamber, [Dungannon/Magherafelt] and virtually.

I specifically welcome the public watching us through the Live Broadcast. The Live Broadcast will run for the period of our Open Business but will end just before we move into Confidential Business. I let you know before this happens.

Just some housekeeping before we commence. Can I remind you:-

- If you have joined the meeting remotely please keep your audio on mute unless invited to speak and then turn it off when finished speaking
- Keep your video on at all times, unless you have bandwidth or internet connection issues, where you are advised to try turning your video off
- If you wish to speak please raise your hand in the meeting or on screen and keep raised until observed by an Officer or myself
- Should we need to take a vote this evening I will ask each member to confirm whether they are for or against the proposal or abstaining
- When invited to speak please introduce yourself by name to the meeting
- For any member attending remotely, if you declare an interest in an item, please turn off your video and keep your audio on mute for the duration of the item
- If referring to a specific report please reference the report, page or slide being referred to
- Lastly, I remind the public and press that taking photographs of proceedings or using any means to enable anyone not present to see or hear proceedings, or making a simultaneous oral report of the proceedings are not permitted

Thank you and we will now move to the first item on the agenda - apologies and then roll call of all other Members in attendance.

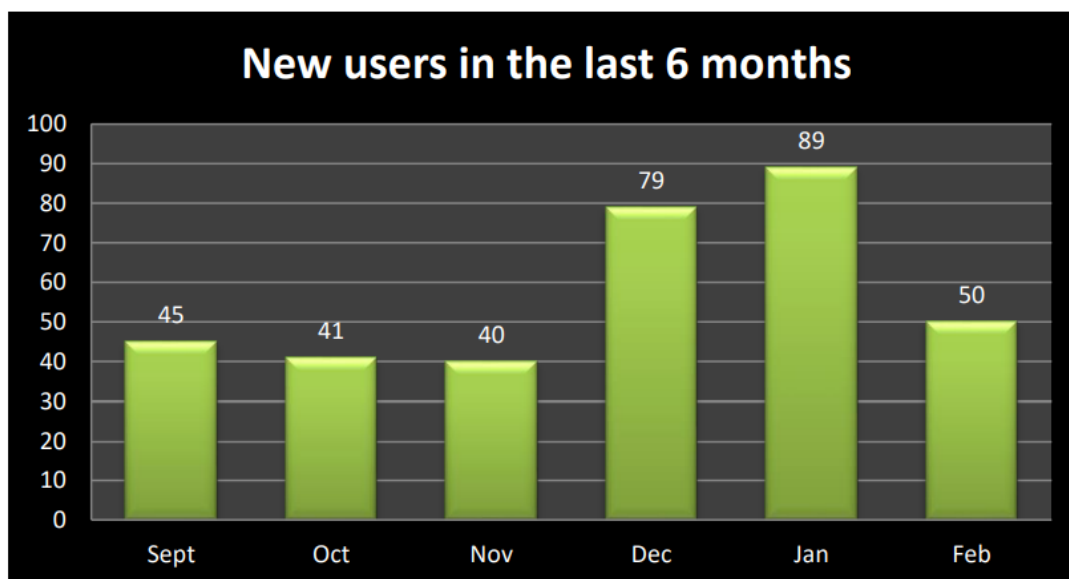
Report on	Bin Ovation Update
Date of Meeting	4 th April 2022
Reporting Officer	Mark McAdoo, Assistant Director, Environmental Services
Contact Officer	Karen Brown, Recycling Education & Awareness Officer

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

1.0	Purpose of Report
1.1	To update members on usage of the Bin-ovation App and associated competition.
2.0	Background
2.1	The Bin-Ovation App is a high tech educational awareness tool which allows the Council to share its waste/recycling information with residents 24/7, 365 days a year. The App provides instant information to users via smart phone/tablet devices.
2.2	The Bin-Ovation App is managed on behalf of Mid Ulster Council by Bin-Ovation. Council Officers do not have to manage the operation of the App on a daily basis but instead simply provide the information to populate the App on set up and then notify Bin-Ovation of any changes to services or stories that they want to post.
2.3	In 2017/18 after discussions with Environmental Services Bin-Ovation agreed to expand the App to include their Report It function which allows users to report real time issues such as litter, fly tipping, dog fouling etc. (at no extra charge to Council)
3.0	Main Report
3.1	Since its launch the App has been downloaded by 8,140 users in Mid Ulster with 344 new user downloads during the six month period 1 st September 2021 to 28 th February 2022.
3.2	Via the App 30,560 product / recycling searches have been carried since its launch with the top 5 viewed materials being: pizza boxes (takeaway); used tissues, kitchen roll or napkins; shredded paper; printer cartridges and ash.
3.3	The online search which allows residents to check their bin collection day has been used 11,216 times since its launch. A total of 3,234 views were made for Recycling

Centres with Cookstown Recycling Centre being the most frequently viewed with 655 views followed by Magherafelt Recycling Centre with 568 views.

The table below shows the monthly total of users over the last 6 months:



3.4 There were 73 reports received through the Report It Function in the last 12 months on a range of environmental issues including street cleansing, dog fouling, litter and fly-tipping

3.5 As a means to increase the number of Bin-ovation app users, a competition is running from 21st March to 11th April 2022 where both new and existing users can enter to be in with the chance of winning a tablet device. Three simple steps are required – firstly download the Bin-Ovation App (or existing users should simply open the App on their smart device), click on the “more” section and finally choose the option to “enter draw” and complete your details. Participants will then be entered into the draw for the tablet with a winner selected just in time for Easter. The competition is being promoted on Mid Ulster Council social media channels.

4.0 Other Considerations

4.1 Financial, Human Resources & Risk Implications

Financial: The annual subscription fee for Bin-Ovation is £6,500 (which equates to £0.80 per download)

Human: None

Risk Management: None

4.2 Screening & Impact Assessments

Equality & Good Relations Implications: N/A

	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	Members are asked to note the content of this report.
6.0	Documents Attached & References
6.1	Appendix 1 – Bin-Ovation Data & Statistical Behavioural Analysis Report – February 2022
6.2	Appendix 2 – Photograph of Environment Committee Chair to promote Bin-Ovation competition



Bin-Ovation Ltd

Mid Ulster District Council
Data & Statistical Behavioural Analysis Report
Ref: 078 – February 2022

Report Specifics			
Council:	Mid Ulster District Council		
Reporting period:	078 – 1 st February – 28 th February 2022		
Date of Report:	2 nd March 2022		
Author:	Michael Brady	Revision:	

Overview

This is a report to demonstrate a variety of metrics and overall usage of the Bin-Ovation App by Mid Ulster District Council (MUDC) householders. The report informs MUDC about how many of their residents are using the Bin-Ovation App and specifically how they are using it. This information will give the Council a unique view of the issues its residents have with its Waste Management scheme and therefore put the Council in a better position to improve its 'Recycling' performance.

The data is sourced from the following:

- Bin-Ovation API (Application Programme Interface)
- Bin-Ovation CMS (Content Management System)
- Google Firebase

The information within the report is regarded as confidential and is not to be shared with any other third parties without the express permission of MUDC Officers.

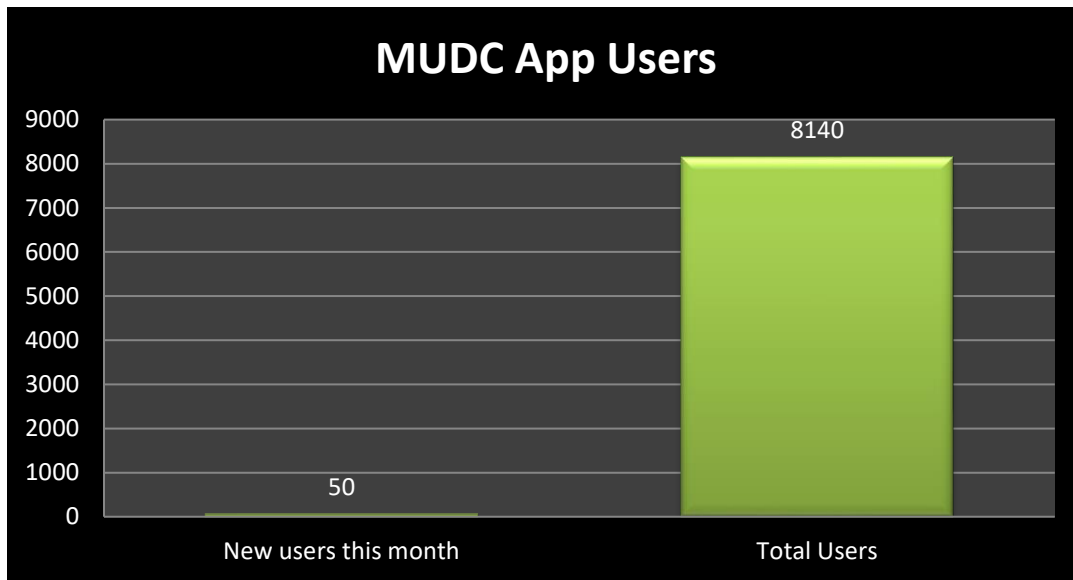
Executive Summary

The main figures to highlight from the report are as follows:

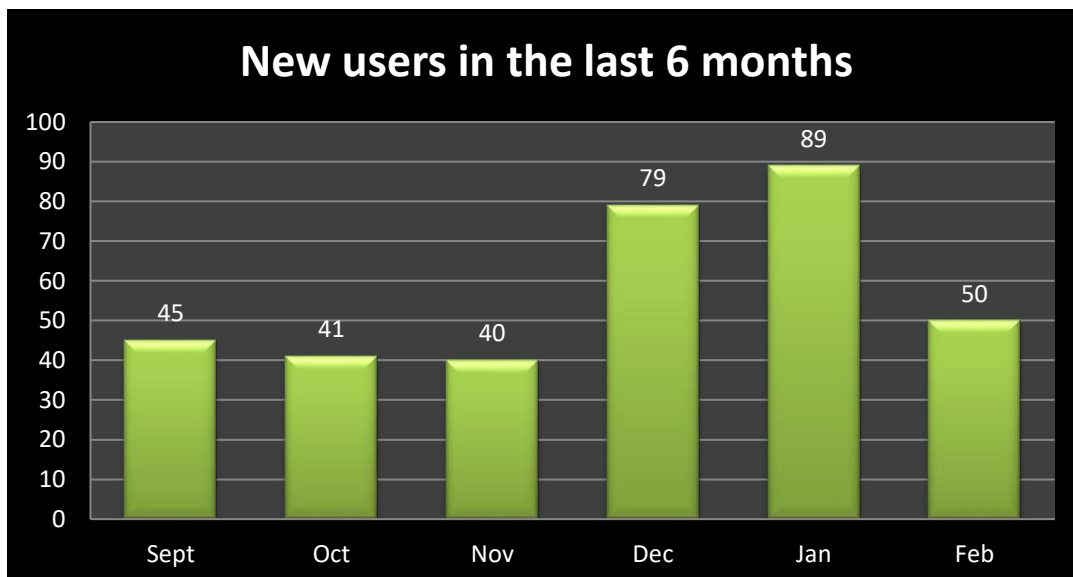
1. Since launch there have been **8,140** new users with **50** new users this month.
2. The best day for new users this month was 9th February with **8**.
3. The number of product page views since launch is **30,560** and the average time spent viewing each product page has been **18.35** seconds. This represents excellent learning for the users and they experience immediate learning and form the habit of using the App as their reference point.
4. The top viewed items in MUDC since launch have been:
 - I. Pizza Boxes (Takeaway)
 - II. Used Tissues, Kitchen Roll or Napkins
 - III. Shredded Paper
 - IV. Printer Cartridges
 - V. Ash
5. The most viewed items in **Northern Ireland**, since launch in March 14, based on **604,805 searches**, have been:
 - i. Pizza Boxes (Takeaway)
 - ii. Used Tissues, Kitchen Roll or Napkins
 - iii. Kitchen Foil
 - iv. Foil Trays
 - v. Cartons/Cartons-Tetrapak
6. The most viewed article in the 'News/ Info' and 'Tips' has been 'When is my collection day?' with 11,216 views since launch.
7. The most frequently viewed Recycling Centre has been 'Cookstown Recycling Centre' with 655 views each.
8. No Push Notifications were sent this month.
9. 1 Contact Council email was received this month.
10. 2 Environmental reports were received this month with 73 in the last 12 months.

