

August 27th, 2025


Notice Of Meeting

You are requested to attend the meeting to be held on **Wednesday, 3rd September 2025** at **7:00 pm** in **Church Street, Newtownards.**

Agenda

Agenda

(Attached)

 *EC 03.09.25 Agenda.pdf*

Page 1

1. **Apologies**
2. **Declarations of Interest**

Reports for Approval

3. **Memorandum of Understanding - Partnering Arrangements for the Removal of Snow and Ice from Town Centre Footways and Pedestrian Areas**

(Attached)

 *Item 3 MoU - Partnering Arrangements - Snow and Ice Removal.pdf*

Page 5

 *Item 3 Appendix 1 Letter from Dfl.pdf*

Page 7

 *Item 3 Appendix 2 ANDBC Memorandum Of Understanding for Partnering Arrangements.PDF*

Page 8

4. **Consultation on New Rules for Selling and Supplying Puppies and Kittens**

(Attached)

 *Item 4 Consultation on New Rules on Selling and Supplying Puppies & Kittens DL.pdf*

Page 24

 *Item 4 Appendix 1 DAERA Consultation.pdf*

Page 26

 *Item 4 Appendix 2 Draft Consultation Response.pdf*

Page 58

 *Item 4 Appendix 3 Equality and Disability Impact Screening.pdf*

Page 66

 *Item 4 Appendix 4 Regulatory Impact Assessment.pdf*

Page 107

 *Item 4 Appendix 5 Rural Needs Impact Assessment.pdf*

Page 123

5. Ards and North Down Off-Street Parking (Public Car Parks) Order 2025

(Attached)

 *Item 5 Ards and North Down Off-Street Parking (Public Car Parks) Order 2025.pdf* **Page 132**

 *Item 5 Appendix 1 Ards and North Down Off Street Parking Order 2025.pdf* **Page 137**

 *Item 5 Appendix 2 Response from AND Business Forum.pdf* **Page 165**

 *Item 5 Appendix 3 Responses to public advertisement.pdf* **Page 169**

6. Introduction of Contingent Destruction Orders for the Purpose of Non-Exempted Dangerous Prescribed Breeds

(Attached)

 *Item 6 Contingent Destruction Orders for the Purpose of Non-Exempted Dangerous Prescribed Breeds.pdf* **Page 179**

7. Review of Vehicle Replacement Policy

(Attached)

 *Item 7 Review of Vehicle Replacement Policy.pdf* **Page 181**

 *Item 7 Appendix 1 Revised Vehicle replacement policy.pdf* **Page 182**

Reports for Noting

8. Q4 Service Plan Performance Reports (H2 - October 2024 - March 2025)

8.1 Assets and Property Services

(Attached)

 *Item 8.1 Assets and Property Services H2 Service Plan Performance Report 2024-25 Oct to March DL.pdf* **Page 201**

8.2 Regulatory Services

(Attached)

 *Item 8.2 Regulatory Services H2 Service Plan Performance Report (October 2024 March 2025).pdf* **Page 205**

8.3 Waste and Cleansing Services

(Attached)

 *Item 8.3 Waste and Cleaning Services H2 Service Plan Performance Report (October 2024 March 2025).pdf*

Page 210

9. Paint Reuse Expansion Project 2025

(Attached)

 *Item 9 Paint Reuse Expansion Project.pdf*

Page 214

10. School Uniform Project 2025

(Attached)

 *Item 10 School Uniform Project 2025.pdf*

Page 216

11. Q4 Building Control Activity Report (Jan - Mar 2025)

(Attached)

 *Item 11 Q4 Building Control Activity Report Jan - Mar 2025.pdf*

Page 219

12. Q1 Building Control Activity Report (Apr - June 2025)

(Attached)

 *Item 12 Q1 Building Control Activity Report April - June 2025.pdf*

Page 225

13. Impact of Council Funding to Keep Northern Ireland Beautiful 2024/2025

(Attached)

 *Item 13 Impact of Council funding to Keep Northern Ireland Beautiful 2024-2025.pdf*

Page 231

 *Item 13 Appendix - Letter for Keep Northern Ireland Beautiful Update on the year 2024-2025.pdf*

Page 233

14. Presentation by Director - Summary of Recycling Progress 2015 to 2025

(Attached)

 *Item 14 Presentation by Director - Summary of Recycling Progress 2015-2025.pdf*

Page 240

15. Northern Ireland Local Authority Municipal Waste Management Statistics, January to March 2025

(Attached)

 *Item 15 Northern Ireland Local Authority Municipal Waste Management Statistics Q4 Jan-Mar 2025.pdf*

Page 248

16. Environment Directorate Budgetary Control Report - April 2024 - March 2025

(Attached)

 *Item 16 Environment Directorate Budgetary Control Report - April 2024 - March 2025.pdf*

Page 260

17. Environment Directorate Budgetary Control Report - April 2025 - July 2025

(Attached)

 *Item 17 Environment Directorate Budgetary Control Report - April 2025 - July 2025.pdf*

Page 263

18. Update of Marine Safety Management System

(Attached)

 *Item 18 Update of Marine safety management system.pdf*

Page 266

 *Item 18 Appendix 1 ANDBC Marine Safety Management System.pdf*

Page 268

19. Q1 Sustainable Energy Management Strategy Update 2025-26

(Attached)

 *Item 19 Q1 Sustainable Energy Management Strategy Update 2025-26.pdf*

Page 330

 *Item 19 Appendix 1 Updated Sustainable Energy Management Strategy Action Plan.pdf*

Page 337

20. Notices of Motion

20.1 Notice of Motion Submitted by Councillor Kendall and Councillor McKee

Responsible Dog Walking in Public Spaces

This Council, as a 'Dog Friendly Borough' recognises the increasing use of public parks and footpaths by professional and recreational dog walkers, and the need to balance animal welfare, public safety, and the enjoyment of public spaces for all our Borough's residents.

This Council notes that:

Multiple dogs under the control of a single individual may pose challenges to effective management and public safety,

Excessive numbers of dogs being walked simultaneously can lead to increased risk of dog fights, interference with other park users, fouling, and uncontrolled behaviour,

There has been an increasing number of professional dog walkers, offering services within the Borough and there is a lack of licencing, registration or other requirements which may lead to inadequate insurance, training and experience, adding further potential risks to people and pets; and

Many local authorities across the UK, including our neighbour Belfast City Council, have introduced limits on the number of dogs that may be walked at one time.

This Council therefore resolves to:

1. Produce a report outlining the costs and steps required to introduce a local restriction under the relevant provisions of the Clean Neighbourhoods and Environments Act (Northern Ireland) 2011:

a Limiting the number of dogs that any one person may be in charge of to a maximum of four at any given time in public spaces.

b Mandating that professional dog walkers must have dogs on leads at all times to ensure dog control and accountability for dog behaviours.

2. Include in the report, the provision and cost of a complementary public education campaign to inform residents, recreational and professional dog walkers about the new limit, about what it means to have a dog under your control in public spaces (whether on or off lead), and what promoting responsible dog control and safety in shared spaces should be.

3. To write to the DAERA Minister to ask him to introduce, and provide funding support to Councils to enforce, mandatory registration of professional walkers to help to ensure suitable animal welfare standards, the provision of suitable training, experience, insurance and public safety.

20.2 Notice of Motion submitted by Alderman Graham and Councillor Cochrane

That this Council notes the popularity of public spaces such as beaches during the summer months.

Further to this Council will task officers to bring back a report to explore options for the extension of public toilet opening hours during the summer months to 9 pm near beaches and other busy areas.

Council officers will further bring back a report on expanding baby changing facilities within our Borough at public toilets.

21. Any Other Notified Business

*****ITEMS 22-23 IN CONFIDENCE*****

Reports for Approval

22. Extension of Glass Reprocessing Contract

(Attached)

 *Item 22 Extension of Glass Reprocessing Contract.pdf*

Not included

**23. Further Competition for the Supply and Delivery of 80,000
Rolls of Compostable Food Waste Caddy Liners**

(Attached)

 *Item 23 Further Competition - Supply Compostable Food Waste Caddy Liners.pdf*

Not included

ARDS AND NORTH DOWN BOROUGH COUNCIL

27 August 2025

Dear Sir/Madam

You are hereby invited to attend a hybrid meeting (in person and via Zoom) of the Environment Committee of Ards and North Down Borough Council in the Council Chamber, 2 Church Street, Newtownards on **Wednesday, 3 September 2025** commencing at **7.00pm**.

Yours faithfully

Susie McCullough
Chief Executive
Ards and North Down Borough Council

A G E N D A

1. Apologies
2. Declarations of Interest

Reports for Approval

3. Memorandum of Understanding - Partnering Arrangements For The Removal Of Snow and Ice From Town Centre Footways and Pedestrian Areas (Report attached)
4. Consultation on New Rules for Selling and Supplying Puppies and Kittens (Report attached)
5. Ards and North Down Off-Street Parking (Public Car Parks) Order 2025 (Report attached)
6. Introduction of Contingent Destruction Orders for the Purpose of Non-Exempted Dangerous Prescribed Breeds (Report attached)
7. Review of Vehicle Replacement Policy (Report attached)

Reports for Noting

8. Q4 Service Plan Performance Reports (H2 – October 2024 – March 2025)
(Copies attached)
 - 8.1. Assets and Property Services
 - 8.2. Regulatory Services
 - 8.3. Waste and Cleansing Services

9. Paint Reuse Expansion Project 2025 (Report attached)
10. School Uniform Project 2025 (Report attached)
11. Q4 Building Control Activity Report (Jan-Mar 2025) (Copy attached)
12. Q1 Building Control Activity Report (Apr-June 2025) (Copy attached)
13. Impact of Council funding to Keep Northern Ireland Beautiful 2024/2025 (Report attached)
14. Presentation by Director – Summary of Recycling Progress 2015 to 2025
15. Northern Ireland Local Authority Municipal Waste Management Statistics, January to March 2025 (Report attached)
16. Environment Directorate Budgetary Control Report - April 2024 - March 2025 (Copy attached)
17. Environment Directorate Budgetary Control Report - April 2025 - July 2025 (Copy attached)
18. Update of Marine Safety Management System (Report attached)
19. Q1 Sustainable Energy Management Strategy Update 2025-26 (Report attached)
20. Notices of Motion
- 20.1. Notice of Motion submitted by Councillor Kendall and Councillor McKee

Responsible Dog Walking in Public Spaces

This Council, as a 'Dog Friendly Borough' recognises the increasing use of public parks and footpaths by professional and recreational dog walkers, and the need to balance animal welfare, public safety, and the enjoyment of public spaces for all of our Borough's residents.

This Council notes that:

- Multiple dogs under the control of a single individual may pose challenges to effective management and public safety,
- Excessive numbers of dogs being walked simultaneously can lead to increased risk of dog fights, interference with other park users, fouling, and uncontrolled behaviour,
- There has been an increasing number of professional dog walkers, offering services within the Borough and there is a lack of licencing, registration or other requirements which may lead to inadequate insurance, training and experience, adding further potential risks to people and pets; and

- Many local authorities across the UK, including our neighbour Belfast City Council, have introduced limits on the number of dogs that may be walked at one time.

This Council therefore resolves to:

1. Produce a report outlining the costs and steps required to introduce a local restriction under the relevant provisions of the Clean Neighbourhoods and Environments Act (Northern Ireland) 2011:
 - a. Limiting the number of dogs that any one person may be in charge of to a maximum of four at any given time in public spaces.
 - b. Mandating that professional dog walkers must have dogs on leads at all times to ensure dog control and accountability for dog behaviours.
2. Include in the report, the provision and cost of a complementary public education campaign, to inform residents, recreational and professional dog walkers about the new limit, about what it means to have a dog under your control in public spaces (whether on or off lead), and what promoting responsible dog control and safety in shared spaces should be.
3. To write to the DAERA Minister to ask him to introduce, and provide funding support to Councils to enforce, mandatory registration of professional dog walkers to help to ensure suitable animal welfare standards, the provision of suitable training, experience, insurance, and public safety.

20.2. Notice of Motion submitted by Alderman Graham and Councillor Cochrane

That this Council notes the popularity of public spaces such as beaches during the summer months.

Further to this Council will task officers to bring back a report to explore options for the extension of public toilet opening hours during the summer months to 9pm near beaches and other busy areas.

Council Officers will further bring back a report on expanding baby changing facilities within our Borough at public toilets.

21. Any Other Notified Business

*****ITEMS 22-23 IN CONFIDENCE*****

Reports for Approval

22. Extension of Glass Reprocessing Contract (Report attached)
23. Further Competition for the Supply and Delivery of 80,000 rolls of Compostable Food Waste Caddy Liners (Report attached)

MEMBERSHIP OF ENVIRONMENT COMMITTEE (16 Members)

Alderman Armstrong-Cotter	Councillor Edmund
Councillor Ashe	Councillor Harbinson (Vice Chair)
Councillor Blaney	Councillor Irwin
Councillor Boyle	Councillor Kendall (Chair)
Councillor Brady	Councillor Kerr
Alderman Cummings	Alderman McAlpine
Councillor Cathcart	Councillor McLaren
Councillor Douglas	Councillor Wray

Unclassified

5

ITEM 3**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Services
Date of Report	01 July 2025
File Reference	74001
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Memorandum of Understanding Partnering Arrangements For The Removal Of Snow and Ice From Town Centre Footways and Pedestrian Areas
Attachments	Appendix 1 - Correspondance from Dfl Appendix 2 - Memorandum of Understanding of Partnering Arrangements

Members may recall that the Council has previously agreed to a Memorandum of Understanding (MoU) with the Department for Infrastructure (DfI) relating to the removal of snow and ice from town centre footways in the event of severe adverse weather conditions. This would involve provision of support by the Council to the DfI in situations where prolonged and exceptional weather impact prevents Council staff from delivering other frontline services and thereby allowing them to be deployed to alleviate town centre access problems caused by severe snow and ice deposits.

The attached correspondence requests that the new MoU and schedule, which commences on 1 October 2025 and will remain in force for a maximum period of 3 years, be reviewed, signed and returned.

Not Applicable

6

RECOMMENDATION

It is recommended that the Council agrees to sign the new Memorandum of Understanding, which commences on 1 October 2025 and will remain in force for a maximum of 3 years, as requested.

**DfI Roads
Southern Division**



Ms Susie McCullough
Chief Executive
Ards & North Down Borough Council
email:
susie.mccullough@ardsandnorthdown.gov.uk

cc Mr David Lindsay
email:
david.lindsay@ardsandnorthdown.gov.uk

Marlborough House
Central Way
Craigavon
BT64 1AD
Tele : 0300 200 7899
E-mail :
dfiroads.southern@infrastructure-ni.gov.uk

Your Ref:
Our Ref
Date 30 June 2025

Dear Ms McCullough

**MEMORANDUM OF UNDERSTANDING PARTNERING ARRANGEMENTS FOR
THE REMOVAL OF SNOW & ICE FROM TOWN CENTRE FOOTWAYS AND
PEDESTRIAN AREAS.**

Please find attached a new memorandum and schedules for the clearance of snow and ice from footways during prolonged winter weather. The memorandum shall commence on 1 October 2025 and will remain in force for a maximum period of 3 years.

I would be grateful if you could review these documents and, if satisfied, sign and return the agreement.

Thank you for your assistance and should you have any queries please do not hesitate to contact me.

Yours sincerely

Stephen Duffy
Network Maintenance Manager (Acting)

Memorandum of Understanding Of Partnering Arrangements between DfI Roads and Ards & North Down Borough Council for Clearing Busy Town Centre Footways and Pedestrian Areas of Snow and Ice.

Introduction

1. The purpose of this Memorandum of Understanding (MOU) is to set out the basis of partnering arrangements between DfI Roads and Ards & North Down Borough Council for the treatment of snow and ice from busy town centre footways during prolonged periods of wintry weather. It is anticipated that footways will generally only be considered for treatment after significant snow or ice events although there may be occasions when footways could be pre-treated if freezing is forecast following heavy rain.
2. It is appreciated that neither DfI Roads nor Ards & North Down Borough Council have a statutory obligation to salt footways and are not resourced for this work but under this MOU footway clearance and salt/grit spreading may be undertaken by DfI Roads and/or Ards & North Down Borough Council staff, depending on resources available at the time.
3. This MOU sets out a broad framework of key principles agreed by the DfI Roads, the Northern Ireland Local Government Association (NILGA) and the Society of Local Authority Chief Executives (SOLACE) to be put forward for consideration and agreement by individual local councils.
4. It is anticipated that these key principles will be specifically tailored at local level, to take account of council preferences/restraints. For example should existing local arrangements between DfI Roads Section Offices and local councils be deemed appropriate by all parties, these arrangements can be retained, subject to agreement and to a schedule of work being agreed by all.

Objectives

5. The objectives of the Memorandum of Understanding are to:
 - Provide an agreed framework which local offices can build on to formalise the level of service to be provided by each organisation in those areas;
 - Define each organisation's duties and obligations in delivering this service;
 - Establish a schedule of footways to be treated in the event of prolonged periods of wintry weather;
 - Promote an efficient and co-operative working relationship between both organisations.

The Role and Commitments of Dfl Roads

6. Dfl Roads shall lead consultation, ultimately to be agreed by individual councils, on a schedule of main village/ town/ city centre footways to be treated. This is attached as Appendix 1.
7. Dfl Roads shall lead consultation, ultimately to be agreed by individual councils, when a salting operation should be carried out, on the basis of conditions, weather information and the availability of resources. The rationale supporting this decision making process should be developed locally.
8. Dfl Roads will provide Ards & North Down Borough Council with salt, or a salt/grit mix, free of charge to treat those footways on the schedule, when required. Dfl Roads shall confirm the availability of and determine the release of salt or salt/grit mix required; and such availability and its release will be subject to Dfl Roads resources and it being required by Ards & North Down Borough Council.
9. Dfl Roads will extend the indemnity being offered to Ards & North Down Borough Council and their authorised agents, as defined in paragraph 14 of this MOU.

The Role and Commitments of Councils

10. During extreme conditions following heavy snowfalls or prolonged freezing council staff may assist the Department with footway clearance and salt/grit spreading on an agreed schedule of footways depending on resource availability at the time.
11. Ards & North Down Borough Council will nominate a representative to be responsible for the council's contribution to the treatment of snow and ice from busy town centre footways during prolonged periods of wintry weather and to attempt to resolve any difficulties or problems that may arise.
12. Ards & North Down Borough Council will assist Dfl Roads in developing a rationale for when a salting operation should be carried out, on the basis of conditions, weather information and the availability of resources etc.
13. Ards & North Down Borough Council may delegate their responsibilities under this Memorandum in whole or in part to businesses, trading organisations, and community groups ("authorised Council Agents") within their council areas, which are willing to undertake this work. Ards & North Down Borough Council shall be responsible for coordinating and supervising the work of their authorised Council Agents.
14. Ards & North Down Borough Council will work in close liaison with the Dff Roads Section Engineer's staff in order to maximise efforts and co-ordinate the deployment of the Dfl Roads and the Council's workforce, which may comprise both the employees and contractors of the Council, their Trading Organisation Agents and community groups.
15. Ards & North Down Borough Council shall provide sufficient supervisory staff for the personnel employed to carry out the work. Personnel employed to carry include the

servants and employees and contractors of the Council and the authorised Council Agents.

Legislation

16. Article 8 of the Roads (Northern Ireland) Order 1993 ("the Roads Order") of the Roads Order imposes a statutory duty to maintain roads (including footways) adopted for maintenance by the Department. While DfI Roads has no statutory obligation to salt roads Article 9 of the Roads Order provides the Department with the legal right to exercise a discretionary power to take such steps as it considers reasonable and practicable to prevent snow and ice interfering with the safe passage of persons or vehicles using a road.
17. For that purpose it may also enter into agency arrangements with any persons for the treatment of roads affected by snow and ice.
18. Ards & North Down Borough Council is empowered by Sections 104 and 105 of the Local Government Act (NI) 1972 to exercise functions on behalf of and to enter into arrangements with a government department for the supply of services.
19. Under these arrangements DfI Roads is prepared to offer Ards & North Down Borough Council the same range of defences that are available to the Department. This indemnity will include groups of traders or community groups operating on the Councils behalf.
20. This means that Councils that enjoy discretionary delegated powers can run the same defences as are available to DfI Roads. Ards & North Down Borough Council shall indemnify DfI Roads against any claims made against DfI Roads arising from allegations of negligence or fault on the part of the Council, their staff, contractors or authorised Council Agents in carrying out work under this MOU.

Terms and Conditions of the Memorandum.

21. The Memorandum shall commence on 1st October 2025 and will remain in force for a maximum period of 3 years. It replaces any previous winter service agreements between DfI Roads and Ards & North Down Borough Council.
22. Either DfI Roads or the Ards & North Down Borough Council may seek amendments to the Memorandum at any time.
23. Subject to the consent of both DfI Roads and Ards & North Down Borough Council, the Memorandum may be extended at one year intervals.
24. The Memorandum may be terminated by either party with 6 months written notice.
25. The effectiveness of these arrangements will be reviewed in April of each year. Further analysis of actual costs to carry out this work in order to advocate the finances necessary to undertake this work will also be undertaken in April of each year.

The Signatories

Both organisations signify below their acceptance of the Memorandum on the terms and conditions set out

Signed on behalf of Ards & North Down Borough Council.

Date:

Signed on behalf of DfI Roads.

Date:

APPENDIX ONE

FOOTWAYS AND PEDESTRIAN AREA

ICE AND SNOW CLEARANCE – PRIORITY 1 / PRIORITY 2

ROAD	EXTENT	OTHER COMMENTS
		Refer to attached schedules and/or maps identifying locations previously agreed with Councils.

Appendix One lists the footways to be treated in priority order

APPENDIX ONE

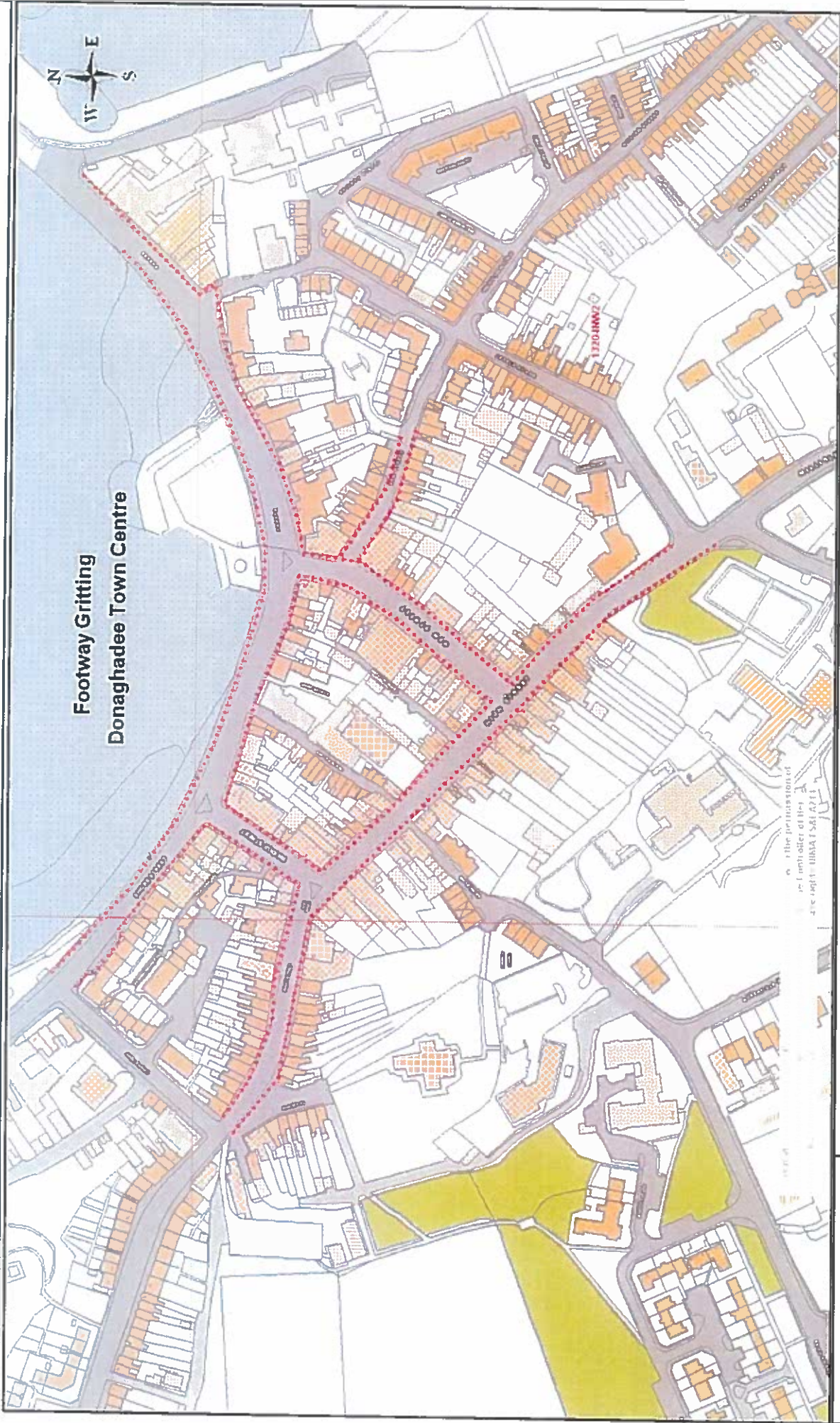
FOOTWAYS AND PEDESTRIAN AREA

ICE AND SNOW CLEARANCE – PRIORITY 1/PRIORITY 2

NORTH DOWN AREA

ROAD	EXTENT	OTHER COMMENTS
Bangor	Main Street	Priority 1
	High Street	
	Abbey Street	
	Dufferin Avenue – car park to Abbey Street, South side	
	Newtownards Road – Abbey Street to Health Centre, East side	
	Queen's Parade	
	Holborn Avenue – car park to High Street, West side	
	Castle Street	
	Bridge Street	
	Quay Street	
Holywood	High Street	Priority 1
	Hibernia Street	
	Church Road – High Street to car park	
Bangor	Castle Park Avenue	
	Castle Park Road	
	Hamilton Road – Main Street to Bingham Street	
	King Street – Main Street to car park	
	Bingham Street – High Street to car park	
	Groomsport Road – Sandringham Drive to Sandhurst Park	
Holywood	Shore Road	
Groomsport	Main Street – South side	
Crawfordsburn	Main Street	
Conlig	Main Street – Moyne Road to Forest Hill	

Appendix One lists the footways to be treated in priority order



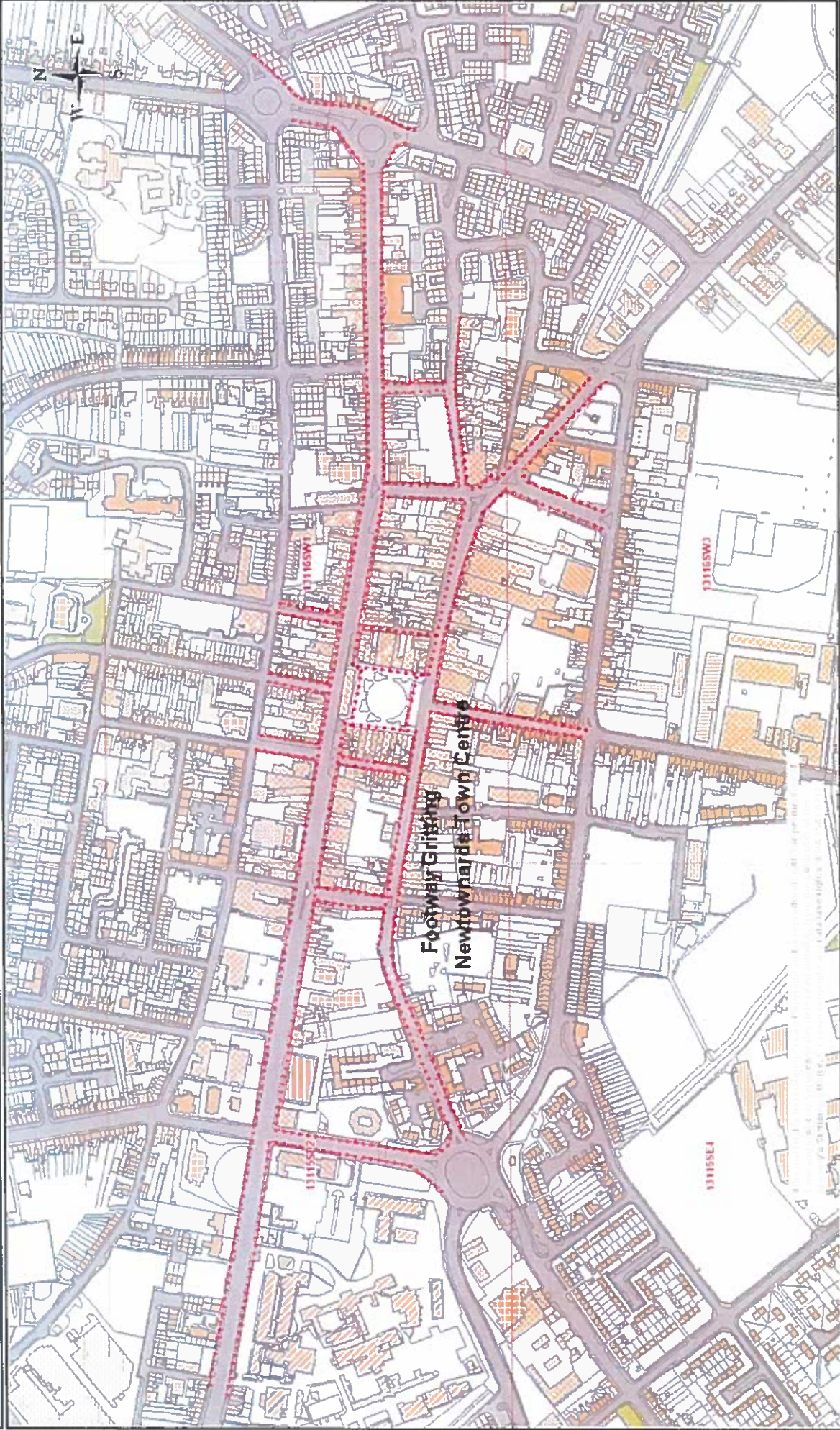
This material is based upon Crown Copyright and is reproduced with the permission of Land and Property Services under delegated authority from the Controller of Her Majesty's Stationary Office, © Crown copyright and database rights NIMA ES&LA214

Scale 1/2500

Centre = 359107 E 379885 N

Date 21/11/2013





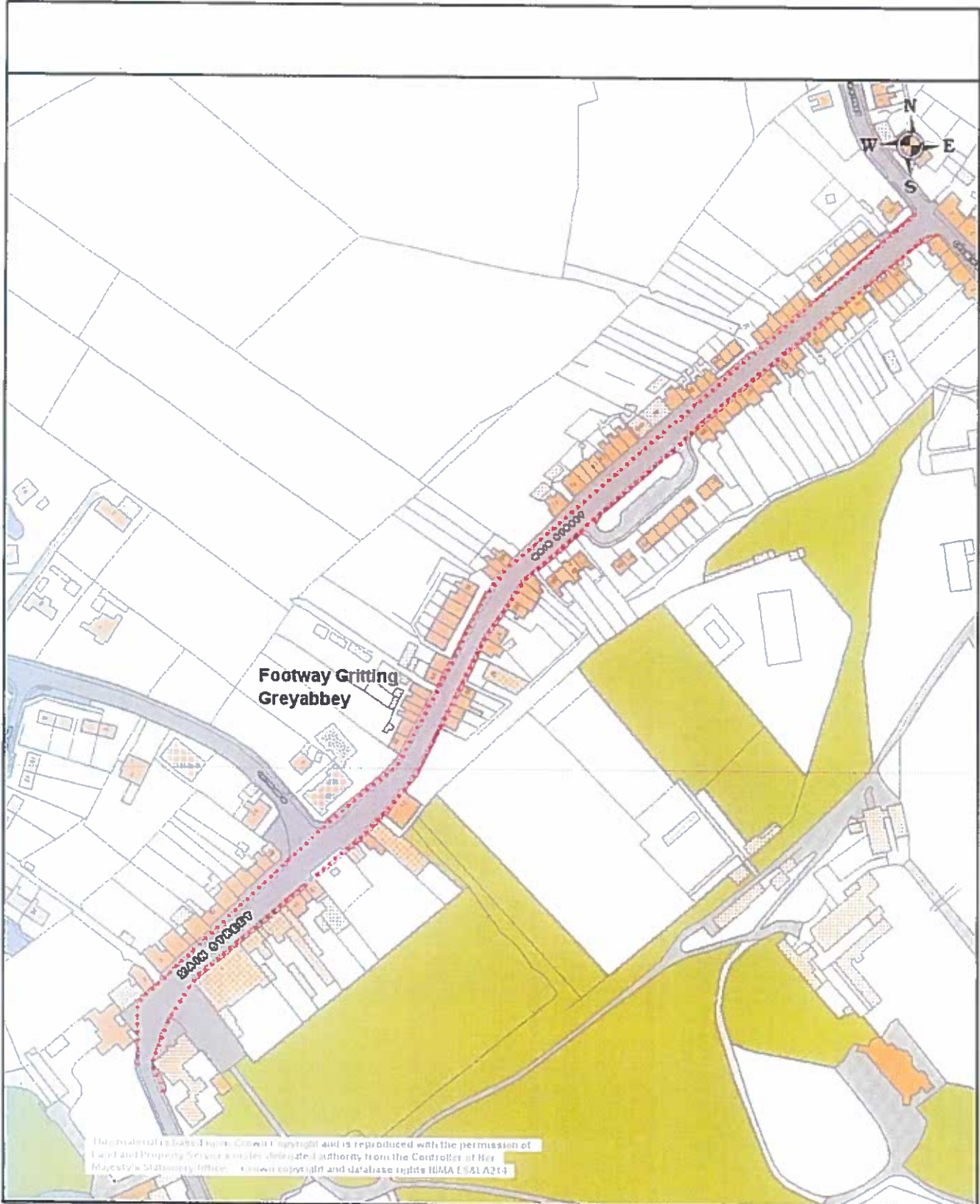
This material is based upon Crown Copyright and is reproduced with the permission of Land and Property Services under delegated authority from the Controller of Her Majesty's Stationery Office, © Crown copyright and database rights NIMA ES&LA214



Scale 1/5000

Centre = 348950 E 374084 N

Date 21/11/2013

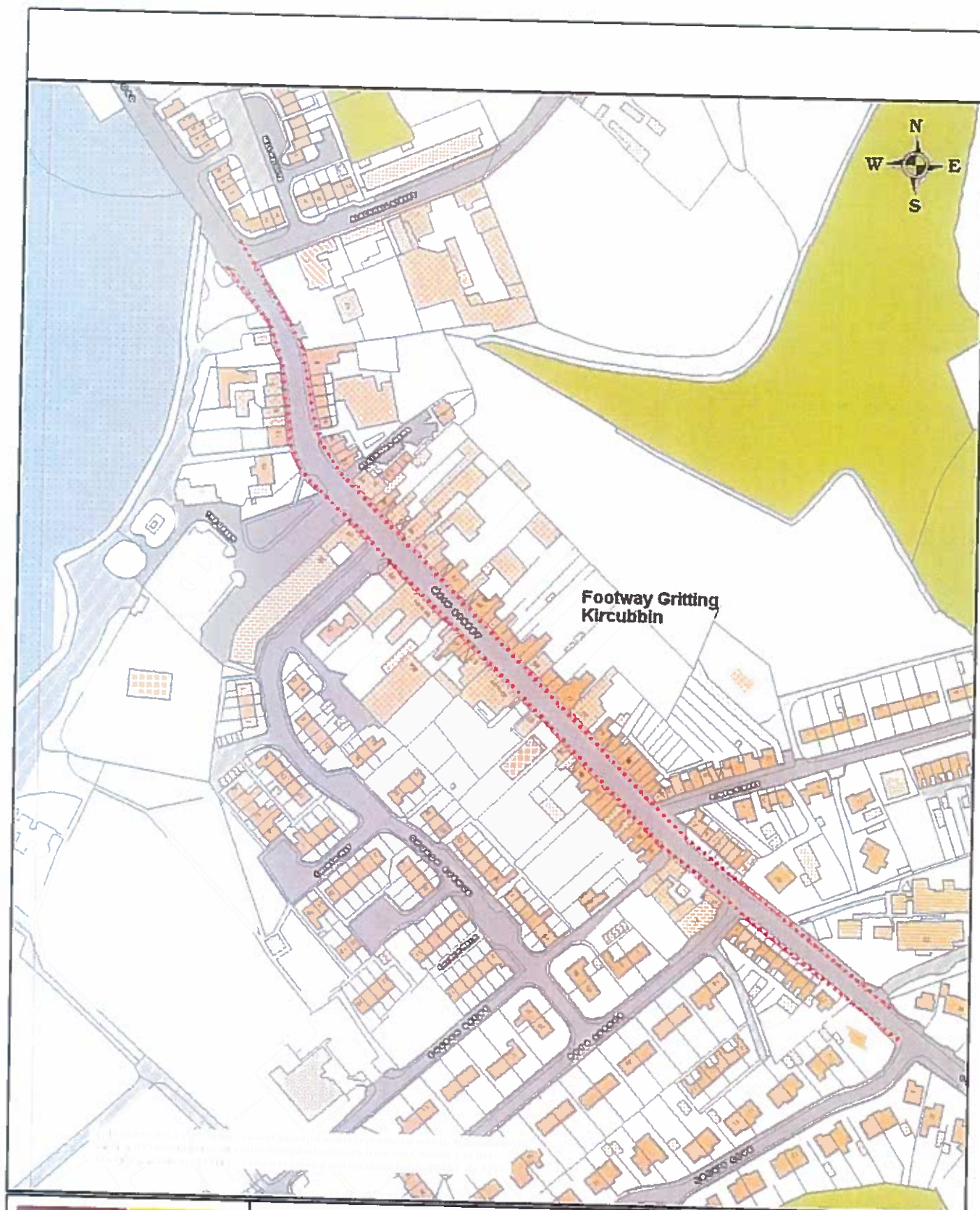


ROADS Service

This material is based upon Crown Copyright and is reproduced with the permission of Land and Property Services under delegated authority from the Controller of Her Majesty's Stationery Office, © Crown copyright and database rights NIMA ES&LA214

Scale 1/2500
Centre = 358063 E 368063 N

Date 8/2/2014

**ROADS Service**

This material is based upon Crown Copyright and is reproduced with the permission of Land and Property Services under delegated authority from the Controller of Her Majesty's Stationery Office, © Crown copyright and database rights NIMA ES&LA214

Scale 1/2500

Centre = 359826 E 362781 N

Date 8/2/2014



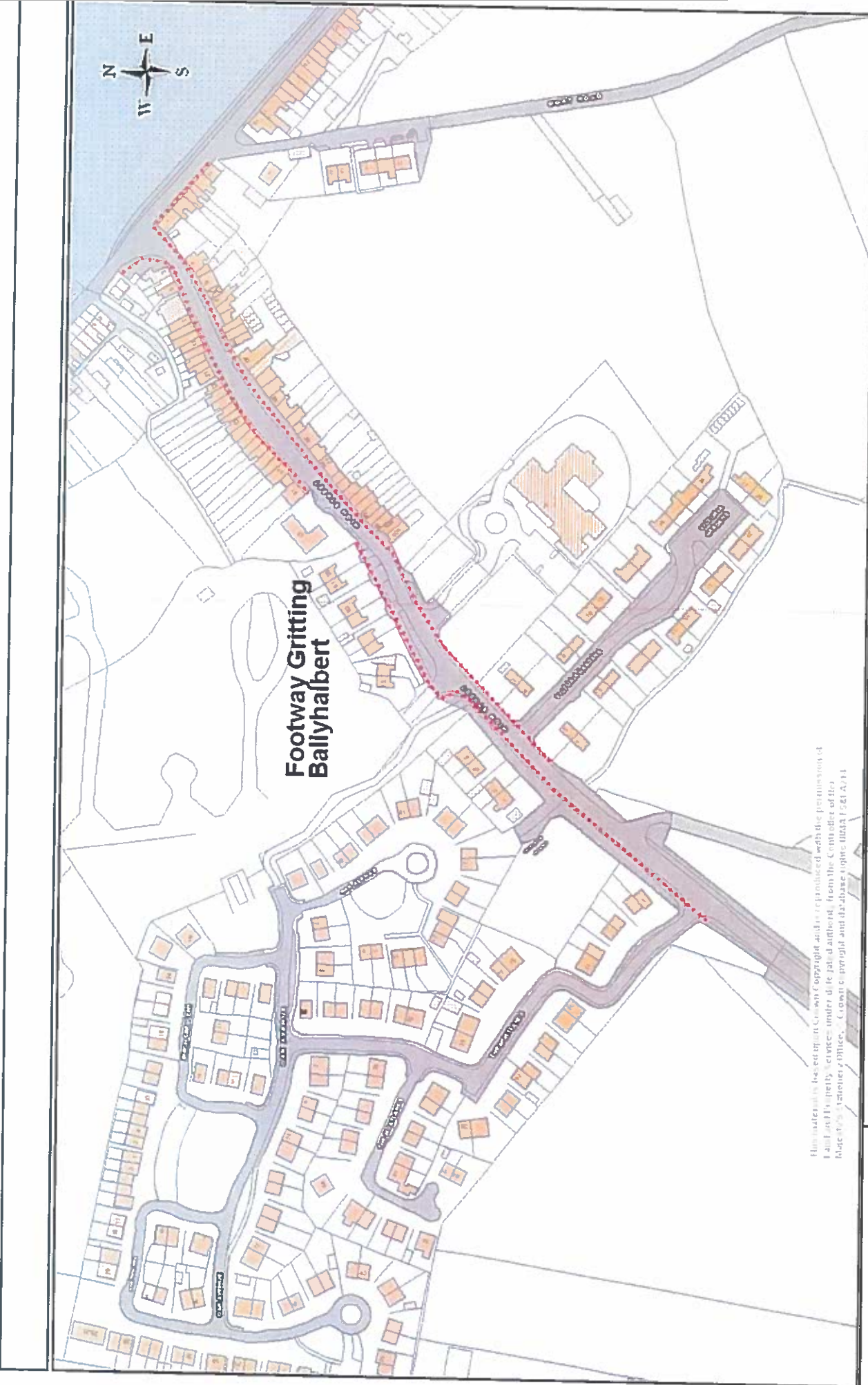
ROADS Service

This material is based upon Crown Copyright and is reproduced with the permission of Land and Property Services under delegated authority from the Controller of Her Majesty's Stationery Office, © Crown copyright and database rights NIMA ES&LA214