Section 01: Users and Devices

This table shows existing users since the App was introduced in the Council area and the number of new users for the reporting period. We define Users, not as downloads, as the App can be deleted, but as users who have the App installed on MUDC at month end. This gives a true reflection of how many residents are using App.



The table below shows the monthly total of new users over the last 6 months:



Section 02: Product Page Views

Below is the list of the top 20 screen views and the average viewing time on each item page time on for since launch:

Item no.	Screen Name	Screen Views	Avg. Time on Screen (min:sec)
01	Pizza Boxes (Takeaway)	1640	27.18
02	Used Tissues, Kitchen Roll Or Napkins	1328	25.07
03	Shredded Paper	983	21.75
04	Printer Cartridges	793	22.08
05	Ash	504	16.74
06	Asbestos	469	11.32
07	Oil Filter	461	10.26
08	Envelopes: Windows	457	14.91
09	Kitchen Foil	424	21.23
10	Foil Trays	410	17.47
11	Takeaway Container (Plastic)	383	7.55
12	Plastic Food Tray	380	14.33
13	Cartons	350	18.68
14	Plastic Bags	349	23.11
15	Cereal Box Inner Packaging	346	12.78
16	Aerosols	333	24.41
17	Cooked Food Scraps	323	24.59
18	Bread	311	18.99
19	Yoghurt Pot (Plastic)	310	17.86
20	Butter Tubs	304	10.21
	Total Product Views	30,560	18.35

Section 03: Top 20 'News/ Info' and 'Tips' Searches

Item no.	Screen Name	Screen Views	Avg. Time on Screen (min:sec)
01	When Is My Collection Day?	11216	71.75
02	Bin Collections On Bank And Public Holidays In 2018	1582	29.00
03	2 January 2018 New Bin Collections For Magherafelt Area	1376	43.94
04	Bag Yourself Some Free Compost!	599	56.62
05	Christmas & New Year Collections & Recycling Centre Arrangements 2017	565	34.81
06	Bulk Waste Collection Service	541	50.90
07	Recycling Centre Opening Hours On Bank And Public Holidays In 2018	441	24.65
08	Your New Council	377	24.76
09	Christmas Arrangements For Bin Collections And Recycling Centre Opening Hours	362	37.86
10	Bin Collections Start Earlier!	328	16.96
11	Holiday Bin & Recycling Centre Arrangements	325	38.14
12	Are You A Recycling Hero? Take This Short Quiz And Find Out!	324	56.48
13	Covid -19 Update - 30Th March 2020	319	52.74
14	Easter 2018 Arrangements For Bin Collections And Recycling Centres	313	14.76
15	July Holiday Arrangements Explained.....	268	21.02
16	July 2017 Bank Holiday Bin Collection Arrangements And Recycling Centre Opening Times	262	28.17
17	Reduce - Unwanted Mail.	235	79.91
18	Grow A Greener Garden - Compost Awareness Week 2016!	217	60.70
19	Commercial Waste	203	24.50
20	July Holidays 2019 Bin Collection And Recycling Centre Holiday Arrangements	202	39.95
	Complete Article Views	25,800	55.82

Section 04: Top 10 'Recycling Centre/Recycling Point' Searches since launch:

Item no.	Screen Name	Screen Views	Avg. Time on Screen (min:sec)
01	Recycling Centre: Cookstown	655	18.75
02	Recycling Centre: Magherafelt	568	35.83
03	Recycling Centre: Drumcoo	398	25.13
04	Recycling Centre: Coalisland	302	21.72
05	Recycling Centre: Ballymacombs	219	39.44
06	Recycling Centre: Castledawson	210	18.78
07	Recycling Centre: Maghera	188	21.59
08	Recycling Centre: Tullyvar	187	24.94
09	Recycling Centre: Moneymore	176	24.19
10	Recycling Centre: Draperstown	118	32.09
	Total Views	3,234	25.83

Section 05: Emails to Council this month are enclosed in separate spreadsheet enclosed with this report.

01	Emails this month	1 email was received from MUDC users this month
02	Email Service Usage Year to Date	205 emails received from MUDC users since launch

Section 06: Push Notifications

Last 12 months:	Push Notification sent 20/12/21: For Christmas holiday collections and recycling centre arrangements please see the News/Info section of this App - Thanks
	Push Notification sent 28/10/21: Temporary Closure of Maghera Recycling Centre 3.00pm Saturday 30 October to 8.30am Thursday 4 November 2021. Please see News/Info section.
	Push Notification sent 06/07/21: For July Holiday Collections and Recycling Centre arrangements please see the News/Info section of this App
	Push Notification sent 02/04/21: Bin collections are as normal over Easter. Recycling Centres are closed on Easter Monday.
	Push Notification sent 30/12/20: For Collections and Recycling Centre arrangements around New Year's Eve and New Year's Day see News/Info section.
	Push Notification sent 16/12/20: For Christmas & New Year holiday collections and Recycling Centre arrangements please see News/Info section of this App.

Report end





Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council



85% 3:38 p.m.

Bin-ovation

NEWS/INFO

REPORT IT

MORE

Report issues directly to your council

Here are some issues you can report:



Dog Mess



Graffiti



Litter

REPORT IT

For waste-related issues you can

Contact your council directly



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Report on	Update/survey on Recycling Centre prepayment system
Date of Meeting	4 th April 2022
Reporting Officer	Mark McAdoo , Assistant Director, Environmental Services
Contact Officer	John Murtagh, Waste Data, Contracts & Compliance Officer

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

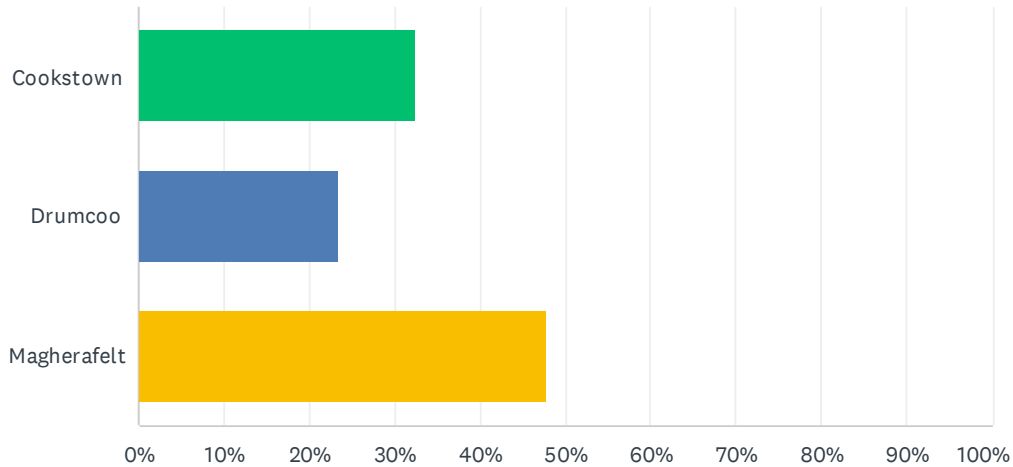
1.0	Purpose of Report
1.1	To update members on the operation of the Recycling Centre prepayment system for the acceptance of commercial waste and results of customer satisfaction survey.
2.0	Background
2.1	A previous internal audit carried out identified the handling of cash received for the acceptance of commercial/trade waste at Recycling Centres as a theft/fraud risk.
2.2	As a result a pre-payment system was introduced on 4 th June 2018 at Cookstown, Dungannon and Magherafelt Recycling Centres (the only sites where commercial residual waste is accepted and which have weighbridges to weigh such waste).
2.3	A year later in June 2019 functionality was added to the Council website which permitted online payments to be made on the system. At this point all cash payments/handling for commercial waste disposal at the three sites ceased.
2.4	The cashless card/swipe system has proved beneficial during the recent pandemic as it has reduced the need for interaction between site attendants and customers.
2.5	An internal audit report on the system was received in early 2020 which provided a satisfactory level of assurance. However one of the recommendations of the audit was that six monthly updates would be provided to Committee on the operation of the system; hence the submission of this paper for members information.
2.6	The internal audit also recommended that customer feedback should be formally sought to determine the level of satisfaction with the operation of the new system and a customer satisfaction survey has now been completed.

3.0	Main Report
3.1	As of 31 January 2022 there were a total of 888 commercial customers registered on the Recycling Centre prepayment system (up from 634 on 31 March 2021).
3.2	In the 10 month period between 01 April 2021 and 31 January 2022 a total of £10,715.20 income/revenue has been processed through the pre-payment system for the disposal of waste at the three main Recycling Centres.
3.3	During the same period a total of 99 online payments amounting to £10,581.90 have been received accounting for 30% of the total payments made on the system in that time (up from 23% for the period April 2020 to March 2021).
3.4	The GenWaste prepayment system includes a waste data and recording function which is also being utilised at the Councils three waste transfer stations located at Drumcoo, Magheraglass and Magherafelt to record and report all municipal waste transported in and out of from these sites by either the Council or our contractors
3.5	In relation to obtaining customer feedback a short questionnaire was created comprising of 13 questions which was issued to all registered commercial customers either electronically (via Survey Monkey) or hard copy (see attached).
3.6	A total of 111 responses were received (64 via Survey Monkey and 47 hard copies) which represented a 12.5% return rate for the survey.
3.7	<p>The results of the survey are attached as appendix and summarised as follows:</p> <ul style="list-style-type: none"> • 99% of all responses felt the opening hours of the 3 main sites were “adequate” or above with 75% stating that they were “good” or “very good”. • 98% of responses felt that the recycling facilities on the 3 main sites were “adequate” or above with 84% stating that they were “good” or “very good”. • 97% replied that the staff were “somewhat helpful” or better with 85% recording that they were “very helpful” or “extremely helpful”. • 90% felt that the pre-paid system was “somewhat easy to use with help” with 58% stating that it was “easy” or “very easy” to use (only 3% stated that it was “somewhat difficult” and 6.8% stated that it was “difficult” to use). • 90% of the responses felt that the swipe card terminal at the 3 main sites was “somewhat easy to use with help” with 59% stating that it was “easy” or “very easy” to use (only 6% stated that it was “somewhat difficult to use” and only 4% stated that it was “difficult” to use). • Of the responses received only 34% stated that they use the online payment function. Of those that do use the online function 95% felt that it was “ok or better” with 65% stating that it was “a good” or “very good”. • When asked if satisfied with the service 70% stated either “satisfied” or “very satisfied” with only 10% “dissatisfied” or “very dissatisfied”. • When asked if they would recommend the service to another user the majority answered “yes” on a scale where 0 was “very likely” and 100 was “definitely not”. 101 respondents answered this question recording an average score of 20 which is very positive overall for customer satisfaction.

4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	<p>Financial: The cost of installing the GenWaste prepayment system in 2018 was £25,000. Since that time a further £3,500 has been spent on developing the online payment functionality and related reports as well as the purchase of additional swipe cards.</p>
	<p>Human: Office time required for developing the system in partnership with Precia Molen Ltd</p>
	<p>Risk Management: The prepayment system has reduced the risk of fraud/theft from cash handling.</p>
4.2	Screening & Impact Assessments
	<p>Equality & Good Relations Implications: N/A</p>
	<p>Rural Needs Implications: N/A</p>
5.0	Recommendation(s)
5.1	Members are asked to note the contents of this report and survey results.
6.0	Documents Attached & References
6.1	Appendix 1 – Copy of the Genwaste Prepayment System Customer Survey questionnaire.
6.2	Appendix 2 – Survey results and analysis from Survey Monkey (including hard copy responses).

Q1 Which Recycling Centre or Centres do you normally use. Please select all relevant sites.

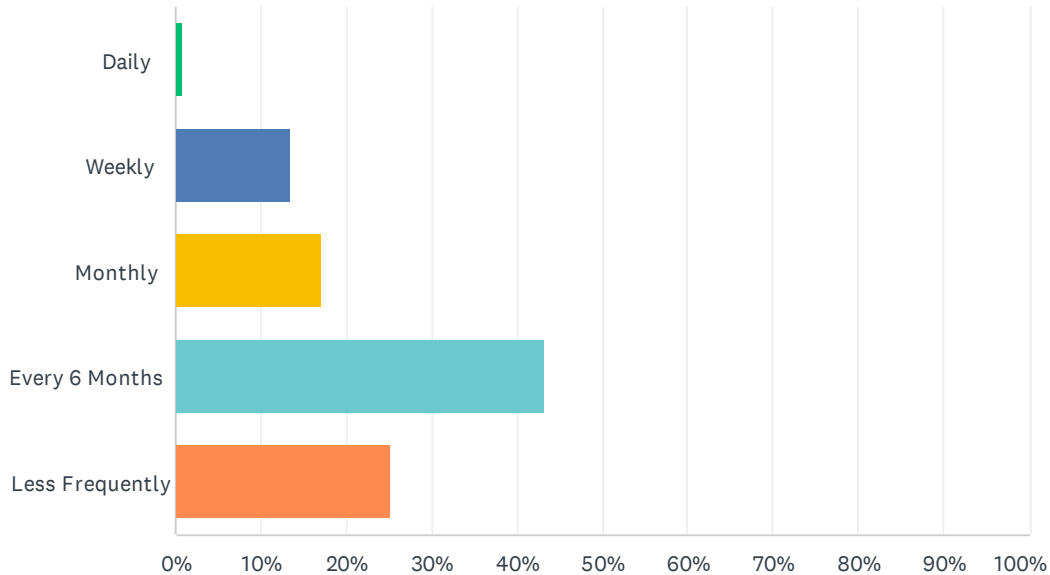
Answered: 111 Skipped: 0



ANSWER CHOICES	RESPONSES	
Cookstown	32.43%	36
Drumcoo	23.42%	26
Magherafelt	47.75%	53
Total Respondents: 111		

Q2 How often do you use the Council's Recycling Centres for the disposal of commercial waste. Please select one:

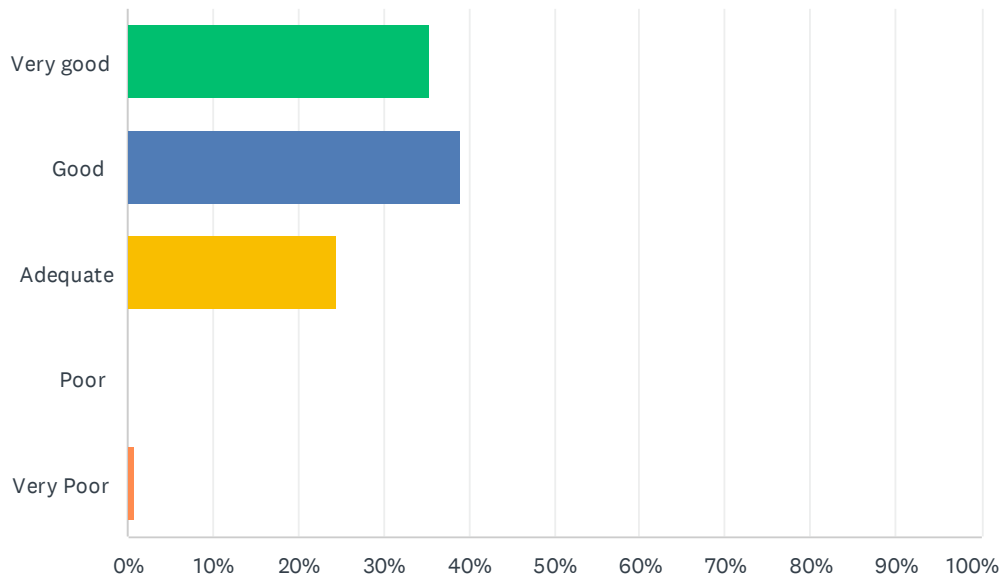
Answered: 111 Skipped: 0



ANSWER CHOICES	RESPONSES	
Daily	0.90%	1
Weekly	13.51%	15
Monthly	17.12%	19
Every 6 Months	43.24%	48
Less Frequently	25.23%	28
TOTAL		111

Q3 How do you find the opening hours on these sites? Please select one:

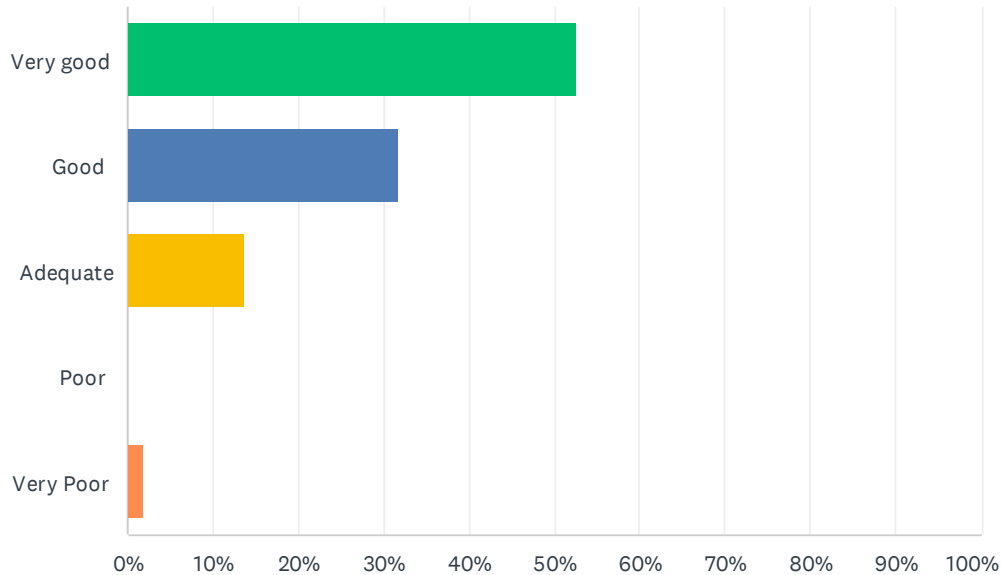
Answered: 110 Skipped: 1



ANSWER CHOICES	RESPONSES	
Very good	35.45%	39
Good	39.09%	43
Adequate	24.55%	27
Poor	0.00%	0
Very Poor	0.91%	1
TOTAL		110

Q4 How would you rate the facilities at these Recycling Centres? Please select one:

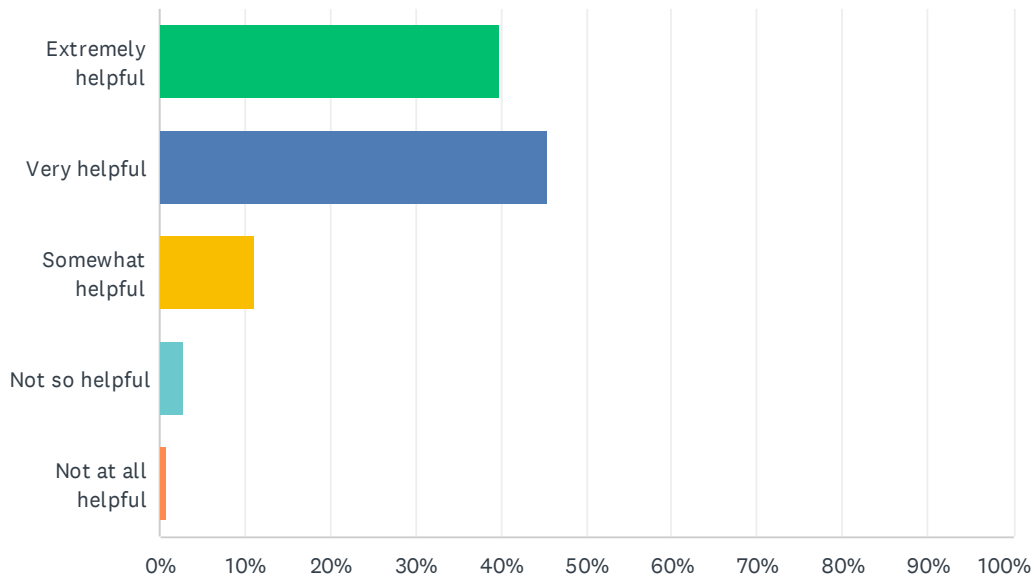
Answered: 110 Skipped: 1



ANSWER CHOICES	RESPONSES	
Very good	52.73%	58
Good	31.82%	35
Adequate	13.64%	15
Poor	0.00%	0
Very Poor	1.82%	2
TOTAL		110

Q5 How do you find our staff? Please select one:

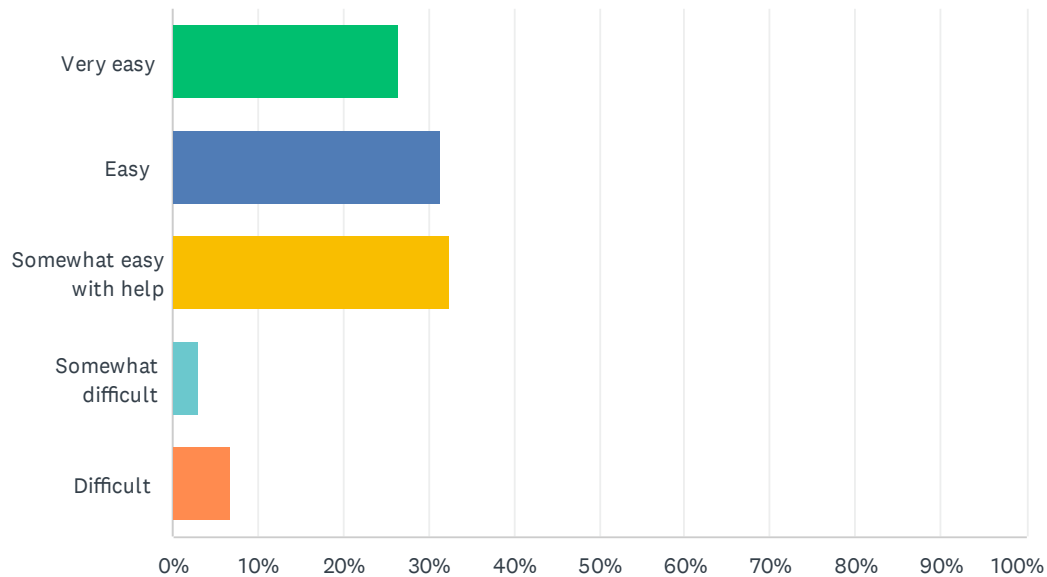
Answered: 108 Skipped: 3



ANSWER CHOICES	RESPONSES	
Extremely helpful	39.81%	43
Very helpful	45.37%	49
Somewhat helpful	11.11%	12
Not so helpful	2.78%	3
Not at all helpful	0.93%	1
TOTAL		108

Q6 How easy do you find the pre-paid swipe card to use? Please select one:

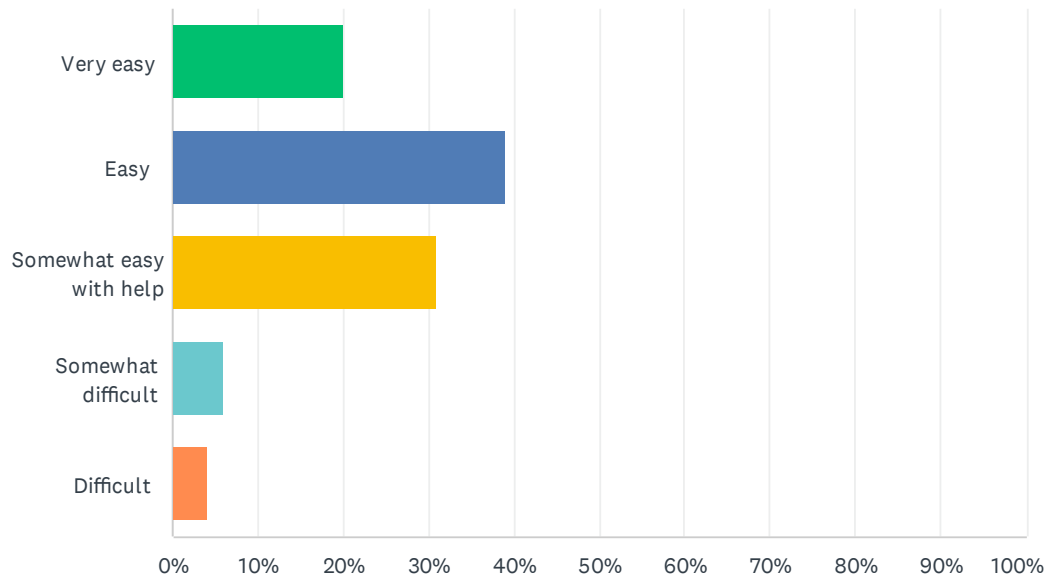
Answered: 102 Skipped: 9



ANSWER CHOICES	RESPONSES	
Very easy	26.47%	27
Easy	31.37%	32
Somewhat easy with help	32.35%	33
Somewhat difficult	2.94%	3
Difficult	6.86%	7
TOTAL		102

Q7 How easy do you find the swipe card terminal on site to use? Please select one:

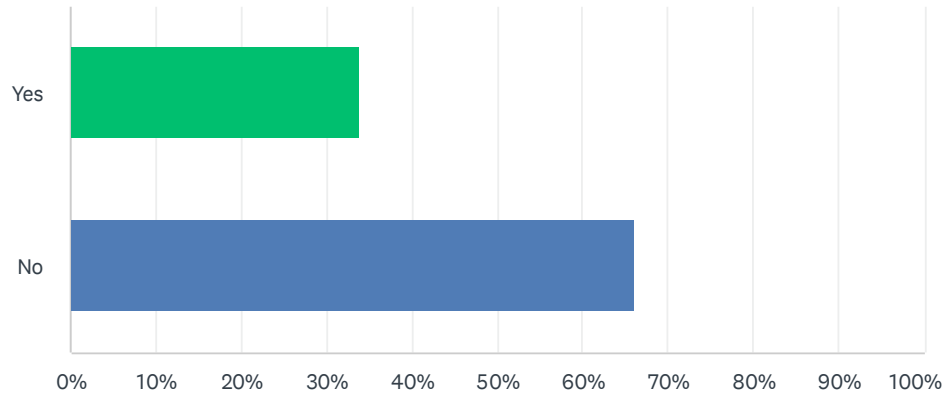
Answered: 100 Skipped: 11



ANSWER CHOICES	RESPONSES	
Very easy	20.00%	20
Easy	39.00%	39
Somewhat easy with help	31.00%	31
Somewhat difficult	6.00%	6
Difficult	4.00%	4
TOTAL		100

Q8 Do you use the online payment function to top up your card? Please select one:

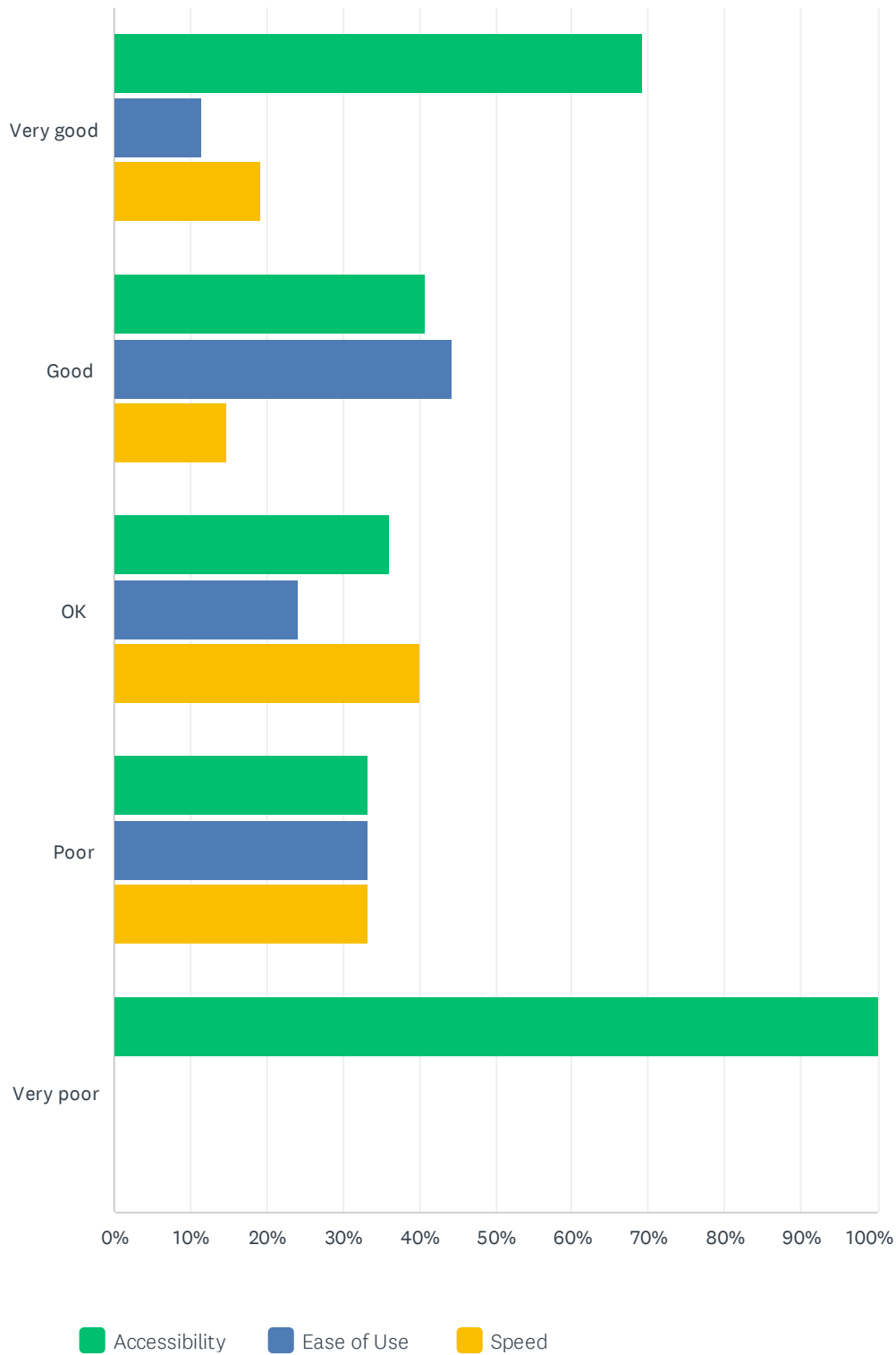
Answered: 106 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	33.96%	36
No	66.04%	70
Total Respondents: 106		

Q9 If yes, please rate the online service on the following:

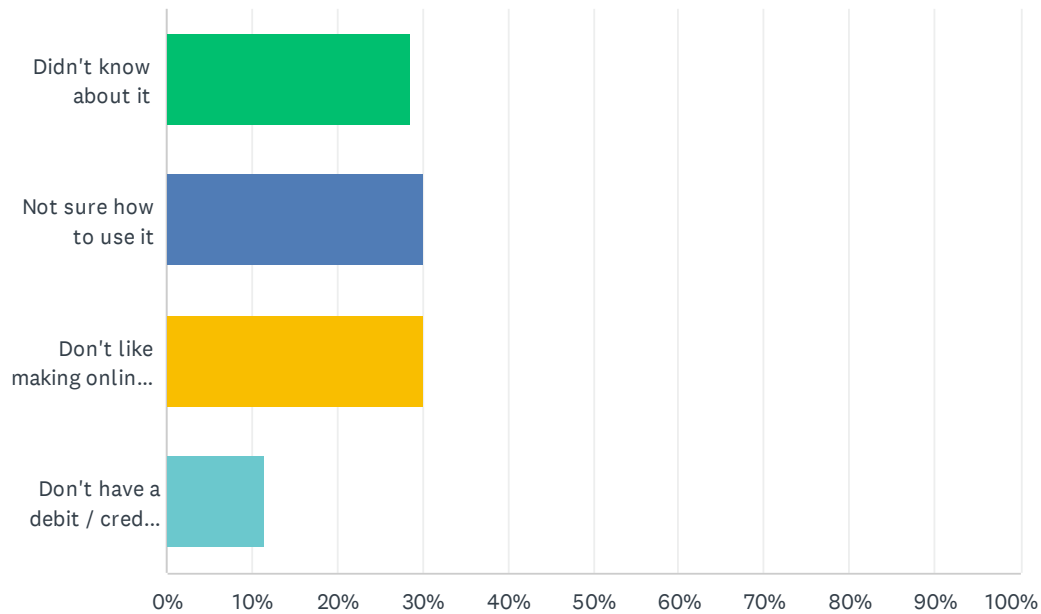
Answered: 49 Skipped: 62



	ACCESSIBILITY	EASE OF USE	SPEED	TOTAL
Very good	69.23% 18	11.54% 3	19.23% 5	26
Good	40.74% 11	44.44% 12	14.81% 4	27
OK	36.00% 9	24.00% 6	40.00% 10	25
Poor	33.33% 1	33.33% 1	33.33% 1	3
Very poor	100.00% 1	0.00% 0	0.00% 0	1