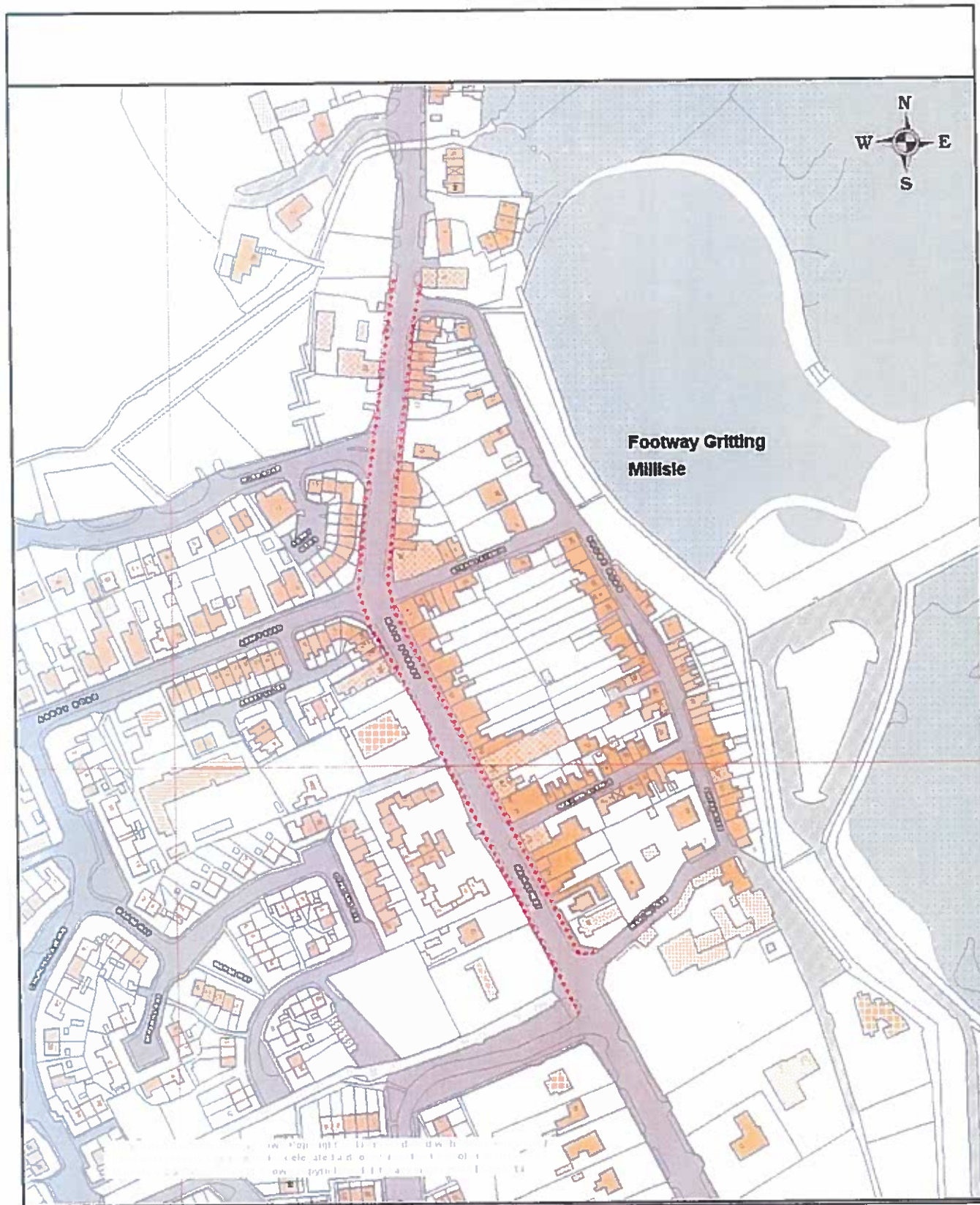
Scale 1/2500


Centre = 362845 E 369055 N

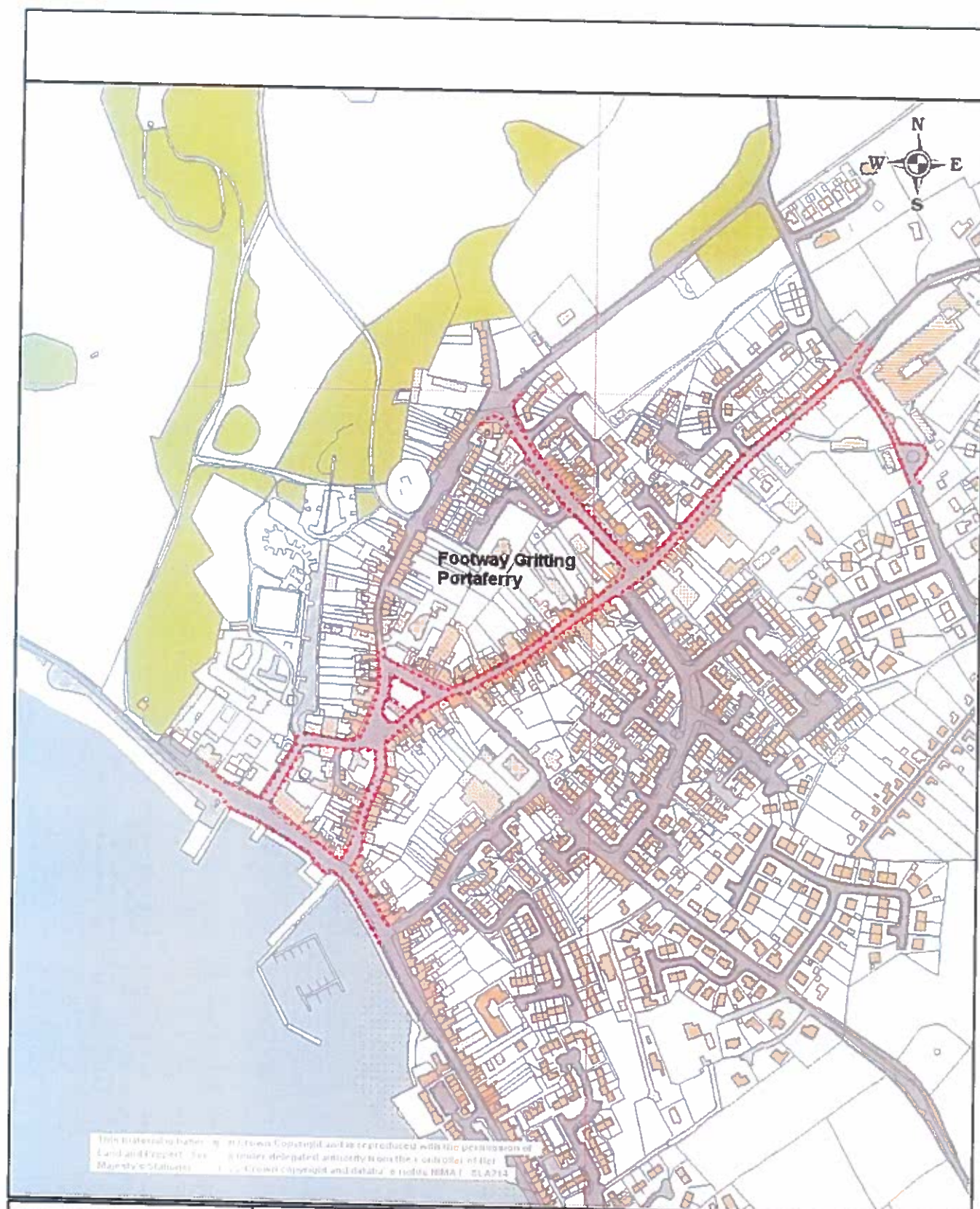
Date 8/2/2014



	<p>This material is based upon Crown Copyright and is reproduceded with the permission of Land and Property Services under delegated authority from the Controller of Her Majesty's Stationery Office. © Crown copyright and database rights NIMA ES&LA214</p>	<p>Scale 1/2500 Centre = 364355 E 363568 N</p>	<p>Date 8/2/2014</p>
---	--	--	----------------------



	<p>This material is based upon Crown Copyright and is reproduced with the permission of Land and Property Services under delegated authority from the Controller of Her Majesty's Stationery Office, © Crown copyright and database rights NIMA ES&LA214</p>	<p>Scale 1/2500 Centre = 359760 E 376061 N Date 8/2/2014</p>
---	--	---



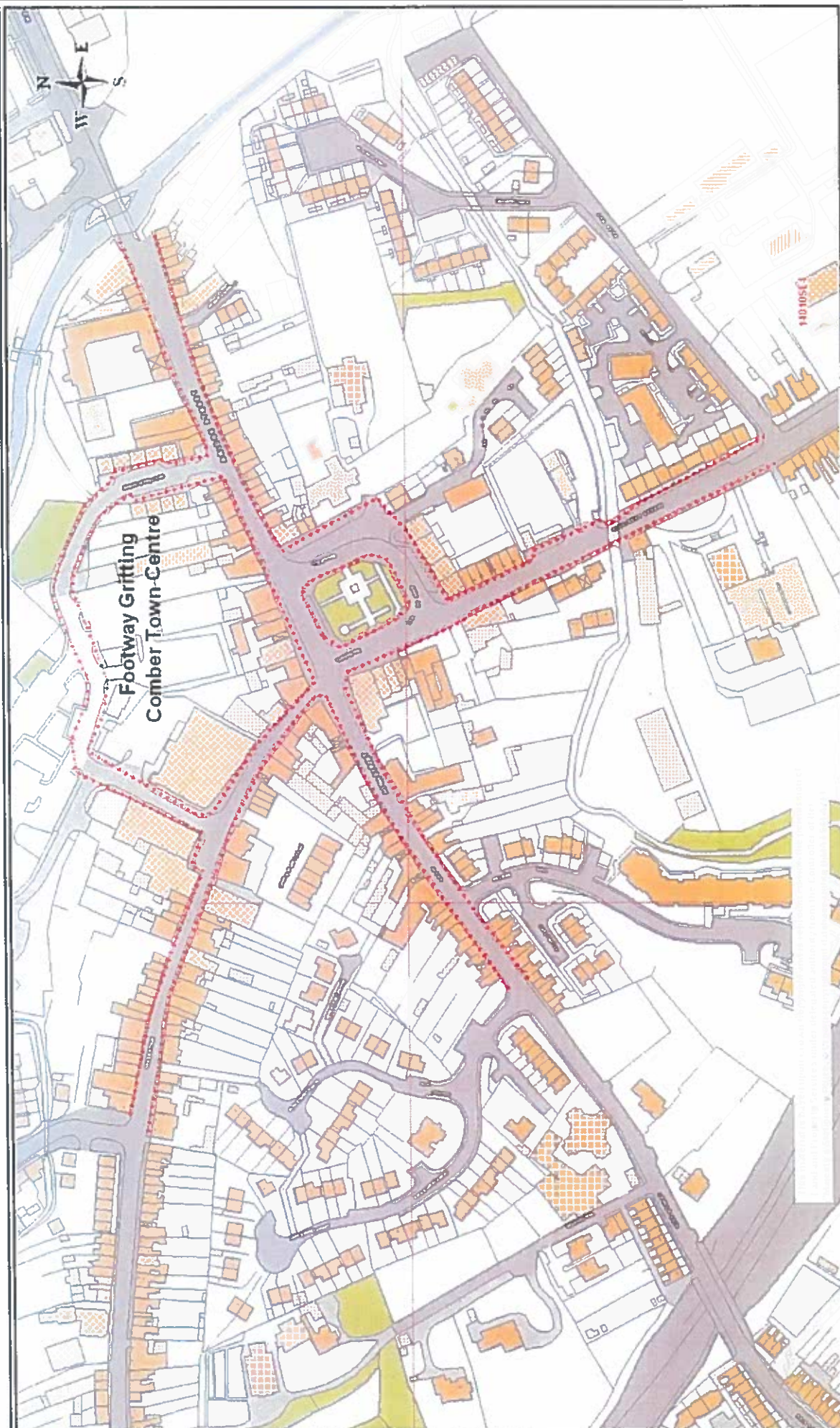
ROADS Service

This material is based upon Crown Copyright and is reproduced with the permission of Land and Property Services under delegated authority from the Controller of Her Majesty's Stationery Office, © Crown copyright and database rights NIMA ES&LA214

Scale 1/5000

Centre = 359511 E 350847 N

Date 8/2/2014



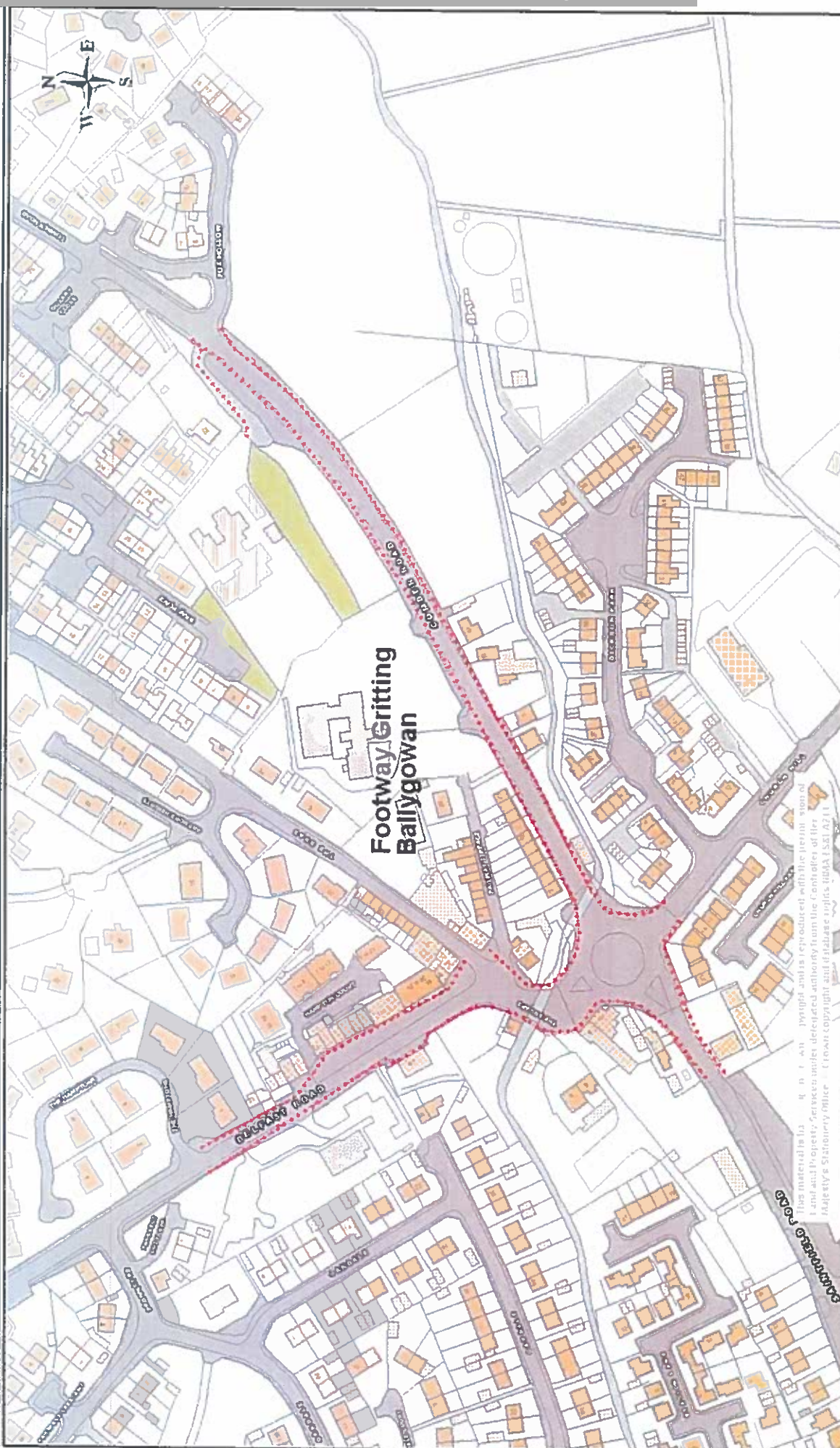
This material is based upon Crown Copyright and is reproduced with the permission of Land and Property Services under delegated authority from the Controller of Her Majesty's Stationery Office. © Crown copyright and database rights NIMA ES&LA214

Scale 1/2500

Centre = 345892 E 369189 N

Date 21/11/2013

ROADS Service



This material is based upon Crown Copyright and is reproduced with the permission of Land and Property Services under delegated authority from the Controller of Her Majesty's Stationery Office, © Crown copyright and database rights NIMA ES&LA214

Scale 1/2500

Centre = 343209 E 363844 N

Date 8/2/2014



Unclassified

24

ITEM 4

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services
Date of Report	08 August 2025
File Reference	92013
Legislation	
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Consultation on New Rules for Selling and Supplying Puppies and Kittens
Attachments	Appendix 1 DAERA Consultation Appendix 2 Draft Consultation Response Appendix 3 Equality and Disability Impact Screening Appendix 4 Regulatory Impact Assessment Appendix 5 Rural Needs Impact Assessment

DAERA is currently consulting on legislating to provide controls on those who sell and supply puppies and kittens.

This is in response to the concerns around animal welfare and health of animals used for breeding, whether commercially or not, and is specifically aimed at the third party selling, transferring or giving away of puppies and kittens.

Many of the proposals are welcomed, although DAERA is proposing that the policing, enforcement and the undetermined costs thereof be the responsibility of the Councils. Powers are proposed to allow Councils to charge such fees as are

Not Applicable

25

necessary, however it would be considered that to fully recoup the costs would require a disproportionate charging fee structure.

The attached documents provide the Consultation details and proposed response.

Responses are required to be submitted by 15th September 2025 and at the August Council meeting, power was delegated to the Environment Committee to agree the final response for submission to DAERA by that deadline.

RECOMMENDATION

It is recommended that the Council submits the attached response to DAERA.

Consultation on new rules for selling and supplying puppies and kittens

2nd June 2025



Department of
**Agriculture, Environment
and Rural Affairs**

An Roinn

**Talmhaíochta, Comhshaoil
agus Gnóthaí Tuaithe**

Depairtment o'

**Fairmin, Environment
an' Kintra Matthers**

www.daera-ni.gov.uk



This pack is also available on the DAERA website at:

<https://www.daera-ni.gov.uk/consultations>

On request, we can arrange to provide other formats of this document, such as:

- Paper Copy
- Large Print
- Braille
- Other Languages

To request a copy of this document in one of these formats, please contact the Animal Welfare and Dog Control Policy team by emailing: animal.welfare@daera-ni.gov.uk



Contents

Ministerial Foreword	4
Chapter 1: Introduction	7
Chapter 2: Background	10
Getting a puppy or kitten in Northern Ireland	10
Rationale for change	10
The laws about selling pets in other jurisdictions	11
Chapter 3: Proposals	14
Proposed requirement to register with council	14
Proposed exemptions	15
Proposed registration fee	17
Proposed application process	18
Proposed conditions for registration	19
Proposed conditions for advertising puppies and kittens	21
Proposed online publication of Register of Sellers and Suppliers of Puppies and Kittens	22
Offences	23
Expected outcomes	23
Impact outside of Northern Ireland	25
Conclusion	26
Chapter 4: How to Respond and When	28
Responses	28
Closing date	28
Confidentiality	29
Appendix 1: List of Consultees	30
Appendix 2: Summary of Proposals	31

Ministerial Foreword



I am pleased to launch this public consultation on proposed new rules for selling, giving away, and otherwise transferring ownership of puppies and kittens, in Northern Ireland.

Enhancing animal welfare is one of my top priorities. To ensure that our pet dogs and cats receive the best possible start in life, I am committed to introducing changes that will promote their well-being and provide assurances on their welfare and origin to prospective new owners.

Having carefully considered the numerous appeals for a ban on the sale of puppies and kittens by intermediaries who do not breed the animals (commonly referred to as Lucy's Law), I have also evaluated the evidence underpinning the need to examine all aspects of both the act of giving away, or selling, a puppy or kitten.

While licensed dog breeding establishments and many responsible dog and cat owners adhere to ethical practices when selling puppies and kittens, there are instances where less-responsible individuals breed these animals in poor welfare conditions. These young animals often endure distressing journeys to unsuspecting purchasers who are unaware of the origins of their new pets. Concerns have been raised that many young animals sold by third parties develop health issues and behavioural problems due to early separation from their mothers and exposure to unfamiliar environments, potentially involving multiple journeys. This can result in an increased risk of disease and inadequate socialisation for the puppies and kittens, which may persist throughout their lives.

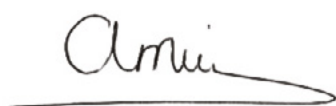
Therefore, I want to introduce an innovative, yet simple system for selling, giving away, or otherwise transferring ownership of puppies and kittens in Northern Ireland.

To achieve this, my Department is proposing that anyone who sells, gives away, or otherwise transfers the ownership of puppies and kittens must first apply to their local council to be entered into a Register of Sellers and Suppliers of Puppies and Kittens. Although councils would have powers to carry out an inspection of premises for the purposes of granting

registration, they would not be obliged to do so. Using Northern Ireland's current dog licensing system, councils would be able to establish that the owner of the puppies holds a valid dog licence for the puppies' mother. Finally, it is also my intention that councils will publish a list of sellers and suppliers of puppies and kittens who have registered with them.

Animal welfare will be at the heart of the new system, as the system will aid transparency and make it easier to identify individuals who are operating in ways which compromise animal welfare. Furthermore, it will aim to drive responsible pet ownership by encouraging neutering to avoid unplanned pregnancies, therefore helping to reduce the numbers of dogs and cats and the associated pressures on councils and rescue and rehoming organisations.

I encourage anyone who feels they can contribute to respond to this consultation so that together, we can improve the welfare of our puppies and kittens when going to new homes.



Andrew Muir, MLA

Minister for Agriculture, Environment and Rural Affairs



Chapter 1: Introduction



Chapter 1: Introduction

The Department of Agriculture, Environment and Rural Affairs (the Department) is seeking views on a proposal to introduce a registration system for persons selling, giving away, or otherwise transferring ownership of puppies and kittens aged under six months old.

A key objective of the Department is to end third-party sales of puppies and kittens.

A third-party sale is a sale that occurs when the seller has not bred the animal themselves but has obtained the puppy or kitten from a breeder so that they can sell it onwards.

The consultation is aimed at anyone who has an interest in animal welfare, stakeholders who work within the animal welfare sector, councils which have responsibility for enforcement of companion animal welfare, and any person or organisation involved in the breeding, sale, or transfer of ownership of puppies and kittens. The list of consultees (**Appendix 1**) is not, however, meant to be exhaustive and responses are welcomed from anyone with an interest in, or views on, the matters covered by this consultation paper.

The consultation paper is divided into four chapters. Chapter two provides some background to selling pet animals in Northern Ireland, and the legislation in place in other jurisdictions. Chapter three details the Department's proposals (a summary can be found at **Appendix 2**) and sets out a series of questions on these proposals. Chapter four outlines the procedure for providing responses to the paper. Equality, rural needs screening, and regulatory impact exercises have been carried out and can be found at:

<https://www.daera-ni.gov.uk/consultations>.

The Department welcomes any comments that consultees might have on any of these exercises.

Councils

The Department has engaged with local councils on the proposals outlined in this document and acknowledges the concerns raised including the resource implications and extension of enforcement responsibilities to include cats. Therefore, the Department would specifically invite detailed feedback from councils relating to the administration and enforcement of the current proposal, as well as any additional or alternative measures which could be put in place to deliver the objectives of improving the welfare of puppies and kittens and realise the benefits outlined in Chapter Three.



The consultation is being conducted using the online survey tool Citizen Space and will commence on **2 June 2025**. It will run for 12 weeks, closing on **25 August 2025**.

Following analysis of the responses received, the Department will consider and publish a summary of the responses. Subject to the nature of those responses, the Department will then take the steps to introduce legislation to require a registration system for all persons selling, giving away, or otherwise transferring ownership of puppies and kittens in Northern Ireland. Please note that responses from groups will be considered as one response.



Chapter 2: Background



Chapter 2: Background

Getting a puppy or kitten in Northern Ireland

Anyone can sell, give away, or transfer the ownership of, a puppy or kitten in Northern Ireland. Some people operate a licensed dog breeding establishment and sell the puppies they breed, and others sell the offspring of the family pet. The People's Dispensary for Sick Animals PAW Report 2024 indicates that (from a sample of 2,371 owners): 33% obtained their dog from breeders; 25% from private sellers; 17% from rescue and rehoming centres; and 16% from a friend, family, or neighbour.

Since the introduction of Lucy's Law in England¹, Scotland and then Wales, which each ban the third-party sales of puppies and kittens, there has been significant interest in examining how puppies and kittens are sold or acquired by new owners in Northern Ireland. There have also been extensive calls to end third-party sales of puppies and kittens in Northern Ireland.

Rationale for change

While it is recommended that the citizens of Northern Ireland carefully consider and conduct research before acquiring a new puppy or kitten², in practice, many make impulsive decisions when confronted with an adorable animal, purchasing it without further deliberation. On many occasions the purchaser will not have any information about the person selling the animal, or the animal itself. At times, this transaction will have a happy ending, as the seller has looked after the animal well, and the purchaser will have gotten a healthy, well-adjusted, and happy animal. Other times, however, the seller may not have given the puppy or kitten a good start in life and might not even have looked after its basic welfare needs.

In some cases, the seller might not even have bred the puppy or kitten, and the purchaser will not really know where it came from. These transactions can have a different ending, as the puppy or kitten might be sick, and might have significant developmental issues.

Research shows that sub-optimal purchasing behaviours such as not viewing a puppy in-person, before purchase, leave owners vulnerable to unscrupulous breeders and dealers whose main goal is profit, and will have produced puppies with little concern for the health and welfare of the puppies they produce, or the dogs they use for breeding.

¹ [Ban of third party sales of pups and kittens, known as 'Lucy's Law', confirmed - GOV.UK](#)

² [What you need to know before you buy a puppy | nidirect: The Pup Contract - for responsible pup breeding and buying.](#)

If a person cannot get a puppy from a rescue and rehoming organisation, they are encouraged to use licensed, and responsible, breeders.

Sourcing directly from the breeder will mean that the puppy or kitten will likely have spent the important early formative weeks with its mother. It is likely that the licensed, or regular, breeder will have made sure the mum is healthy and well, and that the puppy, or kitten, got the best start in life. For example, they may have made sure the puppies were: weaned appropriately; vaccinated and wormed; and socialised properly. Where a person is selling the offspring of the family pet, even though they are not a licensed, or regular, breeder, they too will likely have given the puppy or kitten the best start in life, as far as they know how to.

On the other hand, puppies purchased from someone who did not breed the animal themselves, may have experienced poor welfare conditions, for example: weaned too early; not properly vaccinated or wormed; not socialised; and separated from their mother too soon. They may also have been subjected to multiple journeys before they reach their new owner.

Some buyers may mistakenly believe that their puppy comes directly from a reputable breeder, when in reality it was bred under poor conditions and trafficked through multiple people. This makes it nearly impossible for the final buyer to trace the genetic lineage of the puppy, thereby leaving them unaware of its heritage and potential disease risks.

In summary, acquiring puppies from third-party individuals who are not the breeders themselves may increase the likelihood that the puppies or kittens did not have the best start in life. Similarly, some sellers who bred the puppy themselves may not meet the minimum standards of animal welfare.

The laws about selling pets in other jurisdictions

Prior to 2018, the systems in place across England, Scotland, and Wales were similar to the system currently in place in Northern Ireland. That is, separate pieces of legislation set out the rules for petshops, and dog breeding establishments.

England

In England, the Licensing of Activities Involving Animals (England) Regulations 2018 introduced a new single system based around licensable activities, one of which being selling animals as pets in the course of a business. Since then, a licence is required by anyone selling animals as pets in the course of a business, either directly to the public or to any other business that will later sell them as pets, and they must adhere to licence conditions such as not selling puppies or kittens aged under eight weeks.

Lucy's Law was introduced, from 2020, and provides that a person who is licensed to sell animals as pets, is also banned from selling any puppies or kittens that they did not breed. This particular provision takes its name from Lucy, a rescue dog which had suffered from the effects of intensive breeding and mistreatment on an illegal breeding establishment.

Scotland

Since 2021, Scotland has also operated a system of licensing activities involving animals under the Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021. Selling animals as pets in the course of a business requires a licence and the licence conditions are comparable to those in place in England.

Wales

Similar legislation applies in Wales for selling animals as pets in the course of a business; however, the Animal Welfare (Licensing of Activities Involving Animals) (Wales) Regulations 2021 enacts a Lucy's Law which differs slightly from that in place in England and Scotland, in that the puppy or kitten must be sold from the premises where the animal was bred.

Republic of Ireland

In the Republic of Ireland, the Animal Health and Welfare (Sale or Supply of Pet Animals) Regulations 2019, require sellers or suppliers of six or more pet animals in a calendar year to be entered into the Department of Agriculture, Food and the Marine (DAFM) Register of Sellers and Suppliers of Pet Animals, and premises used in connection with the sale and supply of pet animals must be entered into the DAFM Register of Premises.



Chapter 3: Proposals





Chapter 3: Proposals

The Department wishes to afford a high degree of protections for puppies and kittens, that are sold or supplied in Northern Ireland. To do this, the Department wishes to deliver a version of Lucy's Law which includes measures that would not only ban third-party sales of puppies and kittens but would also make new rules for all people who decide to sell, give away or otherwise transfer ownership of a puppy. While keeping the welfare of our puppies and kittens at its heart, the proposed system will also generate transparency and accountability in the marketplace and enable prospective purchasers to identify where their pet was bred, and by whom.

The Welfare of Animals Act (Northern Ireland) 2011 sets out the enabling powers regarding any new animal welfare legislation and also specifies that the Department is responsible for enforcement in terms of farmed animals; the Police Service of Northern Ireland (PSNI) in terms of animal fighting; and councils in terms of non-farmed or companion animals. Therefore, for the proposed new rules about the sale and supply of puppies and kittens, local councils will be the enforcement and regulatory body.

Proposed requirement to register with council

It is proposed to require anyone wishing to sell, give away, or otherwise transfer the ownership of puppies and kittens, to apply to their local council to be entered into a Register of Sellers and Suppliers of Puppies and Kittens. Council operated dog-pounds and registered animal rescue and rehoming charities would be exempt from this requirement, as too, would anyone giving puppies or kittens to a registered animal rescue and rehoming charity. Registration will mean that, for the period of one year, the registered person can sell, give away, or otherwise transfer the ownership of all the puppies and kittens bred by him/her, which were born at the registered address during that year.

This registration requirement will extend to:

- businesses, including dog breeding establishments and petshops; and
- anyone not operating as a business.

The Department considers that extending the requirement to people not operating as a business will help prevent any potential loopholes for unscrupulous persons to declare that they are not operating as a business and are therefore exempt from the new registration requirements.

The registration would be valid for a period of 12 months, and will be made public.



Question 1

Do you agree that any person who wishes to sell, give away, or otherwise transfer the ownership of puppies should be required to register with their local council?

Question 2

Do you agree that any person who wishes to sell, give away, or otherwise transfer the ownership of kittens should be required to register with their local council?

Proposed exemptions

Registered rescue and rehoming charities

Rescue and rehoming organisations play a vital role in rehabilitating unwanted or abandoned puppies and kittens and finding new, responsible owners for these animals. The Department recognises that it is essential that these organisations should be able to continue this work unimpeded. Therefore, it is proposed that any person who gives the puppy or kitten to a rescue or rehoming organisation which is registered with the Charity Commission for Northern Ireland would be exempt from the proposed registration requirement.

Council-operated dog pounds

Councils have powers to establish and maintain dog pounds, and to deal with unwanted and unclaimed straying dogs. Council-operated dog pounds offer several benefits, both for the community and for the animals they care for. For those dogs that cannot be reunited with their owners, council-operated dog pounds facilitate giving dogs new homes, while also helping to reduce the number of excess animals in the community. The Department recognises the operation of this type of dog pound is a matter for councils, and therefore, it is proposed that council-operated dog pounds would be exempt from the proposed registration requirement.



When a buyer changes their mind

Anyone giving puppies or kittens to an animal rescue and rehoming registered charity would be exempt from the requirement to register with their council. Any person who has acquired a puppy or kitten, either from a registered seller or supplier, from a Council-operated dog pound, or from an animal rescue and rehoming registered charity, and then shortly thereafter, decides that they no longer want to keep it would not be eligible to register with their local council as a seller or supplier, as they did not breed the animal themselves and would therefore be unable to meet all the registration conditions. They could explore giving the puppies or kittens to a registered animal rescue and rehoming charity, or they could potentially seek to return the animal to the person they purchased it from. Alternatively, they could sell, give away, or otherwise transfer the ownership of the puppy or kitten once it reached the age of six months old.

The Department considers it is necessary to restrict the options available to legally move a puppy or kitten under six months old to prevent any loopholes for third-party sellers.

Question 3

Do you agree with the proposed list of exempted groups who will be exempt from the proposed new rules?

If not, which groups do you believe should be exempted?



Proposed registration fee

It is proposed that a person who wishes to be entered into the council's Register of Sellers and Suppliers of Puppies and Kittens must pay a fee.

Fee for pet owners

The Department recognises that some pet dog and cat owners might find they are faced with an unexpected pregnancy or an unplanned litter, and will not wish to keep the offspring. It is proposed that, for these pet owners:

- the first year of registration will be free of charge. It is considered that this will encourage those pet owners to take action to prevent any further unplanned pregnancies by getting their dog or cat neutered; and
- the second year of registration will attract the fee. The fee will be payable for any second application to be entered into the Register of Sellers and Suppliers of Puppies and Kittens.

Fee for businesses

For all persons who hold a dog breeding licence or a petshop licence, and are therefore in the business of selling animals, it is proposed a fee should be paid for registration in the Register of Sellers and Suppliers of Puppies and Kittens.

It is proposed that each council should have the ability to set an appropriate fee to recoup the costs of administration, service delivery and enforcement using the principle of “full cost recovery”. It is considered that the ability to define fees at a local level is essential to ensure that councils can recover associated expenditure, reducing the risk of subsidies from local ratepayers, and that businesses do not pay more than necessary.

Question 4

Do you agree that the first year of registration should be free of charge, except for businesses?

Proposed application process

Any person wishing to be entered onto the Register of Sellers and Suppliers of Puppies and Kittens will have to apply to their local council to be registered. Anyone subsequently entered into the council's Register of Sellers and Suppliers of Puppies and Kittens, will only be able to sell, give away, or otherwise transfer ownership of their animals, from the registered address. The mother of the animals must also be at the registered address.

Links to council dog licence records

Registrations will be linked to the current dog licensing system. Northern Ireland is in a unique position of being the only jurisdiction in the UK that requires owners of dogs to obtain a yearly licence to keep their dog. Anyone wishing to sell, give away, or otherwise transfer ownership of their dog's puppies will therefore already be legally obliged to hold a dog licence for the puppies' mother.

Making use of the dog licensing system can ensure that the puppies are only being sold from their place of birth, by the person who owns the mother and has bred from her.

Council role: no requirement to inspect premises

It is considered not practical to visit every house/premises from which a person wishes to sell or supply puppies or kittens, and therefore it is proposed that there will be no mandatory inspection of houses/premises, prior to successful registration.

It is proposed that there will be no requirement for local councils to inspect the applicant's premises before entering a person into the Register of Sellers and Suppliers of Puppies and Kittens, but rather they will be required to verify that:

- the applicant who wishes to sell puppies holds a valid dog licence, or block licence, for the pup's biological mother, and that the biological mother is licensed to the address where the puppies were born and will be sold from;
- the dog breeding establishment or petshop that wishes to sell puppies holds a valid licence to keep a dog breeding establishment or petshop, and that the biological mother is licensed to the address where the puppies were born and will be sold from;
- the applicant who wishes to sell kittens, is at an address where the biological mother is kept and where the kittens were born and will be sold from.

Verification will include obtaining the licence numbers regarding the dog licence, dog breeding establishment licence, and petshop licence. As microchipping of dogs is mandatory, it will also include obtaining microchip numbers regarding the puppies.

Anticipated impact of proposed registration system

Anyone who sells puppies and kittens in Northern Ireland, will be required to be registered with their council. Where that person also sells puppies and kittens in other jurisdictions, they will be required to comply with the legislation in place in that jurisdiction.

Question 5

Do you agree that a person who sells, gives away, or otherwise transfers the ownership of puppies and kittens, should be required to do so at the address where the puppies and kittens, and the biological mother are kept?

Proposed conditions for registration

The Department proposes that any person entered into the Register of Sellers and Suppliers of Puppies and Kittens must meet the following conditions:

- the registered person cannot sell, give away, or otherwise transfer the ownership of puppies or kittens **which they did not breed at the registered address**;
- the registered person cannot sell, give away, or otherwise transfer the ownership of puppies or kittens **that are unweaned**, weaned at an age at which they should not have been weaned, or **aged under eight weeks** old;
- a puppy or kitten may only be shown to a prospective purchaser or new owner if it is **together with its biological mother**. There will be an exemption if the biological mother has died;
- the sale of, giving away of, or otherwise transfer of ownership of a puppy or kitten must take place in person and when the puppy or kitten is in the presence of its biological mother and must be **completed in the presence of the prospective purchaser** or new owner at the **registered address**. Exemptions will be in place to accommodate for a change of address;



- the purchaser or new owner **must be provided with specified information** on caring for a puppy or kitten, and with information on dog licensing requirements;
- the registered person must **keep and maintain a register** for all the dogs and cats, including puppies and kittens, on the premises, which must include;
 - the animal's date of birth;
 - the animal's sex;
 - details of any veterinary treatment;
 - the puppy's microchip number;
 - the kitten's microchip number (if applicable), or identification details;
 - the date of the sale, giving away, or otherwise transfer of ownership of the puppy or kitten; and
 - the name, address, and telephone number of the new owner.
- Where an animal is undergoing any medical treatment—
 - this fact must be clearly indicated—
 - in writing next to it, or
 - (where appropriate) by labelling it accordingly, and
 - it must not be sold, given away, or otherwise transferred to a new owner.

The Department considers that these are minimum conditions necessary to allow an inspector to assess compliance or investigate any traceability issues and that they are therefore proportionate.

Question 6

Do you agree with the conditions of registration, as listed above?



Proposed conditions for advertising puppies and kittens

It is proposed that any advertisement for the sale, giving away, or other transfer of ownership of a puppy or kitten must:

- include the registration number;
- specify the council that entered the person into the Register of Sellers and Suppliers of Puppies and Kittens;
- include a recognisable photograph of the puppy or kitten being advertised;
- display the age of the puppy or kitten being advertised;
- state the puppy or kitten being sold, given away, or otherwise transferred to a new owner is resident in Northern Ireland;
- state the puppy or kitten being sold, given away, or otherwise transferred to a new owner was born in Northern Ireland; and
- contain a warning about the life-changing decision that buying / getting a new puppy or kitten is.

The Department anticipates that the addition of advertising requirements will enable prospective buyers or new owners of puppies or kittens to verify the legitimacy of the sale, giving away of, or otherwise transfer of ownership prior to purchasing an animal, and it will further aid local councils in identifying any fraudulent activity, for example, selling, giving away, or otherwise transferring ownership without first being entered onto the council Register of Sellers and Suppliers of Puppies and Kittens.

Question 7

Do you agree that any advertisement for the sale of, giving away of, or other transfer of ownership of a puppy or kitten must include the information as listed above?



Proposed online publication of Register of Sellers and Suppliers of Puppies and Kittens

It is proposed that local councils will be required to publish a Register of Sellers and Suppliers of Puppies and Kittens, and are therefore legally able to sell, give away, or otherwise transfer ownership of puppies and kittens, including the following information:

- registered person's name and address;
- registration number;
- date on which registration was granted;
- date registration was renewed;
- date registration will expire;
- animals the registered person is registered to sell, give away, or otherwise transfer ownership of (i.e. kittens, puppies, or both); and
- if the registration has been suspended.

The Department considers the publication of a register, which would be available online, would provide the public with assurance that their new puppy or kitten came from a suitable breeding environment, as anyone selling, giving away, or otherwise transferring ownership of these animals whose details are not included on the register would be considered an illegal breeder.

Question 8

Do you agree that an online, public Register of Sellers and Suppliers of Puppies and Kittens should publish the detail, as listed above?

Offences

Under the proposed legislation it would be an offence not to be registered with the council prior to selling, giving away or otherwise transferring ownership of a puppy or kitten under six months old. It would also be an offence to breach any of the conditions of registration. The relevant local council would be able to take enforcement action. The maximum penalty available for the most serious of offences is a fine of £5,000 and/or six months imprisonment.

Expected outcomes

Animal Welfare

The proposed legislation will help promote positive change in the lives of Northern Ireland's puppies and kittens, and potentially their parents. Any person selling, giving away, or otherwise transferring the ownership of puppies and kittens will be required to comply with specified conditions, such as sales to be completed in the presence of the purchaser on the registered premises, and the puppy or kitten must be with its mother. These conditions are designed to help breeders to improve the conditions of their animals, and get young animals off to the best start in life.

Protection of vulnerable animals

The proposed legislation will help protect Northern Ireland's puppies and kittens, including those who are vulnerable. Registered sellers and suppliers will be empowered to sell only puppies and kittens that they have bred themselves at the registered premises, and will be prohibited from selling sick animals. In addition, they will be required to comply with specific conditions that promote animal welfare, such as providing appropriate living conditions, and ensuring they receive adequate veterinary care. They will also be required to comply with specific conditions relating to how any online advertisements should look, so as to give the prospective new owner as much information as possible about the purchasing decision they are about to make.

Protecting the public

The proposed legislation will help protect prospective pet owners who do not want to support a cruel industry, but are duped by someone offering a cute puppy or kitten, available immediately.

Where the transfer of the animals happens in a car park, or, as in recent times, in a house portrayed as a family home but which is actually a short term rental, the true conditions of where the animal has been bred, and condition of the animals, may not become apparent immediately. If it has been poorly bred there can be complications which are not only costly but emotionally stressful for owners. Additionally, even when prospective owners do realise the puppy has come from a so-called illegal puppy farm, many wish to rescue the puppy from the situation.

Where a prospective purchaser is researching online, the requirement for the seller / supplier to include specified information in the advertisement, will provide an added layer of protection to reassure the purchaser of the legality of the seller/supplier. It will also provide a further reminder to the new owner, of the importance of the purchasing decision they are about to make.

A public register of persons registered as sellers and suppliers of puppies and kittens will mean that the public will be directed to the right place, thereby reducing sales via third-party persons. It will inform the public, and raise awareness, about the importance of acquiring pets from responsible sources, and deter individuals from purchasing animals from unregistered, and therefore illegal, sellers/suppliers.

Traceability

The proposed legislation will help prospective pet owners identify responsible breeders and sellers. It will help them identify where their new pet has come from, and feel confident in knowing that the seller/supplier is a responsible breeder. That is, if the seller/supplier is not on the Register, it is anticipated that the purchaser will simply walk away from the transaction, and might even report suspected illegal activity. If the seller/supplier is on the Register, they will be subject to registration requirements that are designed to help purchasers know where their puppy/kitten has come from, and to give them confidence that the seller/supplier is operating in compliance with the law.

The proposed policy will also drive compliance with current dog licensing requirements. Dog owners who do not currently obtain the required annual licence to keep their dog, would be forced to obtain that licence before they were able to be entered into the Register of Sellers and Suppliers of Puppies and Kittens.

Responsible pet ownership

For the potential buyer, the proposed legislation has the potential to raise awareness about getting puppies and kittens from responsible sources. Even when viewing an online advertisement about a new puppy or kitten they are interested in, they will be reminded of the



life-changing decision they are about to make.

For the seller/supplier, the proposed legislation will act as a deterrent to accidental litters. Where a person's dog or cat has an accidental litter and they register with the council in order to sell or supply the offspring, if the person then decides not to neuter the animal and it then has a second accidental litter, they will be required to pay a fee for each subsequent year they wish to sell or supply offspring. Where owners decide to neuter their pet, this will help control pet overpopulation and reduce the number of animals that end up in shelters.

Identifying illegal breeders

In practice, this proposal will mean the matter of selling puppies and kittens will be much more open and transparent, and all purchasers wishing to get a puppy or kitten will be able to establish that someone who does not hold the required registration status is selling or supplying the animals illegally.

The sale of the puppy or kitten must be completed in the presence of the purchaser on the registered premises, and the animal must be with its mother. This will enable councils to identify premises in their districts which are used for breeding and selling puppies and kittens.

The requirement for advertisements to include the number of the seller/supplier's registration and to specify the council that issued the registration, enables prospective buyers to verify the legitimacy of the sale. In addition, this will provide councils with another tool to enable them to identify any fraudulent activity.

Councils will be empowered to inspect premises if they deem necessary, including in response to a complaint about potential illegal activity. This will help disrupt the activities of illegal breeders and ultimately improve animal welfare.

Impact outside of Northern Ireland

The proposed legislation will apply to Northern Ireland, and therefore will have an impact on sales, give-aways, and transfers of ownership, which take place in Northern Ireland.

The Department has received calls to end the sales in England, of puppies born in Northern Ireland. However, the proposed legislation will not affect the sale, giving away, or otherwise transferring ownership, of puppies and kittens born in Northern Ireland, where they are taken to another jurisdiction for sale/supply. Regulation of these selling activities will be the responsibility of authorities in those jurisdictions.



Conclusion

The Department recognises that regulation alone will not stop all third-party sales. That is going to take a concerted effort by members of the public, future dog owners, responsible breeders and enforcement agencies to work together to identify anyone, either registered or unregistered, who is putting financial gain before the welfare needs of their dogs and cats.

However, this proposal clearly sets out the welfare standards with which anyone seeking to sell, give away or otherwise transfer ownership of a puppy or kitten, must comply. More importantly, they provide the powers to allow action to be taken where those standards are not met. Council inspectors will also have clear standards for applying strong enforcement powers that will allow them to take action to prosecute anyone who is without being registered or breaching condition/s of that registration. In addition, the new enforcement powers and tough penalties will act as a deterrent to those taking part in third-party sales, sending out a clear message that no such activities will be tolerated.



Chapter 4: How to Respond and When





Chapter 4: How to Respond and When Responses

You can respond to this consultation online by accessing the consultation at the following link:
<https://www.daera-ni.gov.uk/consultations>

If you wish to respond in writing, you can request a copy of the written response template by e-mailing Animal.Welfare@daera-ni.gov.uk or telephoning 028 7744 2140.

Written responses should be sent to:

E-mail: Animal.Welfare@daera-ni.gov.uk

Postal address: Animal Welfare and Dog Control Policy Branch
 Department of Agriculture, Environment and Rural Affairs
 Jubilee House
 111 Ballykelly Road
 Ballykelly
 Limavady
 BT49 9HP

When responding, please state whether you are doing so as an individual or representing the views of an organisation. If you are responding on behalf of an organisation, please make it clear who the organisation represents, and where applicable, how the views of its members were assembled.

Closing date

Responses should be submitted by **25 August 2025**.



Confidentiality

The Freedom of Information Act 2000 gives the public a right of access to any information held by a public authority, the Department in this case. This includes information provided in response to this consultation.

The Department will publish a synopsis of responses to the consultation. This will include a list of names of organisations that responded but not personal names, addresses or other contact details.

The Department cannot automatically consider information supplied to it in response to a consultation to be confidential. However, it does have a responsibility to decide whether any information provided by you in response to a consultation, including information about your identity, should be made public or be treated as confidential. If you do not wish information about your identity to be made public, please include an explanation in your response. Please be aware that confidentiality cannot be guaranteed, except in very particular circumstances. Please note, if your computer automatically includes a confidentiality disclaimer, it won't count as a confidentiality request.

Should you respond in an individual capacity, the Department will process your personal data in accordance with the Data Protection Act 2018, and the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019. This means that your personal information will not be disclosed to third parties should you request confidentiality.

For further information about confidentiality of responses please contact the Information Commissioner's Office (see its website at: <https://www.informationcommissioner.gov.uk/>).



Appendix 1: List of Consultees

This consultation document has been sent to statutory consultees and the following organisations:

- Association of Dogs and Cats Homes (ADCH)
- Association of Veterinary Surgeons Practising in Northern Ireland
- British Veterinary Association Northern Ireland
- Canine Breeders Northern Ireland
- DoneDeal
- Facebook
- Find your paws
- Freeads
- Friday-Ad
- Gumtree
- Naturewatch Foundation
- Northern Ireland Companion Animal Welfare Group (NICAWG)
 - Assisi Animal Sanctuary
 - Causeway Coast Dog Rescue
 - Cats Protection
 - Dogs Trust
 - Mid Antrim Animal Sanctuary
 - People's Dispensary for Sick Animals (PDSA)
 - Rainbow Rehoming Centre
 - Rosies Trust
 - Ulster Society for the Protection of Cruelty to Animals (USPCA)
- North Coast Cat Rescue
- Northern Ireland Veterinary Association
- Petify
- Pets4Homes
- Preloved
- The Kennel Club
- The Pet Advertising Advisory Group (PAAG)
- The Society of Local Authority Chief Executives (SOLACE)
- VetNI



Appendix 2: Summary of Proposals

All persons seeking to:

- sell;
- give away; or
- otherwise transfer ownership

of a puppy or kitten (under six months old) will be required to apply to their local council to be entered onto the Register of Sellers and Suppliers of Puppies and Kittens. Registration will be valid for one year and will have conditions attached.

Applicants will be required to:

- pay a fee, which will be set by the council and will be nil for the first year (for any non-businesses)
- prove that they are the keeper of the mother of the puppies, by producing proof of a valid dog licence for the puppies' mother, or by producing proof of a valid licence to keep a dog breeding establishment or a petshop where the mother of the puppy is kept;
- declare that they are the keeper of the mother of the kittens; and
- comply with the conditions of registration.

Councils:

- will not be required to carry out an inspection;
- will have powers to suspend, vary or revoke a registration;
- will have powers to inspect an address; and
- will have powers to take samples from animals for traceability purposes.



Department of
**Agriculture, Environment
and Rural Affairs**

An Roinn
**Talmhaíochta, Comhshaoil
agus Gnóthaí Tuaithe**

Depairtment o'
**Fairmin, Environment
an' Kintra Matthers**

www.daera-ni.gov.uk

ANDBC Response to Consultation on New Rules for Selling and Supplying Puppies and Kittens

Written Response Template

Q1. What is your name?

Q2. What is your email address?

Q3. Are the views and opinions in your response personal or expressed on behalf of an organisation?

Organisation

If the views and opinions expressed are on behalf of an organisation, please provide the name of the organisation below.

Ards and North Down Borough Council

Q4. Please indicate if you are happy for your response to be published.

Yes

Q5. If you are responding on behalf of an organisation, please indicate if you are content for the name of the organisation to be associated with your response.

Yes

Proposed requirement to register with local Council

Q6. Do you agree that any person who wishes to sell, give away, or otherwise transfer the ownership of puppies should be required to register with their local council?

Yes

Comments

This consultation response provides the views of Ards and North Down Borough Council and should be read in conjunction with feedback provided by the Northern Ireland Dogs Advisory Group (NIDAG) as part of the DAERA Workshop held on 20th February 2025.

Ards and North Down Borough Council agrees in principal that any person who wishes to sell, give away, or otherwise transfer the ownership of puppies should be required to register with their local Council. However, with the recent cut in Animal Welfare funding by DAERA of £1.25M, Councils have major concerns around the potential impact on financial and staff resources. It is anticipated that significant additional funding would be required to account for the costs associated with implementing the proposed registration regime. This role should not transfer to Council without full and ongoing funding being in place PRIOR to the introduction.

Council's view is that additional reforms such as the review of dog breeding legislation and the regulation of rescue and rehoming centres is an immediate priority and should be addressed prior to the introduction of the proposed registration regime.

With existing pressures on Councils in relation to ongoing enforcement of the new XL Bully regulations, there is no current capacity to take on additional enforcement responsibilities. It is anticipated that increased Officer time will be dedicated to XL Bully work going forward, considering the recent neutering deadline and future potential for legal proceedings due to non-compliance. This remains Council's focus and this vital enforcement work should not be impacted by the additional burden of the proposed registration scheme.

Q7. Do you agree that any person who wishes to sell, give away, or otherwise transfer the ownership of kittens should be required to register with their local Council?

No

Comments

Councils provided feedback to DAERA at the workshop on 20th February 2025 that it would be extremely difficult for them to take on the additional function to enforce the proposed legislative provisions in respect of kittens and requested that the proposals should focus on puppies only.

Council is of the opinion that the roaming/wandering behaviour of cats means that they may have several owners, or no known owner at all e.g. Feral cats. It is anticipated that Council Officers would have difficulty proving ownership, in the absence of a valid microchip. It is our view that kittens should be excluded from the proposals for Council implementation, and that both the registration and microchipping of cats would be better placed with a Charity e.g. Cats Protection, which undertakes excellent work in relation to microchipping and Trap, Neuter & Return Schemes (TNR).

Proposed exemptions

Q8. Do you agree with the proposed list of exempted groups who will be exempt from the proposed new rules?

Yes

Comments

While Council agrees in principal that certain groups may be exempted from the proposed new rules, the following comments should be considered -

Rescue and Rehoming Charities

Council fully appreciates the role of rescue and rehoming charities in sourcing a new home for abandoned puppies or kittens and as such is of the opinion that those who are operating as legitimate rescue and rehoming charities should be exempted from the proposed requirements. Council is however mindful of the potential for unscrupulous organisations posing as charities and therefore feel that this exemption would apply solely to those who are registered with the Charity Commission for Northern Ireland.

Council Operated Dog Pounds

We are satisfied that Council owned and operated pounds may be exempted from the proposed new rules, as existing controls are already in place in such premises, and it is widely known and accepted that they will rehome/give away puppies. However, where contractors are employed to provide kennelling services on behalf of Councils, then these requirements should apply to them.

Persons who give puppies/kittens to a rescue and rehoming organisation with charitable status.

We are satisfied that anyone giving puppies or kittens to an animal rescue or rehoming registered charity may be exempt from the requirement to register with their local Council. Equally, we agree that any person who has acquired a puppy or kitten either from a registered seller or supplier, from a Council dog pound, or from a registered rescue or rehoming charity, and then shortly thereafter, decides that they do not want to keep it, would not be required to register. In such circumstances, this person did not breed the animal themselves and therefore could not meet the registration conditions.

We agree that it is necessary to restrict the options available to legally move a puppy or kitten under 6 months old, to prevent any loopholes for third party sellers.

Proposed registration fee

Q9. Do you agree that the first year of registration should be free of charge, except for businesses?

No

Comments

Council does NOT agree that registration should be free of charge in first year as this would only cause additional burden on Council as the implementation of the proposed registration scheme would require significant funding prior to being launched and in perpetuity thereafter.

Council requests that DAERA provides Councils with a more detailed financial analysis, to determine the potential real cost implications as the number of potential registrations is not known.

If full funding is not being provided by the Department, it is considered that any fee must be set at a realistic level to ensure that all cost considerations are accounted for - to include Communications, additional staff Costs (admin & Officers), Training, Van & Equipment costs, New Computer systems to administer the scheme, ongoing maintenance of a register , cost of care & collection, legal enforcement and ongoing service delivery.

Council requests that the level of fee is incorporated into legislation with any fee associated with the registration scheme reviewed annually and linked to inflation to avoid the need to bring in new legislation yearly. Fees should be on a sliding scale based on the number of pets and yet not too prohibitive to drive activity underground.

Proposed application process (Council role)

Q10. Do you agree that a person who sells, gives away, or otherwise transfers the ownership of puppies and kittens, should be required to do so at the address where the puppies and kittens, and the biological mother are kept?

Yes

Comments

Yes, Council supports this requirement on owners that promotes responsible purchasing and rehoming practices. However, any requirements need to deter different dogs being presented as the biological mother.

Proposed conditions for registration

Q11. Do you agree with the conditions of registration, as listed in the consultation document?

Yes

Comments

While we agree with the proposed conditions of registration in principle, the following comments should be duly considered.

Condition 1 - The registered person cannot sell, give away or otherwise transfer the ownership of puppies or kittens which they did not breed at the registered address.

AGREE

Condition 2 - the registered person cannot sell, give away or otherwise transfer the ownership of puppies or kittens that are unweaned, weaned at an age which they should not have been weaned, or aged under eight weeks old.

AGREE

Condition 3 - a puppy or kitten may only be shown to a prospective purchaser or new owner if it is together with its biological mother. There will be an exemption if the biological mother has died.

AGREE

Condition 4 - the sale of, giving away of, or otherwise transfer of ownership of a puppy or kitten must take place in person and when the puppy or kitten is in the presence of its biological mother and must be completed in the presence of the potential purchaser or new owner at the registered address.

AGREE

Condition 5 - the purchaser or new owner must be provided with specified information on caring for a puppy or kitten and with information on dog licensing requirements.

AGREE - onus should not be on rehoming organisations to provide this information to new owners and DAERA should provide templates for this prescribed information.

Condition 6 - the registered person must keep and maintain a register for all the dogs and cats, including puppies and kittens, on the premises.

AGREE - but word "register" should be changed to "record", as in reality in the majority of instances, this may simply relate to one litter. Any such record should be retained for at least 12 months after the birth of the litter.

We agree that the proposed conditions are the minimum necessary to allow for compliance to be assessed.

Councils have major concerns that in practice the proposals will require inspections by Council Officers to a large number of houses/premises from which a person wishes to sell or supply puppies to confirm and verify that the biological mother is present and that the conditions listed are met. This will add a significant burden to already strained Council resources and deflect officer time from other competing priorities.

Councils support the additional condition relating to a cap on the number of puppies/kittens that can be sold/transferred/given away etc. in one 12-month period would be an effective and useful provision.

An education/promotional campaign should form part of the implementation plan, with a clear focus on educating the public on responsibly sourcing a pet, plus pet owners/businesses on the requirements for registration.

Proposed conditions for advertising puppies and kittens

Q12. Do you agree that any advertisement for the sale of, giving away of, or other transfer of ownership of a puppy or kitten must include the information, as listed in the consultation document?

Yes

Comments

Councils support these requirements in relation to advertisements but rather than containing a "warning" about the life changing decision that buying/getting a new pet is, it may be more appropriate to provide an informative for prospective new owners around their commitment/responsibilities. It is recommended that DAERA provide a template advertisement, for use by those intending to sell, give away or transfer a puppy or kitten.

Proposed online publication of Register of Sellers of Puppies and Kittens

Q13. Do you agree that an online, public register of sellers and suppliers of puppies and kittens should publish the detail, as listed in the consultation document?

Yes

Comments

Yes, Council agrees in principle with the proposal that an online public register should include all information as listed in the consultation document and feel that this would be beneficial for prospective buyers in terms of providing assurance.

However, Council has concerns regarding the potential GDPR issues, particularly around "hobby" or "accidental" breeders, and the publication of their home addresses. While we do not necessarily have concerns around disclosure of commercial addresses, we are mindful of potential health and safety risks associated with publishing private addresses.

Council considers that the publication of a register providing the public with assurance that their new pet came from a suitable breeding environment will make it mandatory by default for Councils to undertake an inspection.

It is understood that the requirement to register will automatically mean a person's details will be publicly available. Perhaps there should be an option to "opt out" i.e. could the addition of names and addresses to a public register be voluntary?

Impact Assessments

Q14. Do you have any comments to make in relation to the Regulatory Impact Assessment, and its conclusions, or any additional information regarding impacts/costs?

Yes

Comments

Council considers that the Department's suggested costs to Councils for the preferred option, do not fully reflect what we consider to be the real costs and, in our opinion, the Department has grossly underestimated the financial impact to Councils.

Therefore, Council views the Regulatory impact assessment is flawed as it does not reflect these significant concerns or those additional concerns provided by Councils to DAERA at a workshop on 20th February 2025 around the additional burdens on staff & financial resources, concerns regarding the free registration in first year and expectations of enforcement.

The Regulatory Impact Assessment needs to be amended to accurately reflect the financial costs to Councils for implementation. The projected cost needs to take account of the costs associated with Communications, additional staff Costs (admin & Officers), Van & Equipment costs, New Computer systems to administer the scheme, ongoing maintenance of a register, cost of care & collection, legal enforcement and ongoing service delivery.

In terms of setting a relevant fee, it is noted that the comparable fees set in England cover the inspection costs, which DAERA advise will not be applicable in Northern Ireland. Council does not agree with this assumption as it will not be possible to avoid the need for inspection, to assess compliance, and therefore, if a lower fee is set, this may not fully recover all costs associated.

Council requests that registration fees are set in legislation to ensure there is no disparity between Councils and highlight the importance of ensuring the fee is index linked to inflation to ensure the income from fees represents full cost recovery.

Councils are not in favour of the provision for a registration requirement for "giving away" puppies or kittens as it is believed that it may lead to criminalising individuals who are simply trying to give away their pet's offspring to a friend or neighbour. It is however appreciated that the inclusion of "giving away" may avoid potential loopholes for unscrupulous owners/organisations.

Regulatory Assessment needs to take account of the confusion that the ROI requirement for people (and premises) who sell 6 or more pet animals in a calendar year require to be registered.

Q15. Do you have any comments to make in relation to the Rural Needs Impact Assessment, and its conclusions?

Yes

Comments

From the perspective of animal welfare and rural community life, it is important to highlight the significant role that kittens and puppies play in the social fabric and emotional well-being of rural residents.

Pets, particularly young animals like kittens and puppies, are not only beloved companions but also contribute to reducing rural isolation and supporting mental health. In many rural areas, where access to social infrastructure may be limited, these animals offer companionship to elderly residents, families, and children, fostering a sense of care and routine.

Moreover, responsible breeding and rehoming practices for kittens and pups are often supported by small rural businesses and community networks. Therefore, policies that impact veterinary services, transport, licensing, or animal welfare directly influence rural pet ownership and the local economy.

We encourage the assessment to give further consideration to the indirect but meaningful impact of any proposals on rural households that care for animals, particularly young pets. Ensuring accessible, affordable, and well-regulated services for pet owners is a rural need that should not be overlooked.

Q16. Do you have any comments to make in relation to the Equality and Disability Screening, and its conclusions?

Yes

Comments

Council is of the opinion that the Equality and Disability screening does not accurately reflect the reality of the impact of the proposals. To suggest that “Local councils are responsible for enforcing the 2011 Act in respect of canines and felines. The proposed policy will therefore fall to Councils to enforce”.

This statement is wholly misleading, as the 2011 Act aspect in relation to canines and felines is only enforced by Councils in relation to their Animal Welfare enforcement roles, undertaken by dedicated Animal Welfare enforcement staff - not in relation to selling of puppies which would need to be enforced by Council Dog Wardens on top of their other already extensive range of dog control enforcement duties. This was highlighted previously to DAERA in the review of Animal Welfare including reference to feral cats.

Equality & Disability Duties Screening Template

December 2023 version



Department of
**Agriculture, Environment
and Rural Affairs**

www.daera-ni.gov.uk

Sustainability at the heart of a living,
working, active landscape
valued by everyone.

Screening flowchart and template (taken from Section 75 of the Northern Ireland Act 1998 - A Guide for public authorities April 2010 (Appendix 1)).

Introduction

Part 1. Policy scoping – asks public authorities to provide details about the policy, procedure, practice and/or decision being screened and what available evidence you have gathered to help make an assessment of the likely impact on equality of opportunity and good relations.

Part 2. Screening questions – asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations issues. This section also includes two questions related to the Disability Duties.

Part 3. Screening decision – guides the public authority to reach a screening decision as to whether or not there is a need to carry out an equality impact assessment (EQIA), or to introduce measures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

Part 4. Monitoring – provides guidance to public authorities on monitoring for adverse impact and broader monitoring.

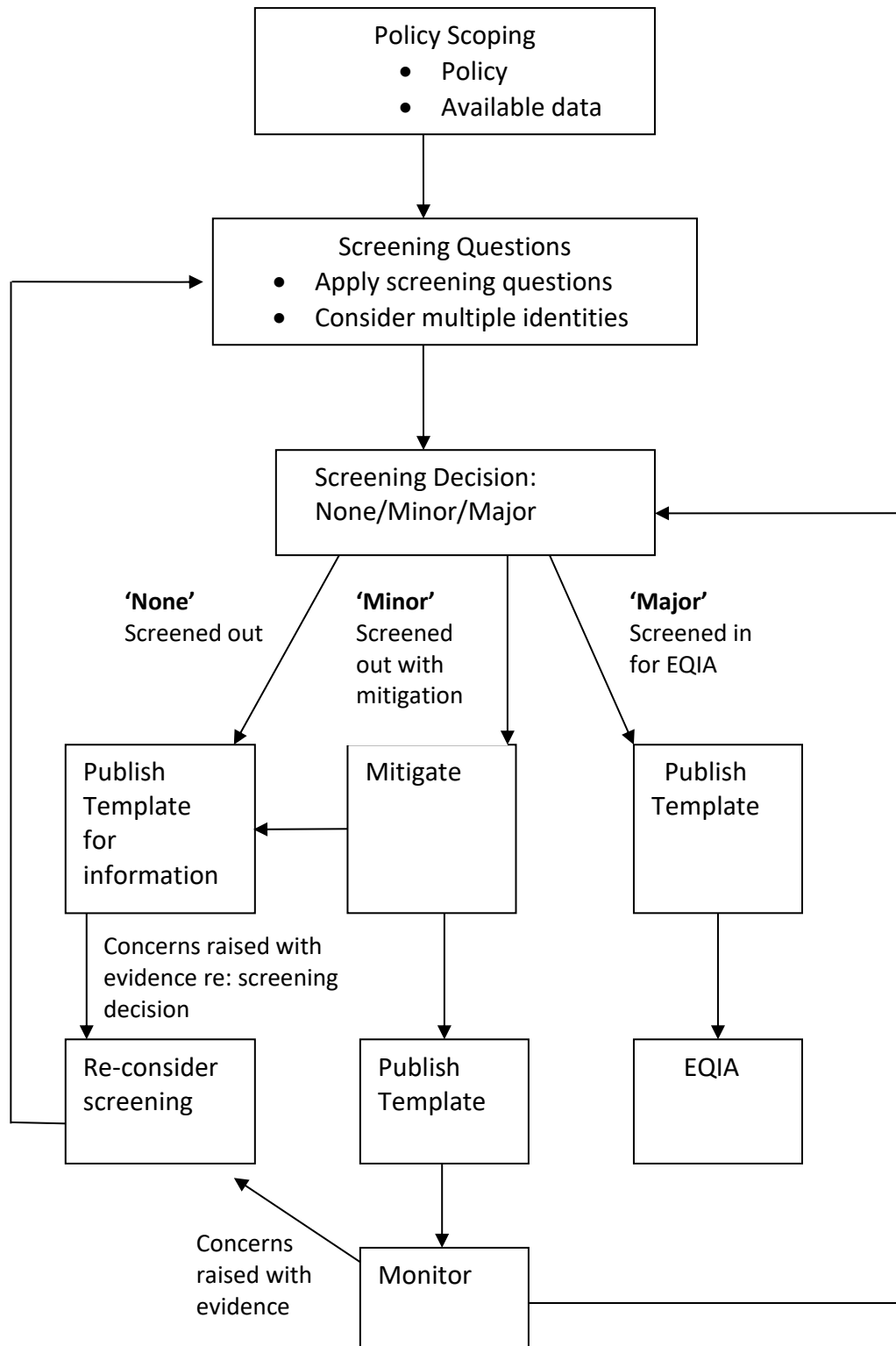
Part 5. Consideration of Human Rights – please note this is not a Human Rights Screening form but rather a prompt that impacts on Human Rights should be considered.

Equality & Disability Duties – Screening Template

68

Part 6. Approval and authorisation – verifies the public authority’s approval of a screening decision by a senior manager responsible for the policy.

A screening flowchart is provided below.



Part 1. Policy scoping

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy, being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

Public authorities should remember that the Section 75 statutory duties apply to internal policies (relating to people who work for the authority), as well as external policies (relating to those who are, or could be, served by the authority).

Information about the policy

Name of the policy

Regulations made under the Welfare of Animals Act (Northern Ireland) 2011, to provide additional animal welfare protections to Northern Ireland's puppies and kittens that are intended to be sold, given away, or otherwise transferred to new owners.

Is this an existing, revised or new policy?

New policy.

What is it trying to achieve? (intended aims/outcomes)

The overarching objective of the proposed policy is to improve the welfare of puppies and kittens by making new rules for selling and supplying these animals in Northern Ireland, including banning third-party sales.

Currently, aside from licensing regulations that govern dog breeding establishments and pet shops—which mandate that records of sales and supplies be maintained—the sale and supply of puppies and kittens in Northern Ireland remains unregulated. The new policy will require all individuals and businesses intending to sell or supply a puppy or kitten to register annually with their local council. A registration fee will be imposed, initially for businesses in the first year, and for non-businesses starting from the second year. It is proposed that the Register of Sellers and Suppliers of Puppies and Kittens will be made available online.

Conditions will be attached to registration, including, persons can only sell/supply puppies and kittens they bred themselves, at the registered address; and they cannot sell/supply unweaned, or sick, puppies or kittens. A puppy or kitten may only be shown to a prospective new owner if it is with its biological mother; and the new owner must be provided with information on caring for the animal. The registered seller/supplier must maintain a register of all the dogs and cats, including pups and kittens.

The policy aims to tackle problems associated with third-party sales of puppies and kittens, including poor animal welfare; increased risk of illness and disease; customer deception; and irresponsible/illegal breeding. This policy will protect puppies and kittens, and their new owners. It will help improve the welfare of puppies and kittens, and it will also help purchasers

Equality & Disability Duties – Screening Template

71

and new owners identify responsible and legal sellers/suppliers and it will protect them from potentially high costs related to dealing with sick animals; and long-term health or behavioural issues.

In short, the proposed policy aims to afford these animals additional animal welfare protections, leading to better outcomes for both the animals and their new owners. The proposed legislative change will ensure that the law affords sufficient protection for puppies and kittens which are destined for sale, being given away, or otherwise transferred to new owners, and that they are provided with the same level of protection as they are afforded elsewhere in the United Kingdom.

Are there any Section 75 categories which might be expected to benefit from the intended policy? ☐ Yes ☒ No (select as appropriate)

If so, explain how.

Who initiated or wrote the policy?

The Department of Agriculture, Environment and Rural Affairs.

Who owns and who implements the policy?

The Department of Agriculture, Environment and Rural Affairs.

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision? ☐ Yes ☒ No (select as appropriate)

If yes, are they (please select as appropriate)

Financial ☐

Legislative ☐

other, please specify:

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon? (please select as appropriate)

Staff ☐

Service users ☐

Other public sector organisations ☒

Local councils are responsible for enforcing the 2011 Act in respect of canines and felines. The proposed policy will therefore fall to councils to enforce.

Voluntary/community/trade unions ☐

Other, please specify

Other policies with a bearing on this policy

What are they?

Who owns them?

N/A

Available evidence

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data. The Commission has produced this guide to [signpost to S75 data](#).

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Please ensure all data used is the most current and up to date available. You should verify this by contacting the Departmental Statisticians.

Religious belief evidence/information:

There is no evidence to suggest that the revised policy will impact negatively on people in this category.

Political Opinion evidence/information:

There is no evidence to suggest that the revised policy will impact negatively on people in this category.

Racial Group evidence/information:

There is no evidence to suggest that the revised policy will impact negatively on people in this category.

Equality & Disability Duties – Screening Template

74

Age evidence/information:

There is no evidence to suggest that the revised policy will impact negatively on people in this category.

Marital Status evidence/information:

There is no evidence to suggest that the revised policy will impact negatively on people in this category.

Sexual Orientation evidence/information:

There is no evidence to suggest that the revised policy will impact negatively on people in this category.

Men & Women generally evidence/information:

There is no evidence to suggest that the revised policy will impact negatively on people in this category.

Disability evidence/information:

There is no evidence to suggest that the revised policy will impact negatively on people in this category.

Dependants evidence/information:

There is no evidence to suggest that the revised policy will impact negatively on people in this category.

Needs, experiences and priorities

Taking into account the information referred to above, what are the

Equality & Disability Duties – Screening Template

75

different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision?

Specify details of the needs, experiences and priorities for each of the Section 75 categories below:

Religious belief

None

Political Opinion

None

Racial Group

None

Age

None

Marital status

None

Sexual orientation

None

Men and Women Generally

None

Equality & Disability Duties – Screening Template

76

Disability

None

Dependants

None

Introduction

In making a decision as to whether or not there is a need to carry out an equality impact assessment, the public authority should consider its answers to the questions 1-4.

If the public authority's conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then the public authority may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, a public authority should give details of the reasons for the decision taken.

If the public authority's conclusion is **major** in respect of one or more of the Section 75 equality of opportunity and/or good relations categories, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

If the public authority's conclusion is **minor** in respect of one or more of the Section 75 equality categories and/or good relations categories, then consideration should still be given to proceeding with an equality impact assessment, or to:

Equality & Disability Duties – Screening Template

77

- measures to mitigate the adverse impact; or
- the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

In favour of a ‘major’ impact

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

In favour of ‘minor’ impact

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;

- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

In favour of none

- 1) The policy has no relevance to equality of opportunity or good relations.
- 2) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Taking into account the evidence presented above, consider and comment on the likely impact on equality of opportunity and good relations for those affected by this policy, in any way, for each of the equality and good relations categories, by applying the screening questions given overleaf and indicate the level of impact on the group i.e. minor, major or none.

Screening questions

1. **What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?** Please provide details of the likely policy impacts and determine the level of impact for each S75 categories below i.e. either minor, major or none.

Details of the likely policy impacts on *Religious belief*:

None

Equality & Disability Duties – Screening Template

79

What is the level of impact? Minor ☐ Major ☐ None ☒

(select as appropriate)

Details of the likely policy impacts on *Political Opinion*:

None

What is the level of impact? Minor ☐ Major ☐ None ☒

(select as appropriate)

Details of the likely policy impacts on *Racial Group*:

None

What is the level of impact? Minor ☐ Major ☐ None ☒

(select as appropriate)

Details of the likely policy impacts on *Age*:

None

What is the level of impact? Minor ☐ Major ☐ None ☒

(select as appropriate)

Details of the likely policy impacts on *Marital Status*:

None

What is the level of impact? Minor ☐ Major ☐ None ☒

(select as appropriate)

Equality & Disability Duties – Screening Template

80

Details of the likely policy impacts on *Sexual Orientation*:

None

What is the level of impact Minor ☐ Major ☐ None ☒

(select as appropriate)

Details of the likely policy impacts on *Men and Women*:

None

What is the level of impact? Minor ☐ Major ☐ None ☒

(select as appropriate)

Details of the likely policy impacts on *Disability*:

None

What is the level of impact? Minor ☐ Major ☐ None ☒

(select as appropriate)

Details of the likely policy impacts on *Dependants*:

None

What is the level of impact? ☐ Major ☐ None ☒

(select as appropriate)

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

Equality & Disability Duties – Screening Template

81

☐ Yes ☒ No (select as appropriate)

Detail opportunities of how this policy could promote equality of opportunity for people within each of the Section 75 Categories below:

Religious Belief - If Yes, provide details:

N/A

If No, provide reasons:

There is no impact envisaged on, or opportunity to promote equality of opportunity for people within this category. However, the responses to the consultation will be monitored to inform the position.

Political Opinion - If Yes, provide details:

N/A

If No, provide reasons:

There is no impact envisaged on, or opportunity to promote equality of opportunity for people within this category. However, the responses to the consultation will be monitored to inform the position.

Racial Group - If Yes, provide details:

N/A

If No, provide reasons:

Equality & Disability Duties – Screening Template

82

There is no impact envisaged on, or opportunity to promote equality of opportunity for people within this category. However, the responses to the consultation will be monitored to inform the position.

Age - If Yes, provide details:

N/A

If No, provide reasons:

There is no impact envisaged on, or opportunity to promote equality of opportunity for people within this category. However, the responses to the consultation will be monitored to inform the position.

Marital Status - If Yes, provide details:

N/A

If No, provide reasons

There is no impact envisaged on, or opportunity to promote equality of opportunity for people within this category. However, the responses to the consultation will be monitored to inform the position.

Sexual Orientation - If Yes, provide details:

N/A

If No, provide reasons:

There is no impact envisaged on, or opportunity to promote equality of opportunity for people within this category. However, the responses to the consultation will be monitored to inform the position.

Equality & Disability Duties – Screening Template

83

Men and Women generally - If Yes, provide details:

N/A

If No, provide reasons:

There is no impact envisaged on, or opportunity to promote equality of opportunity for people within this category. However, the responses to the consultation will be monitored to inform the position.

Disability - If Yes, provide details:

N/A

If No, provide reasons:

There is no impact envisaged on, or opportunity to promote equality of opportunity for people within this category. However, the responses to the consultation will be monitored to inform the position.

Dependants - If Yes, provide details:

N/A

If No, provide reasons:

There is no impact envisaged on, or opportunity to promote equality of opportunity for people within this category. However, the responses to the consultation will be monitored to inform the position.

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?

Please provide details of the likely policy impact and determine the level of impact for each of the categories below i.e. either minor, major or none.

Details of the likely policy impacts on *Religious belief*:

None

What is the level of impact? Minor ☐ Major ☐ None ☒

(select as appropriate)

Details of the likely policy impacts on *Political Opinion*:

None

What is the level of impact? Minor ☐ Major ☐ None ☒

(select as appropriate)

Details of the likely policy impacts on *Racial Group*:

None

What is the level of impact? Minor ☐ Major ☐ None ☒

(select as appropriate)

Equality & Disability Duties – Screening Template

85

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Detail opportunities of how this policy could better promote good relations for people within each of the Section 75 Categories below:

***Religious Belief* - If Yes, provide details:**

N/A

If No, provide reasons:

There is no available evidence to indicate such opportunities. However, the responses to the consultation will be monitored to inform the position.

***Political Opinion* - If Yes, provide details:**

N/A

If No, provide reasons:

There is no available evidence to indicate such opportunities. However, the responses to the consultation will be monitored to inform the position.

***Racial Group* - If Yes, provide details:**

N/A

If No, provide reasons:

Equality & Disability Duties – Screening Template

86

There is no available evidence to indicate such opportunities. However, the responses to the consultation will be monitored to inform the position.

Additional considerations

Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities? If so, please detail below.

(For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

There is no available evidence to indicate potential impacts on such people. However, the responses to the consultation will be monitored to inform the position.

DAERA also has legislative obligations to meet under the **Disability Discrimination Order**. Questions 5 - 6 relate to these.

Consideration of Disability Duties

- 5. Does this proposed policy or decision provide an opportunity for DAERA to better promote positive attitudes towards disabled people?**

The proposed policy would apply equally to all stakeholders. It is not anticipated that it will provide an opportunity to promote positive attitudes towards people with a disability. However, the responses to the consultation will be monitored to inform the position.

- 6. Does this proposed policy or decision provide an opportunity to actively increase the participation by disabled people in public life?**

The proposed policy does not provide an opportunity to actively increase the participation by disabled people in public life. However, the responses to the consultation will be monitored to inform the position.

Part 3. Screening decision (Please delete as appropriate)

“Screened out” without mitigation or an alternative policy proposed to be adopted.

If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

The policy will apply to all persons who sell/supply puppies and kittens, equally. An Equality and Human Rights Screening Exercise has been undertaken, which assessed evidence relating to s75 considerations, including equality of opportunity and good relations, and Disability Duties and Human Rights. The exercise has concluded that the policy would apply equally to all stakeholders.

If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced - please provide details.

N/A. No mitigations or alternatives are needed. The policy will apply to all persons who sell/supply puppies and kittens, equally.

If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

N/A

All public authorities’ equality schemes must state the authority’s arrangements for assessing and consulting on the likely impact of policies adopted or proposed to be adopted by the authority on the promotion of equality of opportunity. The Commission recommends screening and equality impact assessment as the tools to be utilised for such assessments. Further advice on

equality impact assessment may be found in a separate Commission publication: [A Practical Guide to Equality Impact Assessment](#)

Mitigation

When the public authority concludes that the likely impact is ‘minor’ and an equality impact assessment is not to be conducted, the public authority may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations? ☐ Yes ☒ No (select as appropriate)

If so, give the reasons to support your decision, together with the proposed changes/amendments or alternative policy.

N/A

Timetabling and prioritising

Factors to be considered in timetabling and prioritising policies for equality impact assessment.

If the policy has been ‘screened in’ for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	N/A
Social need	N/A
Effect on people’s daily lives	N/A
Relevance to a public authority’s functions	N/A
Total score	N/A

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the public authority in timetabling. Details of the Public Authority’s Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

Equality & Disability Duties – Screening Template

91

Is the policy affected by timetables established by other relevant public authorities? ☐ Yes ☒ No (select as appropriate)

If yes, please provide details.

N/A

Part 4. Monitoring

Section 75 places a requirement on DAERA to have equality monitoring arrangements in place in order to assess the impact of policies and services etc; and to help identify barriers to fair participation and to better promote equality of opportunity. Please note the following excerpt from The Equality Commission for Northern Ireland in relation to monitoring:

A system must be established to monitor the impact of the policy in order to find out its effect on relevant groups. The results of ongoing monitoring must be reviewed on an annual basis. The public authority is required to publish the results of this monitoring. And they must be included in the public authorities' annual review on progress to the Equality Commission. The Equality Scheme must specify how and where such monitoring information will be published. It is therefore essential that monitoring is carried out in a systematic manner and that the results are widely and openly published.

If the monitoring and analysis of results over a two year period show that the policy results in greater adverse impact than predicted, or if opportunities arise which would allow for greater equality of opportunity to be promoted, the public authority must ensure that the policy is revised to achieve better outcomes for the relevant equality groups.

Further advice on monitoring can be found at: [ECNI Monitoring Guidance for Public Authorities](#)

Outline what data you will collect in the future in order to monitor the impact of this policy or decision on equality, good relations and disability duties.

Equality & Disability Duties – Screening Template

93

Equality:

The Department will consider all comments generated from the public consultation.

Good Relations:

The Department will consider all comments generated from the public consultation.

Disability Duties:

The Department will consider all comments generated from the public consultation.

Part 5. Consideration of Human Rights

- 7. The Human Rights Act (HRA) 1998 brings the European Convention on Human Rights (ECHR) into UK law and it applies in N Ireland. Indicate below by deleting Yes/No as appropriate, any potential adverse impacts that the policy or decision may have in relation to human rights issues.**

See Annex A for brief synopsis on each of the Human Rights Articles & Protocols.

Right to Life	Article 2	Yes /No
Prohibition of torture, inhuman or degrading treatment	Article 3	Yes /No
Prohibition of slavery and forced labour	Article 4	Yes /No
Right to liberty and security	Article 5	Yes /No
Right to a fair and public trial	Article 6	Yes /No
Right to no punishment without law	Article 7	Yes /No
Right to respect for private and family life, home and correspondence	Article 8	Yes /No
Right to freedom of thought, conscience and religion	Article 9	Yes /No
Right to freedom of expression	Article 10	Yes /No

Equality & Disability Duties – Screening Template

95

Right to freedom of peaceful assembly and association	Article 11	Yes/No
Right to marry and to found a family	Article 12	Yes/No
The prohibition of discrimination	Article 14	Yes/No
Protection of property and enjoyment of possessions	Protocol 1 Article 1	Yes/No
Right to education	Protocol 1 Article 2	Yes/No
Right to free and secret elections	Protocol 1 Article 3	Yes/No

8. Please explain any adverse impacts on human rights that you have identified.

No adverse impact on human rights have been identified.

9. Please indicate any ways which you consider the policy positively promotes human rights.

No ways to positively promote human rights have been identified.

Part 6 - Approval and authorisation

Before signing off this screening template please confirm that you have completed all the actions listed below.

I can confirm that all the actions listed below have been completed -

- I have explained any technical issues in plain English (easily understood by a 12 year old)
- I have used the most relevant, current & up to date data available
- I have added evidence and explained my assessments in full
- I have provided a brief note to justify my decision to 'Screen In' or 'Screen Out'
- A copy of this screening template and the final decision has been sent to the Equality Unit for their consideration before it has been forwarded for sign-off

Screening assessment completed by (Staff Officer level or above) -

Name: Brenda Kelly


Grade: DP

Branch: Animal Welfare and Dog

Date: 18 April 2025

Control Policy Branch

Signature: please insert a scanned image of your signature.



Screening decision approved by (must be Grade 3/Deputy Secretary or above) -

Name: Brian Dooher

Grade: Gd3

Branch: VSAHG

Date: 15 May 2025

Signature: please insert a scanned image of your signature.

Equality & Disability Duties – Screening Template

97



Note: A copy of the Screening Template, for each policy screened should be ‘signed off’ and approved by a senior manager responsible for the policy, made easily accessible on the public authority’s website as soon as possible following completion and made available on request.

Please save the final signed version of the completed screening form in the CM container (AE2-19-11940) below as soon as possible after completion and forward the CM link to Equality Branch at equality@daera-ni.gov.uk. The screening template must be saved to the container in **HTML format** (not PDF) in order to comply with accessibility requirements. The screening form will be placed on the DAERA website and a link provided to the Department’s Section 75 consultees.



Strategic
Management DAERA/

For more information about equality screening, contact:

DAERA Equality Unit

Capacity, Capability, Equality & Diversity Branch

Jubilee House

111 Ballykelly Road

LIMAVADY

BT49 9HP

Email: equality@daera-ni.gov.uk

Tel: 028 7744 2027



Annex A

Synopsis of Human Rights Act Articles & Protocols

ARTICLE 2

Right to life

1. Everyone's right to life shall be protected by law. No one shall be deprived of his life intentionally save in the execution of a sentence of a court following his conviction of a crime for which this penalty is provided by law.
2. Deprivation of life shall not be regarded as inflicted in contravention of this Article when it results from the use of force which is no more than absolutely necessary:
 - a. In defense of any person from unlawful violence;
 - b. In order to effect a lawful arrest or to prevent the escape of a person lawfully detained;
 - c. In action lawfully taken for the purpose of quelling a riot or insurrection.

ARTICLE 3

Prohibition of torture

No one shall be subjected to torture or to inhuman or degrading treatment or punishment.

ARTICLE 4

Prohibition of slavery and forced labour

1. No one shall be held in slavery or servitude.
2. No one shall be required to perform forced or compulsory labour.
3. For the purpose of this Article the term “forced or compulsory labour” shall not include:
 - a. Any work required to be done in the ordinary course of detention imposed according to the provisions of Article 5 of this Convention or during conditional release from such detention;
 - b. Any service of a military character or, in case of conscientious objectors in countries where they are recognised, service exacted instead of compulsory military service;
 - c. Any service exacted in case of an emergency or calamity threatening the life or well-being of the community;
 - d. Any work or service which forms part of normal civic obligations.