Q10 If no, please tell us why? Please select one:

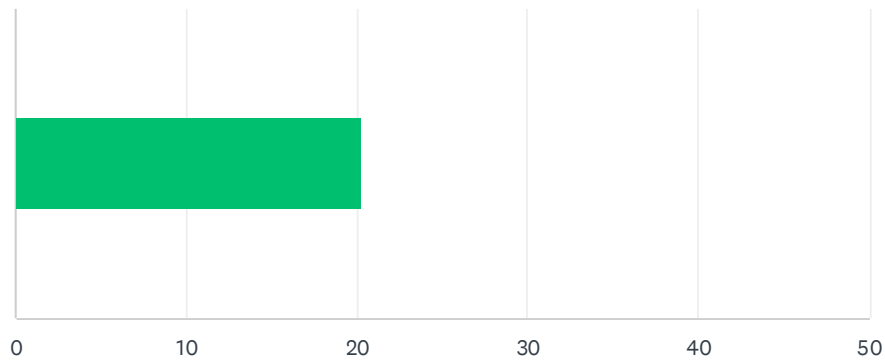
Answered: 70 Skipped: 41



ANSWER CHOICES	RESPONSES	
Didn't know about it	28.57%	20
Not sure how to use it	30.00%	21
Don't like making online payments	30.00%	21
Don't have a debit / credit card	11.43%	8
TOTAL		70

Q11 How likely are you to recommend this service to another user?

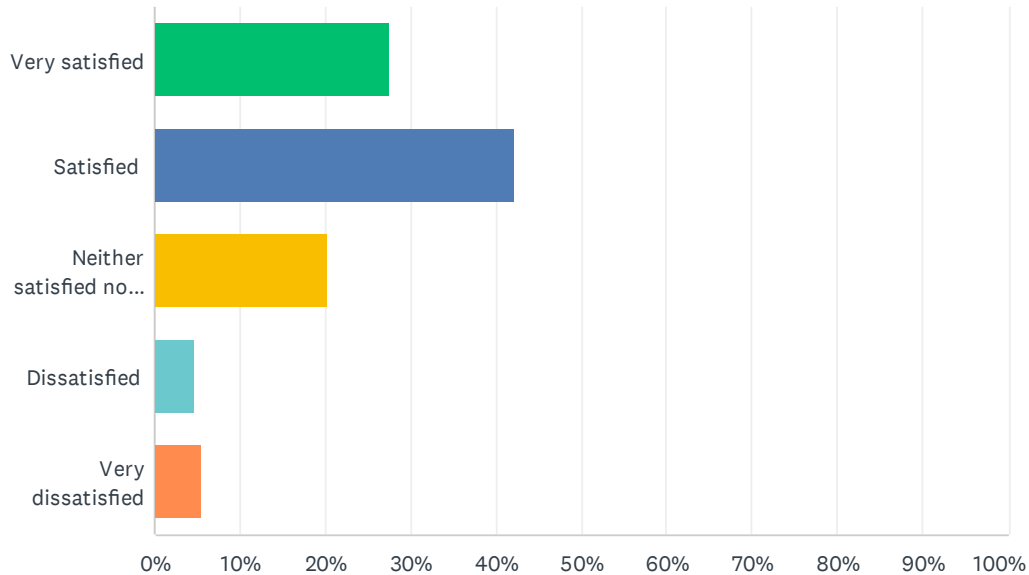
Answered: 101 Skipped: 10



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	20	2,041	101
Total Respondents: 101			

Q12 How satisfied are you with the Recycling Centre's pre-paid system? Please select one:

Answered: 109 Skipped: 2



ANSWER CHOICES	RESPONSES	
Very satisfied	27.52%	30
Satisfied	42.20%	46
Neither satisfied nor dissatisfied	20.18%	22
Dissatisfied	4.59%	5
Very dissatisfied	5.50%	6
TOTAL		109

Q13 Please include any other useful information or comments you want to make on the pre-paid system and how we could improve the service in the comments box below.

Answered: 26 Skipped: 85



Precia Molen: Pre-Paid Commercial Waste Customer Survey

On behalf of Mid Ulster District Council I would like to thank you for using the Council's pre-paid swipe card scheme for the disposal of commercial waste at the Council's 3 main recycling centres in Cookstown, Drumcoo and Magherafelt. As a valued customer your opinion is important to us so thank you for taking the time to complete this survey.

1. Which Recycling Centre or Centres do you normally use. Please select all relevant sites.

- ☐ Cookstown
- ☐ Drumcoo
- ☐ Magherafelt

2. How often do you use the Council's Recycling Centres for the disposal of commercial waste. Please select one:

- ☐ Daily ☐ Every 6 Months
- ☐ Weekly ☐ Less Frequently
- ☐ Monthly

3. How do you find the opening hours on these sites? Please select one.

- ☐ Very good ☐ Poor
- ☐ Good ☐ Very Poor
- ☐ Adequate

Comments:

4. How would you rate the facilities at these Recycling Centres? Please select one:

- ☐ Very good ☐ Poor
- ☐ Good ☐ Very Poor
- ☐ Adequate

Comments:

5. How do you find our staff? Please select one:

- ☐ Extremely helpful
- ☐ Very helpful
- ☐ Somewhat helpful

- ☐ Not so helpful
- ☐ Not at all helpful

Comments:

6. How easy do you find the pre-paid swipe card to use? Please select one:

- ☐ Very easy
- ☐ Easy
- ☐ Somewhat easy with help

- ☐ Somewhat difficult
- ☐ Difficult

Comments:

7. How easy do you find the swipe card terminal on site to use? Please select one:

- ☐ Very easy
- ☐ Easy
- ☐ Somewhat easy with help

- ☐ Somewhat difficult
- ☐ Difficult

Comments:

8. Do you use the online payment function to top up your card? Please select one:

- ☐ Yes
- ☐ No

9. If yes, please rate the online service on the following:

	Accessibility	Ease of Use	Speed
Very good	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
OK	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Poor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Very poor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. If no, please tell us why? Please select one:

- ☐ Didn't know about it
- ☐ Not sure how to use it
- ☐ Don't like making online payments
- ☐ Don't have a debit / credit card

11. How likely are you to recommend this service to another? Please select one:

Very likely Definitely not

☐ ☐

12. How satisfied are you with the Recycling Centre's pre-paid system? Please select one

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Dissatisfied
- ☐ Very dissatisfied

13. Please include any other useful information or comments you want to make on the pre-paid system and how we could improve the service in the comments box below.

Report on	Building Control Workload
Date of Meeting	4 th April 2022
Reporting Officer	Terry Scullion, Assistant Director of Property Services
Contact Officer	PJ Fox, Principal Building Officer

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

1.0	Purpose of Report		
1.1	To provide Members with an update on the workload analysis for Building Control across Mid-Ulster District Council.		
2.0	Background		
2.1	<p>Building Control applications are received in three different forms:-</p> <ul style="list-style-type: none"> a Full Applications - submitted with detailed working drawings. b Building Notices - minor work not usually requiring detailed plans, e.g. provision of insulation to roof space, etc. c Regularisation Applications – where work has been carried out without an approval, an application must be submitted for retrospective approval. 		
3.0	Main Report		
3.1	Workload Analysis	February 2022	Accumulative 2021/22
	Total number of Applications	103	2062
	Full plans applications received	38	744
	Building Notices applications received	56	1181
	Regularisation applications received	9	137
	Estimated value of works submitted	£14,094,943	£183,263,345

	Number of inspections carried out by Building Control Officers	538	7,958
	Commencements	170	2039
	Domestic Dwellings	82	727
	Domestic alterations and Extensions	78	1156
	Non-Domestic work	10	156
	Completions	90	1510
	Domestic Dwellings	32	589
	Domestic alterations and Extensions	53	833
	Non-Domestic work	5	88
	Property Certificates Received	141	2136
3.2	As previously indicated, the Building Control Department have continued to provide a full service to the Public as required during the Covid-19 Pandemic.		
3.3	It should be noted from the Workload Analysis in 3.1, that the full range of applications are being received and administered in accordance with our procedures and performance criteria.		
3.4	It can also be noted that the demand for the service has increased over the past number of months and Building Regulation applications submitted are now at pre pandemic levels		
3.5	All inspections are now being carried out as requested subject to a risk assessment being completed.		
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	Members are requested to note the content of this report.
6.0	Documents Attached & References
6.1	Appendix 1 – List of significant applications received by the Building Control Service

Significant Developments March 2022

Applicant	Location of Development	Details of Development	Estimated value of development
FP McCann Ltd	Adj. to Aughrim Road, Magherafelt.	Erection of 23no. dwellings (Ave floor area 120m ²) B.C. fee - £4,555	£1,995,480
FARAD Enterprises Ltd	Lurgroe Glen, Ardboe, Cookstown.	Erection of 22no. dwellings (Ave floor area 117m ²) B.C. fee - £4,277	£1,834,251
ARC Developments NI Ltd	B20 Kilcronagh Business Park, Cookstown.	Extension to a portal framed building Floor area 1774m ² B.C. fee - £5,660.51	£1,062,626
Connolly & Fee	67 Main Street, Fivemiletown.	Erection of a Library (Ave floor area 114m ²) B.C. fee - £1,194	£1,008,000
Northern Confectioners	58a Old Eglish Road, Dungannon.	Warehouse Extension Floor area 1340m ² B.C. fee - £4,280	£767,250

Northern Health & Social Care Trust	Mid Ulster Hospital, 59 Hospital Road, Magherafelt.	Decentralisation of main boiler house & installation of new natural gas boilers locally to each building B.C. fee - £3710	£653,490
McKernan Construction	Church Heights, Cookstown.	Erection of 4no. dwellings & 2no. apartments (Ave floor area 136m2) B.C. fee - £1,651	£607,892

Report on	Dual Language Signage Surveys
Date of Meeting	4 th April 2022
Reporting Officer	Terry Scullion, Assistant Director of Property Services
Contact Officer	Colm Currie, Principal Building Officer

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

1.0	Purpose of Report								
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.								
2.0	Background								
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 Street Naming and Dual Language Signage – Section 6.0, 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.								
3.0	Main Report								
3.1	The Building Control Service within the Environment Directorate issued occupiers of the undernoted streets, correspondence seeking their views on the request to erect a dual-language street nameplate.								
3.2	Completed surveys were received by the return date and the outcome is as follows in each case: <table border="1" data-bbox="276 1854 1313 2045"> <tr> <td>Name of Street</td><td>Aghindarragh Road, Augher</td></tr> <tr> <td>Language Requested</td><td>Irish</td></tr> <tr> <td>Date Request Validated</td><td>09/07/2021</td></tr> <tr> <td>Survey Request Reported to Environment Committee</td><td>14/09/2021</td></tr> </table>	Name of Street	Aghindarragh Road, Augher	Language Requested	Irish	Date Request Validated	09/07/2021	Survey Request Reported to Environment Committee	14/09/2021
Name of Street	Aghindarragh Road, Augher								
Language Requested	Irish								
Date Request Validated	09/07/2021								
Survey Request Reported to Environment Committee	14/09/2021								

Surveys Issued	14/02/2022
Surveys returned by	14/03/2022
Survey Letters Issued	88
Survey Letters Returned	43
Replies in Favour	31
Replies not in Favour	1
Invalid	11
Valid Returns	32
Percentage in Favour	97%

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 Aghindarragh Road, Augher will be erected.