ARTICLE 5***Right to liberty and security***

1. Everyone has the right to liberty and security of person. No one shall be deprived of his liberty save in the following cases and in accordance with a procedure prescribed by law:
 - a. The lawful detention of a person after conviction by a competent court;
 - b. The lawful arrest or detention of a person for non-compliance with the lawful order of a court or in order to secure the fulfilment of any obligation prescribed by law;
 - c. the lawful arrest or detention of a person effected for the purpose of bringing him before the competent legal authority on reasonable suspicion of having committed an offence or when it is reasonably

Equality & Disability Duties – Screening Template**100**

- considered necessary to prevent his committing an offence or fleeing after having done so;
- d. the detention of a minor by lawful order for the purpose of educational supervision or his lawful detention for the purpose of bringing him before the competent legal authority;
 - e. The lawful detention of persons for the prevention of the spreading of infectious diseases, of persons of unsound mind, alcoholics or drug addicts or vagrants;
 - f. The lawful arrest or detention of a person to prevent his effecting an unauthorised entry into the country or of a person against whom action is being taken with a view to deportation or extradition.
2. Everyone who is arrested shall be informed promptly, in a language which he understands, of the reasons for his arrest and of any charge against him.
3. Everyone arrested or detained in accordance with the provisions of paragraph 1(c) of this Article shall be brought promptly before a judge or other officer authorised by law to exercise judicial power and shall be entitled to trial within a reasonable time or to release pending trial. Release may be conditioned by guarantees to appear for trial.
4. Everyone who is deprived of his liberty by arrest or detention shall be entitled to take proceedings by which the lawfulness of his detention shall be decided speedily by a court and his release ordered if the detention is not lawful.
5. Everyone who has been the victim of arrest or detention in contravention of the provisions of this Article shall have an enforceable right to compensation.

ARTICLE 6

Right to a fair trial

1. In the determination of his civil rights and obligations or of any criminal charge against him, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law. Judgment shall be pronounced publicly but the press and public may be excluded from all or part of the trial in the interest of morals, public order or national security in a democratic society, where the interests of juveniles or the protection of the private life of the parties so require, or to the extent strictly necessary in the opinion of the court in special circumstances where publicity would prejudice the interests of justice.
2. Everyone charged with a criminal offence shall be presumed innocent until proved guilty according to law.
3. Everyone charged with a criminal offence has the following minimum rights:
 - a. To be informed promptly, in a language which he understands and in detail, of the nature and cause of the accusation against him;
 - b. To have adequate time and facilities for the preparation of his defense;
 - c. To defend himself in person or through legal assistance of his own choosing or, if he has not sufficient means to pay for legal assistance, to be given it free when the interests of justice so require;
 - d. To examine or have examined witnesses against him and to obtain the attendance and examination of witnesses on his behalf under the same conditions as witnesses against him;

- e. To have the free assistance of an interpreter if he cannot understand or speak the language used in court.

ARTICLE 7

No punishment without law

1. No one shall be held guilty of any criminal offence on account of any act or omission which did not constitute a criminal offence under national or international law at the time when it was committed. Nor shall a heavier penalty be imposed than the one that was applicable at the time the criminal offence was committed.
2. This Article shall not prejudice the trial and punishment of any person for any act or omission which, at the time when it was committed, was criminal according to the general principles of law recognised by civilised nations.

ARTICLE 8

Right to respect for private and family life

1. Everyone has the right to respect for his private and family life, his home and his correspondence.
2. There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

ARTICLE 9***Freedom of thought, conscience and religion***

1. Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief and freedom, either alone or in community with others and in public or private, to manifest his religion or belief, in worship, teaching, practice and observance.
2. Freedom to manifest one's religion or beliefs shall be subject only to such limitations as are prescribed by law and are necessary in a democratic society in the interests of public safety, for the protection of public order, health or morals, or for the protection of the rights and freedoms of others.

ARTICLE 10***Freedom of expression***

1. Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.
2. The exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others, for

preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

ARTICLE 11

Freedom of assembly and association

1. Everyone has the right to freedom of peaceful assembly and to freedom of association with others, including the right to form and to join trade unions for the protection of his interests.
2. No restrictions shall be placed on the exercise of these rights other than such as are prescribed by law and are necessary in a democratic society in the interests of national security or public safety, for the prevention of disorder or crime, for the protection of health or morals or for the protection of the rights and freedoms of others. This Article shall not prevent the imposition of lawful restrictions on the exercise of these rights by members of the armed forces, of the police or of the administration of the State.

ARTICLE 12

Right to marry

Men and women of marriageable age have the right to marry and to found a family, according to the national laws governing the exercise of this right.

ARTICLE 14

Prohibition of discrimination

The enjoyment of the rights and freedoms set forth in this Convention shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

Protocol 1

ARTICLE 1

Protection of property

Every natural or legal person is entitled to the peaceful enjoyment of his possessions. No one shall be deprived of his possessions except in the public interest and subject to the conditions provided for by law and by the general principles of international law.

The preceding provisions shall not, however, in any way impair the right of a State to enforce such laws as it deems necessary to control the use of property in accordance with the general interest or to secure the payment of taxes or other contributions or penalties.

Protocol 1

ARTICLE 2

Right to education

No person shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and to teaching, the State shall respect the right of parents to ensure such education and teaching in conformity with their own religious and philosophical convictions.

Protocol 1

ARTICLE 3

Right to free elections

The High Contracting Parties undertake to hold free elections at reasonable intervals by secret ballot, under conditions which will ensure the free expression of the opinion of the people in the choice of the legislature.

For further information:

Equality Unit,
Equality & Diversity Branch
Department of Agriculture, Environment and Rural Affairs (DAERA)
Jubilee House
111 Ballykelly Road
Ballykelly
Limavady
BT49 9HP

Tel: 028 7744 2027

Email: equality@daera-ni.gov.uk



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

INVESTORS IN PEOPLE®
We invest in people Standard

Title: Provision of additional animal welfare protections to Northern Ireland’s puppies and kittens which are intended to be sold, given away, or otherwise transferred to new owners.	Regulatory Impact Assessment (RIA)	
	Date: 15 May 2025	
	Type of measure: Secondary Legislation	
Lead department or agency: Department of Agriculture, Environment and Rural Affairs (DAERA/the Department)	Stage: Initial	
	Source of intervention: Domestic NI	
Other departments or agencies: N/A	Contact details: Animal Welfare and Dog Control Policy Branch	
	Animal Welfare and Dog Control Policy Branch DAERA Jubilee House 111 Ballykelly Road Limavady BT49 9HP	
	Animal.welfare@daera-ni.gov.uk	

Summary Intervention and Options

<p>What is the problem under consideration? Why is government intervention necessary? (7 lines maximum)</p> <p>The third-party sale of puppies and kittens (under six months of age) poses several significant problems including; poor animal welfare; increased risk of illness and disease; poor social and environmental skills due to a lack of socialisation; customer deception; encouraging irresponsible breeding (focus on profit rather than welfare of the puppy or kitten) as well as ethical concerns. Despite frequent and high-profile education and information campaigns on sourcing from a reputable breeder, people continue to unwittingly purchase puppies from rogue breeders and from sellers who did not breed the animal themselves. Some purchasers do not really know where their new pet came from, and in terms of the animals themselves, young animals sold in this way go on to suffer welfare issues, the effects of which continue for the rest of their lives. Unlike the rest of the UK, sales of puppies and kittens in Northern Ireland are largely unregulated. This intervention is necessary to afford these animals additional animal welfare protections, leading to better outcomes for both the animals and their new owners.</p>
<p>What are the policy objectives and the intended effects? (7 lines maximum)</p> <p>Objectives of registration of those who sell, give away, or otherwise transfer ownership of puppies and kittens:</p> <ul style="list-style-type: none">• the end of third-party sales of puppies and kittens;• the establishment of conditions which will promote improved welfare of puppies and kittens;• greater transparency and accountability; and• improved traceability. <p>The intended effect is to ensure that anyone who wishes to sell, give away, or otherwise transfer the ownership of puppies and kittens must register with their council, and will see their details published on a public register.</p>

What policy options have been considered, including any alternatives to regulation? Please justify preferred option (further details in Evidence Base) (10 lines maximum)

Scoping of options

In total 9 options were considered, and these fell into 4 categories: do nothing; introduce a registration system; introduce a licensing system; and introduce a ban on third-party sales.

(NB, sales/sell/selling includes sales, giving away, or otherwise transferring ownership of puppies and kittens).

1. do nothing;
2. amend current pet shops legislation. Require hobby breeders, which are dog breeders who do not fall into the definition of a 'breeding establishment' (which is set out in current dog breeding establishments (DBEs) legislation, and which are licenced by their local council), and cat breeders (which are currently unregulated) to obtain a petshop licence, and specify all petshop licence holders are to meet new conditions IRO sales of puppies and kittens;
3. amend current dog breeding establishments (DBE) legislation. Require dog breeders who do not fall into the definition of a dog 'breeding establishment', and cat breeders, to obtain a breeding establishment licence, Specify licence holders to meet conditions IRO sales of puppies and kittens;
4. introduce new legislation to require all persons who sell, give away, or otherwise transfer ownership of puppies and kittens to obtain a 'sellers licence';
5. introduce new legislation setting out rules for all sales of puppies and kittens, which would apply to all licensed DBEs, pet shops, and also to hobby breeders and cat breeders. This would not involve a licensing or registration system;
6. introduce new legislation to require DBEs licence holders to meet new conditions regarding sales, and which would require unregulated 'hobby' breeders, and cat breeders, to register with councils;
7. introduce new legislation to regulate all animal activities, commencing with sales of puppies and kittens;
8. make new legislation to require anyone who sells a puppy or kitten, to prove that they keep the mother;
9. make new legislation to require anyone who sells a puppy to prove that they keep the puppy's mother, and introduce a cat seller's licence.

Based on matters including clarity for sellers/suppliers of puppies and kittens; enforceability; and level of burden; the preferred option was initially identified as option 4: introduce new legislation to require all persons who sell, give away, or otherwise transfer ownership of puppies and kittens to obtain a licence from their local council.

Following engagement with councils, and giving cognisance to the enforcement burden, the final option was then identified as introduce new legislation to require all persons who sell, give away, or otherwise transfer ownership of puppies and kittens to apply to their local council to be registered, and the council register to be made public.

Selection of preferred options

Option 1 (Do nothing) – this option involves no change to the current arrangements, and to continue to allow the sale of puppies and kittens in Northern Ireland to go unregulated.

Option 2 – (Preferred option) – this option involves making legislation to introduce a registration scheme, which will mean that anyone who intends to sell, give away, or otherwise transfer the ownership of puppies and kittens in Northern Ireland must apply to be entered onto their local council's Register of Sellers and Suppliers of Puppies and Kittens, pay a fee to be so registered, have their details published, and be required to comply with specified conditions. Registration will be valid for one year, and the registered address will be the only one from which the seller/supplier will be able to sell/supply puppies and kittens from. In addition, in terms of puppies, the registered address must be the same as the address quoted on the yearly dog licence pertaining to the puppies' mother. Councils will have powers to set the registration fee in their districts, as well as powers of enforcement. It is proposed that councils will be empowered to set the appropriate fee based on full cost recovery. This will allow councils to have greater flexibility and responsiveness to local needs and economic conditions. As the new registration system beds in, and enforcement costs become more apparent, councils can adjust fees to reflect the actual costs of providing these services, ensuring that they are adequately funded and sustainable. It is considered that councils might collectively decide to set fees which would be standard for everyone across Northern Ireland or, alternatively, they might each decide to set their own individual fees. The effect of this might be that there could be differing fees across Northern Ireland council districts as each council determines what the fee should be in order to deliver the service in its district. However, it is expected that the cost of delivering the service will be similar across the councils, and therefore the fees will not differ widely.

Will the policy be reviewed? It will be reviewed	If applicable, set review date: This will be reviewed on an ongoing basis by the Department.
---	---

Cost of Preferred (or more likely) Option		
Total outlay cost for business £m	Total net cost to business per year £m	Annual cost for implementation by Regulator £m
0		0

Does Implementation go beyond minimum EU requirements?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is this measure likely to impact on trade and investment?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Are any of these organisations in scope?	Micro Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Small Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Medium Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Large Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

The final RIA supporting legislation must be attached to the Explanatory Memorandum and published with it.

Approved by: Date:

Summary: Analysis and Evidence

Policy Option 1

Description: Do Nothing

110

ECONOMIC ASSESSMENT (Option 1: Do nothing)

Costs (£m)	Total Transitional (Policy) (constant price) Years	Average Annual (recurring) (excl. transitional) (constant price)	Total Cost (Present Value)
Low	Optional	Optional	Optional
High	Optional	Optional	Optional
Best Estimate	No transitional costs	No average annual recurring costs	No total costs

Description and scale of key monetised costs by 'main affected groups' Maximum 5 lines

There would be no monetised costs for this option. People who sell, give away, or otherwise transfer the ownership of puppies and kittens would experience no change to how they currently operate. Those who purchase/obtain puppies and kittens would also experience no change. There would be no additional role for councils.

Other key non-monetised costs by 'main affected groups' Maximum 5 lines

There would be no non-monetised costs for this option. People who purchase/obtain puppies and kittens would experience no change and remain susceptible to rough breeders and sellers. There would be no additional role for councils.

Benefits (£m)	Total Transitional (Policy) (constant price) Years	Average Annual (recurring) (excl. transitional) (constant price)	Total Benefit (Present Value)
Low	Optional	0 Optional	Optional
High	Optional	Optional	Optional
Best Estimate	No benefits as no action taken		0

Description and scale of key monetised benefits by 'main affected groups' Maximum 5 lines

Monetised benefits to this approach cannot be quantified. People who sell, give away, or otherwise transfer the ownership of puppies and kittens would experience no change to how they currently operate and would be able to continue to make profit from the unregulated activities. Those who purchase/obtain puppies and kittens would also experience no change. There would be no additional role for councils.

Other key non-monetised benefits by 'main affected groups' Maximum 5 lines

Non-monetised benefits to this approach cannot be quantified. People who sell, give away, or otherwise transfer the ownership of puppies and kittens would experience no change to how they currently operate and would be able to continue to avoid time spent meeting administrative requirements. Those who purchase/obtain puppies and kittens would also experience no change, and would not be reminded to purchase/obtain animals responsibly. There would be no additional role for councils.

Key Assumptions, Sensitivities, Risks Maximum 5 lines

Assume no impact on council enforcement action, as there are no changes requiring additional activities. This remains a topical issue and it attracts significant interest on a regular basis. There is therefore a risk of reputational damage to the Department, if it does not take action in this area.

BUSINESS ASSESSMENT (Option 1: Do nothing)

Direct Impact on business (Equivalent Annual) £m		
Costs:0	Benefits:0	Net:0

Cross Border Issues (Option 1: Do nothing)

How does this option compare to other UK regions and to other EU Member States (particularly Republic of Ireland) Maximum 3 lines

The other devolved administrations (England, Scotland, and Wales) have licensing systems for those who sell animals as pets, as part of a business, and they ban third-party sales of puppies and kittens. The Republic of Ireland has a registration system for people (and premises) who sell 6 or more pet animals in a calendar year. This is managed by Department of Agriculture, Food and the Marine and the register is published.

Summary: Analysis and Evidence

Policy Option 2

Description: Preferred Option: **Introduction of registration of sellers and suppliers of puppies and kittens.**

(I.e. make legislation to introduce a registration scheme, which will mean that anyone who intends to sell, give away, or otherwise transfer the ownership of puppies and kittens in Northern Ireland must apply to be entered onto their local council's Register of Sellers and Suppliers of Puppies and Kittens, pay a fee to be so registered, have their details published, and be required to comply with specified conditions. Registration will be valid for one year. Councils will have powers to set fees, as well as powers of enforcement.)

ECONOMIC ASSESSMENT (Option 2: Preferred Option Introduction of a registration of sellers and suppliers of puppies and kittens)

Costs (£m)	Total Transitional (Policy)		Average Annual (recurring)	Total Cost
	(constant price)	Years	(excl. transitional) (constant price)	(Present Value)
Low	Optional		£261,589 Optional	£261,589 Optional
High	Optional		£2,467,174 Optional	£2,467,174 Optional
Best Estimate	16,000		£629,186.50	£645,186.50

Description and scale of key monetised costs by 'main affected groups' Maximum 5 lines

Main affected groups are those who sell, give away, or otherwise transfer ownership of puppies and kittens. Depending on how councils set the yearly fee, it is considered that, potentially:

- 36,513 sellers/suppliers of puppies and 12,500 sellers/suppliers of kittens could be required to pay £50 (£2,450,650); £5 (£245,065); £12.50 (£612,662.50); or nil. The fee would be zero, in their first year of registration as a seller/supplier of puppies and kittens.
- 57 pet shops, and 45 dog breeding establishments¹ could be required to pay £162. (£16,524). This fee would be applicable from the first year.

If HMRC use the public council register of sellers and suppliers of puppies and kittens as an information source, illegal suppliers could face tax bills of £1,850,000.

The consultation will welcome evidence on costs.

¹ [Layout 1](#)

Other key non-monetised costs by 'main affected groups' Maximum 5 lines

Persons who sell, give away, or otherwise transfer the ownership of puppies and kittens will have an administrative burden as they will be required to register with their council, and they must thereafter keep records of all animals.

Businesses will have a similar burden, but as they are already required to obtain a licence for their business, and keep records, this burden will not be novel.

Councils will be required to maintain a public-facing register, and appropriately trained staff.

Benefits (£m)	Total Transitional (Policy)		Average Annual (recurring) (excl. transitional) (constant price)	Total Benefit (Present Value)
	(constant price)	Years		
Low	£0 Optional		£1,350,000 Optional	£1,350,000 Optional
High	£0 Optional		£4,500,000 Optional	£4,500,000 Optional
Best Estimate	£0		£1,377,000	£1,377,000

Description and scale of key monetised benefits by 'main affected groups' Maximum 5 lines

Cannot accurately be quantified. Potential purchasers who are able to avoid inadvertently obtaining sick puppies or kittens, could potentially save vet fees of £1,500 to £5,000 per person, per animal. Using the figure above, of 900 puppy buyers, this would equate to a range of from £1,350,000 to £4,500,000 across Northern Ireland.

Other key non-monetised benefits by 'main affected groups' Maximum 5 lines

Businesses and citizens entered onto the new Register of Sellers and Suppliers of Puppies and Kittens will have the tools (i.e. their registration) to demonstrate to potential purchasers that they are a responsible breeder and seller, who puts the welfare of their animals at priority level. Purchasers will benefit from obtaining a puppy or kitten that has enjoyed a good start to life.

Key Assumptions, Sensitivities, Risks Maximum 5 lines

It is considered likely that there will be a cost for councils in securing either a new IT system, or enhancements to their current dog licensing systems that would facilitate collection and storage of the new registration system data, and the creation of a public-facing Register of Sellers and Suppliers of Puppies and Kittens. It is assumed that councils might decide to operate on a single NI-wide basis, or on an individual council basis, in terms of fee setting. There is a risk that operating on an individual council basis will mean varied fees across NI, but it is assumed that there will be a broadly similar approach.

BUSINESS ASSESSMENT (Option 2: Preferred Option Introduction of a registration of sellers and suppliers of puppies and kittens)

Direct Impact on business (Equivalent Annual) £m				
Costs:£0.64518650	Benefits:£1.377	Net:£0.7318135		

Cross Border Issues (Option 2: Preferred Option Introduction of a registration of sellers and suppliers of puppies and kittens)

How does this option compare to other UK regions and to other EU Member States (particularly Republic of Ireland) Maximum 3 lines

The other devolved administrations (England, Scotland, and Wales) have a licensing system for those who sell puppies and kittens as part of a business, and a ban on third-party sales. The Republic of Ireland (ROI) has a registration system for those who sell 6 or more pet animals in a calendar year, and their premises. This is managed by the Department of Agriculture, Food and the Marine and the register is published.

Evidence Base

113

Problem under consideration, and rationale for intervention

Third-party sales are sales made by a person who did not breed the puppies or kittens him/herself, but rather obtained them from someone else for the purpose of selling onwards. The Department has received calls for a ban on third-party sales of puppies and kittens, similar to the one introduced in England, since 2021.

The Department explored whether current legislation made provision about sales of puppies and kittens.

- *Dog Control:* The Dogs (Northern Ireland) Order 1983 makes it an offence to own an unlicensed dog. It is also an offence for a person to give or sell a dog to another person who has not first obtained a yearly licence for the dog, and it is an offence for a person to obtain a dog without having first acquired a licence for that dog. The penalty for each of these offences is a fine of up to £1,000. The Department noted that council dog summary statistics, provided by councils and collated and published on the DAERA website, indicated that as at March 2024 there are 139,674 licensed dogs in NI. The Department also noted that the Pets Dispensary for Sick Animals PAW Report 2024, from a sample of 2,371 owners, indicated that 33% obtained their dog from breeders; 25% from private sellers; 17% from rescue and rehoming centres; and 16% from a friend, family, or neighbour.
- *Dog Breeding Establishments:* The Welfare of Animals (Dog Breeding Establishments and Miscellaneous Amendments) Regulations (Northern Ireland) 2013 protects the welfare of all dogs and pups in commercial breeding establishments and requires the establishments to be licensed by local councils. A licence is needed if a person keeps three or more breeding bitches; and also, either breeds, advertises for sale, or supplies three or more litters of puppies (in any 12-month period); or advertises a business of breeding or selling of puppies. Licences have conditions attached, some of which relate to change of ownership requirements. It is an offence to operate a dog breeding establishment without a licence. It is also an offence to contravene any condition of a licence to keep a dog breeding establishment. The penalty for these offences is a fine not exceeding £5,000 and/or imprisonment for a period of up to six months.
- *Pet shops:* The Welfare of Animals Act (Northern Ireland) 1972 provides for licensing, by the Department, of pet shops. A person keeping a petshop must comply with conditions, including those set out in the Pet shops Regulations (Northern Ireland) 2000. Conditions include record keeping relating to details of each animal's source and date of sale. Keeping an unlicensed petshop and failing to meet the conditions of a petshop licence, are offences which each carry a penalty of up to three months imprisonment and/or a fine of up to £2,500. The Department established that none of the 57 pet shops in Northern Ireland sell canines or felines.

The Department explored legislation in other jurisdictions and noted that, unlike in NI, where there are rules for people who breed pups commercially but no rules for people who sell puppies and kittens, throughout Great Britain there are rules for both breeders and sellers. The pieces of legislation in place across Great Britain makes significant provision about rules for selling animals as pets, as part of a business.

The Department considered that intervention is required, as evidence has shown that previous media campaigns alone, are not sufficient deterrents as unsuspecting purchasers still obtain their puppy or kitten from someone who has not bred the animal themselves, and has not met the welfare needs of the animal. Despite frequent and high-profile endeavours to advise the public on sourcing a puppy from a reputable breeder, and despite the freely available Puppy Contact² which helps people buy and breed puppies responsibly, correspondence received by the Department, and media reports, indicate that people continue to unwittingly purchase puppies from rogue breeders who have given no attention to the welfare needs of the animals they sell. The purchasers then face long-term problems as the dogs go on to suffer from disease, illness, and behavioural problems later in life. Evidence suggests that rogue traders operate on a large-scale commercial basis, posing as small-scale private sellers. Their dogs and puppies are kept in poor conditions before being moved onwards, through a third-party, often to purchasers in Great Britain. Examples of this evidence are available through the DAERA-led Paws for Thought enhanced portal checks. For instance, in December 2023, an official found 58 dogs in a van (along with a cat which was being legitimately transported to its owner in England), as part of a puppy smuggling operation.

The Department carried out desktop research and explored a wide range of research materials relating to the experience of the animals. A Royal Veterinary College publication³⁴ indicates that sub-optimal purchasing behaviours such as not viewing a puppy in-person before purchase, viewing a puppy via video calls and/or photographs, and not collecting the puppy from inside the breeders' property, leave owners vulnerable to purchases from unscrupulous breeders and dealers, including puppies sourced by illegal importation and/or

² [The Puppy Contract - for responsible puppy breeding and buying.](#)

³ [RVC research reveals persistent illegal puppy selling post-pandemic - News - VetCompass - Royal Veterinary College, RVC](#)

⁴ [Is UK Puppy Purchasing Suffering a Long COVID Effect? Ongoing Negative Impacts of the COVID-19 Pandemic upon Puppy Purchase Motivations and Behaviours in 2021](#)

reared on puppy farms. A Kennel Club publication⁵ reports that irresponsible and/or illegal breeders, whose main goal is profit, produce large numbers of dogs with little concern for the health and welfare of the puppies they produce, or the dogs they use for breeding. A report entitled 'What Patterns in Online Classified Puppy Advertisements Can Tell Us about the Current UK Puppy Trade', May 2023⁶ reports that 'the UK puppy trade has moved almost entirely online, and production levels have risen, feasibly fuelled by unethical breeding, poor husbandry/handling practice, and reduced overheads. As a result, breeding stock and puppies may have suffered potentially fatal physiological and long-term psychological issues. Surveys of veterinary professionals report an increase in sick puppies purchased online, whilst the British Small Animal Veterinary Association (BSAVA) reports an epidemic of canine inherited disease.'. The 'Puppy acquisition: factors associated with acquiring a puppy under eight weeks of age and without viewing the mother'⁷ noted that owners who viewed only one of their puppy's parents had two and a half times increased odds of being referred to an animal behaviourist for a behavioural problem than owners who saw both parents, and owners who saw neither parent had nearly four times increased odds of being referred. It further noted how early life experiences (such as maternal care, genetics, environment, attachment and socialisation) can impact physiological and behavioural development. Puppies separated from maternal care at six weeks (but not their littermates) showed greater weight loss, distress, disease susceptibility and mortality up to six months of age compared with puppies that had remained in maternal care until 12 weeks of age, and puppies separated from maternal care between 30 and 40 days (i.e. just over 4 weeks and 5 weeks) were significantly more likely to display destructive behaviour, excessive barking, fearfulness on walks, noise reactivity, possessiveness towards food and toys, and attention-seeking compared with 70 puppies that remained in maternal care until two months (i.e. 60 days, or just over 8 weeks) of age. A publication 'On the origin of puppies: breeding and selling procedures relevant for canine behavioural development'⁸ noted that small-scale and occasional breeders provided the most enrichment, both social and non-social, by, for instance, providing more outdoor access for pregnant dams and puppies or by providing access to visitors more freely. A publication entitled 'Puppy factory farms: two cases, European Congress AWBM, 22 October 2016, Cascais Portugal'⁹ looked at puppy breeding in both a large scale factory farm and a family business. It noted that, in the large scale factory farm, the puppies presented signs of deprivation syndrome due to the lack of environmental and/or social relationships. It also noted that, in the family business, the 11 out of the 25 puppies died in a few days affected by congenital malformations due to close breeding. A British Veterinary Association publication¹⁰ highlights the importance of purchasing direct from the breeders.

The Department has also faced increasing calls to similarly ban the third-party sales of kittens, by way of correspondence cases, and engagement with animal welfare organisations, including Cats Protection. Cats Protection advise¹¹ that cats shouldn't be separated from their mothers until they are at least eight to nine weeks old and it encourages the public to visit a kitten, and see it with its mother, before agreeing to purchase it. It is suggested that this helps ensure the kitten has actually been bred by the seller/supplier, and is not illegally imported or brought from a kitten farm; which, in some scenarios, can result in serious health or behavioural problems. These recommendations are set out in 'The Kitten Checklist'¹². The checklist was developed by The Cat Group, a collection of nineteen professional organisations dedicated to feline welfare, and endorsed by The Canine and Feline Sector Group.

Policy objective

Objectives of a requirement to register for those who sell, give away, or otherwise transfer ownership of puppies and kittens are:

- the end of third-party sales of puppies and kittens;
- the establishment of conditions which will promote improved welfare of puppies and kittens;
- greater transparency and accountability; and
- improved traceability.

Options considered, and their costs and benefits

The Department considered legislation currently in place in NI. This involved exploring legislation in place in Northern Ireland relating to licensing of dogs (unique in the UK), dog breeding establishments, and pet shops; and the animal welfare legislation. The Department considered legislation relating to third-party sales of puppies and

⁵ [Avoiding puppy farmers | The Kennel Club](#)

⁶ [\(PDF\) What Patterns in Online Classified Puppy Advertisements Can Tell Us about the Current UK Puppy Trade](#)

⁷ [Puppy acquisition: factors associated with acquiring a puppy under eight weeks of age and without viewing the mother - Kinsman - 2020 - Veterinary Record - Wiley Online Library](#)

⁸ [On the origin of puppies: breeding and selling procedures relevant for canine behavioural development - Dendoncker - 2019 - Veterinary Record - Wiley Online Library](#)

⁹ [\(PDF\) Puppy factory farms: two cases](#)

¹⁰ [Dog breeding defects emerge as top concern for vets](#)

¹¹ [Getting a cat - Help & Advice | Cats Protection](#)

¹² [the-kitten-checklist.pdf](#)

kittens in place in England, Scotland, and Wales, and explored the requirements in other places such as the Republic of Ireland (ROI), Queensland (Australia), Texas (USA), Belgium, Denmark, France, Sweden, and the Netherlands.

In total 9 options were considered, and these fell into 4 categories: do nothing; introduce a registration system; introduce a licensing system; and introduce a ban on third-party sales.

Although the Department has received calls for legislation like that in England, Scotland, and Wales, the options developed for Northern Ireland (as set out below) differ slightly. Local Authorities in England, Scotland, and Wales, are each required to carry out a Business Test to determine if a person is selling animals as pets as part of a business. As an example, things to be considered by a Local Authority might include: distribution and selling activities; time period from when animals are bought to when they are re-advertised for sale; volumes of sales; and regularity of advertisements. It was considered that this would place an inappropriate heavy burden on the enforcement body (councils) and would also carry a risk of persons successfully hiding their activities and evading requirements. It was also noted that, unlike England, Scotland, and Wales, Northern Ireland is unique in that it requires anyone who keeps a dog to obtain an annual dog licence from their local council for that dog. The Department explored options that would enable this dog licensing requirement to be linked to the new policy.

Options considered:

(NB, sales/sell/selling includes sales, giving away, or otherwise exchanging ownership of puppies and kittens)

In summary, based on matters including clarity for those who sell, give away, or otherwise transfer the ownership of puppies and kittens, enforceability, and level of burden, the preferred option was identified as option 4: introduce new legislation to require all persons who sell, give away, or otherwise transfer ownership of puppies and kittens to obtain a licence.

Option 1: do nothing

This Option, which would see no costs but also no benefits, was ruled out because the rolling-out of messaging campaigns has not proven significantly successful in deterring rouge breeders and sellers. Although the messaging campaigns have raised the profile of welfare of puppies and kittens that are sold, it remains the case that it is difficult to spot a breeder/seller who is posing as a pet owner selling the offspring of his/her family pet. Although maintaining the status quo would mean no additional enforcement requirements, it would mean that third-party sales of puppies and kittens would continue unfettered, and it would mean that puppies and kittens that are sold, given away, or otherwise transferred to new owners, will remain at risk of poor welfare outcomes. It is noted that Option 1 could mean that the Department might face negative press from all corners, disappointed in the fact that there will be no change.

Option 2: amend current pet shops legislation. Require hobby breeders, which are dog breeders who do not fall into the definition of a 'breeding establishment' (which is set out in current dog breeding establishments (DBEs) legislation, and which are licenced by their local council), and cat breeders (which are currently unregulated) to obtain a petshop licence, and specify all petshop licence holders are to meet new conditions IRO sales of puppies and kittens.

Regulations are in place requiring anyone who keeps a petshop to first obtain a licence from the Department, at a cost of £20.00 per year. This Option would mean anyone who sells, gives away, or otherwise transfers the ownership of puppies (and is not within the scope of current dog breeding legislation) and anyone who sells, gives away, or otherwise transfers the ownership of kittens would be deemed to be a petshop, and would therefore be brought within the scope of petshop licensing requirements.

It was noted that the definition of pet shops explicitly excludes premises where pedigree animals are bred and sold, and so it was considered that this option might create a loophole in this regard. Any loophole will attract criticism and there will be an administrative cost in responding to the criticism and attempting to close any loophole. It was further noted that the fee of £20.00 is already considered to need review, and might not therefore provide for cost-recovery. However, a benefit of this option is that it would build upon legislation already in place and might require less time progressing through legislative routes. Costs of this option are that there would be an additional administrative role, and enforcement role, for the Department regarding processing increased applications for a petshop licence. In addition, citizens of Northern Ireland would face new licensing requirements, which would bring with them the requirement to pay a fee of £20.00.

This Option was ultimately ruled out because it would mean that all persons selling, giving away, or otherwise transferring the ownership of puppies and kittens would potentially be required to invest in infrastructure as set out in the current pet shops legislation, for example, relating to animal enclosures, housing, and management. This was considered to be an excessively disproportionate way of dealing with the issue.

Option 3: amend current dog breeding establishments (DBE) legislation. Require dog breeders who do not fall into the definition of a dog 'breeding establishment', and cat breeders, to obtain a breeding establishment licence, and specify licence holders to meet conditions IRO sales of puppies and kittens.

Regulations are in place requiring anyone who keeps a dog breeding establishment to first obtain a licence from their local council. A licence is required by anyone who keeps 3 or more breeding bitches; and who also either breeds/advertises/supplies 3 or more litters in any twelve month period; or advertises a business of breeding or selling puppies. The licence is yearly, and the fee is based on number of breeding bitches kept. The minimum fee is £150.

This Option would mean that the anyone who sells, gives away, or otherwise transfers the ownership of puppies would be treated as a dog breeding establishment, regardless of the number of breeding bitches that they kept, and would therefore require a licence from their local council. This Option would also see anyone who sells, gives away, otherwise transfers the ownership kittens being brought into the licensing system, and therefore requiring a licence from their local council.

A benefit of this option is that it would build upon legislation already in place and might require less time progressing through legislative routes. Costs of this option are that there would be an additional administrative role, and enforcement role, for councils regarding processing increased applications for a licence to keep a dog breeding establishment. Another cost might be related to the clarity of the new rules. The legislation in place is focused completely on dogs, and there might be a misconception that the new rules do not apply to cats. This could attract negative comments, and there could be an administrative cost incurred in replying to the comments. In addition, citizens of Northern Ireland would face new licensing requirements, which would bring with them the requirement to pay a fee, set at a minimum of £150.

This Option was ruled out as it would potentially require persons to invest in infrastructure as set out in the current dog breeding establishments legislation, namely regarding matters such as accommodation construction and size; and temperature and lighting. It was also considered difficult to include provision regulating selling, giving away, or otherwise transferring ownership of kittens through legislation widely known as dog breeding legislation as it might cause confusion, and carry the risk that cat owners might think it would not apply to them. In short, this was considered to be a disproportionate, and potentially confusing, way of dealing with the issue.

Option 4: introduce new legislation to require all persons who sell, give away, or otherwise transfer ownership of puppies and kittens to obtain a 'sellers licence'.

This Option was initially deemed to be the preferred option. The introduction of a licence to sell, give away, or otherwise transfer the ownership of puppies and kittens, coupled with a public register of licence holders, has the potential to be straightforward and clear in its intent, and would mean that all people in Northern Ireland who sell, give away, or otherwise transfer the ownership of these young animals, should easily be able to produce their licence so as to reassure the purchaser that the puppy or kitten has been bred at the specified premises, has stayed with its mother as appropriate, and has enjoyed good welfare experiences. The Option also includes the ability for councils to set a fee as they each deem appropriate, and therefore has the potential to progress towards full cost-recovery.

There are several costs associated with this option arising from the additional administrative role for councils to process applications for a Seller's Licence; the additional role for councils regarding the creation and upkeep of a register of people holding a Seller's Licence; and the administrative and financial costs to Northern Ireland citizens who will be required to follow the licensing requirements, and pay the associated fee. A benefit of this option was, due to the fee being set at nil for non-businesses for the first year (in recognition that owners might be faced with an accidental pet pregnancy), it was considered that the reality of paying a fee for a second accidental litter, the option might increase pet owners to neuter their pets where they don't intend to breed from them (as advised in the DAERA Codes Of Practice).

This option was ultimately not progressed as the enabling legislation means that a licensing system would require mandatory inspection of premises by councils. A mandatory inspection of all premises was considered to be an excessively disproportionate way of dealing with the issue.

Option 5: introduce new legislation setting out rules for all sales of pups and kittens, which would apply to all licensed DBEs, and also to hobby breeders and cat breeders. This would not involve a licensing or registration system.

This Option would mean that new legislation would set out a requirement for anyone selling, giving away, or otherwise transferring ownership of puppies and kittens to adhere to specified rules. The rules would be set out in the legislation. There would be no requirement for the puppy/kitten owner to obtain a licence, or to register with councils. There would be no change in the daily activities of breeders or sellers, or indeed purchasers.

The cost of this option would be an additional enforcement role for councils, as they responded to reports of people not complying with this requirement. A benefit for councils is that the additional enforcement role would be minor as it would not be required to licence or register anyone. Another cost of this option might be the limited impact the legislation might have, compared to the calls for robust action.

This Option was ruled out because it meant that the breeder/seller did not have to obtain a licence, and did not have to be registered, and therefore it did not enable a purchaser to easily identify breeders/sellers that complied with the rules.

Option 6: introduce new legislation to require DBEs licence holders to meet new conditions regarding sales, and which would require unregulated 'hobby' breeders, and cat breeders, required to register with councils.

Regulations are in place requiring anyone who keeps a dog breeding establishment to first obtain a licence from their local council. A licence is required by anyone who keeps 3 or more breeding bitches; and who also either breeds/advertises/supplies 3 or more litters in any twelve month period; or advertises a business of breeding or selling puppies. The licence is yearly, and the fee is based on number of breeding bitches kept. This Option would mean that the licence conditions would be revised to include new rules about the sales made by these breeding establishments. This Option would also mean that hobby breeders, and people who sell kittens, would be required to register with their local council.

There are several costs associated with this option arising from the additional enforcement role for councils regarding ensuring compliance with the new breeding licence conditions regarding sales. It would also place an administrative burden on councils to process applications from hobby dog breeders, and cat breeders, to be placed on a register of sellers. In addition, there is an administrative and financial cost to Northern Ireland citizens who will be required to follow the registration requirements, and pay the associated fee. Another cost of this system is related to a potential loophole: it will not be clear to a purchaser whether the seller should be licensed or registered, and this could give rise to illegal activities going undetected.

The Option was ruled out because of the risk that it would not be seen by rogue breeders/sellers as a sufficient deterrent to their activities.

Option 7: introduce new legislation to regulate all animal activities, commencing with sales of pups and kittens

This Option would mean that a system licensing activities involving animals would be introduced to NI, similar to the systems in place in England, Scotland, and Wales. Due to the time left in the current mandate, the only activity to be licensed would be selling puppies and kittens and pets, and future mandates could potentially explore the revocation and replacement of the current legislation about dog breeding, pet shops, and horse-riding, with a single licensing system.

There are several costs associated with this option arising from the additional administrative role for councils to process applications for a licence to sell puppies and kittens; and the administrative and financial costs to Northern Ireland citizens who will be required to follow the licensing requirements, and pay the associated fee.

This Option was ruled out because although it would be quite similar to the systems in place across Great Britain, it was considered to be without guarantee of completion in current, and future, mandates. It was considered that other options under consideration might achieve the same goal, but carry less risk of non-completion.

Option 8: make new legislation to require anyone who sells a puppy or kitten, to prove that they keep the mother.

This Option would utilise dog licensing provisions already currently in place. The 1983 Order currently requires a person to have a dog licence for their dog. Where that dog has puppies and the person intends to sell them, the 1983 Order also requires that the seller must first see that the purchaser has obtained a licence for the dog they are about to purchase. This Option would mean that messaging around this requirement was deployed so that sellers and purchasers were aware of the current requirements. It was considered that anyone selling a puppy would be able to prove that he/she is the owner of the bitch who produced that puppy, and that they are not a third-party seller. Legislation and messaging could also provide that the purchase must take place in the presence of the mother, and the dog licence for that mother must be produced. Also, the sales must only take place at the premises where the mother resides (i.e., the registered address on the dog licence).

In terms of kittens, this Option would also mean that the Department would make regulations under sections 11 and 12 of the 2011 Act to introduce a requirement that anyone who sells kittens cannot sell kittens he/she did not breed himself at his/her premises, and that he/she is the owner of the kittens' mother.

This Option was ruled out because it was noted that the 1983 Order requirement for the seller of dogs to first see that the purchaser has already obtained a licence for the dog they are about to purchase is not routinely enforced. It was also considered that enforceability might be a significant issue. Finally, this Option was also ruled out because it meant that the breeder/seller did not have to meet any new responsibilities (such as obtain a licence or

register), and, given the fact that these breeders/sellers currently ignore good practice and, in some cases, the obligation to obtain a licence to keep a dog breeding establishment, it did not enable a purchaser to easily identify breeders/sellers that complied with the rules.

Option 9: make new legislation to require anyone who sells a puppy to prove that they keep the puppie's mother, and introduce a cat seller's licence

This Option would utilise provisions already currently in place. The 1983 Order currently requires a person to have a dog licence for their dog. Where that dog has puppies and the person intends to sell them, the 1983 Order also requires that the seller must first see that the purchaser has obtained a licence for the dog they are about to purchase. This Option would mean that messaging around this requirement was deployed so that sellers and purchasers were aware of the current requirements. Legislation could also provide that the purchase must take place in the presence of the mother, and the dog licence for that mother must be produced. Also, the sales must only take place at the premises where the mother resides (i.e., the registered address on the dog licence). This Option would also introduce a cat seller's licence for anyone who intended to sell kittens.

There are several costs associated with this option arising from the additional enforcement role for councils to respond to reports that a puppy seller did not adhere to the new requirements; the additional administrative role for councils to deal with applications to be a licensed kitten seller; and the costs to Northern Ireland citizens who will be required to follow the licensing requirements, and pay the associated fee.

This Option was ruled out because it meant that the breeder/seller of puppies would not have to meet any new responsibilities (such as obtain a licence or register), and, given the fact that these breeders/sellers currently ignore good practice and, in some cases, the obligation to obtain a licence to keep a dog breeding establishment, it did not enable a purchaser to easily identify breeders/sellers that complied with the rules. It was considered that this Option would create uneven systems in that it would create the licensing of kitten sellers and there would be little to no change for puppy sellers.

Final Options

Initially, Option 4, introduce new legislation to require all persons who sell, give away, or otherwise transfer the ownership of puppies and kittens to obtain a licence was determined to be the preferred option. However, it was noted that, under the 2011 Act, a licensing system would bring with it a mandatory inspection by councils. Mindful of council feedback at a February 2025 workshop, where councils expressed concern about enforcement, option 4 was deemed to be no longer the preferred option as it carried with it, significant burdens for councils. The final option was deemed to be introduce new legislation to require all persons who sell, give away, or otherwise transfer the ownership of puppies and kittens to apply to their local council to be entered into the council Register of Sellers and Suppliers of puppies and kittens.

The introduction of a registration system, of those who sell, give away, or otherwise transfer the ownership of puppies and kittens, coupled with a public register of registered people, has the potential to be straightforward and clear in its intent, and would mean that all people in Northern Ireland who sell, give away, or otherwise transfer the ownership of these young animals, should easily be able to produce their registration confirmation so as to reassure the purchaser that the puppy or kitten has been bred at the specified premises, has stayed with its mother as appropriate, and has enjoyed good welfare experiences. Purchasers will also be able to consider a public-facing register of sellers and suppliers, and will therefore be able to avoid any person not on the register.

While the public council register of sellers and suppliers of puppies and kittens will detail sellers, by virtue of the Lucy's Law condition of registration which will limit them to selling only puppies and kittens that they breed themselves at the premises, it will also shine a light on dog breeding establishments; including those which ignore current dog breeding establishments licensing requirements (known as illegal puppy farms). The public council register of sellers and suppliers will compliment those dog breeding establishments which currently abide by the licensing requirements, as the transparency will foster trust and credibility among potential buyers, as they can easily verify the legitimacy and reputation of the breeders.

Monetised and non-monetised costs and benefits of preferred option (including administrative burden)

Costs to sellers/suppliers of preferred option: registration

The Department does not hold information on the numbers of people or pet shops that will become sellers/suppliers of puppies and kittens. Nor does it hold information on licensed Dog Breeding Establishments. The cost to these people and businesses of registering with their local council as sellers and suppliers of puppies and kittens, is unknown at this juncture. However, the following figures have been calculated from a range of sources, to provide initial, illustrative, estimations.

Initial direct costs

Anyone who is required to register as a seller or supplier of puppies and kittens is not expected to face set-up costs as the operations they use now will remain the same under the proposed policy and there is no requirement, for example, to install new facilities. While registration brings with it mandatory conditions, they relate to matters relating to the welfare of their animals, for example, only sell or supply puppies and kittens aged eight weeks or over. However, registered persons will be required to maintain a register for all dogs and cats, and puppies and kittens, on the registered premises; and will be required to provide the purchaser with information on caring for a puppy or kitten. Again, these conditions do not require installation of new equipment. The Department does not hold any information on the impact of this requirement. However, it is expected to be minimal as businesses will already hold records relating to their animals, and non-businesses who produce, for example, one litter per year will face minimal requirements. In this particular scenario, it is considered that records do not have to be electronic.

Ongoing direct costs

Anyone who is required to register as a seller or supplier of puppies and kittens will face an annual registration fee, for every year they are required to be registered.

Potential puppy sellers/suppliers (non-business): in April 2023 to March 2024, councils issued 133,677 dog licences, and 60,652 of these were neutered¹³. Of the 73,025 un-neutered dogs, if half are female, and capable of breeding, then this means that 36,513 dogs might produce puppies. If 100% of these dogs produce a litter, and 100% of owners sell the puppies, 36,513 people would have to register as a seller or supplier (however, it is noted that some owners will have more than one dog and litter but only require one registration. It is also noted that the actual total dog population in Northern Ireland will be higher, as not every owner obtains the necessary licence. Sellers and suppliers would face a registration fee, for each year that they intend to sell/supply puppies, and the cost of the annual registration fee will be determined by their local councils. This fee will only be applicable from year two of being a registered seller/supplier of puppies, as for non-businesses the fee for the first year of registration is zero. This fee of zero in the first year of registration, for non-businesses, is in recognition of the fact that pet owners may face an accidentally pet pregnancy.

Potential kitten sellers/suppliers: A Cats Protection Report, about Cats and Their Stats Northern Ireland 2024¹⁴, states there are 250,000 owned cats in NI, and 90% are neutered. Of the 25,000 un-neutered cats, if half are female, and capable of breeding, there are 12,500 cats that could produce kittens. If 100% of these cats produce a litter, and 100% of owners sell the kittens, then 12,500 people could be impacted by the proposed requirement to register as a seller or supplier (however, it is noted that some owners will have more than one dog and litter, but only require one registration). They would face a registration fee, for each year that they intend to sell/supply kittens, and the cost of the annual registration fee will be determined by their local councils. This fee will only be applicable from year two of being a registered seller/supplier of puppies, as for non-businesses the fee for the first year of registration is zero. This fee of zero in the first year of registration, for non-businesses, is in recognition of the fact that pet owners may face an accidentally pet pregnancy.

Pet shops: there are 57 pet shops in NI, none of which sell canines or felines. If all these decide to sell puppies and kittens, all 57 will be impacted by the proposed requirement to register as a seller or supplier of puppies and kittens. They would face a registration fee, for each year that they intend to sell/supply puppies and kittens, and the cost of the annual registration fee will be determined by their local councils. This fee will be applicable from the first registration.

Dog breeding establishments: A USPCA publication¹⁵ indicates there are 45 licenced dog breeding establishments in NI. All 45 would be impacted by the proposed requirement to register as a seller or supplier. They would face a registration fee, for each year that they intend to sell/supply puppies, and the cost of the annual registration fee will be determined by their local councils. This fee will be applicable from the first registration.

Fees/costs: there is no indication as to how councils might set their individual registration fees. If councils decided to set the fee on a full cost-recovery basis, the fee might vary across councils, as each council might have differing costs.

The Department has explored the fees, for similar systems in England, Scotland, and Wales, and (from a random selection) noted that fees range from £162 to £315. It is noted however that these fees relate to people selling animals as pets in the course of a business, includes an amount to cover the inspection costs (which will not be applicable in NI), and does not include dog breeding establishments. Therefore, for the purposes of this illustration, the lower amount of £162 is used.

¹³ [Council Dog Summary Statistics 2024/25 | Department of Agriculture, Environment and Rural Affairs](#)

¹⁴ [cats-report-northern-ireland-2024-v2.pdf](#)

¹⁵ [Layout 1](#)

- Should councils decide to each set the registration fee at £162, then the 57 pet shops will be required to pay an annual registration fee of £162. Should councils decide that the fee for a dog breeding establishment should be the same as the fee for a petshop, then the 45 licenced dog breeding establishments would be required to pay an annual registration fee of £162. (57 pet shops + 45 DBEs x £162 per year each = £16,524 per year, total cost to NI's pet shops and dog breeding establishments).
- If councils decide that non-businesses should pay a fee equal to half of businesses, potentially 36,513 people would pay £50 each (i.e. totaling £1,825,650). On the other hand, if councils decided that the fee should be equal to the lower range of the dog licence fee, potentially 36,513 people would pay £5 (i.e. totaling £182,565). Or, if councils decide the fee should equal the upper range of the dog licence fee, potentially 36,513 people would pay £12.50 (i.e. totaling £456,412.50). As mentioned, this fee will only be applicable from year two of being a registered seller/supplier of, as for non-businesses the fee for the first year of registration is zero.
- If councils decide that the fee for sellers/suppliers of kittens should be the same as the fee for non-businesses that sell/supply puppies, potentially 12,500 people would pay either £50 (£625,000), £12.50 (£156,250), or £5 (£62,500). As mentioned, this fee will only be applicable from year two of being a registered seller/supplier, as for non-businesses the fee for the first year of registration is zero.
- For the purposes of this exercise, the Department has used the middle figure of £12.50 per registration, to estimate the ongoing direct cost. This means that the costs are estimated at £612,663 for non-businesses.

Councils may wish to set a scale of fees. For businesses it might depend on the scale of the business, and for non-businesses it might depend on whether person is in receipt of income-related benefits. It is also noted that councils may wish to set the fee at nil.

Costs to councils (preferred option: registration)

Under animal welfare legislation, councils are responsible for enforcement relating to companion/pet animals. Councils will therefore be the registering authority under the proposal. The Department does not hold any information on the council resources which will be used to exercise its role to administer and enforce the new rules.

Initial direct costs

There potentially could be no initial set up costs, as councils already have in place a system for electronic recording the receipt of applications for dog licences, and the issue/granting of dog licences. It is considered that there may be potential for utilising this system for the recording of the proposed registration system. However, it is considered more likely that there will be a cost for councils in securing the system enhancements that would facilitate collection and storage of the additional data; for example system amendments to capture additional information regarding prohibited breeds cost £16,000.

There will be costs for setting up a public-facing Register of Sellers and Suppliers of Puppies and Kittens, either on an individual council basis or on a single NI-wide basis.

Ongoing direct costs

There may be ongoing costs for maintaining electronic records relating to registered sellers and suppliers. There will be ongoing costs for maintaining a public-facing Register of Sellers and Suppliers of Puppies and Kittens. The Department is aware that the register in Republic of Ireland is updated with new applicants every two weeks.

Initial and ongoing indirect costs

There may be costs including staff training, and administrative activities, following implementation of the new procedures.

An example of an ongoing direct cost is if a council is made aware of an advertisement of puppies or kittens for sale/supply that is not in compliance with the conditions of registration, it might take investigatory action. Another example is if a council is aware that a registration is about to end, the council might decide to issue a renewal reminder notice. A third example is the issuing of revocation of registration notification letters to individuals reported to the council and subsequently found to be in breach of the regulations.

Benefits for sellers and suppliers from preferred option: registration

Responsible sellers will be protected from illegal operators, whose practices not only prevent new owners from getting a happy and healthy puppy or kitten, but also thwart the best efforts of responsible sellers. This is because any seller or supplier of puppies and kittens will have to be registered with their council and have their details held

in a public-facing register. The matter of selling puppies and kittens will therefore be much more open and transparent, and all purchasers wishing to get a puppy or kitten will be able to establish that someone who does not hold the required registration status is selling or supplying the animals illegally.

Benefits for government, and other bodies, from preferred option: registration

HMRC

The public-facing register of Sellers and Suppliers will shine a light on the full-scale of the trade in NI, and highlight individuals who are potentially posing as one-off sellers and suppliers but who are in fact undertaking the activity on a regular and commercial basis, making significant income from their activities. This has the potential to recoup lost tax revenue as those persons are brought to light.

The Department does not hold information on the scale of lost tax revenue, but notes that the USPCA publication reports that 'between 2015 and 2019 HMRC seized more than £5 million from individuals involved in the illicit breeding and sale of pups across the United Kingdom. This was in respect of unpaid taxes. This is another indicator of the huge profits emanating from this trade'. Therefore, using a basic calculation, this might equate to at least £312,500 per year in NI. It is expected that the true figure is much higher.

The Department notes that the UK Government website indicates that HMRC ordered one dealer in Northern Ireland to pay £185,000 in tax¹⁶. In addition, the Department is aware that 10 cockapoo pups were recovered by the Belfast Harbour police after being transported illegally. The retail value of these pups was estimated at over £8,000. Again, this is an example of fraudsters selling puppies on a mass scale and for a huge profit and failing to declare their sales, thus avoiding paying tax.

It is not possible to quantify the scale of illegal/irresponsible breeders and sellers. However, referring to the USPCA publication, which indicates that it has knowledge of more than 30 unlicensed dog breeding enterprises operating across Northern Ireland, even if only 10 of these had a tax bill similar to the one mentioned above, that would equate to a saving of at least £1,850,000.

Councils and pet owners

New owners who get their new puppy or kitten from a registered breeder, will potentially be spared thousands of pounds in vet fees as the puppy or kitten will have been bred and sold in good welfare conditions. Being in this position will mean that they will have no need to report illegal activity to their local council.

In terms of quantifying this potential saving, using the Pets Dispensary for Sick Animals PAW Report 2024, which indicated that 25% of people got their dog from private sellers, combined with the potential 36,513 people who might register as a seller or supplier, this could indicate the potential for 9,000 private sellers. If one tenth of these were operating in an illegal capacity, that could leave at least 900 Northern Ireland puppy buyers left holding a sick animal, and likely to consider making a complaint to their local council that the seller caused unnecessary suffering, or was operating an illegal dog breeding establishment. The ensuring enforcement activity would be a significant drain on council resources.

The Department notes that in 2020, Defra 'Petfishing' research¹⁷ found that 54% of the vets they surveyed said that the poor conditions of puppy or kitten farms can lead to illnesses and complications which would incur treatment costs of over £1,500 in the first year of the animal's life, and in some severe cases, the costs could rise to £5,000 or even result in the pet being euthanised. Research carried out for The Kennel Club's 'Be Puppywise' campaign found that almost a third (31%) of puppies get sick or die in their first year, and four in ten owners (40%) fear they bought from a puppy farm after spending little time researching. Therefore, using this information, and the figures above, it suggests that 1 out of every 3 people that have recently bought a puppy could spend between £1500 to £5000 on veterinary fees. Thwarting this activity would therefore create potential for savings of £1,500 to £5,000 per person, per animal. Using the figure above, of 900 puppy buyers, this would equate to a range of from £1,350,000 to £4,500,000 across Northern Ireland.

In terms of benefits for councils, the Department notes an example of a successful prosecution against an illegal puppy farmer in Armagh¹⁸ which saw the defendant ordered to pay the council's legal fees and court costs, which amounted to £330, as well as the £2,560 in costs incurred by the council for the care of the rescued dogs. So, in total, the council was paying nearly £3000 (before repayment) for one case of illegal breeding. Thwarting this activity would therefore create potential for savings of £3,000 per case. Again using the figure above, of 900 puppy buyers, this would equate to savings of £27,000.

Wider impacts, from preferred option: registration

¹⁶ [Millions raised from tax evading dog breeders - GOV.UK](#)

¹⁷ [Coverage of new campaign on responsible pet ownership – Defra in the media](#)

¹⁸ [49 dogs kept in squalor seized from illegal puppy farm in Armagh - Armagh City, Banbridge and Craigavon Borough Council](#)

It is considered that the current state, namely no regulation of sellers and suppliers of puppies and kittens, means that the market is currently distorted, as illegally bred, and irresponsible bred, puppies and kittens mean that the sellers and suppliers are gaining maximum profit and leaving buyers open to higher veterinary costs, and councils and legal systems burden with the cost of dealing with these illegal and irresponsible sellers and suppliers.

Proper regulation will mean that all sellers and suppliers will be subject to the same rules, and this will mean that they are all operating in a level playing field, and in a much more stable market. Implementing a registration scheme for sellers and suppliers of puppies ensures that all transactions are recorded and monitored. This helps in maintaining a transparent marketplace where all participants are accountable for their actions. By requiring registration and adherence to specific rules, it becomes easier to identify and take action against illegal breeders and sellers. This will help curb the black market.

In short, by implementing and enforcing uniform requirements for all sellers and suppliers of puppies and kittens, the marketplace can become more transparent, accountable, and fair, ultimately benefiting both consumers and legitimate businesses.

Risks and assumptions

The following assumptions have been made.

- Commercial breeders, licensed by councils, meet the welfare requirements set out in regulations. Puppy sales are to establishments in Great Britain, and to drop-in/ad-hoc purchasers in NI.
- Puppy farm breeders ignore legislative requirements. They sell to ad-hoc purchasers via online sales, including to purchasers in Great Britain.
- Hobby breeders sell their pups to drop-in/ad-hoc purchasers in NI, and/or to people they know (e.g. friends, neighbours).

It is also assumed that implementing and enforcing uniform requirements for all sellers and suppliers of puppies and kittens will bring all sellers and suppliers into focus, and this will help thwart illegal breeders. It is also assumed that reports of sales and supplies by those persons not on the council register, will increase as awareness of the issue increases.

It is also noted that there remains a risk that potential new owners will either be unaware of the new register of sellers and suppliers that they should refer to, or will be aware of the register but still choose to get a puppy or kitten from an unregistered seller or supplier.

Overall impact

The proposed policy, which mandates uniform requirements for all sellers and suppliers of puppies and kittens, brings with it significant benefits that outweigh the costs. By creating a transparent, accountable, and fair marketplace, it helps protect consumers and legitimate businesses while counteracting the practices of illegal breeders, sellers and suppliers. Although risks remain, such as disregard to be recorded in the Register of Sellers and Suppliers of Puppies and Kittens, the overall impact is positive, fostering better welfare standards for Northern Ireland's puppies and kittens, and increased reporting of illegal sales. The proposed policy advocates for the betterment of Northern Ireland's animal welfare landscape.

Appendix I - Rural Needs Impact Assessment (RNIA) Template

SECTION 1 - Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority.

Department of Agriculture, Environment and Rural Affairs

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Regulations made under the Welfare of Animals Act (Northern Ireland) 2011, to provide additional animal welfare protections to Northern Ireland's puppies and kittens which are intended to be sold, given away, or otherwise transferred to new owners.

1C. Please indicate which category the activity specified in Section 1B above relates to.

Developing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Adopting a	Policy <input checked="" type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Implementing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Revising a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Designing a Public Service	<input type="checkbox"/>		
Delivering a Public Service	<input type="checkbox"/>		

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above.

Introduction of regulations made under the Welfare of Animals Act (NI) 2011, to provide additional animal welfare protections to Northern Ireland's puppies and kittens which are intended to be sold, given away, or otherwise transferred to new owners.

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service.

The aim of the proposed policy is to introduce a registration requirement for persons who sell, give away, or otherwise transfer ownership to new owners, puppies and kittens (i.e. canines and felines aged less than 6 months).

1F. What definition of ‘rural’ is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

Population Settlements of less than 5,000 (Default definition).

☒

Other Definition (Provide details and the rationale below).

☐

A definition of ‘rural’ is not applicable.

☐

Details of alternative definition of ‘rural’ used.

N/A

Rationale for using alternative definition of ‘rural’.

N/A

Reasons why a definition of ‘rural’ is not applicable.

N/A

SECTION 2 - Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes ☒ No ☐ If the response is **NO** GO TO Section **2E**.

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

Any person who intends to sell, give away, or otherwise exchange the ownership of puppies and kittens (i.e. canines and felines aged less than 6 months), will first be required to apply to their local council to be registered on a Register of Sellers and Suppliers of puppies and kittens. This will include people who operate as a business, and those who operate in a non-business capacity. He/she will be required to submit an application form, pay the required fee, and supply specified details, such as the address the animals were born at, and will be sold from. Upon granting of registration, he/she will be entered onto the councils Register of Sellers and Suppliers of puppies and kittens, and will required to adhere to specified conditions such as showing the puppies and kittens to prospective buyers, and rules about sales. Rules relating to sales made include, the registered person cannot sell, give away, or otherwise exchange the ownership of puppies and kittens he/she did not breed himself at the registered address; he/she cannot sell puppies and kittens that are aged under 8 weeks; and the sale of any puppy and kitten must be completed in the presence of the purchaser on the premises. Registration is valid for one year.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas differently from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

N/A. The policy will impact on people in rural areas in the same way as it will impact on people in urban areas.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

Rural Businesses	<input checked="" type="checkbox"/>
Rural Tourism	<input type="checkbox"/>
Rural Housing	<input type="checkbox"/>
Jobs or Employment in Rural Areas	<input type="checkbox"/>
Education or Training in Rural Areas	<input type="checkbox"/>
Broadband or Mobile Communications in Rural Areas	<input type="checkbox"/>
Transport Services or Infrastructure in Rural Areas	<input type="checkbox"/>
Health or Social Care Services in Rural Areas	<input type="checkbox"/>
Poverty in Rural Areas	<input type="checkbox"/>
Deprivation in Rural Areas	<input type="checkbox"/>
Rural Crime or Community Safety	<input type="checkbox"/>
Rural Development	<input type="checkbox"/>
Agri-Environment	<input type="checkbox"/>
Other (Please state)	<input type="text"/>

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

SECTION 3 - Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes ☒ No ☐ If the response is **NO** GO TO Section **3E**.

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

Consultation with Rural Stakeholders	<input type="checkbox"/>	Published Statistics	<input type="checkbox"/>
Consultation with Other Organisations	<input type="checkbox"/>	Research Papers	<input type="checkbox"/>
Surveys or Questionnaires	<input type="checkbox"/>	Other Publications	<input checked="" type="checkbox"/>
Other Methods or Information Sources (include details in Question 3C below).			<input checked="" type="checkbox"/>

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

The Department does not hold any information regarding location of Northern Ireland's licenced dog breeding establishments, nor does it hold information about location of citizens who sell, give away, or otherwise transfer the ownership of puppies and kittens. The USPCA Puppy Dog Fortunes, report on the puppy trade in Northern Ireland (<https://www.uspca.co.uk/media/uploads/uspca-puppy-dog-fortunes.pdf>) reports that there are at least 45 licensed breeders across Northern Ireland, and that there are illegal/unlicensed breeding establishments across both rural areas and urban areas. The Department has also carried out desktop research on online advertisements regarding puppies for sale. Research indicates advertisements relate to areas across NI, ranging from large urban areas, smaller towns, and rural areas alike.

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

The social and economic needs of people in rural areas in relation to this policy do not differ from the social and economic needs of people from urban areas.

IRO sellers and suppliers, all people will be required to apply to their local council, and their details will be held in a public-facing register, identifying them as a registered seller/supplier of puppies and kittens.

IRO new owners, at present, people who wish to buy/obtain a new puppy or kitten are susceptible to sellers/suppliers operating in an illegal/black-market capacity. The new owners are left dealing with sick animals and high vet fees arising from dealing with illnesses and complications which occur due to the poor conditions that the animals were bred in. This is NI-wide, and the Department is not aware of different needs of people in rural areas.

The Department will consider any evidence of a particular need of people in rural areas that may be brought to its attention during the public consultation process.

If the response to Section 3A was YES GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

SECTION 4 - Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

The social and economic needs of people in rural areas in relation to this policy do not differ from the social and economic needs of the people from urban areas.

SECTION 5 - Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes ☐ No ☒ If the response is **NO** GO TO Section **5C**.

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

N/A

If the response to Section **5A** was **YES** GO TO Section **6A**.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

No rural needs have been identified. The Department will take account of any needs that might be identified during public consultation.

SECTION 6 - Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained and relevant information compiled. ☒

Rural Needs Impact Assessment undertaken by:	Brenda Kelly
Position/Grade:	DP
Division/Branch	Animal Welfare and Dog Control Policy Branch
Signature:	B KELLY
Date:	24 April 2025
Rural Needs Impact Assessment approved by:	NEAL GARTLAND
Position/Grade:	GRADE 5
Division/Branch:	AHWPDP
Signature:	N GARTLAND
Date:	15 MAY 2025

Unclassified

132

ITEM 5**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Interim Head of Regulatory Services
Date of Report	24 July 2025
File Reference	90303
Legislation	The Road Traffic Regulations (NI) Order 1997
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Ards and North Down Off-Street Parking (Public Car Parks) Order 2025
Attachments	Appendix 1 Ards and North Down Off-Street Parking (Public Car Parks) Order 2025 Appendix 2 Response from Ards & North Down Business Forum Appendix 3 Responses from Public Advertisement

1.0 Background

Members will recall that a Parking Strategy and Action Plan was agreed by Council in June 2021. The agreed strategy set out a range of key initiatives aimed at promoting a sustainable off-street car park service which supported town centre businesses, while promoting sustainable travel options and ensuring the car park estate can be maintained and improved to play their role as key economic assets in the Borough.

As part of the strategy, Council agreed not to extend car park charging beyond the previously charged car parks that transferred from Dfl in 2015 and to introduce a

Not Applicable

133

reduced tariff for the first 2 hours parking across all charged car parks to incentivise shorter stay visits by people coming into town centres to shop and do business, whilst also increasing charges for longer stay parking to dissuade 'bay blocking' by people who are not necessarily generating economic activity in town centre businesses.

The Strategy was widely consulted upon during development, and the proposals drew wide support across key stakeholders, including from the Newtownards Chamber of Trade which specifically indicated at the time that they were supportive of the planned parking tariff structure and concessionary rate along with other strategy initiatives.

2.0 New Car Park Order

The making of a new Car Park Order to implement some of the changes set out in the Council's agreed Strategy has been delayed due to a legislative anomaly that must be corrected by the Assembly. All Councils have now been urged by DfI to have their new Orders approved and ready for implementation, before the necessary enabling legislation is introduced to the Assembly.

In May 2025, Council agreed the draft Ards and North Down Off-Street Parking (Public Car Parks) Order 2025 and agreed to proceed with the enactment process under the Road Traffic Regulations (NI) Order 1997.

As part of the enactment process Council agreed that Officers would engage with the Town and City Steering Groups. As a result, a response was received from Derek Wright, President of Newtownards Chamber of Trade on behalf of Ards & North Down Business Forum and is attached at Appendix 2.

The Order was also publicly advertised and the responses are attached at Appendix 3.

3.0 Responses to Consultation and Public Advertisement and Officer Comment

The responses relate solely to the tariff element of the draft Order with Derek Wright making a submission on behalf of the Ards and North Down Business Forum calling for 2 hours free parking across the current charged car parks within the Borough.

The tariffs included in the draft Order were agreed by Council in June 2021 as part of our Car Parking Strategy, following a long period of consultation which included the town and city steering groups. The 50p for 2 hours tariff was agreed as a concessionary tariff in all charged car parks to support the town centres. It should be noted that 2 hours was the period of time identified in the strategy as the average stay for people shopping and doing business in the town centres.

Tariff A (50p for 2 hours and £1 per hour thereafter) was agreed to subsidise/incentivise shorter stay parking events for the period of time that the majority of shoppers/visitors said they needed to park but disincentivise long stay

Not Applicable

134

parking/space blocking by those less likely to be contributing to local business revenues.

Tariff B (50p for 2 hours and 50p per hour thereafter) is a lower rate for the peripheral or less well utilised car parks. This encourages longer stay parkers to use these spaces rather than space block in the town centre car parks.

These tariffs only apply to the current charged car parks within Bangor, Newtownards and Holywood. Free parking would still be available in Eisenhower Car Park Bangor, Spafield Car Park Holywood, and Mill Street Gasworks South and Talbot Street Car Parks Newtownards, and in all car parks in Comber and Donaghadee.

In addition, the proposed tariffs facilitate promotion of sustainable transport options in line with both the Car Parking Strategy and the Corporate Plan.

It should be noted that the new 2 hours concessionary parking tariff of 50p is better value for short stay (up to 2 hours) car park users in 20 of our 22 charged car parks than the existing standard hourly tariffs (currently between 60p and £1.20) or use of the £1 for 5 hour rate.

Members should be aware that Council's current Pay and Display machines are not capable of facilitating a 2 hours free parking tariff. With newer technology, enforcement of the implementation of 2 hours free parking also faces challenges which are likely to be detrimental to town/city centre shopping, for example, inability to extend a parking event should you wish to stay longer than anticipated. The cost of replacement Pay and Display machines would be approximately £195,000 plus installation costs of approximately £39,000, and extensive additional enforcement time (more frequent and longer visits per car park) would be required at a large cost to Council. Furthermore, the latter would have to be explored from a contractual perspective with our car park enforcement service provider.

It should be noted that none of the other 10 Councils currently provide either a period of free parking tariff in any of their Pay & Display Car Parks or the £1 for 5 hour rate.

Members' attention is also drawn to a report that was brought to Committee in March 2025, which highlighted the poor condition of many of our car parks and identified a £2.1M capital budget requirement to bring the condition of our public car parks up to an 85% condition score in line with the condition score threshold for our buildings. Assuming that Council will want to invest extra capital into improving and maintaining our public car parks to a better standard than at present, if this cost is not borne by car park users, it will have to be levied upon all ratepayers through the District rate (whether they use the car parks or not).

Our consultants have estimated that introduction of the new Tariff structure as described above (Tariffs A and B) would yield around £0.5M in additional charging revenue (through increased turnover for a greater number of short term parking acts and higher charging for longer parking acts). Our consultant has further estimated that departure from the tariff structure agreed in Council's Car Park Strategy to make parking free across all charged car parks for the first two hours, and implement the

Not Applicable

135

new Tariff A & B hourly rates (50p/£1) from hour 3 is likely to result in £0.4-0.5M less car park income than previously predicted and therefore no or negligible increase to car park revenue from where it is currently. They have cautioned that this estimate as best case scenario and advised that is based on installation of new technology Pay & Display machines, increased Traffic Attendant Patrols and a no return after 2 hours policy. As indicated above, there are uncertainties around the practical/contractual viability of facilitating the enforcement of such a period of free parking, and even if these hurdles could be overcome, there would be significant extra cost from enforcement (amount unknown) and new technology (£234K), further reducing the amount of car park revenue available for the necessary car park upgrades.

4.0 Season Tickets

At present there are Season Tickets available across a number of the charged car parks in Bangor, Newtownards and Holywood. A season ticket allows regular car park users to purchase a Monthly or Quarterly Monday – Friday car park ticket for a discounted rate.

It is proposed that Season Tickets should continue to be made available which assists in alleviating a number of the concerns raised in responses to the public advertisement, with new rates as follows:

Tariff	Monthly discount	Quarterly discount
A	25%	27.5%
B	25%	27.5%

The number of available tickets per car park and car parks where monthly and quarterly tickets are available will be monitored and amended as necessary by the Car Park Management Officer and responsible Service Unit Manager in line with the priorities in the Car Parking Strategy.

5.0 Amendments to the Draft Order

As part of the consultation process, it came to light that there was an error in Schedule 2 of the draft Order concerning the charging of Gas Works Mill Street Car Parks. Tariff A has now been applied Gas Works North which is currently charged and no charge has been applied to Gas Works South which is currently non charged and Items 58 and 59 in the Schedule 2 of Appendix 1 have been amended to reflect this.

6.0 Enactment Process

Council should consider the comments received and agree to either proceed with the enactment process or alternatively agree to make amendments to the Order.

Once the Order is agreed, it will be signed and sealed by Council.

Council will further advertise the Order in the local press with the date of implementation, as required. The implementation date will be the date which is

Not Applicable

136

determined by the Department for Infrastructure upon repeal of the Off-Street Parking Order 2000.

RECOMMENDATION

It is recommended that the Council:

1. Agrees the season ticket rates detailed in this report.
2. Agrees the draft Order detailed at Appendix 1.
3. Proceeds with the enactment process.

Ards and North Down Off-Street Parking (Public Car Parks) Order 2025

Made - - - - - xxxxxx

Coming into operation- xxxxx

ARRANGEMENT OF ORDER

PART 1

PRELIMINARY

1. Citation and commencement
2. Interpretation

PART 2

USE OF PARKING PLACES

3. Specified parking places
4. Vehicles of a specified class
5. Position in which a vehicle may wait
6. Parking bays for disabled persons' vehicles
7. Parking bays for electric vehicles
8. Parking bays for motorcycles
9. Parking bays for buses / coaches
10. Parking bays for caravans
11. Maximum period for which a vehicle may wait
12. Use of parking place other than for parking

PART 3

TARIFFS AND TICKETS

13. Requirement to pay appropriate tariff
14. Payment of charges
15. Pre-paid tickets
16. Use of telephone parking system
17. Display of printed tickets in Pay and Display car parks
18. Particulars of ticket in a Pay and Display car park

PART 4 RESTRICTION ON USE OF VEHICLES AND PARKING PLACES

19. Requirement to stop the engine of a vehicle
20. Trading in a parking place
21. Noise Control
22. Driving in a parking place
23. Ball games
24. Miscellaneous activities
25. Use of parking place as a meeting place
26. Lighting of fires
27. Means of passage – Rights of Way
28. Consumption of intoxicating liquor
29. Use of entrances and exits, and direction of travel
30. Erection of structures
31. Reserving a parking bay
32. Suspension of parking places
33. Revocations

SCHEDULE 1—PARKING PLACES

SCHEDULE 2—TARIFFS

SCHEDULE 3 - REVOCATIONS

Ards and North Down Borough Council **(1)** makes the following Order in exercise of the powers conferred by Articles 10, 11, 13, 14 and 26(1) of the Road Traffic Regulation (Northern Ireland) Order 1997**(2)** and Article 43 of the Traffic Management (Northern Ireland) Order 2005 **(3)**,and now vested in it **(4)**.

The Council has consulted such persons as the Council considered appropriate in compliance with paragraphs 1 and 2 of Schedule 4 to that Order.

(1) S.I. 1999/283 (N.I. 1) Article 3(1)
(2) S.I. 1997/276 (N.I. 2)
(3) S.I. 2005/1964 (N.I. 14)
(4) S.R. 1999 No. 481 Article 6(d) and Schedule 4 Part IV

PART 1 PRELIMINARY

Citation and commencement

1.This Order may be cited as Ards and North Down Borough Council Off Street (Public Car Parks) Order 2025 and shall come into operation on xx day of xxxxx.

Interpretation

2. In this Order—

“blue badge” means a badge of a form prescribed under section 14(1) of the [1978 c. 53.] Chronically Sick and Disabled Persons (Northern Ireland) Act 1978,

“charging hours” means the period during which the driver is required to pay a charge for the use of a parking place specified in column 1 of Schedule 1 in accordance with the scale of charges set out in column 6 of Schedule 1,

“Council” means Ards and North Down Borough Council,

“disabled persons vehicle” means a vehicle lawfully displaying a blue badge,

“driver” means the person who whether as owner or otherwise has the charge or control of a vehicle or being present is entitled to give orders to the person having charge or control thereof,

“electric vehicle” means any vehicle which uses one or more electric motors for propulsion,

“electric vehicle charging post” means apparatus which supplies electricity for the charging of electric vehicles,

“hand-held device” means apparatus used by a traffic attendant which is programmed to interface with the telephone parking system,

“intoxicating liquor” means spirits, wine, beer, cider and any fermented, distilled or spirituous liquor with an alcohol content exceeding 1.2 per cent by volume,

“light goods vehicle” means a motor vehicle, constructed or adapted for use for the carriage of goods, the permissible maximum weight of which does not exceed 3.5 tonnes and for the purposes of this Order includes an electric vehicle of this type,

“motor car” means a mechanically propelled vehicle constructed solely for the carriage of passengers and their effects, seating not more than 6 persons in addition to the driver and for the purposes of this Order includes an electric vehicle of this type,

“caravan” means any structure designed or adapted for human habitation which is capable of being moved from one place to another (whether by being towed, or by being transported on a motor vehicle or trailer) and any motor vehicle so designed or adapted to provide mobile living accommodation for its users.

“motorcycle” means a mechanically propelled vehicle not being an invalid carriage or motor car having fewer than 4 wheels and the weight of which unladen does not exceed 410 kgs,

“invalid carriage” means a mechanically propelled vehicle the weight of which unladen does not exceed 254 kilograms and which is specially designed and constructed, and not merely adapted, for the use of a person suffering from some physical defect or disability and is used solely by such a person,

“bus” or “coach” means a public service vehicle which seats more than 8 passengers in addition to the driver and is used for hire or reward,

“parking bay” means a space which is marked out in a parking place for the leaving of a vehicle,

“parking charge” means any charge set by the Council for leaving a vehicle in a parking place authorised by this Order,

“parking ticket” means a ticket issued by a ticket machine relating to any parking place for which a charge is made identified in Schedule 2,

“pay and display parking place” means an off-street parking place authorised by this Order where permitted vehicles may park with a parking ticket issued by a ticket machine and displayed in the manner specified in Article 18 or whose driver is a registered driver who has paid the relevant fee via the telephone parking system,

“registered driver” means the driver of a vehicle who has, prior to leaving their vehicle in a pay and display parking place, registered so many of their personal details with a service provider as that service provider may require to enable the telephone parking system to be activated in favor of said driver,

“service provider” means a person or company providing services to or on behalf of the Council,

“telephone parking system” means a system to facilitate and monitor any parking charge paid using any telephone or internet enabled device via communication with the service provider in accordance with instructions indicated on signs located at each pay and display parking place where the system is operational; and

“ticket machine” means an apparatus designed to issue a ticket indicating payment of a charge and the day and time at which it was issued and the number of hours for which it is valid or the date and time at which the ticket expires.

PART 2

USE OF PARKING PLACES

Specified parking places

3. Each area of land specified by name in column 1 of Schedule 1 may be used subject to the provisions of this Order as a parking place for such classes of vehicles during such hours on such days as are specified in relation to that area in Schedule 1.

Vehicles of a specified class

4. Where in Schedule 1 a parking place is described as available for vehicles of a specified class, the driver of a vehicle shall not permit it to wait in that parking place unless it is of the specified class.

Position in which a vehicle may wait

5. The driver of a vehicle shall not permit it to wait in a parking place other than in a position wholly within a parking bay where such has been marked out.

Parking bays for disabled persons' vehicles.

6. The driver of a vehicle, other than a disabled person's vehicle, shall not permit it to wait in a parking bay indicated by a sign or surface marking as being reserved for a disabled person's vehicle.

Parking bays for electric vehicles

7. – (1) The driver of a vehicle, other than an electric vehicle, shall not permit it to wait in a parking bay indicated by a sign or surface marking of the bay as being reserved for an electric vehicle.

(2) An electric vehicle waiting in a parking bay indicated by a sign or surface marking as being reserved for an electric vehicle shall do so only if it is connected to an electric vehicle charging post

Parking bays for motorcycles

8. The driver of a vehicle, other than a motorcycle, shall not permit it to wait in a parking bay indicated by a sign or surface markings as being reserved for a motorcycle.

Parking bays for buses / coaches

9. The driver of a vehicle, other than a bus / coach, shall not permit it to wait in a parking bay indicated by a sign or surface markings as being reserved for a bus / coach.

Parking bays for Caravans

10. The driver of a vehicle, other than a caravan, shall not permit it to wait in a parking bay indicated by a sign or surface markings as being reserved for a caravan.

Maximum period for which a vehicle may wait

11. The driver of a vehicle shall not permit it to wait in a parking place for longer than the maximum period permitted for waiting specified in column 5 of Schedule 1 in relation to that parking place.

Use of parking place other than for parking

12 (1) The use of part of the parking places specified in Schedule 1 for advertising is prohibited unless authorised in writing by the Council.

(2) The use of part of the parking places specified in Schedule 1 for displaying information to the public is prohibited unless authorised in writing by the Council.

(3) The use of part of the parking places specified in Schedule 1 for the collection of recyclable materials is prohibited unless authorised in writing by the Council.

(4) A person may apply to the Council for permission to use part of a parking place specified in Schedule 1 for any reasonable use or purpose or in such circumstances as the Council considers reasonable.

PART 3

TARIFFS AND TICKETS IN PAY AND DISPLAY CAR PARKS

Requirement to pay appropriate tariff

13. The driver of a vehicle using a parking place during charging hours shall pay the appropriate tariff set out in Schedule 2 in accordance with the scale of charges specified in column 6 of Schedule 1 in relation to that parking place.

Payment of charges

14. (1) The driver of a vehicle leaving it in a parking place specified in column 1 of Schedule 1 during the days and hours specified in columns 3 and 4 in relation thereto shall pay the appropriate charge in accordance with the scale of charges specified in column 6 in relation thereto and set out in Schedule 2.

(2) Charges may be paid by—

- (a) inserting into a ticket machine a coin or combination of coins of appropriate denominations.
- (b) inserting into a ticket machine or placing on a contactless pad, a credit or debit card of a type indicated, and following the instructions displayed, on the machine.
- (c) the purchase of a pre-paid charge card for use in a ticket machine; or
- (d) the use of pre-paid tickets; or
- (e) a registered driver using the telephone parking system.
- (f) Use of Direct Debit where available

(3) Telephone and credit/debit card charges incurred in the course of making any parking payment transaction shall be the responsibility of the registered driver.

Pre-paid tickets

15. In the case of pre-paid tickets, the instructions given on the tickets in respect of making distinct perforations in the tickets or taking other appropriate action to clearly indicate the date and time of arrival or the validity of the ticket shall be carried out by the driver as soon as he takes up position in the parking place.

Use of telephone parking system

16. If at any time a vehicle is left in a parking place during the specified hours and a check is carried out by, or on behalf of, the Council and no indication that a parking charge has been paid using the telephone parking system in respect of that vehicle for that controlled parking zone appears on a traffic attendant's hand-held device it shall be presumed, unless the contrary is proved that either—

- (a) a parking charge had not been paid in respect of that vehicle; or
- (b) the parking period for which payment was made had already expired.

Display of printed tickets

17. (1) The driver shall attach the ticket issued by a ticket machine or a pre-paid ticket on the inside surface of the windscreen or a side window facing the kerb or place the ticket on the

dashboard area immediately below the windscreen so that the particulars recorded on the front of the ticket are clearly visible to a person standing at the front or side of the vehicle.

(2) In the case of a motorcycle the ticket shall be displayed in a conspicuous position in a ticket holder or in front of the driver's seat

Particulars of tickets

18.—(1) Where a vehicle is left parked in a parking place where charges may be collected by means of a ticket machine and the particulars on the ticket indicate that the period in respect of which payment was made has expired, for the purposes of any appeal under Articles 13, 16 or 28 of the Traffic Management (Northern Ireland) Order 2005 it shall be presumed, unless the contrary is proved, that said particulars are evidence of the expiry of such period.

(2) Where a vehicle is left parked in a parking place where charges may be collected by means of a ticket machine, and a ticket is not displayed in accordance with the provisions of Articles 15 or 17 for the purposes of any appeal under Articles 13, 16 or 28 of the Traffic Management (Northern Ireland) Order 2005 it shall be presumed, unless the contrary is proved, that the absence of a ticket is evidence of the fact that a ticket has not been purchased.

PART 4

RESTRICTION ON USE OF VEHICLES AND PARKING PLACES

Requirement to stop the engine of a vehicle

19. The driver of a vehicle using a parking place shall stop the engine as soon as the vehicle is in position in the parking place and shall not start the engine except when about to change the position of the vehicle in or to depart from the parking place.

Trading in a parking place

20. (1) Subject to paragraph (2) and save as provided in Article 24 of the Road Traffic Regulation (Northern Ireland) Order 1997, a person shall not use a parking place in connection with the sale of anything to persons in or near the parking place or in connection with the selling or offering for hire of their skill or services unless authorised by the Council in writing in advance or the person holds a valid trading licence for the location issued by the Council under the Street Trading Act (Northern Ireland) 2001.

(2) Paragraph (1) shall not apply in respect of any fee payable for the use of an electric vehicle charging post.

Noise Control

21. The driver of a vehicle using a parking place shall not:

- (1) sound any horn or other similar instrument except when about to change the position of the vehicle in, to depart from the parking place or to warn of potential danger; or
- (2) permit the playing of music to the annoyance of other users of the car park or local residents.

Driving in a parking place

22. A person shall not, except with the permission of any person duly authorised by the Council, drive any vehicle in a parking place other than for the purpose of leaving that vehicle in the parking place in accordance with the provisions of this Order or for the purpose of departing from the parking place.

Ball games

23. A person shall not play any ball game in a parking place

Miscellaneous activities

24.

(1) A person shall not use any part of a parking place, or any vehicle left in a parking place for the purposes of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the parking place.

(2) A person shall not obstruct any part of a parking place with any receptacle, trailer, machinery or any other material unless authorised by the Council in writing in advance.

Use of parking place as a meeting place

25. No persons shall use a parking place as a meeting place or point unless authorised by the Council in writing in advance.

Lighting of fires

26. No person shall light or cause to be lit any fire in a parking place

Means of passage

27. A person shall not use a parking place as a means of passage from one road to another road or to any premises unless a right of way or easement has been granted in writing by the Council

Consumption of intoxicating liquor

28. A person shall not use any of the parking places specified in Schedule 1, or any vehicle in any of those parking places, for the purpose of consuming intoxicating liquor.

Use of entrances and exits, and direction of travel

29. Where in a parking place, signs are erected or surface markings are laid for the purpose of:

- (a) indicating the entrance to or exit from the parking place; or
- (b) indicating that a vehicle using the parking place shall proceed in a specified direction within the parking place,

a person shall not drive or cause or permit to be driven any vehicle:

- (i) so that it enters the parking place otherwise than by an entrance, or leaves the parking place otherwise than by an exit, so indicated; or
- (ii) in a direction other than that specified, as the case may be.

Erection of structures

30. In a parking place a person shall not erect or cause or permit to be erected any tent, booth, stand, building or other structure without the written consent of the Council.

Reserving a parking bay

31. A person shall not reserve a parking bay in a parking place.

Suspension of parking places

32. The Council may suspend the use of a parking place or any part of it in the following circumstances:

- (a) Upon request from a statutory agency, utility operator, contractor or similar body.
- (b) For the making of a film in or adjacent to a car parking place.
- (c) For any sporting event, social event, entertainment event or other activity deemed to be to the benefit of the public.

(d) Upon request from any person for any other use or purpose or in such circumstances as the Council considers reasonable.