Name of Street	Gortmanor Drive, Coalisland
Language Requested	Irish
Date Request Validated	12/10/2021
Survey Request Reported to Environment Committee	09/11/2021
Surveys Issued	14/02/2022
Surveys returned by	14/03/2022
Survey Letters Issued	4
Survey Letters Returned	4
Replies in Favour	4
Replies not in Favour	0
Invalid	0
Valid Returns	4
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 Gortmanor Drive, Coalisland will be erected.

Name of Street	Gortview Park, Coalisland
Language Requested	Irish
Date Request Validated	25/08/2021
Survey Request Reported to Environment Committee	12/10/2021
Surveys Issued	14/02/2022
Surveys returned by	14/03/2022
Survey Letters Issued	53
Survey Letters Returned	10
Replies in Favour	7
Replies not in Favour	0
Invalid	3
Valid Returns	7
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 Gortview Park, Coalisland will be erected.

Name of Street	Lake View Cottages, Ardboe
Language Requested	Irish
Date Request Validated	15/09/2021
Survey Request Reported to Environment Committee	12/10/2021
Surveys Issued	14/02/2022
Surveys returned by	14/03/2022
Survey Letters Issued	74
Survey Letters Returned	17
Replies in Favour	15
Replies not in Favour	0
Invalid	2
Valid Returns	15
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 Lake View Cottages, Ardboe will be erected.

Name of Street	Lisnagowan Road, Dungannon
Language Requested	Irish
Date Request Validated	28/09/2021
Survey Request Reported to Environment Committee	12/10/2021
Surveys Issued	14/02/2022
Surveys returned by	14/03/2022
Survey Letters Issued	113
Survey Letters Returned	39
Replies in Favour	30
Replies not in Favour	8
Invalid	1
Valid Returns	38
Percentage in Favour	79%

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 Lisnagowan Road, Dungannon will be erected.

Name of Street	Georges Street, Dungannon
Language Requested	Tetum
Date Request Validated	28/09/2021
Survey Request Reported to Environment Committee	12/10/2021
Surveys Issued	21/02/2022
Surveys returned by	21/03/2022
Survey Letters Issued	17
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, 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 Georges Street, Dungannon will not be approved or erected.

Name of Street	Killymeal Grange, Dungannon
Language Requested	Irish
Date Request Validated	28/09/2021
Survey Request Reported to Environment Committee	12/10/2021
Surveys Issued	21/02/2022
Surveys returned by	21/03/2022
Survey Letters Issued	107
Survey Letters Returned	36
Replies in Favour	27
Replies not in Favour	9
Invalid	0
Valid Returns	36
Percentage in Favour	75%

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 Killymeal Grange, Dungannon will be erected.

Name of Street	Union Place, Dungannon
Language Requested	Irish
Date Request Validated	08/10/2021
Survey Request Reported to Environment Committee	09/11/2021
Surveys Issued	21/02/2022
Surveys returned by	21/03/2022
Survey Letters Issued	46

	Survey Letters Returned	8
	Replies in Favour	8
	Replies not in Favour	0
	Invalid	0
	Valid Returns	8
	Percentage in Favour	100%
	<p>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 Union Place, Dungannon will be erected.</p>	
	Name of Street	Derry Road, Coalisland
	Language Requested	Irish
	Date Request Validated	10/11/2021
	Survey Request Reported to Environment Committee	06/12/2021
	Surveys Issued	21/02/2022
	Surveys returned by	21/03/2022
	Survey Letters Issued	20
	Survey Letters Returned	4
	Replies in Favour	3
	Replies not in Favour	0
	Invalid	1
	Valid Returns	3
	Percentage in Favour	100%
	<p>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 Derry Road, Coalisland will be erected.</p>	
	<p>Members are asked to note that the Draperstown Road, Desertmartin that had been included in the Dual Language Signage Surveys report in the February 2022 paper, included reference to incorrect townlands. In that report, the townlands that are located along the Draperstown to Tobermore Road were used, and not those relevant to the Draperstown to Desertmartin Road as should have been the case (Appendix 2). No requests have been received for the Draperstown to Tobermore Road and it has not been surveyed, therefore dual language nameplates will not be approved or erected at this road.</p>	
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 that respond indicated that they were in favour of the erection of a dual language signage, nameplates will be erected. <ol style="list-style-type: none"> 1. Aghindarragh Road, Augher 2. Gortmanor Drive, Coalisland 3. Gortview Park, Coalisland 4. Lake View Cottages, Ardboe 5. Lisnagowan Rd, Dungannon 6. Killymeal Grange, Dungannon 7. Union Place, Dungannon 8. Derry Road, Coalisland
5.3	Where more than 51 % of occupiers of the street as noted below did not respond to indicate that they were in favour of the erection of a dual-language street nameplate, then the dual language nameplate will not be erected <ol style="list-style-type: none"> 1. Georges Street, Dungannon
6.0	Documents Attached & References
6.1	Appendix 1 – Dual Language Nameplate Translation for each street/road
6.2	Appendix 2 – Tables showing correction of townlands for Draperstown Road, Desertmartin

Appendix 1 – Dual Language Nameplate Translation for each street/road

Request for Street/Road Names Translations

	Current Name	Irish Translation
Road	Aghindarragh Road, Augher	Bóthar Achadh Darach
Townland	Durless White Lisgorran	Dúrlas Bán Lios Corráin

	Current Name	Irish Translation
Road	Gortmanor Drive, Coalisland	Céide Mhainéar an Ghoirt
Townland	Gortgonis	Gort an Ghamhna

	Current Name	Irish Translation
Road	Gortview Park, Coalisland	Páirc Radharc an Ghoirt
Townland	Gortgonis	Gort an Ghamhna

	Current Name	Irish Translation
Road	Lake View Cottages, Ardboe	Iostáin Radharc an Locha
Townland	Killygonlan	Coill Ó gConalláin

	Current Name	Irish Translation
Road	Lisnagowan Road, Dungannon	Bóthar Lios na nGabhann
Townland	Creevagh Lower Lisnagleer	Craobhach Íochtarach Lios na gCiar

	Current Name	Irish Translation
Road	Killymeal Grange, Dungannon	Gráinseach Choill na Míol
Townland	Killymeal	Coill na Míol

	Current Name	Irish Translation
Road	Union Place, Dungannon	Plás an Aontais
Townland	Drumcoo	Droim Cuach

	Current Name	Irish Translation
Road	Derry Road, Coalisland	Bóthar Dhoire
Townland	Gortnaskea Drumreagh Etra	Gort na Sceach Droim Riabhach Íochtarach

Appendix 2

Table showing the Incorrect townlands used for Draperstown Road, Desertmartin and included in Environment Committee Report in February 2022 (Townlands in table refer to Draperstown to Tobermore Road).

	Current Name	Irish Translation
Road	Draperstown Road, Desertmartin	Bóthar Bhaile na Croise
Townlands	Moneyshanere Glebe Moneyguiggy	Muine Seanfhéir An Ghléib Maigh na gCúigeadh

Table showing the Correct Townlands located on the requested Draperstown Road, Desertmartin that should have been included in the Environment Committee Report in February 2022 (Townlands in table refer to Draperstown to Desertmartin Road which is the requested road)

	Current Name	Irish Translation
Road	Draperstown Road, Desertmartin	Bóthar Bhaile na Croise
Townlands	Annagh and Moneysterlin Mormeal	Eanach agus Maigh Inse Uí Fhloinn Mír Mhíchíl

Report on	Dual Language Signage Requests
Date of Meeting	4 th April 2022
Reporting Officer	Terry Scullion, Assistant Director of Property Services
Contact Officer	Colm Currie, Principal Building Officer

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

1.0	Purpose of Report
1.1	To advise Members of requests for Dual Language Signage from residents on the streets/roads in question.
2.0	Background
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.
3.0	Main Report
3.1	<p>The Building Control Service within the Environment 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"> 1. Old Rectory Heights, Cookstown 2. Greenagh Bridge Road, Dungannon 3. Aghaloo Close, Aughnacloy 4. Davagh Park, Mountfield, Omagh 5. Killyliss Manor, Eglisish
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 letters of request attached in Appendices 1-5

3.3	It should also be noted that the Electoral Office are still only permitting access to members of the public including Officers of the Council for 60 minutes per visit. In addition, the time required to gain the necessary information has increased considerably due to the number of individuals that have been recently added to the Electoral Register.
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 content of this report.
6.0	Documents Attached & References
6.1	Appendix 1 – Letter received from a resident of Old Rectory Heights, Cookstown
6.2	Appendix 2 - Letter received from a resident of Creenagh Bridge Road, Dungannon
6.3	Appendix 3 – Letter received from a resident of Aghaloo Close, Aughnacloy
6.4	Appendix 4 – Letter received from a resident of Davagh Park, Mountfield, Omagh
6.5	Appendix 5 – Letter received from a resident of Killyliss Park, Eglis

Appendix 1 – Letter received from a resident of Old Rectory Heights, Cookstown

Old Rectory Heights
Cookstown
Co. Tyrone
BT80 9XZ

Dual Language Signage Requests
C/O Building Control Service
Directorate of Public Health & Infrastructure
Mid-Ulster District Council
Burn Road
Cookstown
BT80 8DT

18th January 2022

Dear Sir /Madam

Request to Implement Mid-Ulster District Council Policy & Procedure for Dual Language Signage

I am writing to ask if you would initiate the Council Procedure for Irish language signage at Old Rectory Heights, Cookstown

In line with the dual language policy, by way of my signature below I am giving consent, as a resident of the area, for you to now carry out the relevant procedure as agreed by Mid Ulster Council.

Yours sincerely,



Appendix 2 - Letter received from a resident of Creenagh Bridge Road,
Dungannon

FAO Mr T Scullion

Comhairle Ceantair Lár Uladh

Dungannon Office

15 Circular Road

Dungannon

BT71 6DT

Date 17-02-22.

Dear Mr Scullion,

I would appreciate if Comhairle Ceantair Lár Uladh would give consideration to providing dual language road signage in Irish and English at my address.