Revocations

33. The Orders listed in Schedule 3 are hereby revoked.

Sealed with the Common Seal of Ards and North Down Borough Council

Xx day of xxxxxxx in the presence of

----- **Mayor**

----- **Chief Executive**

SCHEDULE 1

PARKING PLACES

	<i>Name of Parking Place</i>	<i>Classes of Vehicle</i>	<i>Days of operation of parking place</i>	<i>Hours of operation of parking place</i>	<i>Maximum period for which a vehicle may wait.</i>	<i>Scale of Charges</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
1	Ballyhalbert Harbour	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
2	Portavogie Road, Ballyhalbert	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
3	Springvale Road, Ballywalter	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
4	Ballywalter Promenade, Harbour, & Pier, Ballywalter	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge

		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
5	Ballywalter Car Park & Picnic Area, Whitechurch Road, Ballywalter	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
6	Banks Lane, Groomsport Road, Bangor	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
7	Connor Park, Bangor	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
8	Eisenhower Pier, Quay Street, Bangor	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge

9	Luke's Point, Seacliff Road, Bangor	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
10	Ward Arras Park, Gransha Road, Bangor	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
11	Bangor Sportsplex, Old Belfast Road, Bangor	Motor car, motorcycle, invalid carriage & light goods vehicle & bus.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
12	Aurora Aquatic & Leisure Complex, Valentine Road, Bangor	Motor car, motorcycle, invalid carriage & light goods vehicle & bus.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
13	Bangor Castle, Castle Park Avenue, Bangor	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
14	Abbey Street East, Bangor	Motor car, motorcycle, invalid	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2

		carriage & light goods vehicle.		6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
15	Abbey Street West, Bangor	Motor car, motorcycle, invalid carriage & light goods vehicle..	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff B as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
16	Bingham Lane, Bangor	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
17	Castle Street, Bangor	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
18	Central Avenue, Bangor	Motor car, motorcycle, invalid carriage & light goods vehicle..	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff B as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
19	Clifton Road, Bangor	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff B as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge

			Sunday	All hours	14 hours	No charge
20	Holborn Avenue, Bangor	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
21	Mills Road, Bangor	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
22	The Vennel, Bangor	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
23	Newtownards Road / Church Street, Bangor	Motor car, motorcycle, invalid carriage & light goods vehicle.	All Days	All Hours	14 hours	No Charge
24	Ratallagh, Cloughey (Cloughey Picnic Area)	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
25	Main Road, Cloughey	Motor car, motorcycle, invalid carriage, &	All Days	All Hours	14 hours	No charge

		light goods vehicle.				
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
26	Island Hill, Comber	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
27	Bridge Street Link, Castle Street/Bridge Street Comber	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
28	Glen Link, Comber	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
29	Killinchy Street, Comber	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
30	Comber Cemetery, Newtownards Road, Comber	Motor car, motorcycle, invalid carriage & light goods vehicle.	All Days	All Hours	14 hours	No charge

		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
31	Whitespots Country Park, Conlig (Lead Mines)	Motor car, motorcycle, invalid carriage, light goods vehicle & bus.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
32	The Commons, Donaghadee	Motor car, motorcycle, invalid carriage, light goods vehicle & bus.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
33	Harbour Car Park, The Commons East, Donaghadee	Motor car, motorcycle, invalid carriage, light goods vehicle & bus.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
34	The Moat Car Park, Moat Street, Donaghadee (Dunallen)	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge

35	Donaghadee Community Centre, Parade, Donaghadee	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
36	Railway Street / William Street, Donaghadee	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
37	Templepatrick, Donaghadee	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
38	Manor Street, Donaghadee	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
39	Cromellin Park, Donaghadee	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
40	Church Road, Holywood	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge

			Sunday	All hours	14 hours	No charge
41	Hibernia Street, Hollywood (formerly known as Hibernia Street North & Hibernia Street South)	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
42	Marine Parade, Hollywood	Motor car, motorcycle, invalid carriage & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
43	Ballymenoch Park, Hollywood	Motor car, motorcycle, invalid carriage & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
44	Queens Hall, Sullivan Close, Hollywood	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
45	Seapark, Hollywood	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge

		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
46	Spafield, Holywood	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
47	Shore Road, Kircubbin	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
48	The Green, Kircubbin	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
49	Ballywalter Road, Millisle	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
50	Ballywhiskin, Millisle	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge

		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
51	Moss Road, Millisle	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
52	Millisle Beach Park	Motor car, motorcycle, invalid carriage, light goods vehicle & bus.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
53	Cunningburn Amenity Site, Portaferry Road, Newtownards	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
54	Londonderry Park, Newtownards	Motor car, motorcycle, invalid carriage & light goods vehicle & bus.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
55	Ards Blair Mayne	Motor car, motorcycle,	All Days	All Hours	14 hours	No charge

	Leisure Centre, Dairy Hall Lane, Newtownards	invalid carriage & light goods vehicle & bus.				
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
56	Ann Street, Newtownards	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff B as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
57	Kennel Lane, Newtownards	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
58	Gas Works North, Mill Street, Newtownards	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
59	Gas Works South, Mill Street, Newtownards	Motor car, motorcycle, invalid carriage & light goods vehicle.	All Days	All hours	14 hours	No Charge
60	Mill Street, Newtownards	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge

			Sunday	All hours	14 hours	No charge
61	Old Cross Street East, Newtownards	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
62	Old Cross Street West, Newtownards	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
63	South Street / Court Street, Newtownards	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
64	South Street, Newtownards	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
65	Upper Court Street, Newtownards	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff B as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge

66	West Street, Newtownards	Motor car, motorcycle, invalid carriage & light goods vehicle.	Monday to Saturday	8.00am to 6.00pm	10 hours	Tariff A as set out in Schedule 2
				6.00pm to 8.00am	14 hours	No charge
			Sunday	All hours	14 hours	No charge
67	Talbot Street, Newtownards	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
68	Cairn Wood Car Park, Craigantlet Road, Newtownards	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
69	Meeting House Street, Portaferry	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
70	The Ropewalk, Portaferry	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
71	Portavogie Amenity site	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	
72	Whiterock, Killinchy	Motor car, motorcycle, invalid	All Days	All Hours	14 hours	No charge

		carriage, & light goods vehicle.				
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge
73	Groomsport Beach	Motor car, motorcycle, invalid carriage, & light goods vehicle.	All Days	All Hours	14 hours	No charge
		Caravan	All Days	6.00am to 11.00pm	14 hours	No charge

SCHEDULE 2

TARIFFS

Tariff A

Up to but not exceeding 2 hours £0.50

Over 2 hours but not exceeding 3 hours £1.50

Over 3 hours but not exceeding 4 hours £2.50

Over 4 hours but not exceeding 5 hours £3.50

Over 5 hours but not exceeding 6 hours £4.50

Over 6 hours but not exceeding 7 hours £5.50

Over 7 hours but not exceeding 8 hours £6.50

Over 8 hours £7.50

Tariff B

Up to but not exceeding 2 hours £0.50

Over 2 hours but not exceeding 3 hours £1.00

Over 3 hours but not exceeding 4 hours £1.50

Over 4 hours but not exceeding 5 hours £2.00

Over 5 hours but not exceeding 6 hours £2.50

Over 6 hours but not exceeding 7 hours £3.00

Over 7 hours but not exceeding 8 hours £3.50

Over 8 hours £4.00

Tariff amounts will be updated periodically in line with the Council's Charging and Income Policy.

SCHEDULE 3

REVOCATIONS

Ards and North Down Off-Street Parking (Public Car Parks) Order 2024

The Ards and North Down Borough Council (West Street Off-Street Car Park) Order 2016

Appendix 2 – Response from Ards and North Down Business Forum

By Email 4th July 2025

SUPPORT OUR HIGH STREET

We write on behalf of the Newly formed Ards & North Down Business Forum with a Simple message to Support our High Streets.

We represent the businesses from the five Chambers, Newtownards, Bangor, Holywood, Bangor and Comber and wish to submit this document to the Consultation Process.

As a Business grouping we are deeply concerned with many aspects of the changes proposed in this document.

We were involved in the initial consultation along with local Council officers and councillors and feel the feedback provided has been ignored and the council has gone for the easiest option and just increased the rates of the car parks that currently have a charging system. This Consultation & Review has been taking place for over 6 years and will achieve nothing but damage to our Town Centres.

We believe you are missing the opportunity to create changes, failure to use new technology such as vehicle recognition which would could bring cost saving measures reducing the need for personnel on the ground.

We would like to propose the following for Newtownards, Bangor and Holywood.

FREE 2 HOUR parking in all Main City & Town Centre Car Parks, then charges of a £1 per hour after this period. This is to encourage people to use our Town Centres and help the businesses compete with out of Town Shopping Centres and Retail Parks.

£2 all day parking in edge of City & Town Centre Car Parks to encourage workers and all day parking to use these Car Parks as they remain unused most of the time.

We have seen this successfully done using companies such as Smart Parking to control the use of car parking by vehicle recognition CCTV - other companies are available.

We note with concern that all Council Assets, City Hall, Offices, Halls, and Leisure Centre's in the Borough have FREE Parking 24/7, which would make us believe that as the Council protects their assets but ignore the potential of damage caused by these proposals.

We would remind council of the recent report to council with the increasing dereliction in our City and Towns, resulting in reduction of rate collection. Our town centre's are already in decline, we also see worrying trends of a number of businesses that plan to close in the next 2 years mainly due to lack of footfall in our Town Centre's.

Our Town Centres need your support, whilst welcoming the "Thriving High Street Programme " it will be wasted by bringing in negative changes and increased charges to our Car Parks with NO proposals to bring positive changes, habit forming and breathing New Life in our City and Town Centres.

As businesses we understand the need for income, we note that many Private Car Parks including out of Town Shopping Centres and Retail Parks are able to create income generation from selling space from advertising or hired out for events. There are many other ways income could be generated.

We intend to make a full deputation to council to voice our concerns as we believe these proposals will create lasting damage to our already fragile City and Town Centre's.

Regards

Derek Wright
Chairperson

Ards & North Down Business Forum

President
Newtownards Chamber of Trade

cc Chamber Board Members
AANDC Councilors

'Council urged to do more to keep small businesses alive

Julie Waters

j.waters@ardschronicle.co.uk

BUSINESS leaders from across the Ards and North Down borough have called on the council to 'see sense' and rethink plans to increase town centre parking charges.

Concerns have been voiced by the borough's five chambers of commerce in Newtownards, Comber, Donaghadee, Bangor, and Holywood, who fear the proposed price rise will drive people from the city and towns.

Together they have called on the council to introduce a two hour free parking policy for town centres across the borough in a bid to boost town and city centre footfall.

Derek Wright, president of Newtownards Chamber of Commerce, said the five chambers were united in their criticism of the council's proposals.

"We are calling on the council to see sense and support the High Street," he said.

"We are asking for a new regime, to bring customers into the towns in the borough and to park for free for two hours. We want the council to be pro business, pro town and city centres, and to keep small businesses alive.

"This car parking [price rise] affects everybody, including people who work in the town every day and could create more anti-social parking in residential areas.

"Our concern is that the proposals are not pro-business and they are not supporting the High Street. Some town centre car parks have been hit with charges up to £7.50 for over eight hours.

"We do see the need for certain car parks to have charges and to deter long term parking, but we do want car parks for people who use the town centre."

The chamber president added: "We see that where the council has assets, such as its offices and leisure centres, the car parking will continue to be free. The council is keen to protect their assets but they don't treat the town centre as an asset.

"We would remind the council of the heavy business rates that are being levied on retailers. We compete with online retailers and locally with out of town shopping centres and a lot of petrol stations are now retailers.

"We are asking for two hours free parking and then people can do small errands and then they can start paying. We want to make it easy for people to come to the town and city centres not for the council to put up barriers."

Frank Shivers, president of Bangor Chamber of Commerce, supported two hours of free parking.

"There have been ongoing consultations with the business community [over car parking charges] for several years," he said.

"Repeatedly for our members the two hours free parking comes out on top so we will be supporting the two hours free parking call."

Barbara Wilson, joint chair of Holywood Chamber of Commerce, voiced her concerns saying: "Local businesses find it difficult enough without the added inconvenience of parking charges.

"We understand a minimum charge for upkeep [of the car parks] for the council, but certainly not £7.50. We want people to come in and park and use the amenities such as the libraries, to meet people for a coffee.

"We want people to spend the day in the town and support all the businesses but putting on an extra charge of £7.50 is off putting and making it a lot more difficult for small businesses who are in an already difficult market."

Glynn Roberts, Retail NI chief executive, backed the concern of local businesses.

"We fully support our colleagues in the five chambers, this proposal is concerning," he said.

"Many of the big shopping centres don't charge for car parking and already have an unfair advantage. We support the five chambers and it is perhaps something the council should have a rethink about."

Support your High Street

Continued from front page

pay £7.50 for over eight hours parking. Concerns have been raised that local people who work in the town could face weekly parking bills of £17.50, which could in turn lead to an annual parking bill of around £1,800.

The heads of the chamber of commerce have expressed fears that car parking charges could drive local people away from town centres and into out of town shopping centres, which have free parking, increase online shopping and boost anti-social parking in residential areas.

Derek Wright, the president of Newtownards Chamber of Commerce, levelled harsh criticism at the council for 'protecting their own assets and not seeing the town centre as an asset' - as parking at Ards Blair Mayne leisure complex, Bangor Castle and the Bangor Aurora would continue to have free car parking.

Rather than increasing parking charges, Mr Wright called on the council to introduce two hours free parking across the borough's city and town centres in a bid to support local businesses.

Glynn Roberts, Retail NI chief executive, has thrown his weight behind the five chambers and urged the council to 'rethink' its 'concerning' plans to increase some of the town and city centre car park charges.

According to the council's proposals, whilst many car parks across the borough will remain free, others have been split into two charging categories.

Car parks classified in Tariff A will see motorists charged £7.50 for over eight hours, whilst those car parks in Tariff B will be charged nearly 50% less, at £4 for over eight hours.

According to the council's plans, there will be a £0.50 charge for up to but not exceeding two hours of parking in any of the fee paying car parks.

In Newtownards, the car parks on Kennel Lane, the Gas Works, Mill Street, Old Cross Street East and Old Cross Street West, South Street/Court Street and West Street, all fall into the higher price Tariff A category. Tariff B prices will apply to car parks in Ann Street and Upper Court Street.

A total of 72 council car parks are being considered as part of the council's public consultation for the Off-Street Parking (Public Car Parks) Order 2025.

The order will update parking regulations in both free to use and charged council operated car parks across the borough, with the consultation due to close next Friday, July 4.



South Street car park, Newtownards.

Council defends car park charge rise

ARDS and North Down Council has defended its proposed car parking charges, stating the aim is to deter long stay parking in 'prime' city and town centre car parks.

A council spokeswoman explained the tariffs introduced by the Ards and North Down Off-Street Parking (Public Car Parks) Order 2025 were agreed by council in June 2021, following

an extensive public consultation as part of the council's wider Car Park Strategy.

She stated: "The primary aim of the new tariff structure is to discourage long stay parking in prime city and town centre car parks - those closest to shops and key amenities - in order to improve turnover and ensure greater availability of spaces for shoppers and visitors.

"These central sites will offer a concessionary rate of 50p for up to two hours, supporting short visits and local business access."

The spokeswoman said: "In contrast, car parks located further from town and city centres will offer lower daily rates to better accommodate longer stay parking needs.

"It is important to note that no charges are being introduced in any of the currently free car parks. This includes all car parks in Comber and Donaghadee, as well as Eisenhower Car Park in Bangor, Spafield Car Park in Holywood, and Mill Street Gasworks South and Talbot Street Car Parks in Newtownards."

Chronicle
Ards & North Down

Contact Details

News:

editor@ardschronicle.co.uk

Advertising:

advertising@ardschronicle.co.uk

General & Administration:

office@ardschronicle.co.uk

Telephone: 028 9181 3333

TIMES and TIDES

Thursday 26th June 2025

Sunrise
04:48
Sunset
22:03
HIGH 18°C
LOW 13°C
Tide Times (m)
High 01:51 3.7
Low 08:17 0.4
High 14:23 3.6
Low 20:39 0.6

Friday 27th June 2025

Sunrise
04:48
Sunset
22:03
HIGH 20°C
LOW 15°C
Tide Times (m)
High 02:39 3.7
Low 09:09 0.4
High 15:12 3.4
Low 21:29 0.6

Saturday 28th June 2025

Sunrise
04:49
Sunset
22:03
HIGH 20°C
LOW 12°C
Tide Times (m)
High 03:26 3.8
Low 09:56 0.4
High 16:02 3.3
Low 22:16 0.7

Sunday 29th June 2025

Sunrise
04:49
Sunset
22:03
HIGH 21°C
LOW 14°C
Tide Times (m)
High 04:13 3.7
Low 10:41 0.4
High 16:53 3.2
Low 23:02 0.7

THE NEWTOWNARDS Chronicle & CO. DOWN OBSERVER

Est 1873

Thursday 26th June, 2025

LIVE LOCAL LOVE LOCAL

£1.70

Upgrade for UDR memorial

A MEMORIAL for four UDR soldiers murdered by the IRA 35 years ago is set to receive an upgrade after a notice of motion passed the first stage of council support.

Page 8



Former Comber woman is 100

Page 10

Green hub plan

A ONCE-overlooked patch of land at the edge of Newtownards is set to blossom into a vital green hub for the local community, thanks to the vision and perseverance of Pamela Shaw and her charity, Branch Out.

Page 5



Flying high at Armed Forces Day

Adele and Anna Tang enjoying the Armed Forces day
B70.26.6.25

Business community unites against parking charge hikes

SUPPORT YOUR HIGH STREET

Julie Waters

j.waters@ardschronicle.co.uk

ARDS and North Down Council plans to raise town centre car parking charges have prompted the borough's five business chambers to issue an urgent plea - 'support your high street'.

Business leaders from Newtownards, Comber, Donaghadee, Bangor and Holywood have joined together to urge the local authority 'not to put up barriers' to local business. The price hike planned for some of the town centre car parks in Newtownards, Bangor and Holywood, could see some motorists

Continued on page 2



Derek Wright

MEETING WITH
DFI MINISTER 6

ROAD SAFETY
FEARS 7

URGENT CARE
CENTRE OPENS 14

DASH FOR
DOUGIE 16

JEANS
CHALLENGE 54

Appendix 3 - Responses to public advertisement

1. I support the chambers idea.
2. **I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:**
FREE 2-HOUR PARKING
Please register my concerns at the Council's current car parking proposals.

3. I am emailing with my concerns in relation to proposed changes to car parking fees in Newtownards and write to strongly oppose these proposed changes. The increase in car parking fees from £1 for 5 hours to £7.50 for all day parking will negatively affect all people who travel to Newtownards for work. To ask a full time worker in Newtownards to pay £37.50 per week, approximately £150.00 per month, to park their car is excessive in the extreme. Workers already feel overstretched with the cost of living, interest rates and possible upcoming income tax rises. It is highly unlikely that employees of businesses in Newtownards will be on high city wages and many will be stretched to their limits if this proposal is approved. Workers in Newtownards are the backbone of its thriving town and should not be penalised to such an extent for coming to work.

As stated, I strongly oppose these changes and would be grateful if you would take my views into consideration.

4. I **do not** believe it is in anyone's best interests to introduce a £7.50 fee for all day parking in the main car parks in Newtownards.
I **do not** support this proposed change.
5. **I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:**
FREE 2-HOUR PARKING
Please register my concerns at the Council's current car parking proposals.
6. I strongly oppose the Council's current proposals regarding changes to car parking charges in its car parks. These plans are deeply concerning and risk damaging local trade and accessibility.
I fully back the Newtownards Chamber of Trade's response and *firmly support* calls that the Council implements **FREE 2-HOUR PARKING** to support our town centre, local businesses, and residents.
Please ensure my objections are officially recorded.

7. **I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:**
FREE 2-HOUR PARKING

8. Please register my concerns at the Council`s current car parking proposals.

9. I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks around free parking for the first two hours.
Please register my concerns at the Council's current car parking proposals with removal of the £1 offer and the daily rate reaching over £7.

10. I would fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks.
Our local businesses in the town need every opportunity to draw customers to the shops .

11. I fully support the Newtownards Chamber in the changes to car parking charges

12. **I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks**

13. **I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks**

14. **I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks**

15. **I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:**
FREE 2-HOUR PARKING

16. I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:
FREE 2-HOUR PARKING
Please register my concerns at the Council's current car parking proposals.

17. I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:
FREE 2-HOUR PARKING
Please register my concerns at the Council's current car parking proposals.

18. I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:
FREE 2-HOUR PARKING
Please register my concerns at the Council's current car parking proposals.
19. I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:
FREE 2-HOUR PARKING
Please register my concerns at the Council's current car parking proposals.
20. I just wanted to drop an email to support the call for at least 2 hours free parking in Newtownards Town.
Ards is a thriving Town filled with lots of local independent traders.
It's a great Town for our ageing population.
21. I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:
The 5 hour for parking for £1.00 is fantastic for the town, it really encourages people to stay in the town for a decent amount time.
The Council's proposal is a good compromise
FREE 2-HOUR PARKING
Please register my concerns at the Council's current car parking proposals.
22. I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:
FREE 2-HOUR PARKING
23. I fully support the Ards chamber over the enormous rise in parking charges. This will drive shoppers out of the town centre and block off street parking. The out of town shopping centre will gain at the expense of the town. When the DFI handed over responsibility to the council did you not take into consideration the cost of maintaining the car parks
If this is another way of raising money I suggest less money spent on consultants
Maybe I should find out how much you're car parking strategy costs.
24. I am a member of the Newtownards chamber of trade and they have voiced their concerns regarding the proposed parking cost changes. I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:
FREE 2-HOUR PARKING

Please register my concerns at the Council's current car parking proposals. The proposed costs are significant and unrealistic and unreasonable to pass onto the people of Newtownards.

25. Please note that **"I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks: FREE 2-HOUR PARKING**
Please register my concerns about the Council's current car parking proposals."
26. **"I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks: FREE 2-HOUR PARKING**
Please register my concerns about the Council's current car parking proposals."
27. Please know that as local resident and Director of a local Charity, I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:
FREE 2-HOUR PARKING
Please register my concerns at the Council's current car parking proposals.
28. Please consider the negative impact of any increase in parking charges in Newtownards. As an employee of The Link I fear that this will impact our volunteers and clients/students . Many of them cannot access our services by public transport .
29. **I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks: FREE 2-HOUR PARKING**
Please register my concerns about the Council's current car parking proposals.
30. I am writing to express my full support for the Newtownards Chamber of Trade's response regarding the proposed changes to car parking charges in the Council's Car Parks.
I strongly support the introduction and retention of FREE 2-HOUR PARKING.
The current proposal to remove the £1 for 5 hours option and implement a £7.50 all-day charge in main car parks is extremely concerning. These changes will negatively impact footfall in our town centre, discourage customers from visiting local businesses, and create unnecessary pressure on both staff and shoppers. Please register my concerns about the proposed parking changes and consider the damaging effect they will have on local trade, community accessibility, and town centre vitality.
I urge the Council to rethink the proposals and to prioritise solutions—like free 2-hour parking—that actively support our businesses, customers, and economic growth.

31. Why does it feel like the council are trying to encourage people to go elsewhere
**!!! I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:
FREE 2-HOUR PARKING
Please register my concerns about the Council's current car parking proposals.**
32. **I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:
FREE 2-HOUR PARKING
Please register my concerns about the Council's current car parking proposals.**
Why does it feel like the council are trying to encourage people to go elsewhere
!!!
33. **I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:
FREE 2-HOUR PARKING
Please register my concerns about the Council's current car parking proposals.**
34. I am registering my concern about the increase in car parking charges, this will not encourage people to visit the town.
35. I fully support the Newtownards Chamber of Trades response to the proposals for changes to Car parking charges in the council's car parks
Please register my concerns as we have two local businesses that will be affected detrimentally by the Councils pricing structure
36. As a long standing business in Newtownards town centre, I can only say that I am both concerned and appalled with the purposed changes to parking in Newtownards.
The removal of 5hrs parking for a £1 and an increase for all day parking would be incredibly detrimental to the traders of the town.

Newtownards as a town is thriving, and the purposed changes could see us no different than the other dying towns in the surrounding area.

The impact this would have for customers and staff is astronomical - pushing people to the shopping centres and multinationals were free car parking is offered.

There is not the infrastructure in Newtownards to allow for these changes - many of the free car parking spaces are filled with Belfast commuters whilst the workers and customers of Newtownards will be left to bridge the gap in these new purposed parking charges. All whilst the land of the old leisure centre is left unusable - surely this could be repurposed to raise more funds for the council if this is a funding issue.

I fully support the concerns of the Newtownards Chamber for Trade in response to these changes,

37. As a long standing business in Newtownards town centre, I can only say that I am both concerned and appalled with the purposed changes to parking in Newtownards.

The removal of 5hrs parking for a £1 and an increase for all day parking would be incredibly detrimental to the traders of the town.

Newtownards as a town is thriving, and the purposed changes could see us no different than the other dying towns in the surrounding area.

The impact this would have for customers and staff is astronomical - pushing people to the shopping centres and multinationals where free car parking is offered.

There is not the infrastructure in Newtownards to allow for these changes - many of the free car parking spaces are filled with Belfast commuters whilst the workers and customers of Newtownards will be left to bridge the gap in these new purposed parking charges. All whilst the land of the old leisure centre is left unusable - surely this could be repurposed to raise more funds for the council if this is a funding issue.

I fully support the concerns of the Newtownards Chamber for Trade in response to these changes,

38. **I wish to provide recorded evidence that I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks: FREE 2-HOUR PARKING**

Please register my concerns at the Council's current car parking proposals as I am greatly opposed to this and the damage it WILL cause to the local area's trade and business success.

39. I hope this message finds you well. I am writing to express my thoughts on the recent proposals to car parking charges. While I understand the necessity of reviewing and updating fees, I have concerns about the potential impact of these new charges on our community and my business specifically.

Firstly, it is crucial to ensure that the new pricing structure is fair and reasonable for everyone. We must consider the diverse financial circumstances of our community members and the effect these charges might have on them. Transparent communication regarding the reasons behind the changes will help everyone understand them .

Furthermore, as a business owner in town, I am particularly worried about the potential negative effects on my business. Higher parking fees will deter customers from visiting, which will result in decreased foot traffic and sales. It is essential to find a balance that does not inadvertently harm local businesses. I am also concerned that staff will now have to pay substantial more in parking fees to come to work daily, this along with other rising costs will be crippling to both staff, the salon and those visiting our town .

Additionally, exploring alternative solutions or benefits to offset the increased costs would be beneficial. For instance, 2 hours free shopping hours in the main car parks , reduced fees for those working in the town.

I appreciate the effort put into reviewing and updating car parking charges and hope my suggestions contribute to a more balanced approach. Please let me know if there is an opportunity to discuss this matter further or if you require any additional information from my side.

Thank you for your understanding and consideration.

40. **I fully support the Newtownards Chamber of Trade's response to the proposals for changes to Car Parking charges in the Council's Car Parks:
FREE 2-HOUR PARKING
Please register my concerns about the Council's current car parking proposals.**

41. **I am writing this email to dispute the proposed changes to the off street car parking plans for ards and north down. These proposed changes are unacceptable and unjustified. They will have a negative impact on the trade within the high streets by limiting the time customers can park and increasing pricing.**

42. I would like to express my concern at the proposed increase to parking charges in the Newtownards town area.

I believe that increases in parking charges will reduce footfall into the town. There is already a lack of affordable parking in the town centre and further increases will deter both shoppers from visiting the town and potential employees from wanting to work in the town.

I would request that any proposal to increase parking charges in the town was not proceeded with as it will impact the prosperity of the town.

43. I am writing to express my concern regarding the proposed increase in car parking charges in our town.

As a local resident who works in the town centre, I am already acutely aware of the challenges posed by the limited availability of parking. The current shortage of spaces makes daily commuting difficult for many workers and discourages people from spending time and money in the town.

An increase in parking fees under these circumstances will only add to the pressures faced by those who rely on their vehicles for work and other essential activities. It may also have a detrimental impact on local businesses, as higher parking costs could deter visitors and customers.

I urge the council to reconsider this decision and to take into account the practical implications for both workers and the wider community.

44. I work in the centre of town and with parking already limited on the streets near homes. The threat of the rising cost of parking is too much to bare, as the reliance on local car parks is already so high. I hope this change really doesn't take effect as it will kill local business and shopping in already strenuous circumstances in today's struggling economy of the high street.

45. I am saddened by your suggestion of increasing the costs of parking in Newtownards town centre. As someone who works in the town centre the increase will cause detriment to myself, and also to our customers who use the carpark at the back of wardens, to call in to our office.

Who will actually benefit from this? As I don't imagine it will be the local shops/shoppers.

46. I am extremely disappointed to see the proposal for the off street parking for Ards and North Down.

As someone who both works and on occasion shops in the town this is ridiculous. How are workers who travel from the peninsula expected to travel to work when they have nowhere to park. Surely we cannot all be expected to park outside residents homes in Ards? This is not viable at all.

Also, if people are out shopping are they expected to return to their car to move it?

I do not understand the logic here at all other than council benefiting. The shops and the staff surely won't.

47. Hi think it's a disgrace about the price hike you will effect people going to shops and businesses loss out or close down be more empty shops in the town should be bought to rate payers of the town to make a decision by vote .especially with what is happening in the world now with fuel hikes coming up and electricity will likely go up to .

48. I'd like clarity on how the car parking charges will work.

If I come to ards town centre or other places for 4 hours how much will I pay?

The current £1 fee covers me for 5 hours .

I think all this will do is discourage folk from coming to an already struggling high street.

To introduce this at a time when folk are being extra careful how they spend defies logic and displays little concern for the area .

49. I would to say I disagree for the change in the parking costs in Newtownards.

50.

To Whom it May Concern

Re: Draft Ards and North Down Off-Street Parking (Public Car Parks) Order 2025 – Response to Consultation

I am writing in response to the above consultation. We are extremely concerned about the possibility of increasing car parking charges in Newtownards town centre.

Our shop is on High Street, Newtownards and many of our customers are from outside the town centre and use their car to visit and shop in the town centre. Any parking charges are viewed negatively by customers as they are able to visit out-of-town retail parks and forecourt retailers without paying a parking charge. In our opinion, the parking charge of £1 for five hours is a sensible approach, generating revenue whilst maximising visitors' dwell time in the town centre.

The very significant increases outlined in the consultation are highly likely to discourage people from visiting the town centre and encourage them to shop in retail parks instead. With increases to employer's national insurance, significant increases to wages as well as extremely high overheads including rates, trading conditions have never been more challenging and this decrease in trading revenue will only exacerbate what is an extremely difficult situation.

Furthermore, those businesses such as professional services which are vital to the fabric of our town centre may well reconsider their town centre location as their staff and clients will face increased costs of parking. They may decide that an out-of-town location would be more beneficial.

It appears that the Council will continue to provide free parking at their own facilities, thereby protecting their own assets from the negative impact of parking charges. We would urge you to apply this thinking to the local community's asset base in the town centre, namely independent traders providing a necessary service and unique character to our town.

Offering two hours of free parking in our view would encourage visitors to the town and also maintain the current customer base that the local traders have. We would urge you not to apply these increases to parking charges and would be very pleased to meet you to discuss this in more detail.

Unclassified

179

ITEM 6

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Interim Head of Regulatory Services
Date of Report	24 July 2025
File Reference	92000
Legislation	The Dangerous Dogs (Northern Ireland) Order 1991 and the Dangerous dogs (Compensation and Exemption schemes) Order (Northern Ireland) 2024
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Introduction of Contingent Destruction Orders for the Purpose of Non-Exempted Dangerous Prescribed Breeds
Attachments	None

From 1 January 2025, keeping an XL Bully without an exemption certificate constitutes a criminal offence under the legislation.

The Council has no residual administrative power to issue exemption certificates for XL Bully dogs after the statutory deadline has expired.

Where unexempted dangerous prescribed breeds come to the attention of the Council, the Council has no ability to issue an exemption certificate. This has left owners and the Council with limited options. Further developments would now allow the Council, should it choose, to facilitate an approach to the court to seek a

Not Applicable

180

Contingent Destruction Order (CDO), where the court is satisfied that the dog would not be a danger to the public if kept under strict conditions.

Such a CDO would exempt the dog from the ban provided specified conditions are met within two months of the court order.

Such dogs could then be legally kept subject to the normal XL Bully conditions and following the issue of a CDO by the court.

In order to approach the courts to seek a CDO, it would be required to carry out the following approach: -

1. Professional Assessment Process, where qualified Neighbourhood Environment Officers conduct a thorough breed and temperament assessment.
2. Comprehensive Documentation. Prepare detailed reports including professional opinions, photographic evidence and examination records.
3. Pre-Court Preparation. Ensure all exemption conditions are verified and documented before court application, including licensing, microchipping, neutering arrangements, and insurance coverage.
4. Court Presentation. Present cases with supporting evidence. The dog would need to be held for a period in the run up to the court hearing, and the full cost of that, and the above process would be payable by the applicant prior to the issue of any CDO.

RECOMMENDATION

It is recommended that the Council determines if it wishes to facilitate the use of the CDO procedure to allow the retention of unexempted, but compliant XL Bully dogs.

Unclassified

181

ITEM 7**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Assets and Property Services
Date of Report	20 June 2025
File Reference	79001
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Review of Vehicle Replacement Policy
Attachments	Appendix 1 - Revised Vehicle Replacement Policy

A recent audit of the Fleet Transport Service Unit highlighted a number of areas for improvement, specifically around the recording of procedures for the procurement and purchasing of vehicles.

Officers since have updated Appendix 5 within the vehicle replacement policy to include the revised procedures; the revised policy is attached at Appendix 1 for approval.

RECOMMENDATION

It is recommended that the Council approves the revised version of the Vehicle Replacement Policy attached.

POLICY COVER SHEET

Policy Title	Vehicle Replacement Policy
Policy/File Reference	
Version	4
Policy Summary	This policy sets out the procedures covering the replacement of our vehicles allowing for better financial forecasting and control.
Responsible Officer(s)	Director of Environment
Date of Equality Screening	n/a
Date of consultation with Consultative Panel	n/a
Date of consultation with Unions	n/a
Date of Council approval	
Implementation date	September 25
Appendices attached	0
Next review date	September 28

Vehicle Replacement Policy

Introduction	<p>This policy sets out the procedure for replacing vehicles; allowing for better financial forecasting and control. Failure to appropriately forecast and schedule the replacement of vehicles could result in a number of issues:</p> <ul style="list-style-type: none"> • Uneven spread of capital expenditure on new vehicles- putting strain on the capital purse. • Increased maintenance costs. • Service delivery implications from vehicles being unavailable due to increased vehicle down time. • Increased and unsustainable workload for Garage workshop staff. • Potential implications for the Council’s Goods Vehicle Operator’s license. • Adverse environmental impact through the use of older, more polluting engines
Aims & Objectives	<ul style="list-style-type: none"> • To ensure a sustainable, reliable, roadworthy and fit for purpose fleet. • To evenly distribute the capital expenditure on new vehicles to avoid “spikes” in capital demand. • To centralise the purchasing of vehicles so as to ensure best corporate use and re-use of the fleet, wherever possible.
Relevant Legislative & Council Documents	<ul style="list-style-type: none"> • Goods Vehicle (Licensing of Operators) Act (NI) 2010. • European Regulation (EC) No 595/2009 for emissions standards in HGVs • ISO 14001 Environmental Management System • Council Procurement Policy • Council ‘Pathway to Sustainability’ initiative • Medium-Term Financial Strategy and Plan • Asset Management Policy

- Council's Roadmap to Sustainability

Sustainability	<p>The Transport Manager will ensure, so far as is reasonably practicable, that the fleet is procured, operated and maintained in a sustainable manner. This includes:</p> <ul style="list-style-type: none"> • Phase in vehicles that utilise renewable fuels such as battery electric and hydrogen, in line with our “Roadmap to Green Fleet” document. • Ensuring new diesel vehicles are specified to the latest Emissions standards (Currently EURO 6 for LGV and EURO VI for HGV) • Ensure only Ultra Low Sulphur Diesel (ULSD) is distributed from the fuel pumps at our Depots. • Energy saving innovations are explored at every opportunity- such as electric bin lifts for urban collection routes • Regularly review the size and vehicle types within the fleet in order to ensure it is as lean and as efficient as possible. This means rationalising and down-sizing vehicles wherever possible. • Fuel economy of similar vehicles is continually assessed and reasons for poor performance identified (maintenance issues, driving training etc.) • The Garage workshops form part of our ISO 140001 accreditation and will therefore be regularly audited for compliance with best practice in Environmental Management, Hazardous Waste Regulations etc.
-----------------------	---

Methodology There are many different techniques that can be used to calculate replacement cycles, with advantages and disadvantages associated with each. There also can be non-economic factors involved that may influence or even dictate replacement cycles, for example meeting air quality standards to reduce emissions or exchanging vehicles due to a change in operational service delivery requirements.

There are a number of factors that will determine the most efficient time to replace a vehicle; including:

- Depreciation
- Maintenance costs
- Age
- Mileage
- General condition

Whilst depreciation and age considerations are consistent across vehicles of the same type, other factors are variable and would involve an analysis of data in order to manage. The key to a successful policy will involve judgment, prediction, forecasts, and assumptions on one hand, and analysis of available empirical data on the other.

It is for this reason that Officers will use a 2 stage process in addressing the issue of vehicle replacement. The first stage involves automatically scheduling vehicles for replacement based solely on their age. Once the list is generated for vehicles scheduled for replacement based on age, the Transport Manager will implement stage 2 and analyse relevant information on each specific vehicle to build a picture of its overall condition and identify the possibility of extending its service life where possible.

Figure 1 shows how information can be correlated to identify the most appropriate and efficient replacement cycle. This graph shows the likely depreciation and repairs and maintenance costs associated with a 7.5T Lorry.

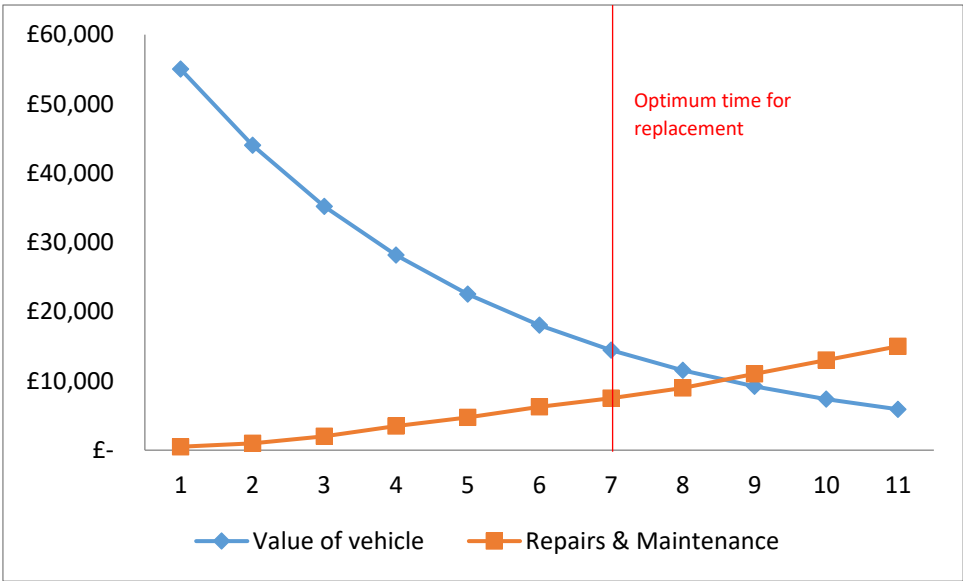


Fig. 1 Graph Showing Optimum Replacement Cycle based on indicative depreciation and R&M costs

Research shows that replacement cycles will vary depending on vehicle type. Finance use these estimated useful lives to calculate depreciation. By analysing the depreciation and estimated maintenance costs for each vehicle type, the following cycles have been derived:

Vehicle Category	Replacement Cycle
Precinct sweepers	4 years
Vehicles over 7500kg GVW to (including RCVs)	7 years
Vehicles under 7500 GVW	10 years

Once the vehicles are flagged up for replacement based on the above age parameters, the Transport Manager will analyse information on each vehicle’s maintenance costs, mileage and general condition before making the decision to replace or continue it in service.

Preventative Maintenance

Having a well planned and executed preventive maintenance programme is essential for an economically operated and reliable fleet.

A preventive maintenance program will:

- Form an essential part of our requirements under the Goods Vehicle (Licensing of Operators) Act (NI) 2010.
- Reduce the overall cost of vehicle maintenance and repair.
- Improve the operational efficiency of the vehicle through less downtime from unplanned repairs.
- Enable vehicles to reach their economic service life.
- Maximise the residual or salvage value of the vehicle.

The Transport Manager has introduced a robust planned maintenance schedule, including routine intervals for servicing, safety checks and PSV preparation.

Financing

All new vehicle purchases will be funded from within the Council’s Capital Programme. In order to assist financial planning and minimise the impact on District Rate increases it is necessary to set a recurring annual budget for vehicle replacement and avoid large spikes in expenditure from one year to the next. Whilst the impact on the District Rate should be minimised, the annual budget must be sufficient, so we do not fall behind on our vehicle replacements to the point where maintenance costs spiral, and operational delivery is affected.

Based on the current plan of replacements (see extract in appendix 1) using stage 1 of the methodology, the financial requirement is £2.35m per year over the next three years. This is currently deemed sufficient up to the next policy review date; but this may need to increase over time due to increasing and changing vehicle purchase costs and needs.

In the event of demand outstripping budget, the Transport Manager may need to retain vehicles in service beyond the optimum time for replacement and the Transport Manager must therefore have the ability to prioritise some replacements over others, in this eventuality.

**Replacement
Process**

Annual Estimates

During the estimates process each year the Transport Manager will liaise with relevant Service Unit Managers and identify vehicles for replacement. At this time the Service Unit Manager will be asked to complete a Replacement Vehicle Request form as in Appendix 2, with assistance from the Transport Manager and Finance Team as required. The form has been developed to challenge all requests in order to ensure that vehicles are only replaced where a clear need can be demonstrated.

The form also covers disposal of the vehicle and explores the opportunity for redeployment elsewhere in Council, potentially saving other departments services from purchasing a new vehicle.

Once complete, the Transport Manager and Capital Accountant will review the proposed replacements with the Head of Assets and Property and Head of Finance at a meeting scheduled in advance of the capital budget submissions for the following year (usually November). Approved replacements will be authorised by the Heads of Service and forms will be retained on SharePoint.

If during the above process, any requirements for additional vehicles or significant enhancements to vehicle type are identified, these will require to be dealt with through the business case process for new expenditure.

Periodic Review

The Transport Manager and the Capital Accountant will update the schedule on a regular basis to reflect decisions taken, record activity on replacements, disposals and purchases, and discuss upcoming replacements and options for managing spikes in requirement. The schedule and any issues arising will be discussed at regular meetings to be held with the Head of Assets and Property and the Head of Finance.

Should circumstances require, replacements may be reviewed in year within the usual budgetary constraints, following the same process for approval.

Procurement

Procurement will be carried out in line with Procurement Policy and the procedure outline in Appendix 5.

Asset Recording

Full procedures are outlined in Append 5, 6 and 7.

ARDS AND NORTH DOWN BOROUGH COUNCIL

191

Appendix 2 – Vehicle Replacement Request Ref:

Service Unit	
Service Unit Manager	

PART 1: THE EXISTING VEHICLE

Box 1 Vehicle	
Registration	
Fixed Asset ID	
Costing Ledger Code	
Vehicle Type	
Year Purchased	
Age	
Estimated Useful Life	
Reason replacement requested	Choose an item.
If 'Other' please state reason	

Box 2 Running cost history (£'000)											
	Yr 1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr8	Yr9	Yr10	Total
Fuel											0
Tax											0
Testing											0
Repairs											0
Other											0
Total	0	0	0	0	0	0	0	0	0	0	0
Unscheduled Off Road Events											0
Mileage											

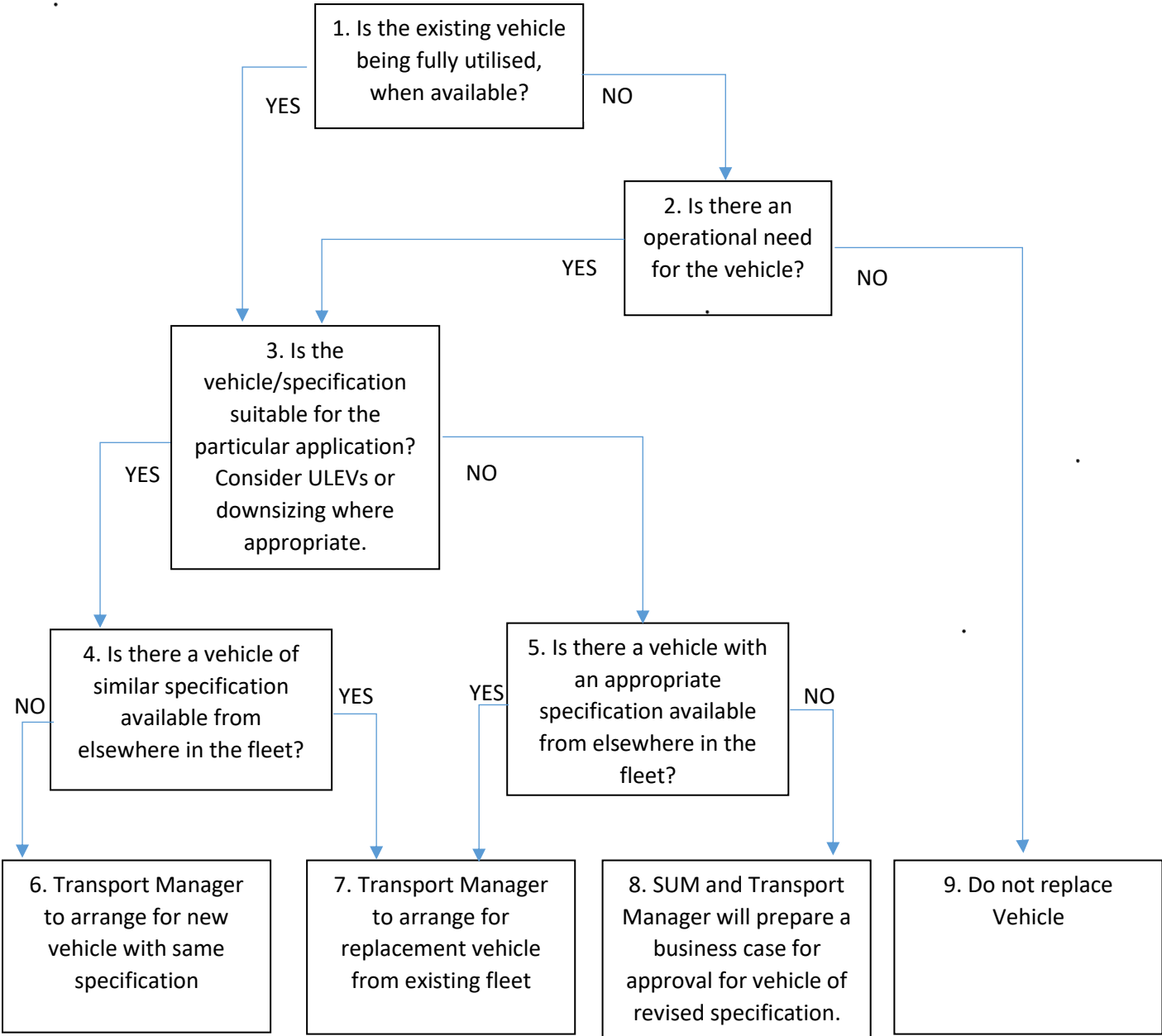
Box 3 Anticipated running costs for next year. (£'000)	
Fuel	
Tax	
Testing	
Repairs	
Other	
Total	0

Box 4 Decommissioning	
Please state what will happen to the vehicle	Choose an item.
Reason	

ARDS AND NORTH DOWN BOROUGH COUNCIL

PART 2: THE REPLACEMENT VEHICLE

Transport Manager to follow this process with the SUM requesting the vehicle (circle or shade the boxes selected during the process.):



Box 5 Rationale
Outline the rationale for the decision reached

Box 6 Approvals (include copy of actual signature)	Signature	Date
Purchase Order Number		
Transport Manager		
Head of Assets and Property		
Head of Finance		

ARDS AND NORTH DOWN BOROUGH COUNCIL

PDF to be saved on SharePoint

Appendix 3 - New Vehicle Notification (completed upon receipt of vehicle)


Make	
Model	
Type	
Registration No.	
Service Unit in which the vehicle is deployed:	
Date Vehicle received	
Cost	
Cost code	

Transport Manager Signature: _____ Date: _____

** Notify Finance and Risk Management**

ARDS AND NORTH DOWN BOROUGH COUNCIL

Appendix 4 - Fixed Asset Disposal/Transfer Form



FIXED ASSET TRANSFER/DISPOSAL NOTIFICATION

Part 1: Asset details

Description of Asset			
Fixed Asset ID		Service Unit ID/Asset Tag	
Vehicle Registration (if applicable)		Serial Number	
General/Costing Ledger Code		Condition of Asset	

Part 2: Notification of transfer or disposal

Transferred or Disposed Of?	
Reason for transfer or sale	

Part 3: Transfer Details

For transfers within Council only, please ensure the new responsible owner is provided with a copy of this form

New Service Unit		New Responsible Owner	
------------------	--	-----------------------	--

Part 4: Trade In details

Used to purchase?		From who?	
Replacement Approval Reference		Trade In value	
Cashbook Receipt Reference		Supplier and Invoice/Credit Reference	

Part 5: Sale details

Method of sale			Name of purchaser		
Cashbook Receipt			Receipt date		
Proceeds	Net £		VAT £		Gross £
Sales Value					£ -
Costs of Sale					£ -
Sales Value net of costs	£	-	£	-	£ -

Part 6: Scrap/Donation details

Provide all relevant details	
------------------------------	--

Form completed by

Signature (Responsible Owner)		Date	
-------------------------------	--	------	--

Finance Use

Asset 4000 updated by		Date	
-----------------------	--	------	--

ARDS AND NORTH DOWN BOROUGH COUNCIL

Appendix 5: Procedure for Procuring a New or Replacement Vehicle

When assessing a vehicle for procurement the following steps should be followed

Step No	Description	Responsibility
1	Ensure budget available and vehicle is listed on the “Vehicle Replacement Schedule” agreed by finance.	TM
2	Agree/Produce vehicle specification with relevant SUM	TM/SUM
3	Complete Appendix 2 from the Vehicle Replacement Policy to ascertain need/rationale	TM
4	For vehicle spend above £30k, contact the Procurement Service Unit (PSU) to work on and agree the procurement strategy.	TM & PSU
5	Procurement procedure is selected and process is undertaken in line with agreed timetable. This process should be clearly evidenced.	TM & PSU
6	Raise PO. The purchase Order will include vehicle replacement request reference, as required.	TM
7	Obtain purchase authorisation	HOS/Director/Committee as required

ARDS AND NORTH DOWN BOROUGH COUNCIL

196

Appendix 6: New vehicle procedure

	Task	Responsibility
1	Add vehicle to Insurance portal.	Admin staff
2	Inform finance using appendix 3: new vehicle notification form and request asset code.	Admin staff
3	Add vehicle details to fleet management system and include details of safety check interval (6weeks for vehicles over 7500kgs and 12 weeks for vehicles below 7500kgs), set service interval following manufacturers recommendation, set MOT expiry date, set Tachograph calibration date (where applicable), set LOLER test date (where applicable).	Admin staff with guidance from senior mechanic/TOS/TM
4	Raise job card for first use inspection.	Admin staff
5	Issue fuel fob.	TM/TOS
6	Ensure all signage including Council graphics and in cab warning stickers are issued along with a red folder, Nil defect report sheets, defect reporting pad, fire extinguisher and first aid kit are issued.	Admin/garage labourer

ARDS AND NORTH DOWN BOROUGH COUNCIL

197

Appendix 7: Procedure for Assessing Options for Vehicle Disposal

Step No	Description	Responsibility
1	Review maintenance costs of vehicle and any appropriate notes from mechanics	TM
2	Inspect vehicle	TM/TOS/ Snr mechanic
3	Review possibility of alternative use	TM/TOS
4	If no alternate use, decide upon recommended disposal method following this hierarchy: a. Trade in (the quickest and most straightforward disposal option but vehicles are not always accepted due to age/condition) b. Send to auction (Some vehicles can achieve a reasonable price, but we incur fees and vehicles do not always sell, meaning they need picked up or re-listed) c. Scrap (the lowest income generated but sometimes the only option for vehicles unsafe for the road)	TM/HOS
5	Complete Appendix 2 from the Vehicle Replacement Policy, clearly documenting the rationale for the disposal option selected	TM
6	Using Appendix 2, Obtain signatures from Head of Assets & Property and Head of Finance, approving disposal of vehicle.	TM
6	Dispose of Vehicle	TM
6	Inform finance of disposal and complete Appendix 4 of the Vehicle Replacement Policy	Admin staff
7	Remove from schedule and fleet management software	Admin staff

ARDS AND NORTH DOWN BOROUGH COUNCIL

Appendix 8: Procedure for completing safety check forms

- Ensure that all sections are completed.
- Any sections that are not applicable, put a line through with N/A written.
- Where there is a box to add a date or signature, please ensure that this is completed and not left blank.
- Attach roller break test sheet to the safety sheet.
- Attach any other relevant information as required.

ARDS AND NORTH DOWN BOROUGH COUNCIL

Appendix 9: Procedure for Inventory management

Item	Description	Responsibility
1	Vehicle stores inventory is controlled by stores personnel ONLY. The store is kept locked when not in use and never left unsupervised.	Stores personnel/TM /TOS/Admin team
2	A written ledger is kept in the store for all orders being issued. This ledger is used to keep track of stock in the event of stores personnel being on leave etc.	TOS/TM
3	Mechanic requests parts from store. Either issue the part from stock and order a replacement or order the non-stock part directly	Stores personnel
4	PO written, ensuring correct coding of vehicle, parts, carriage etc and signed off as appropriate.	Stores Personnel/TOS/TM
5	Orders placed with suppliers	Stores personnel
6	Add order to fleet management system	Stores personnel
7	When invoice arrives, it is added to payables spreadsheet, matched to the order and approved for payment each Monday.	Admin staff/TOS/TM
8	Issue stock and add to job card	Stores personnel
9	Any items to be returned will be documented by adjusting the records and approved by TM.	TM
10	Stocktake twice per year (minimum) and at request of TM and reconcile with Finance General ledger.	Stores personnel

ARDS AND NORTH DOWN BOROUGH COUNCIL

Appendix 10: Procedure for Vehicle maintenance Scheduling

1. When a new vehicle is received the manufacturers guidelines for servicing will be adopted.
2. The admin team will update the maintenance schedule and the fleet management software with the appropriate details. Details will include: service interval, safety check interval, MOT dates and where applicable tachograph calibration dates, LOLER test dates and any other relevant details.
3. The admin team will be responsible in conjunction with the senior mechanic for scheduling the work to the workshop.
4. The admin team will arrange for the vehicles to be presented when required.

Unclassified

201

ITEM 8.1**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	3 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Assets and Property Services
Date of Report	20 August 2025
File Reference	43600
Legislation	Local Government Act 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Service Plan Performance Report (October 2024 – March 2025)
Attachments	Assets and Property Performance Indicator Summary

Context

Members will be aware that the Council is required, under the Local Government Act 2014, to have in place arrangements to secure continuous improvement in the exercise of its functions. To fulfil this requirement the Council has in place a Performance Management Policy and Handbook. The Performance Management Handbook outlines the approach to Performance Planning and Management process as:

- Community Plan – published every 10-15 years
- Corporate Plan – published every 4 years (Corporate Plan 2024-2028)
- Performance Improvement Plan (PIP) – published annually in September
- Service Plan – developed annually (approved annually in March)

The Council's 18 Service Plans outline how each respective Service will contribute to the achievement of the Corporate objectives including, but not limited to, any relevant actions identified in the PIP.

Not Applicable

202

Reporting Approach

The Service Plans will be reported to relevant Committees on a half-yearly basis as undernoted:

Reference	Period	Reporting Month
Half Year (H1)	April – September	December
Half Year (H2)	October – March	June

The report for H2 is attached.

Corporate Plan 2024-2028

In line with the Corporate Plan 2024-2028, our service has contributed to five outcomes as follows.

Outcome 1

An engaged Borough with citizens and businesses who have opportunities to influence the delivery of services, plans and investment.

Key achievements:

- Harbours stakeholders meeting held.

Outcome 2

An environmentally sustainable and resilient Council and Borough meeting our net zero carbon targets.

Key achievements:

- Numerous energy saving initiatives implemented, as reported in quarterly energy updates.
- EV Charging infrastructure installed at North Road Depot.

Outcome 4

A vibrant, attractive, sustainable Borough for citizens, visitors, businesses and investors.

Key achievements:

Refurbishments completed at:

- Alderman George Green CC
- Balloo ERC Roof
- Kilcooley CC
- Portaferry Market House Repainting
- Carrowdore CC Repainting
- Whitechurch Cemetery

Outcome 5

Safe, welcoming and inclusive communities that are flourishing.

Key achievements:

- Over 3400 maintenance jobs completed.

Not Applicable

203

- Stoma friendly toilet adaptations completed across the estate.

Outcome 6

Opportunities for people to be active and healthy.

Key achievements:

Replacement Playgrounds completed at:

- Ward Park, Bangor
- Londonderry Park, Newtownards

New outdoor fitness equipment installed at:

- Millisle Beach Park
- The Commons, Donaghadee

Emerging issues:

As part of the commitment to continuous improvement the annual Service Plan is reviewed on a monthly basis. The Service Risk register has also been reviewed to identify emerging issues and agree any actions required detailed below:

Action to be taken:

Identified KPI at Risk	Reasons as to why KPI has not been met	Action to be taken	Designated Officer	Date for Review
Response times for maintenance jobs	Staff vacancies and long-term absences	Work with colleagues in HR to address vacancies. Supplement workforce with Contractors.	Peter Caldwell	Ongoing

RECOMMENDATION














It is recommended that the Council notes this report.

Not Applicable

204

Assets and Property - Performance Indicator Summary

Generated on: 20 August 2025

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% spend against budget	103.69%	100%
	% staff attendance	92.85%	94%
	% of completed Employee Appraisals in the period April 2025 to March 2026	100%	100%
	Undertake condition surveys across our estate. This will ensure continued refurbishment projects are carried out in the most appropriate locations, leading to a higher standard of facility generally. % Condition surveys carried out according to schedule	Yes	Yes
	Carry out monthly roadside audits of the fleet to ensure compliance with vehicle safety checks- leading to a safer fleet on the road. Number of roadside audits of the fleet completed	60	60
	Carry out quarterly audits of vehicle maintenance and safety check records, ensuring our office systems are being implemented and are working effectively. % of fleet audited for vehicle maintenance and safety check records completed	5%	5%
	Help ensure customer needs are met by ensuring that reactive maintenance jobs are completed within assigned timescales. % Reactive maintenance jobs completed within allocated timescales	63%	80%
	Monitor the quality of repairs being made. Ensure Council buildings are maintained to a high quality. % of jobs quality assured	10.2%	10%
	Implement the schedule for planned maintenance of public areas. Public areas will be safer and more attractive. Planned maintenance of public areas carried out according to schedule	100%	100%
	To review findings of harbour berth holder feedback survey and implement improvements where possible. Annual questionnaire issued to all berth holders	Yes	Yes
	To implement Duty Holder's recommendations following PMSC audit- as agreed by Council	100%	100%
	We will encourage a high performing workforce and provide them with the skills they need to deliver for ANDBC. Planned training completed as per schedule	Yes	Yes
	Implementation of the action plan arising from the Sustainable Energy Management Strategy	Yes	Yes

Unclassified

205

ITEM 8.2

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	3 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Regulatory Services (Temporary)
Date of Report	20 August 2025
File Reference	43600
Legislation	Local Government act 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Regulatory Services H2 Service Plan Performance Report (October 2024 – March 2025)
Attachments	Regulatory Services - Performance Indicator Summary

Context

Members will be aware that the Council is required, under the Local Government Act 2014, to have in place arrangements to secure continuous improvement in the exercise of its functions. To fulfil this requirement the Council has in place a Performance Management Policy and Handbook. The Performance Management Handbook outlines the approach to Performance Planning and Management process as:

- Community Plan – published every 10-15 years
- Corporate Plan – published every 4 years (Corporate Plan 2024-2028)
- Performance Improvement Plan (PIP) – published annually in September
- Service Plan – developed annually (approved annually in March)

The Council's 18 Service Plans outline how each respective Service will contribute to the achievement of the Corporate objectives including, but not limited to, any relevant actions identified in the PIP.

Not Applicable

206

Reporting Approach

The Service Plans will be reported to relevant Committees on a half-yearly basis as undernoted:

Reference	Period	Reporting Month
Half Year (H1)	April – September	December
Half Year (H2)	October – March	June

The report for Full Year 1 is attached.

Corporate Plan 2024-2028

In line with the Corporate Plan 2024-2028, our service has contributed to four outcomes as follows:

Outcome 2

An environmentally sustainable and resilient Council and Borough meeting our net zero carbon targets.

Key achievements:

- Reduction in CO2 emissions from building stock through increased energy performance by constructing building to up-to-date building Standards.

Outcome 3

A thriving and sustainable economy.

Key achievements:

- Effective and timely licencing of entertainment, wedding venues, street trading and pavement cafes.

Outcome 4

A vibrant, attractive, sustainable Borough for citizens, visitors, businesses and investors.

Key achievements:

- Effective car park management with planned steps to improve the car park environment.
- Effective dog and litter control making the borough a more attractive location.

Outcome 5

Safe, welcoming and inclusive communities that are flourishing.

Key achievements:

- Effective enforcement of legislation to improve the safety of people in and around buildings places of entertainment.

Emerging issues:

As part of the commitment to continuous improvement the annual Service Plan is reviewed on a monthly basis. The Service Risk register has also been reviewed to identify emerging issues and agree any actions required detailed below:

Not Applicable

207

1. Delivery on our role as a regulator of outside activities.
2. Appropriate health and safety arrangements for staff leading to loss of life, serious injury etc, resulting in failure to meet moral and legal obligations, loss of reputation and investigation.
3. Procure/retain parking enforcement contract, leading to possible
 - a. loss of reputation, and failure to deliver adequate enforcement.

Action to be taken:

1. Legal responsibilities will come to Council but as yet they are unknown. Will depend on outworkings of the Building Safety program reviews and legal requirements arising. Ongoing, but review on 6 monthly basis.
2. Continue to review and update risk assessments
 - a. Develop action plans to further address health and safety
 - b. Review and update training needs
 - c. Physical handling of dangerous dogs training being taken up as it becomes available
3. Review situation regularly. Review options available.

Identified KPI at Risk	Reasons as to why KPI has not been met	Action to be taken	Designated Officer	Date for Review
Develop EV strategy for Council carparks	Works are ongoing with the Council's consultant but other activity around carparking has taken higher priority. To be rolled into following year.	Further work to completion	Licensing and Regulatory Service manager	Oct 2025
% spend against budget	Due to temporary staff placements and backfilling of some posts on a temporary basis this underspend will continue	Agency staff to be recruited where practical on ongoing works to fill vacant posts. This underspend will continue into the following year.	All Service unit managers	Oct 2025
NET to improve (increase) total number of Fixed Penalty Notices (FPNs) issued	6-month figures were close to target but late year absences due to illness and staffing issues have impacted target achievement.	Continued concentration of FPNs	Neighbourhood Environment Service Manager	Oct 2025

Not Applicable

NET Commence response to complaints / service requests within 4 working days	Software provider cannot accommodate the KPI	Alternative KPI to be determined. KPI for following year has been amended	Neighbourhood Environment Services manager	March 2025
--	---	--	---	------------

RECOMMENDATION










It is recommended that the Council notes this report.

Not Applicable

Regulatory Services - Performance Indicator Summary

Generated on: 20 August 2025

Last Update H2 2024/25

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	L&CP Bring market Fbook/Website in house	100%	100%
	L&CP Develop EV strategy for council car-parks	10%	100%
	% spend against budget	94.33%	100%
	% Staff attendance	93.88%	94%
	BC Average CO2 generated by each dwelling(average) (tonnes based on standardised dwelling figures)	3.79	3.8
	NET Improve(increase) total number of Fixed Penalty Notices (FPNs). Recorded as total number of FPNs issued	324	375
	BC % of borough housing stock meeting general disability standards (taking 2001 standard as base line)	22	21.25
	% of completed Employee Appraisals in the period April 2025 to March 2026	100%	100%
	NET Commence response within 4 working days. Record as a % of total number of requests to that point	0%	75%

Unclassified

210

ITEM 8.3**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not applicable
Council/Committee	Environment
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Services
Date of Report	01 August 2025
File Reference	43600
Legislation	
Section 75 Compliant	Yes, <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Waste and Cleaning Services H2 Service Plan Performance Report (October 2024 – March 2025)
Attachments	Waste and Cleansing Performance Indicator Summary

Context

Members will be aware that the Council is required, under the Local Government Act 2014, to have in place arrangements to secure continuous improvement in the exercise of its functions. To fulfil this requirement the Council has in place a Performance Management Policy and Handbook. The Performance Management Handbook outlines the approach to Performance Planning and Management process as:

- Community Plan – published every 10-15 years.
- Corporate Plan – published every 4 years (Corporate Plan 2024-2028).
- Performance Improvement Plan (PIP) – published annually in September.
- Service Plan – developed annually (approved annually in March).

The Council's 18 Service Plans outline how each respective Service will contribute to the achievement of the corporate objectives including, but not limited to, any relevant actions identified in the PIP.

Not applicable

211

Reporting Approach

The Service Plans will be reported to relevant Committees on a half-yearly basis as undernoted:

Reference	Period	Reporting Month
Quarter 2 (Q2)	April – September	December
Quarter 4 (Q4)	October – March	June

The report for October 2024 – March 2025 is attached.

Corporate Plan 2024-2028

In line with the Corporate Plan 2024-2028, our service has contributed to three outcomes as follows.

Outcome 2

An environmentally sustainable and resilient Council and Borough meeting our net zero carbon targets.

Key achievements:

- The recycling rate at the Council HRCs increased to over 78%.
- With the commencement of the residual waste treatment contract in January 2025, none of the Council's residual waste is sent directly to landfill.

Outcome 4

A vibrant, attractive, sustainable Borough for citizens, visitors, businesses, and investors.

Key achievements:

- Achieved 100% success in the Loo of the Year Awards (2024) with five Platinum Awards (McKee Clock, Bangor, Comber, Donaghadee, Groomsport, and Newtownards).
- Success with several Best Kept Awards for Bangor, Comber, and Donaghadee.

Outcome 7

Ards and North Down Borough Council is a high performing organisation.

Key achievements:

- Waste and Cleansing Services delivered within agreed budgets.
- Overall recycling rate for 2024 – 2025 increased to 56.4% (up from 55.3%).

Emerging issues:

As part of the commitment to continuous improvement the annual Service Plan is reviewed monthly. The Service Risk register has also been reviewed to identify emerging issues and agree any actions required detailed below:

- Difficulties with the independent monitoring of street cleansing service.

Not applicable

212

- Ongoing issues with the used textiles market delaying the introduction of a kerbside collection service.

Action to be taken:

- Continue to negotiate with KNIB regarding the re-introduction of an effective street cleansing survey service at an affordable cost that will get the buy-in of all NI councils to enable benchmarking.
- Continue to monitor the state of the UK textile market for signs of recovery including the possible introduction of a textile extended producer responsibility (EPR) scheme in 2027.

Identified KPI at Risk	Reasons as to why KPI has not been met	Actions to be taken	Designated Officer	Date for Review
Achieve or exceed the NI average LEAMS Cleanliness Index Score	Independent monitoring service no longer available through KNIB	Continue discussions with KNIB regarding re-establishment of service	Head of Waste and Cleansing	October 2025
Tonnes of textiles diverted from landfill through new kerbside collection service	Due to current market conditions, it is unlikely that an outlet would be available for collected materials	Continue to monitor the textile market via arc21 contact with current bring bank service provider (CTR)	Head of Waste and Cleansing	October 2025

RECOMMENDATION











It is recommended that the Council notes this report.

Not applicable

Waste and Cleansing Performance Indicator Summary

Generated on: 01 August 2025

Last Update H2 2024/25

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% spend against budget	98.18%	100%
	% staff attendance	92.19%	94%
	% of completed Employee Appraisals in the period April 2025 to March 2026	93%	100%
	% of local authority collected municipal waste (LACMW) recycled, composted and reused as a % of arisings	56.4%	60%
	Tonnes of LACMW sent to landfill	8,187	31,500
	Tonnes of textiles diverted from landfill through new kerbside collection service	0	250
	Improve recycling rate (%) at Council HRCs	78.2%	70%
	Achieve or exceed the NI average LEAMS Cleanliness Index Score	0	75
	Deliver a new kerbside collection model by 31 March 2025	No	Yes
	Achieve 100% success in Loo of the Year Awards (Gold or Platinum Award)	5	5

Unclassified

214

ITEM 9

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Services
Date of Report	31 July 2025
File Reference	69001
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Paint Reuse Expansion Project 2025
Attachments	None

Members may recall that we introduced a community waste paint re-use scheme in November 2021.



The scheme is a truly sustainable waste resource management development initiative, aiming to:

Not Applicable

215

- Reduce the **financial** burden upon the Council (and ratepayers) of paint disposal.
- Reduce the **environmental** impact of paint manufacture and disposal (re-using discarded paint reduces the amount of newly manufactured paint that is purchased by our residents with associated resource and environmental benefits, and avoids the environmental impacts of paint ‘disposal’), and
- Promote **social** benefits of making reusable paint available to the community at no charge – helping to improve householder/community well-being.

From 4 August 2025 the scheme has been expanded to the following six additional sites, meaning that the service is now available at all nine of our HRCs.

- Ballygowan HRC
- Donaghadee HRC
- Hollywood HRC
- Kircubbin HRC
- Millisle HRC
- Portaferry HRC

This initiative allows residents and community groups to collect suitable paint for DIY and community projects free of charge, promoting sustainability and resourcefulness.

The expansion builds upon the success of our three existing paint re-use sites at the following locations:

- Balloo HRC
- Comber HRC
- Newtownards HRC

Our paint re-use scheme not only offers an environmentally friendly alternative to disposal but also provides a valuable resource for those undertaking home improvements or community-based initiatives, fostering a circular economy approach to waste management.

In addition to the added environmental benefits, this expansion of the initiative is a strategic measure to help further address the considerable financial burden associated with paint disposal, which often involves specialized treatment due to its chemical composition. Since inception of the scheme in November 2021, approximately 21,210 litres of paint have been diverted from disposal, directly contributing to lowering operational waste management costs.

RECOMMENDATION

It is recommended that the Council notes this report.

Unclassified

216

ITEM 10

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Services
Date of Report	04 August 2025
File Reference	69001
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	School Uniform Project 2025
Attachments	None

Background

For many parents, the school uniform shop is unlikely to be the highlight of their summer. The average cost of a school uniform per year, per child, in Primary School is £315 and £337 per child in Post-Primary (The Children's Society, 2020) - a cost that is a stretch for many families at the best of times, and simply unaffordable for those hit hardest by the rising cost of living.



Not Applicable

217

The concept of the School Uniform Project is very simple but the impact it has is great. Preloved, good-quality uniform items for nursery, primary and post-primary schools are donated and are then made freely available for families struggling to afford new uniforms. Each scheme has dedicated days for families to browse and pick out uniforms. Community venues such as church halls are turned into 'uniform shops' with volunteers sorting donations ensuring those receiving the uniforms will get good wear out of these items. Items include shirts, trousers, skirts, school branded sweatshirts, PE kits, blazers, school bags and shoes. The initiative is also a good environmental project reducing the number of textiles going to landfill. Above all, the ROC School Uniform Project aims to provide practical support in a dignified and respectful way.

Stages of Project Development

Council Officers from the ANDBC Recycling Team were involved in the project development/management alongside ROC NI and Orchardville.

It was decided that Council venues accessible to the public would be used as drop off locations for preloved school uniforms.

Venues were secured at the following Council locations and this is a good example of interdepartmental collaboration.

- Alderman George Green Community Centre
- Hamilton Hub Community Centre
- Redburn Community Centre
- Donaghadee HRC
- Comber Leisure Centre
- Portaferry Leisure Centre
- Londonderry Park Pavilion

These locations gave a good spread throughout the Borough, with the more heavily populated areas generating larger volumes of donations.

School uniforms received at drop off points were transported to Orchardville for sorting and cleaning.

Feedback from the public, and lessons learned from the Winter Coat project 2024, led to the project management team focussing upon the need to ensure that suitable venues situated within walking distance from public transport network points were identified.

The following locations were selected for the pop-up shops.

- City Church, Bangor Main Street (0.2 miles from the Bangor bus/train station)
- Newtownards Salvation Army Community Hub (0.04 miles from Newtownards bus station)

A strong communication campaign was vital to ensuring this project was a success and the following methods were used when communicating this project to the public.

Not Applicable

218

- Council social media channels i.e. Facebook, Instagram
- Council website
- Bin-ovation app
- Press release
- Promotion from the Mayor's office
- Signage (Purchased through a grant from John Gray & Co Community Assistance Programme)
- Radio interview with Frank Mitchell on U105

Local businesses also supported this initiative:

- Signature Works (Bangor) donated 6 boxes of brand new school trousers of various sizes.
- Belfast City Airport provided funding for 600 stationary packs.

Outcomes

Overall, the project was a success with the initial support of the project by local residents donating their preloved school uniforms, leading to four successful pop-up venues.

In total 261 children and families benefitted by receiving preloved items of school uniform and stationery.

Four tables of free toys were also given to children attending the events. These toys were collected from the HRC Reuse containers and diverted from disposal.

To complete the free service, a representative from Sustainable Stories Bangor attended the pop-up events with a sewing machine to make any required minor alterations to uniforms for the children.

Sustainable Waste Resource Management

This project is yet another example of Council proactively seeking to address all strands of the sustainable waste resource management agenda, promoting not just recycling, but also reduce and reuse initiatives to achieve interrelated financial, environmental and social benefits.

RECOMMENDATION

It is recommended that the Council notes this report.

Unclassified

219

ITEM 11**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Interim Head of Regulatory Services
Date of Report	18 August 2025
File Reference	BC1 / 91000
Legislation	
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Q4 Building Control Activity Report (January 2025 to March 2025)
Attachments	None

Introduction

The information provided in this report covers, unless otherwise stated, the period 1 January 2025 to 31 March 2025. The aim of the report is to provide members with details of some of the key activities of Building Control, the range of services it provides along with details of level of performance. This report format has been introduced across Regulatory Services.

Applications

Full Plan applications are made to Building Control for building works to any commercial building, or for larger schemes in relation to residential dwellings.

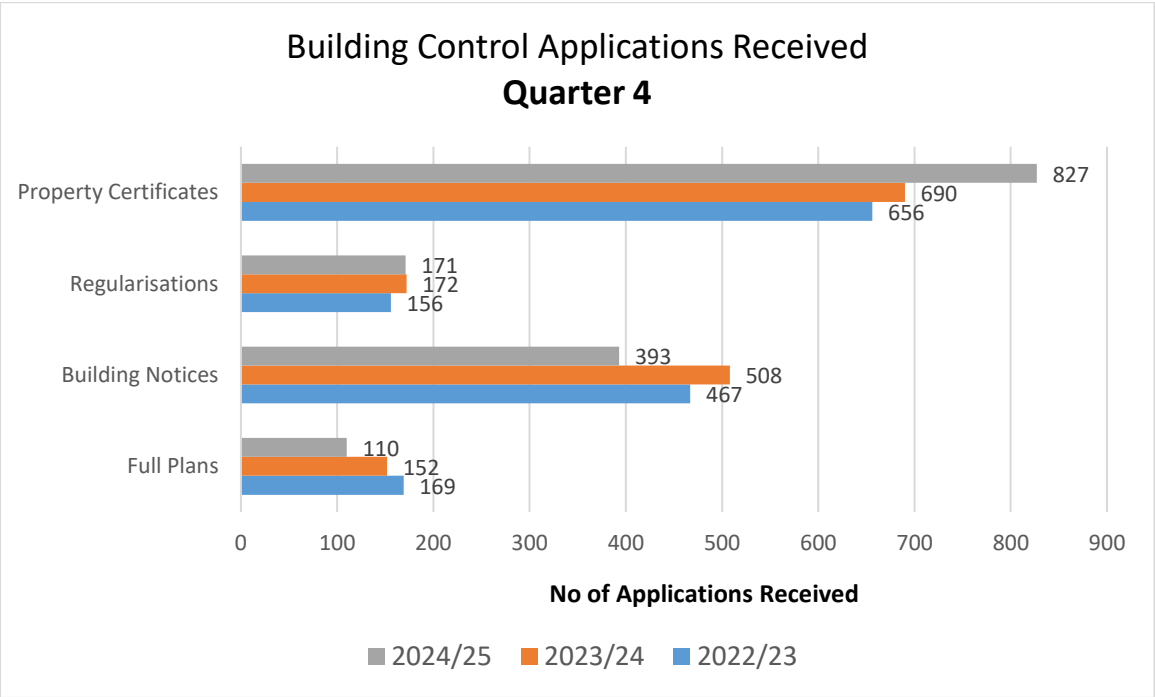
Building Notice applications are submitted for minor alternations such as internal wall removal, installation of heating boilers or systems, installation of all types of insulation and must be made before work commences. These applications are for residential properties only.

Not Applicable

Regularisation applications consider all works carried out illegally without a previous Building Control application in both commercial and residential properties. A regularisation application considers all types of work retrospectively and under the Building Regulations in force at the time the works were carried out.

Property Certificate applications are essential to the conveyancing process in the sale of any property, residential or commercial, and provide information on Building Control history and Council held data.

QUARTER 4	Period of Report 01/01/2025 – 31/03/2025	01/01/2024 31/03/2024	01/01/2023 – 31/03/2023
Full Plan Applications	110	152	169
Building Notice Applications	393	508	467
Regularisation Applications	171	172	156
Property Certificate Applications	827	690	656



The number of Full Plan applications received are very much determined by the economic climate, any changes in bank lending or uncertainty in the marketplace may cause a reduction in Full Plan applications. There is no internal means to control the number of applications received.



Regulatory Full Plan Turnaround Times

Turnaround times for full plan applications are measured in calendar days from the day of receipt within the council, too day of posting (inclusive).

Not Applicable

221

Inspections must be carried out on the day requested due to commercial pressures on the developer/builder/householder, and as such any pressures on that end of the business reflects on the turnaround of plans timescale.

QUARTER 5	Period of Report 01/01/2025 – 31/03/2025	Same quarter last year	Comparison	Average number of days to turnaround plan
Domestic Full Plan Turnarounds within target (21 calendar days)	73%	53%		18
Non-Domestic Full Plan Turnarounds within target (35 calendar days)	79%	40%		22

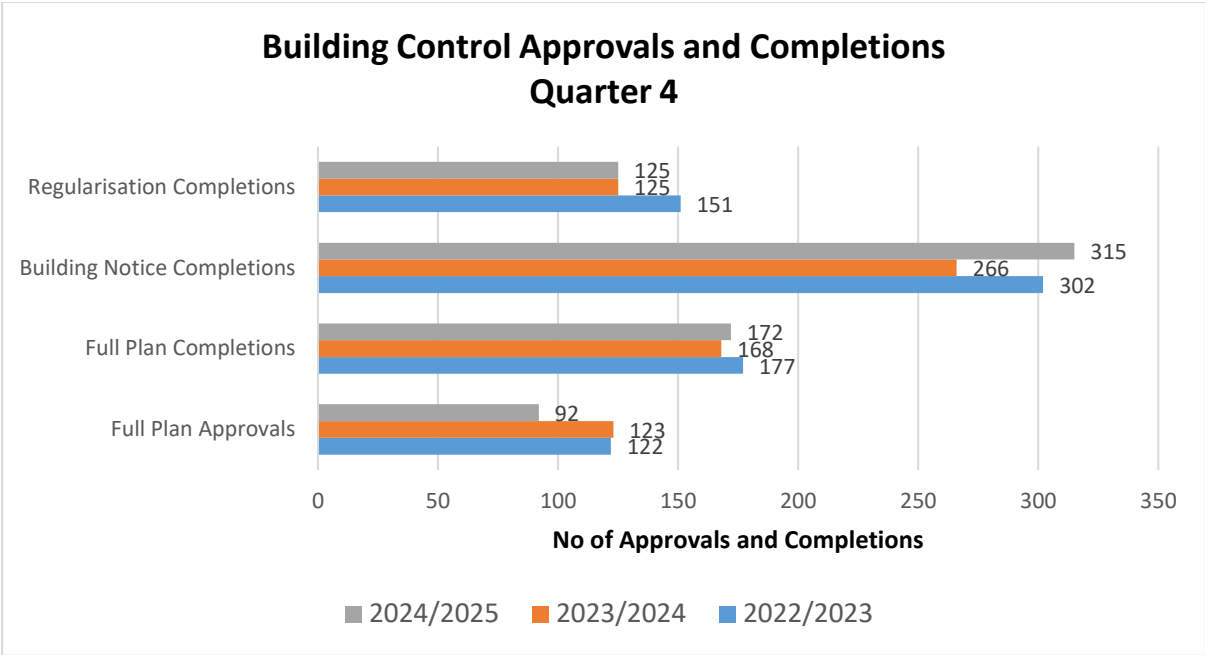
Regulatory Approvals and Completions

The issuing of Building Control Completion Certificates indicate that works are carried out to a satisfactory level and meet the current Building Regulations.

Building Control Full Plan Approval indicates that the information and drawings submitted as part of an application meet current Building Regulations and works can commence on site.

QUARTER 4	Period of Report 01/01/2025 – 31/03/2025	01/01/2024 – 31/03/2024	01/01/2023 – 31/03/2023
Full Plan Approvals	92	123	122
Full Plan Completions	172	168	177
Building Notice Completions	315	266	302
Regularisation Completions	125	125	151

Not Applicable

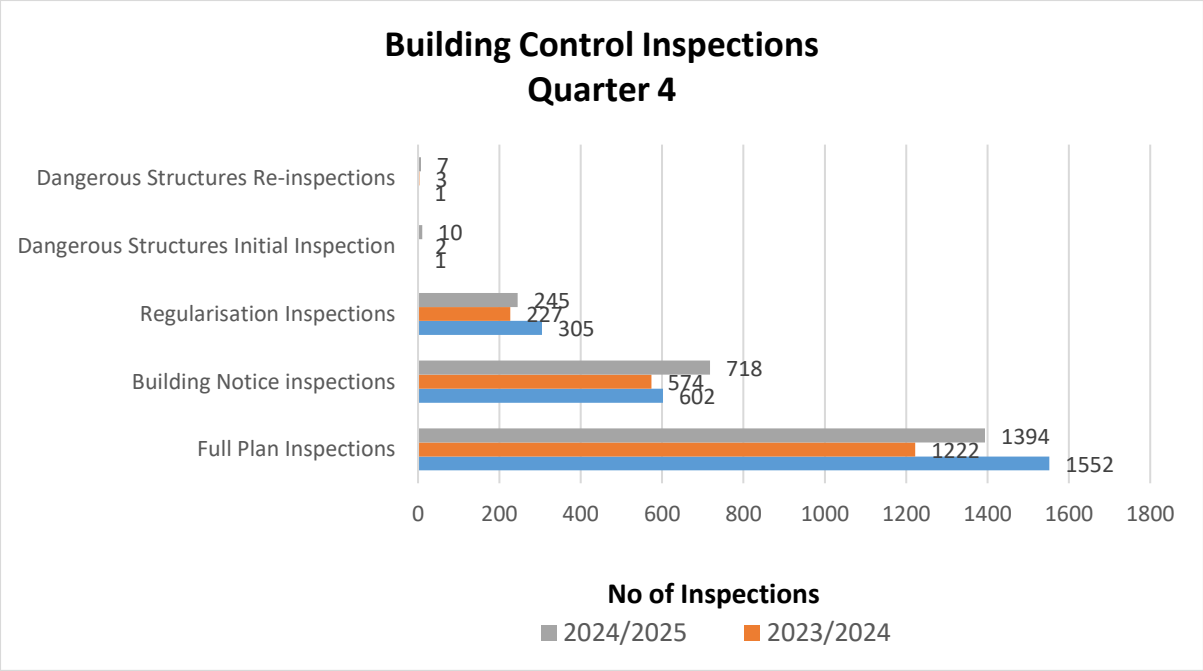


Inspections

Under the Building Regulations applicants are required to give notice at specific points in the building process to allow inspections. The inspections are used to determine compliance and to all for improvement or enforcement.

QUARTER 4	Period of Report 01/01/2025 - 31/03/2025	01/01/2024 – 31/03/2024	01/01/2023 – 31/03/2023
Full Plan Inspections	1394	1222	1552
Building Notice Inspections	718	574	602
Regularisation Inspections	245	227	305
Dangerous structures initial inspection	10	2	1
Dangerous structure re-inspections	7	3	1
Total inspections	2374	2028	2461

Not Applicable

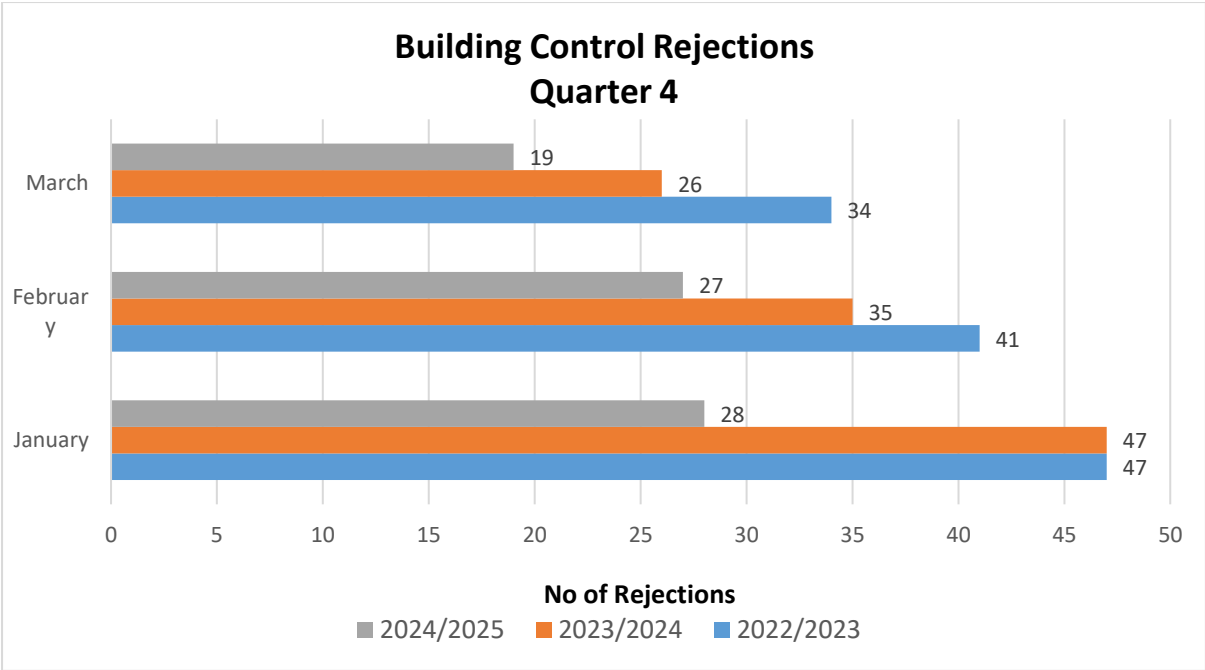


Non-Compliance

Where it is not possible to Approve full plan applications they are required to be rejected. Building Control Full Plan Rejection Notices indicate that after assessment there are aspects of the drawings provided that do not meet current Building Regulations. A Building Control Rejection Notice sets out the changes or aspects of the drawings provided that need to be amended. After these amendments are completed, the amended drawings should be submitted to Building Control for further assessment and approval.