Name _____
Address CREENAGH BRIDGE ROAD,
DUNGANNOW.
CO. TYRONE.
BT 71 6EY.

Yours sincerely



Appendix 3 – Letter received from a resident of Aghaloo Close, Aughnacloy

<p>FAO Mr T Scullion Comhairle Ceantair Lár Uladh Dungannon Office 15 Circular Road Dungannon BT71 6DT</p> <p>Date <u>3.3.2022</u></p> <p>Dear Mr Scullion,</p> <p>I would appreciate if Comhairle Ceantair Lár Uladh would give consideration to providing dual language road signage at my address. <u>in both Irish & English</u></p> <p>Name _____</p> <p>Address <u>AGHALOO CLOSE</u> <u>AUGHNACLOY CO. TYRONE.</u> <u>BT69 6BG</u></p> <p>Yours sincerely</p> <p>_____</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 20px;"><p>Mid Ulster District Council</p><p>07 MAR 2022</p><p>RECEIVED (Dungannon Office)</p></div> <div style="border: 1px solid black; padding: 5px;"><p>Mid Ulster District Council</p><p>-7 MAR 2022</p><p>Building Control Department (Dungannon Office)</p></div>
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Appendix 4 – Letter received from a resident of Davagh Park, Mountfield, Omagh

Hello I would like to request that my street be surveyed by Mid Ulster District Council to allow it to be named in Irish and English

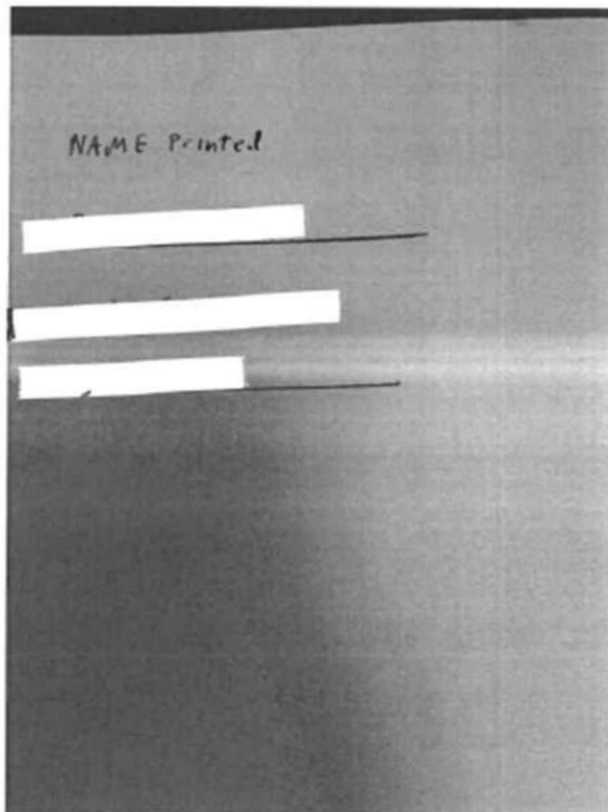
Mid Ulster District Council

Cookstown DEA

Davagh Park Mountfield Omagh

BT798JH

Yours sincerely



Mid Ulster District Council
8 MAR 2022
Building Control Department
(Magherafelt Office)

Appendix 5 – Letter received from a resident of Killyliss Park, Eglis

Mainéar Chill an Liosa Killyliss Manor

Bóthair Chill an Liosa/Killyliss Road

Eaglais/Eglis

Dun Geanainn/Dungannon

BT701UP

A dhuine Uaisle,

Ba mhaith liom comhartha dátheangach a fheiceáil ag barr na sráide san estát tithíochta. Chuaigh ceann nua lán Béarla in airde ar na mallaibh ach tá mé den bharúil gur chóir do a bheith dátheangach sa Ghaeilge agus sa Bhéarla.

I wish to have the dual language Irish/English road sign placed at the top of the street in the housing development. A new English language one was placed there recently but I feel that it should be bilingual in Irish and English.

Le meas

-



Report on	Continuation of Reduced Fees for Entertainment Licences 2022/23
Date of Meeting	4 th April 2022
Reporting Officer	Terry Scullion, Assistant Director of Property Services
Contact Officer	Terry Scullion, Assistant Director of Property Services

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

1.0	Purpose of Report
1.1	To update Members on the outcome of the Department of Communities consultation exercise with Councils on a review of Fees for Entertainment Licences for 2022/23
2.0	Background
2.1	The Council is empowered to process and issue Entertainment Licences in accordance with the "Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985 – Schedule 1".
2.2	Entertainment Licences are renewed on an annual basis for all relevant venues with the renewal date for licences varying throughout the year across the District.
2.3	Due to the Covid-19 Pandemic many venues over the 21/22 financial year were unable to open or in certain cases have limited activity in line with Government Guidance. This resulted in financial loss to the licensees, which has been highlighted to the Council as well as the Department for Communities. In recent months there has been easing of lockdown restrictions and licensed premises are permitted to now open as normal.
2.4	The fees are not set at the discretion of the Council but are issued by the Department for Communities.
2.5	Within the legislation, paragraph 5(2)(c) states "Every application will be accompanied by such fee as the Department may from time to time determine".
2.6	It is therefore currently considered that the Council would not have the ability to adjust or reduce the fees applicable for the renewal of an Entertainment Licence.

2.7	Members will be aware that the issue of fees had been the subject of a committee paper in March 2021 when the Minister for Communities, decided that the Department would amend the licensing fees structure, to introduce a nominal fee of £1 for the renewal of applications only. This change came into effect from 6 April 2021 and has remained in place for the duration of the 2021/22 financial year.
2.8	In February 2022 Correspondence has been received from the “Department for Communities” seeking the views of Councils in relation to the current reduced fees arrangement in place for the 21/22 financial year. As resolved at Committee Council responded to the consultation, requested that this measure be extended beyond the end of the 2021/22 financial year, and sought confirmation that the department will cover the loss of income to Council in charging £1 for the renewal of an entertainment licence.
3.0	Main Report
3.1	With the introduction of a nominal £1 fee for the renewal of a Full or Occasional Licence, depending on the size and type of licence, this resulted in a saving to the applicant of anything in the range from £49 for a small venue (holding not more than 100 persons) for an occasional licence to £999 for large venues (holding over 1000 persons) for a full licence.
3.2	It had been indicated that this financial arrangement would be subject to review early this year to determine whether there is a need to extend the measure beyond this period and into the 22/23 financial year.
3.3	Correspondence has been received from the “Department for Communities” (see Appendix 1) advising the nominal fee of £1 for renewal applications only, for all categories of entertainments licence will therefore remain for the 2022/2023 financial year, subject to a further review later this year.
3.4	The continuation of this measure will result in further loss of income for councils during the year to come. However, additional funding of some £17m provided by the Executive for council losses incurred as a result of the COVID-19 pandemic is to be allocated to local councils by the Department. This funding includes provision to cover any loss of income resulting from the reduction in fees for the renewal of entertainment licences for 2022/23.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: Funding from the Department for Communities includes provision to cover any loss of income resulting from the reduction in fees for the renewal of entertainment licences for 2022/23.
	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	It is recommended that Members note the content of this report in respect of Entertainment Licence fees for 2022/23.
6.0	Documents Attached & References
6.1	Appendix 1 – Review of Reduced Fees for Entertainment Licenses - Letter to Councils 23 March 2022



Chief Executive of District Council

Local Government & Housing
Regulation Division
Social Policy Unit
Level 10, Causeway Exchange
1-7 Bedford Street
Belfast BT2 7EG

Tel: (028) 90 823140

Email: social.policy@communities-ni.gov.uk

23 March 2022

Dear Chief Executive

REVIEW OF REDUCED FEES FOR ENTERTAINMENTS LICENCES

As you know with effect from 6 April 2021 the Minister for Communities introduced a nominal fee of £1 for renewal applications only, for all categories of entertainments licence to alleviate the hardship being experienced by the hospitality industry as a result of COVID-19 restrictions, the reduction to remain in place for the duration of the 2021/2022 financial year.

In January this year we sought councils' views on whether or not there was a need to extend this easement beyond the end of the 2021/2022 financial year. Views received were mixed but the majority of councils favoured extending the reduction on condition that the Department provided additional funding to cover the resulting loss of income.

Having considered the councils' views, and given that the Health Minister has only very recently lifted all remaining COVID-19 restrictions on hospitality venues, meaning businesses have still some way to go to get back to normal operation, the Minister has decided to continue with this easement for a further year.

The nominal fee of £1 for renewal applications only, for all categories of entertainments licence will therefore remain as set out in Local Government Circular 4/2021 for the 2022/2023 financial year, subject to a further review later this year.

The continuation of this measure will result in further loss of income for councils during the year to come. However, additional funding of some £17m provided by the Executive for council losses incurred as a result of the COVID-19 pandemic is to be allocated to local councils by this Department as announced by the Minister today. This funding includes provision to cover any loss of income resulting from the reduction in fees for the renewal of entertainment licences for 2022/23.

Yours sincerely

Liam Quinn

Assistant Director of Local Government and Housing Regulation

Report on	Lough Neagh Access for boats
Date of Meeting	04 th April 2022
Reporting Officer	Terry Scullion, Assistant Director of Property Services
Contact Officer	Terry Scullion, Assistant Director of Property Services

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

1.0	Purpose of Report
1.1	To update members in relation to correspondence to the Department of Infrastructure about access to Lough Neagh around the quays for boats.
	Background
2.1	At the February 2022 Environment Committee it was recommended by Council to write to the Department for Infrastructure and Rivers Agency asking them to clarify their position regarding digging around the quays and also ask them how they propose to resolve the issues with access to Lough Neagh.
3.0	Main Report
3.1	The Strategic Director of Environment wrote to the Department of Infrastructure on 18 February 2022 seeking an update on access to Lough Neagh because of low water levels on Lough Neagh and build-up of sand and debris at Quays affecting the depth of water available for fisherman, particularly in the Moortown and Ardboe areas. The letter included in Appendix 1 asked specifically what is being done by the department to address access issues for fisherman associated with low water levels, and digging around the quays to maintain access to the Lough.
3.2	A response from the Department for Infrastructure (Rivers) was received on 01 March 2022 and is included in Appendix 2.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: N/a
	Human: N/a

	Risk Management: N/a.
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
5.0	Recommendation(s)
5.1	Members are requested to note the content of this report and correspondence included in the appendices.
6.0	Documents Attached & References
6.1	Appendix 1 – MUDC correspondence issued to the Department of Infrastructure dated 18 February 2022.
6.2	Appendix 2 – Correspondence received from the Department for Infrastructure (Rivers) dated 01 March 2022.



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Our Ref: ENV/2122/AMC/3

18th February 2022

Christine Horner
Department for Infrastructure
Inland Waterways
Room 3.09 Clarence Court
10-18 Adelaide Street
Belfast
BT2 8GB

By Email: Christine.horner@infrastructure-ni.gov.uk
InlandWaterways@infrastructure-ni.gov.uk

Dear Christine

Re: Access to Lough Neagh

Further to a recent meeting of Council's Environment Committee meeting I was asked to write to your department seeking an update on access to Lough Neagh because of low water levels on Lough Neagh and build-up of sand and debris at Quays affecting the depth of water available for fisherman, particularly in the Moortown and Ardboe areas.

I understand there has historically been an agreement in place to dig out the quays and assist with access; however, in recent years this does not appear to be happening. As a result, access to Lough Neagh for fisherman is problematic.

To this end, I would be grateful if you advise on what is being done by the department to address access issues for fisherman associated with low water levels, and digging around the quays to maintain access to the Lough.

I look forward to your response to the issues raised. Should you wish to discuss this matter, please contact me or Terry Scullion (Assistant Director of Property Services), on 03000 132 132 by email at terry.scullion@midulstercouncil.org

Yours sincerely

Anne-Marie Campbell
Deputy Chief Executive and Strategic Director of Environment

DfI Rivers Western - Coleraine

Anne-Marie Campbell
Deputy Chief Executive
Mid Ulster Council
Circular Road,
Dungannon,
BT71 6DT

terry.scullion@midulstercouncil.org



Department for
Infrastructure
An Roinn
Bonneagair

www.infrastructure-ni.gov.uk

DfI Rivers
37 Castleroe Road
COLERAINE
Co Derry
BT51 3RL

Telephone: 028 703 42357

Our reference: IN1-22-3746

01 March 2022

Dear Ann Marie,

RE: Access to Lough Neagh for fishermen

I refer to your letter of 18th February regarding the above matter that was sent to Waterways Ireland.

DfI Rivers have the responsibility for maintaining many of the fishing quays around Lough Neagh.

During the pandemic most silt removal operations were suspended due to the need for social distancing measures as a result of the Covid 19 restrictions. However, DfI Rivers has now put in place an agreed operating procedure to manage these health and safety requirements and maintenance of the Lough Neagh Quays has now recommenced.

Recent problems experienced by fishermen on Lough Neagh were compounded by low water levels after a software update recently caused 2 gauging stations to produce false readings that led to the average water level of the lough appearing to remain at a static level. As a result, the water level dropped approximately 100mm below the statutory minimum. This fault was fixed and the water levels rose quickly with the wet weather experienced in the latter part of February.

The water levels are currently well above the statutory maximum and the sluice gates at Toome are fully open to lower the lough level.

Quay cleaning is ongoing and we hope to have many of the quays cleaned before low summer levels might cause further problems.

Yours sincerely,

Ruairi Boylan
Dfl Rivers
Area Engineer
Coleraine

Report on	Driver and Vehicle Agency (DVA) Services
Date of Meeting	04 th April 2022
Reporting Officer	Terry Scullion, Assistant Director of Property Services
Contact Officer	Terry Scullion, Assistant Director of Property Services

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

1.0	Purpose of Report
1.1	To update members in relation to correspondence on Driver and Vehicle Agency Services in Mid Ulster.
	Background
2.1	At the January 2022 Environment Committee it was recommended to the Council to write to the Minister of Department of Infrastructure requesting that they introduce measures to alleviate the difficulties in securing theory and driving tests.
3.0	Main Report
3.1	The Strategic Director of Environment wrote to the Minister of the Department of Infrastructure on 4 March 2022 about significant waiting times for vehicle testing services, and particularly the backlog for driving tests. The letter included in Appendix 1 asked specifically what is being done to address access issues experienced by customers availing of Driver and Vehicle Agency Services at this time in Mid Ulster.
3.2	A response from the Office of the Minister for Infrastructure was received on 23 March 2022 and is included in Appendix 2.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial: N/a
	Human: N/a
	Risk Management: N/a

4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/a
	Rural Needs Implications: N/a
5.0	Recommendation(s)
5.1	Members are requested to note the content of this report and correspondence included in the appendices.
6.0	Documents Attached & References
6.1	Appendix 1 – MUDC correspondence issued to the Minister of Department of Infrastructure dated 04 March 2022.
6.2	Appendix 2 – Correspondence received from the Office of the Minister for Infrastructure dated 23 March 2022.



Our Ref: ENV/2122/AMC/4

4th March 2022

Minister Nichola Mallon
Department for Infrastructure
10-18 Adelaide Street
Belfast
BT2 8GB

By Email: private.office@infrastructure-ni.gov.uk

Dear Minister Mallon

Re: Driver and Vehicle Agency (DVA) Services

Further to a recent meeting of Council's Environment Committee meeting, I was asked to write to you about significant waiting times for vehicle testing services, and particularly the backlog for driving tests.

I understand the Driver and Vehicle Agency is currently experiencing significant demand for vehicle testing services. As a result, many drivers are unable to get vehicles tested before their current MOT certificate expires.

I am also aware there is a backlog securing driving test appointments, further impacted by rescheduling appointments due to the pandemic. This has been especially problematic for those with theory test pass certificates due to expire. As you will appreciate securing a driving licence is important for people's independence, employment, and particularly important across rural communities in Mid Ulster.

To this end, I would be grateful if you could advise on what is being done to address access issues experienced by customers availing for Driver and Vehicle Agency Services at this time in Mid Ulster.

I look forward to your response to the issues raised. Should you wish to discuss this matter, please contact me or Terry Scullion (Assistant Director of Property Services), on 03000 132 132 by email at terry.scullion@midulstercouncil.org

Yours sincerely

Anne-Marie Campbell
Deputy Chief Executive and Strategic Director of Environment



Department for

Infrastructure

An Roinn

Bonneagair

www.infrastructure-ni.gov.uk

**From the office of the Minister for Infrastructure
Nichola Mallon MLA**

Anne Marie Campbell

Patricia.Bradley@midulstercouncil.org

Room 708
Clarence Court
10-18 Adelaide Street
BELFAST
BT2 8GB
Telephone: (028) 9054 0105
Email: Private.office@infrastructure-ni.gov.uk

Your reference: ENV/2122/AMC/4
Our reference: CORR-0309-2022
23 March 2022

Dear Ms Campbell

WAITING TIMES FOR VEHICLE & DRIVING TEST SERVICES

Thank you for your email of 9 March 2022 to Nichola Mallon MLA, Minister for Infrastructure regarding delays in obtaining vehicle and driving test appointments.

The Driver & Vehicle Agency (DVA) has steadily increased its vehicle testing capacity by adopting a range of measures including the recruitment of additional vehicle examiners, the use of overtime to provide cover for leave and sick absence and a reduction of the vehicle test appointment time. The DVA is also offering vehicle test appointments on a Sunday and bank holidays, at most test centres. Following conversion of an adjoining building at the Newbuildings test centre, additional testing capacity is now available to meet demand in the north-west. The DVA are monitoring the applications received and tests carried out and expect waiting times to reduce over time through the actions they have taken to increase vehicle testing capacity across the network.

From 1 September 2021 to 28 February 2022, the DVA conducted 414,700 full vehicle tests, which is 10% more than the five-year average for those months. Normal capacity has, therefore, been restored to MOT testing. As of 21 March 2022, the DVA has confirmed that over 48,000 vehicle test appointments were available across its network of centres up to 30 June 2022.

The DVA is currently experiencing significant demand for vehicle testing services and in some cases customers may not be able to have their vehicles tested before their current MOT certificate expires. In such cases, customers must book the earliest available test appointment for their vehicle, which may mean travelling to another test centre instead of their preferred location.

The DVA's advice to customers who require an MOT to tax a vehicle and cannot secure a date before the Tax expires is:

- book the earliest available appointment;

- keep checking the booking system for an appointment before their Tax expires

If a customer gets to within five days of their tax expiry date, they should contact dva.customerservices@infrastructure-ni.gov.uk and the DVA will do its best to secure an urgent appointment for their vehicle. To date, all customers who have contacted the DVA in these circumstances, have been offered an earlier appointment slot.

This information is available on NI Direct [Book, view, change or cancel an MOT/vehicle test | nidirect](#) and is also included as an advice note with every MOT Reminder Letter issued to our customers. The DVA has confirmed that any customer requiring an MOT to tax their vehicle will be given priority.

In relation to driver testing services the DVA has, and continues, to work hard to increase its capacity to help meet the high demand for driving tests for all customers, including those who are required to take a further driving test. In just over ten months since driving tests resumed on 23 April 2021 to 28 February 2022, the DVA has conducted 58,517 driving tests. This is already more than the total number of tests conducted in 2018/19, the last full year when driving tests were not affected by COVID-19 restrictions and is 40% more than the five year average for this period.

The DVA currently has 89 full time and dual role examiners who can conduct driving tests, and can be utilised across the network of test centres to meet driver testing demand. The DVA is in the process of completing an external recruitment competition for 16 new full-time driving examiners to be assigned across the network of test centres. A total of seven full time driving examiners have successfully completing their training and are now carrying out driver testing. A further training course commenced on 28 February 2022 and training will continue until all new driving examiner posts are filled. DVA plan to have these examiners in post within the next couple of months, subject to candidates accepting the posts and successfully passing their training

In addition to the recruitment of additional examiners, the DVA will continue to offer driving tests on a Saturday and at certain centres on Sundays where it is suitable to do so without compromising the integrity of the test. Overtime will also be used to rota off-shift dual role driving examiners to provide further capacity and to provide cover for scheduled driving tests, where due to a variety of unforeseen reasons such as sick absence or the requirement to self-isolate, driving examiners are unable to attend work.

The DVA is releasing Category B (private car) driving test appointments five months in advance with all test centres set to release driving test appointments on the first working day of each month and additional test slots will also be released as resources continue to become available.

Due to the constantly changing position, the DVA's advice to customers is to keep checking the booking system for availability as additional appointment slots are added when resources become available. If slots are not initially available at a customer's preferred test centre, they may wish to consider booking a test at another centre.

To help mitigate the impact on customers due to the cessation of practical driving tests as a result of Covid restrictions, the Minister brought forward legislation to extend the

validity period of theory test pass certificates. Theory test certificates that were due to expire between 1 March 2020 and 31 October 2020 have been extended by 12 months. In addition, theory test pass certificates which expire between 1 November 2020 and 30 June 2021, and which have not already benefited from an extension, have been extended by 8 months.

Rather than apply further extensions, the Minister decided that the DVA would operate a prioritised booking system for customers that focused on those that have been waiting longest. Phase 1 customers, whose theory test pass certificates will expired by 31 October 2021, opened on 26 April 2021. The booking system for Phase 2 customers, whose theory test pass certificates will expire between 1 November 2021 and 31 March 2022, opened on 4 May 2021. The DVA contacted Phase 1 and Phase 2 customers directly before the booking system reopened to advise them of their priority access.

The booking service opened for all customers on 10 May 2021, providing everyone with a valid theory test pass certificate with equal opportunity to book a driving test, regardless of their past test history or previous priorities.

You will appreciate it is important to ensure that new drivers have current relevant road safety knowledge and hazard perception skills at the critical point a person drives unsupervised for the first time. Hazard perception skills, a key factor in road safety, is a vital part of the preparation of new drivers, who are disproportionately represented in casualty statistics. For these reasons there are no plans to extend further the validity period of theory test pass certificates.

The Minister remains committed to minimising disruption and ensuring our plans for the restoration of services is in hand. However, all driving test services across these islands are experiencing high demand with longer than usual waiting times and we would ask customers for their continued patience.



KATHRYN MCFERRAN
Private Secretary to the Minister