QUARTER 4	Period of Report 01/01/2025 – 31/03/2025	01/01/2024 – 31/03/2024	01/01/2023 – 31/03/2023
Full Plan Rejection Notice	74	108	122
Dangerous Structure Recommended for legal action	0	0	0
Court Cases	0	0	0
Other	0	0	0

Not Applicable



RECOMMENDATION

It is recommended that the Council notes this report.

Unclassified

225

ITEM 12**Ards and North Down Borough Council**

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Interim Head of Regulatory Services
Date of Report	18 August 2025
File Reference	BC1 / 91000
Legislation	
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below:
Subject	Q1 Building Control Activity Report (April 2025 - June 2025)
Attachments	None

Introduction

The information provided in this report covers, unless otherwise stated, the period 1 April 2025 to 30 June 2025. The aim of the report is to provide members with details of some of the key activities of Building Control, the range of services it provides along with details of level of performance. This report format has been introduced across Regulatory Services.

Applications

Full Plan applications are made to Building Control for building works to any commercial building, or for larger schemes in relation to residential dwellings.

Building Notice applications are submitted for minor alternations such as internal wall removal, installation of heating boilers or systems, installation of all types of insulation and must be made before work commences. These applications are for residential properties only.

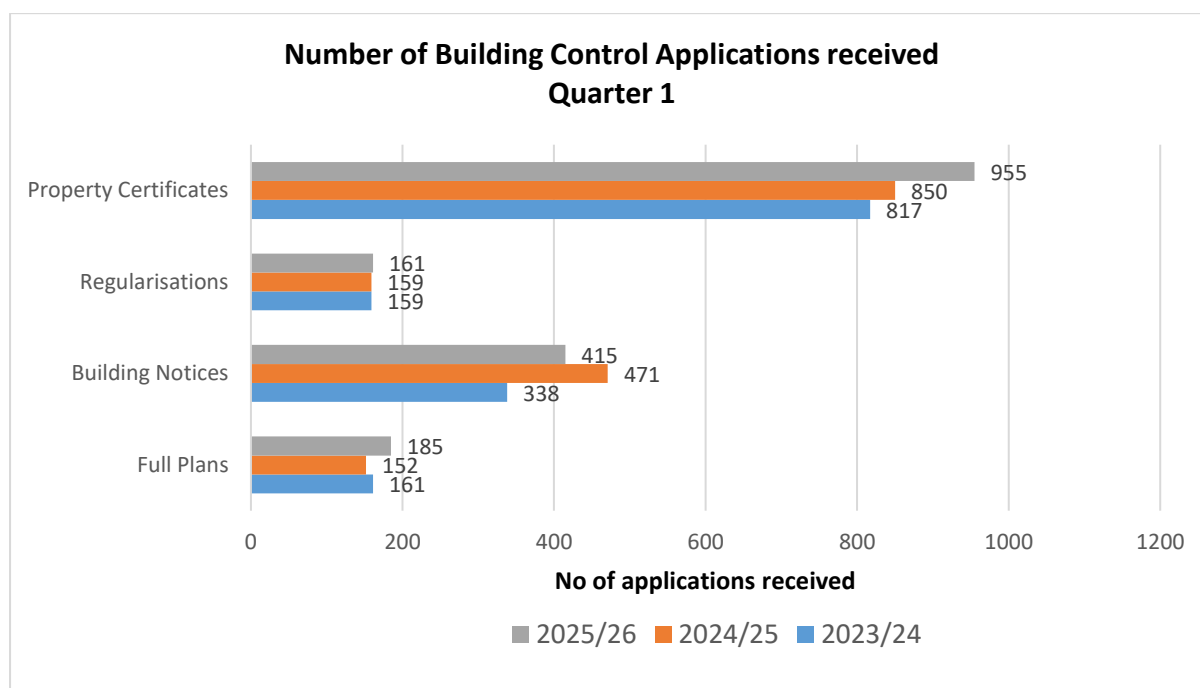
Not Applicable

226

Regularisation applications consider all works carried out illegally without a previous Building Control application in both commercial and residential properties. A regularisation application considers all types of work retrospectively and under the Building Regulations in force at the time the works were carried out.

Property Certificate applications are essential to the conveyancing process in the sale of any property, residential or commercial, and provide information on Building Control history and Council held data.

QUARTER 1	Period of Report 01/04/2025 – 30/06/2025	01/04/2024-30/06/2024	01/04/2023 – 30/06/2023
Full Plan Applications	185	152	161
Building Notice Applications	415	471	338
Regularisation Applications	161	159	159
Property Certificate Applications	955	850	817



The number of Full Plan applications received are very much determined by the economic climate, any changes in bank lending or uncertainty in the marketplace may cause a reduction in Full Plan applications. There is no internal means to control the number of applications received.

Regulatory Full Plan Turnaround Times



Turnaround times for full plan applications are measured in calendar days from the day of receipt within the council, too day of posting (inclusive).

Inspections must be carried out on the day requested due to commercial pressures on the developer/builder/householder, and as such any pressures on that end of the

Not Applicable

227

business reflects on the turnaround of plans timescale.

QUARTER 1	Period of Report 01/04/2025 – 30/06/2025	Same quarter last year	Comparison	Average number of days to turnaround plan
Domestic Full Plan Turnarounds within target (21 calendar days)	68%	80%		21
Non-Domestic Full Plan Turnarounds within target (35 calendar days)	62%	70%		26

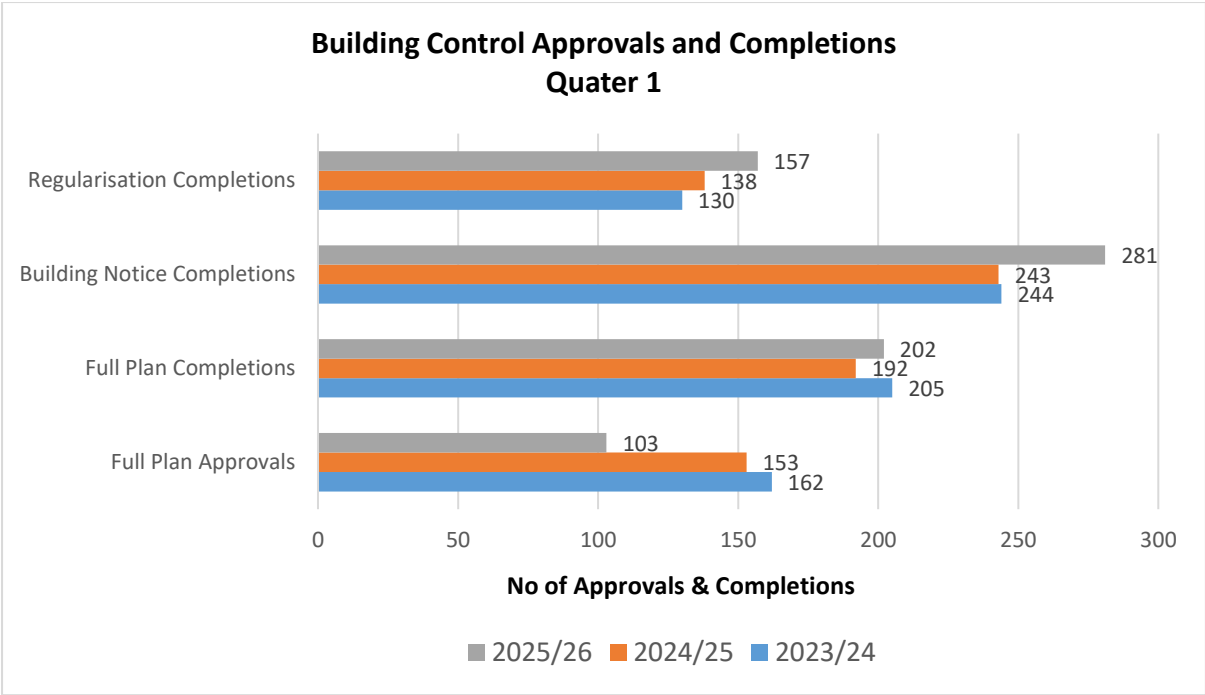
Regulatory Approvals and Completions

The issuing of Building Control Completion Certificates indicate that works are carried out to a satisfactory level and meet the current Building Regulations.

Building Control Full Plan Approval indicates that the information and drawings submitted as part of an application meet current Building Regulations and works can commence on site.

QUARTER 1	Period of Report 01/04/2025 – 30/06/2025	01/04/2024 – 30/06/2024	01/04/2023 – 30/06/2023
Full Plan Approvals	103	153	162
Full Plan Completions	202	192	205
Building Notice Completions	281	243	244
Regularisation Completions	157	138	130

Not Applicable

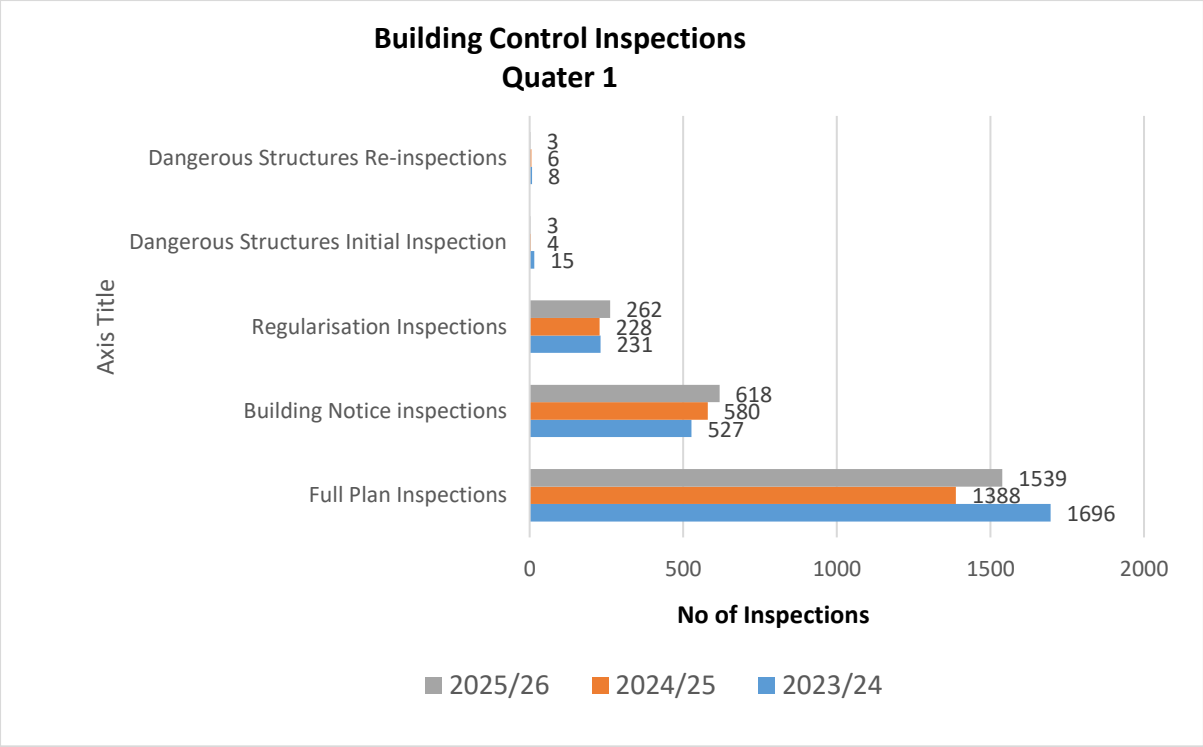


Inspections

Under the Building Regulations applicants are required to give notice at specific points in the building process to allow inspections. The inspections are used to determine compliance and to all for improvement or enforcement.

QUARTER	Period of Report 01/04/2025 - 30/06/2025	01/04/2024 – 30/06/2024	01/04/2023 – 30/06/2023
Full Plan Inspections	1539	1388	1696
Building Notice Inspections	618	580	527
Regularisation Inspections	262	228	231
Dangerous structures initial inspection	3	4	15
Dangerous structure re-inspections	3	6	8
Total inspections	2425	2206	2477

Not Applicable

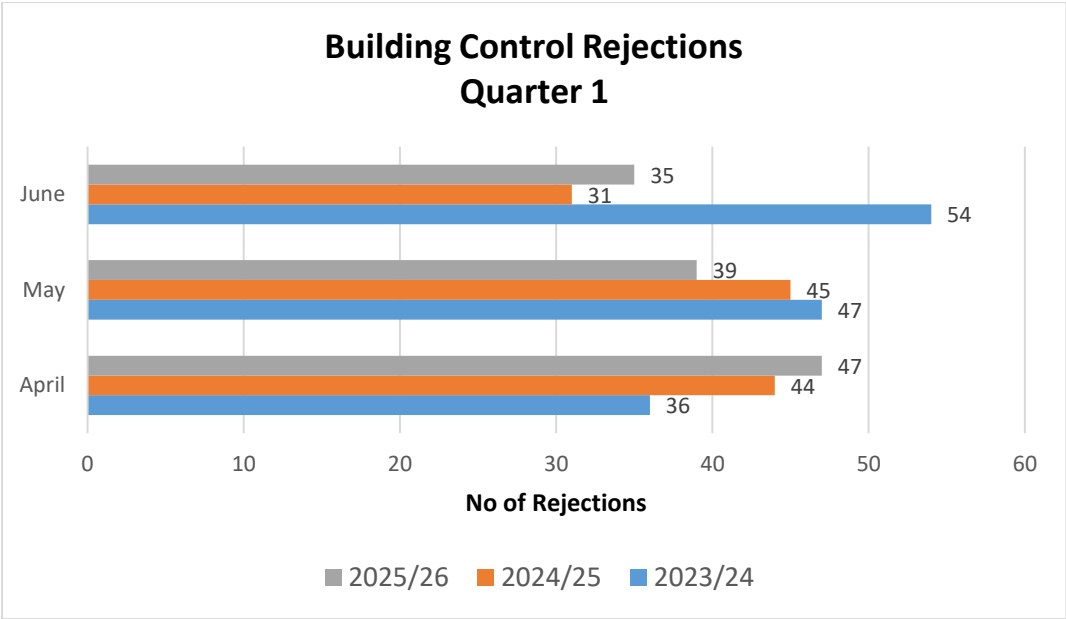


Non-Compliance

Where it is not possible to Approve full plan applications they are required to be rejected. Building Control Full Plan Rejection Notices indicate that after assessment there are aspects of the drawings provided that do not meet current Building Regulations. A Building Control Rejection Notice sets out the changes or aspects of the drawings provided that need to be amended. After these amendments are completed, the amended drawings should be submitted to Building Control for further assessment and approval.

QUARTER 1	Period of Report 01/04/2025 – 30/06/2025	01/04/2024 – 30/06/2024	01/04/2023 – 30/06/2023
Full Plan Rejection Notice	121	120	137
Dangerous Structure Recommended for legal action	0	0	0
Court Cases	0	0	0
Other	0	0	0

Not Applicable



RECOMMENDATION

It is recommended that the Council notes this report.

Unclassified

231

ITEM 13

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Interim Head of Regulatory Services
Date of Report	24 July 2025
File Reference	92017
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Impact of Council funding to Keep Northern Ireland Beautiful 2024/2025
Attachments	Letter from Keep Northern Ireland Beautiful Update on the year 2024/2025

The Council has received the attached letter from Keep Northern Ireland Beautiful, providing insight into the work delivered by KNIB with Council funding from the RCIF fund, from cost savings though increase recycling of waste.

The Council will see that the scheme has been very successful at reaching a wide range of numerous small groups, and projects which enable communities to become involved, and to deliver outcomes which are of value to those communities.

The requested budget will be included in the 2026/27 rate setting process and the SLA will be brought to Council for approval when ready.

RECOMMENDATION

It is recommended that the Council notes this correspondence and the impact of Council funding through Keep Northern Ireland Beautiful.

Not Applicable



Susie McCullough
Chief Executive

Ards & Down Council,
Town Hall,
Bangor,
BT23 4AD

15th August 2025

Dear Susie

This year, the programmes that Keep Northern Ireland Beautiful (KNIB) run in partnership with Councils in Northern Ireland have made great strides in our aim to educate, engage and empower communities to care for their local environment.

Ards & Down Council has played an essential role in helping Northern Ireland's most extensive civic pride campaign grow and achieve exceptional results. This success demonstrates the power of collaboration. Together, we have made great strides in protecting our environment and building resilience in communities. And we don't intend to slow down, there is so much more to be done.

My reason for writing is to share these successes with you, explain more about the programmes we operate, and make our request for funding for 2026/27. All successful campaigns need to evolve and step up the progress. In my first year as Chief Executive, I am determined to broaden our impact and build on the value that all our programmes provide.

I have outlined the highlights of the impacts achieved in each Council area in 2024-25 below. This covers all the work that is directly funded by the Council, and many others that align with our collective aims however which we do not ask Councils to contribute towards them financially.

Across Northern Ireland we are delighted to be able to celebrate some major landmarks:

Northern Ireland is the second country globally to reach 50% of schools accredited as Eco Schools.

Titanic Suites, 55-59 Adelaide Street, Belfast, BT2 8FE
T. 028 9073 6920 E. enquires@keepnorthernirelandbeautiful.org

[keepnorthernirelandbeautiful.org](https://www.keepnorthernirelandbeautiful.org)

The Live Here Love Here (LHLH) campaign has achieved an all-time high public recognition rate of 78%.

We have also reached 118 parks and open spaces registered under the Green Flag accreditation scheme, the highest number to date.

And then there are the dozens of events and thousands of interactions that help to inspire action and build communities.

Impact in the Ards & Down Council area in 2024/25

We are in the process of compiling our impact cards for 2024/5, the purpose of which is to communicate the value of our work. Once these are fully completed, we will share these with you and elected members. Here are some of the highlights for Ards & Down Council:

- Live Here Love Here Small Grants Scheme:
 - 14 projects delivered
 - £32,376 awarded by the council *includes accruals from previous years
- Other Grants:
 - 4 community textile and innovation grants
 - £11,448.80 amount awarded
- Adopt a Spot:
 - 177 groups
 - 2226 volunteers supported
- Eco Schools:
 - 21 green flag Eco Schools
 - 24 school support visits and events
 - 6933 pupils an active green flag engaged in Eco-Schools
- Local environment quality
 - 9 Green Flags for parks and open spaces
 - 1 Blue Flag for beaches and marinas
 - 4 Seaside Awards

Our programmes

I wanted to take this opportunity to provide a detailed account of the work we do. The first three programmes listed receive financial contributions from most Councils and form part of our core Environment Fund grant from DAERA. The rest are funded through a variety of funding streams. While we do not generally ask for financial support for these other programmes, all of what we do helps contribute towards better local civic and environmental engagement.

Titanic Suites, 55-59 Adelaide Street, Belfast, BT2 8FE
 T. 028 9073 6920 E. enquires@keepnorthernirelandbeautiful.org

[keepnorthernirelandbeautiful.org](https://www.keepnorthernirelandbeautiful.org)  

Live Here Love Here

Live Here Love Here consists of the following programmes:

- A substantial NI-wide high-profile litter media campaign
- Adopt a Spot – Civic pride programme enabling volunteers to adopt and maintain local green spaces
- Big Spring Clean – NI's largest volunteer litter picking campaign
- Healthy Oceans Healthy Minds - An annual suite of events reconnecting people to blue spaces, highlighting environmental protection & health benefits. Cognisence Insights Report – annual survey and analysis into public attitudes and behaviour change towards littering
- Connecting Communities events – bringing communities together to share ideas and opportunities about environmental action.
- Community Awards – Annual high profile award ceremony to celebrate volunteering excellence
- Small Grants Scheme – a hugely popular legacy funding stream supporting practical volunteering projects

LHLH is part funded within our five-year DAERA Environment Fund grant. DAERA contribute approximately 70% of the staff costs and media campaign. We also receive £20,000 from the NI Housing Executive who are formally part of the LHLH partnership, and this year; Belfast Harbour Commission has contributed £18,000 toward Healthy Oceans Healthy Minds and Small Grants; and Power NI sponsored £1500 towards the Community Awards. The balance paid by Councils levers all this support as part of a match-funding agreement that results in excellent value for money to all LHLH partners. Our aim is to keep adding value and growing the impact that this dynamic programme brings.

Eco Schools

The Eco Schools programme inspires young people to care for their environment. DAERA contribute 70% of the staff costs and some programme costs. Eco Schools is supported by KNIB Field Officers, who help schools achieve their Eco School's accreditations. These accreditations support schools to actively engage pupils in environmental education, and this leads directly to positive action now and into the future.

Titanic Suites, 55-59 Adelaide Street, Belfast, BT2 8FE
T. 028 9073 6920 E. enquires@keepnorthernirelandbeautiful.org

keepnorthernirelandbeautiful.org  

This programme is also funded through various sponsors and partners such as the NI Housing Executive and Trocaire.

Councils generously contribute just under £3,000 towards the annual awards ceremonies. We are also very grateful to the Councils who contribute an additional £10,975 to avail of the Wheelie Big Challenge workshops for schools. This is a great way to embed a recycling culture at an early age and is a very welcome contribution towards the cost of the Field Officer who operates in that Council area.

Local Environmental Quality (LEQ)

The Blue Flags, Seaside Awards and Green Flags programmes have grown each year. Our aim is to encourage people to enjoy open spaces and for these to be managed to high environmental and safety standards.

Councils contribute an amount per amenity accredited, which reduces as the number of sites increase beyond various thresholds. KNIB administers Community Green Flags

At no additional cost. Our LEQ team also hosts the NI Environmental Quality Forum three times a year, bringing together Council Enforcement Officers to discuss common issues and share best practices.

We also produce the annual Cleaner Neighbourhoods Report for DAERA. This gives a snapshot of the state of cleanliness across the whole of Northern Ireland. While there is no cost to Councils towards this report, we would encourage councils to avail of the Borough Cleanliness Surveys which give a more in-depth picture of littering in individual Council areas. There is an additional cost to councils for this service.

Each year, we also work with Translink to administer the Spirit of Translink Awards to assess the quality of 37 stations in Northern Ireland.

Other KNIB programmes that benefit the Council

This is not an exhaustive list but outlines key work that KNIB carries out which isn't usually funded by Councils but align closely with our shared values.

Field Officers

We currently employ six field officers across NI. These people are our community weavers who work on the ground to encourage participation in all areas of KNIB's activity.

Titanic Suites, 55-59 Adelaide Street, Belfast, BT2 8FE
T. 028 9073 6920 E. enquires@keepnorthernirelandbeautiful.org

keepnorthernirelandbeautiful.org  

Field Officers are directly responsible for working with schools to help with their Eco Schools accreditations and environmental education activities, for instance directly supporting teachers completing applications and delivering recycling and reuse workshops. They conduct litter and marine surveys and assess Blue and Green Flags. They work with community organisations involved in small grants, Big Spring Cleans and Adopt a Spot Groups.

KNIB funds most of the cost of field officers directly.

MyEARTH myearth.org.uk

In June this year we launched myEARTH, a new sector wide partnership funded by the National Lottery Dormant Accounts grant. MyEARTH is a website platform that brings together around 30 delivery partners to offer environmental activities and resources to the public. The aim for myEARTH is to be the go-to place for anyone interested in local environmental activities.

Many Councils have already become delivery partners and use myEARTH to promote events, actions, activities and opportunities to the public. MyEarth is an innovative initiative and aligns perfectly with all of the activities we carry out in partnership with councils. At present, we don't ask councils for payment towards myEARTH.

30 Under 30

This year we will be launching our fourth 30 Under 30 programme, inviting 30 more young environmental sustainability professionals to engage in an intensive 8 month course to help develop themselves as practitioners in this field.

Several councils have availed of this programme and used it as a chance to develop up and coming staff. Our aim is to encourage our future leaders to think positively about incorporating sustainable principles at the core of their work.

Climate Awareness

This is a programme funded by DAERA through the Carrier bag Levy. We have a team of four people who produce and deliver climate awareness resources tailored to a wide range of community settings. We are involved in training everyone from the Civil Service to businesses, community groups and schools. We use evidence-based and up-to-date information to help participants understand the science of climate change and create safe spaces for people to discuss implications and address the climate emergency through their own actions.

Titanic Suites, 55-59 Adelaide Street, Belfast, BT2 8FE
T. 028 9073 6920 E. enquires@keepnorthernirelandbeautiful.org

keepnorthernirelandbeautiful.org  

This service is available to councils and to communities across Northern Ireland at no cost.

Biodiversity

KNIB employs a biodiversity specialist to assist in all the work we do. One exciting development this year has been to launch Generation Nature, delivering outdoor teaching resources and a new teaching facility at Stranmillis University College to upskill qualifying teachers in so that they can bring sustainability to life in the schools they work in.

Charges for funding towards 2026/27

To ensure that Live Here Love Here continues well into the future I need to address the financial contribution that councils make to this partnership for the next financial year. After ten years of maintaining the same annual cost, we have to face the reality that an increase is necessary for the programme's sustainability.

I hope that you will see that our aim is to bring exceptional value for money to the Council through the variety of programmes and work that we deliver.

Our primary aim is to make Live Here Love Here sustainable and to grow it in the coming years. To enable this, we need to increase our ask for 2026/27. We are also particularly keen to change the structure of the small grants fund to allow it to grow, both from contributions from the Council and from third party sponsors such as Belfast Harbour Commissioners. To do this we propose to split our request into two parts.

Part A. This will include all the benefits of LHLH outside of Small Grants,. Namely, the NI wide media campaign, Cognisence insight survey, Adopt a Spot, Big Spring Clean, Community Awards, Connecting Communities and Healthy Oceans Healthy Minds.

Part B is for Small Grants. The reason for splitting it this way is to cover the unfunded grant assessment costs and to create greater operational flexibility. We will take a 20% admin fee to fund grant assessment. Our aim is to grow this grant scheme, and this arrangement will allow us to increase the resources to administer the grant accordingly. The balance will be directed as previous to community groups and if you contribute the amount requested, the grant fund paid to communities will stay the same. This arrangement allows for the possibility for you to grow the small grants independently of the rest of the LHLH programme.

We also plan to review the possibility of groups receiving longer term support. We would like to be able to see groups progressively develop programmes enabling us to direct them towards other resources and support. We understand that councils may not be

able to guarantee a three-year commitment to us, so we understand that any arrangements of this nature would be dependent on continued Council funding.

In order to maintain a sustainable approach across all our projects going forward, I propose that we request a cost of living increase each year using the average Consumer Price Index (CPI) inflationary adjustment.

Our request for Live Here Love Here 2026 / 27

£15, 625 for Part A and £15, 625 for Part B (small grants)

We will provide a draft Service Level Agreement to cover the arrangements to all Councils for 2026/27.

Thank you for reaching the end of this extensive letter. We wanted to include as much detail and context as possible alongside a narrative to explain the rationale for increasing our prices.

This partnership matters enormously to us and those who benefit from it and I look forward to working with you well into the future.

If you have any questions, seek clarification or wish to provide feedback, please don't hesitate to contact me.

Yours sincerely,



Eric Randall

September 2021



240

Ards and
North Down
Borough Council

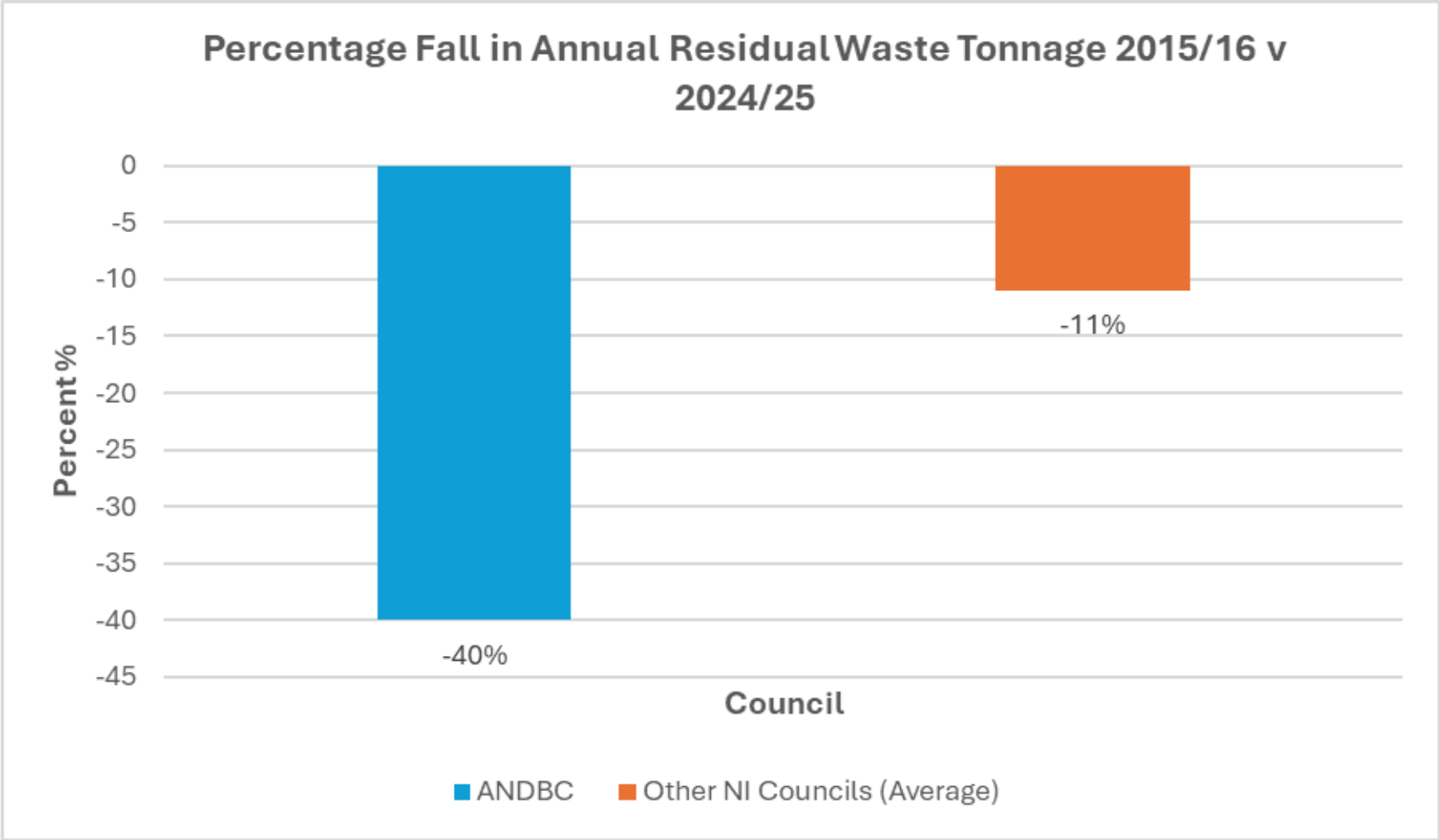
TRANSFORMING OUR WASTE INTO A RESOURCE

SUMMARY OF RECYCLING PROGRESS 2015 - 2025

David Lindsay, Director of Environment

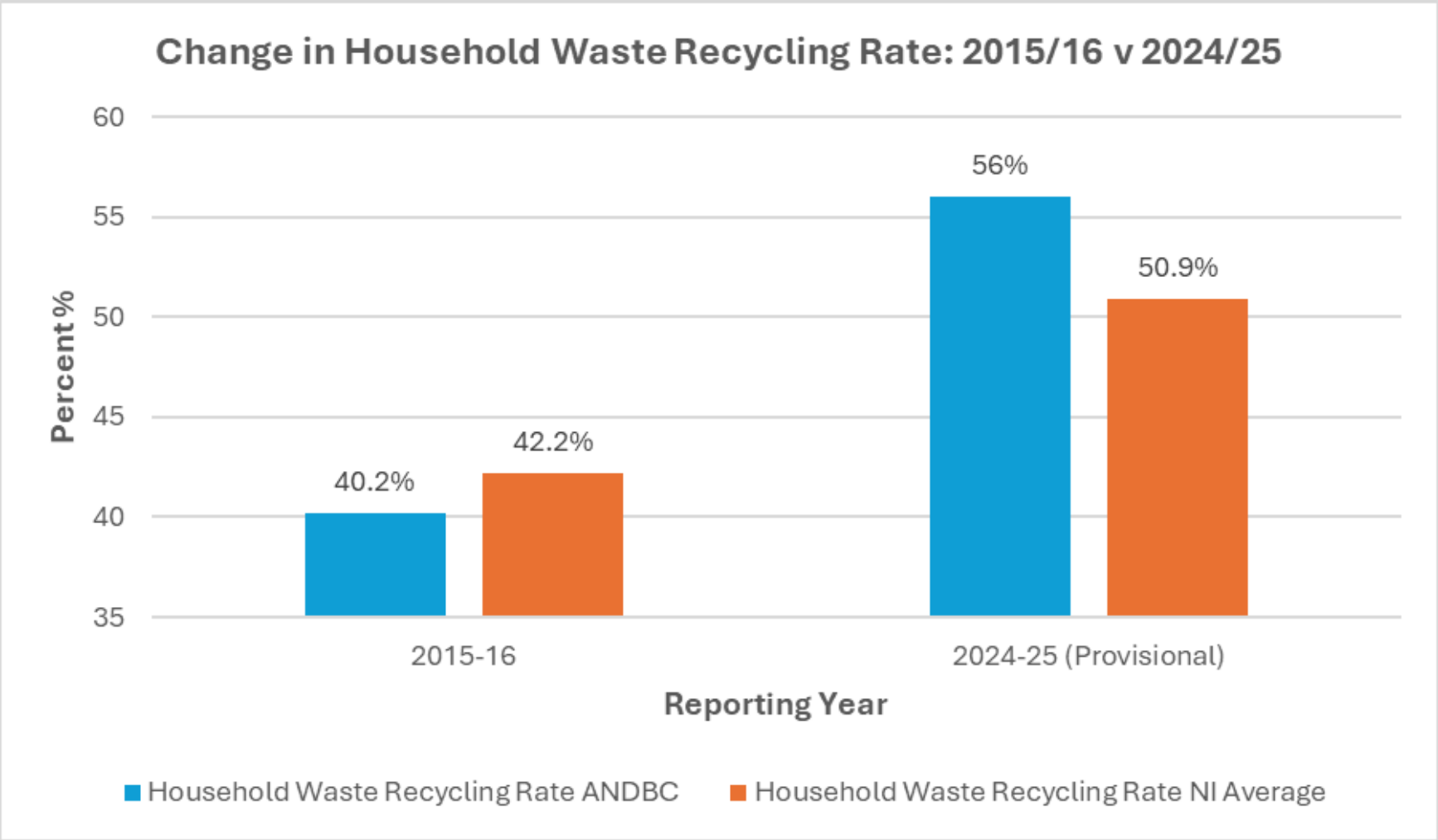


Residual Waste Changes



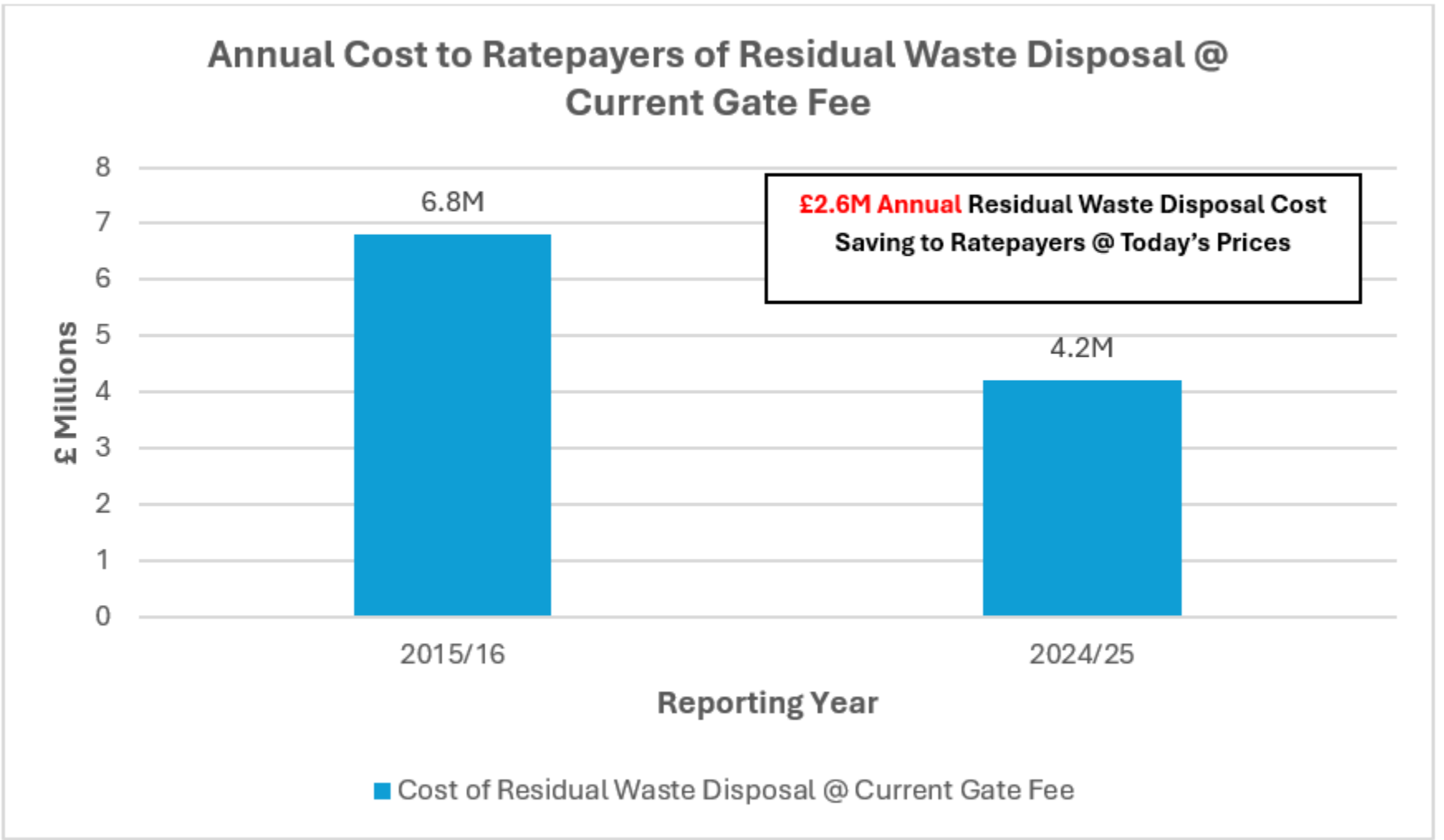


Recycling Rate Changes



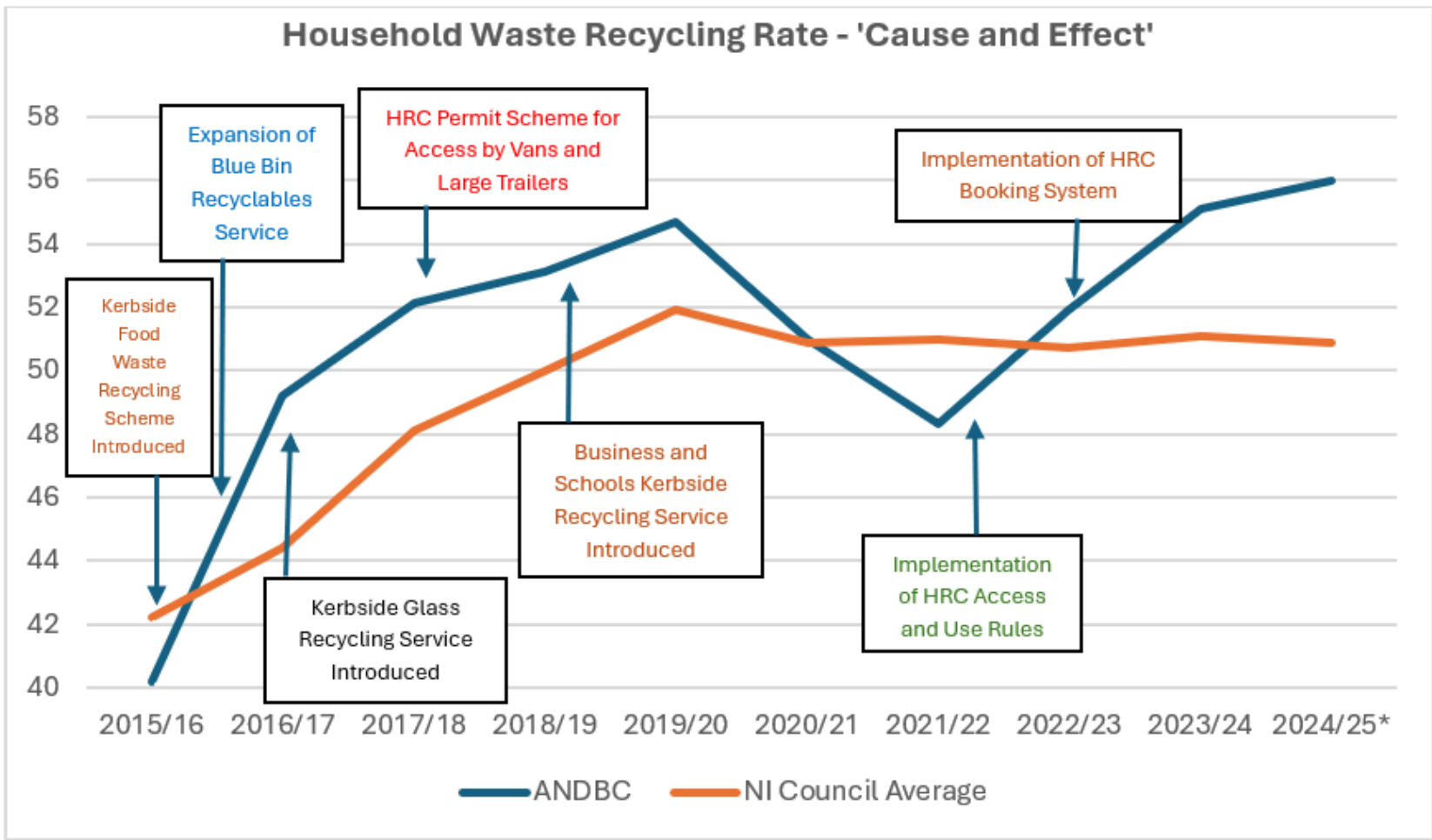


Waste Disposal Bill





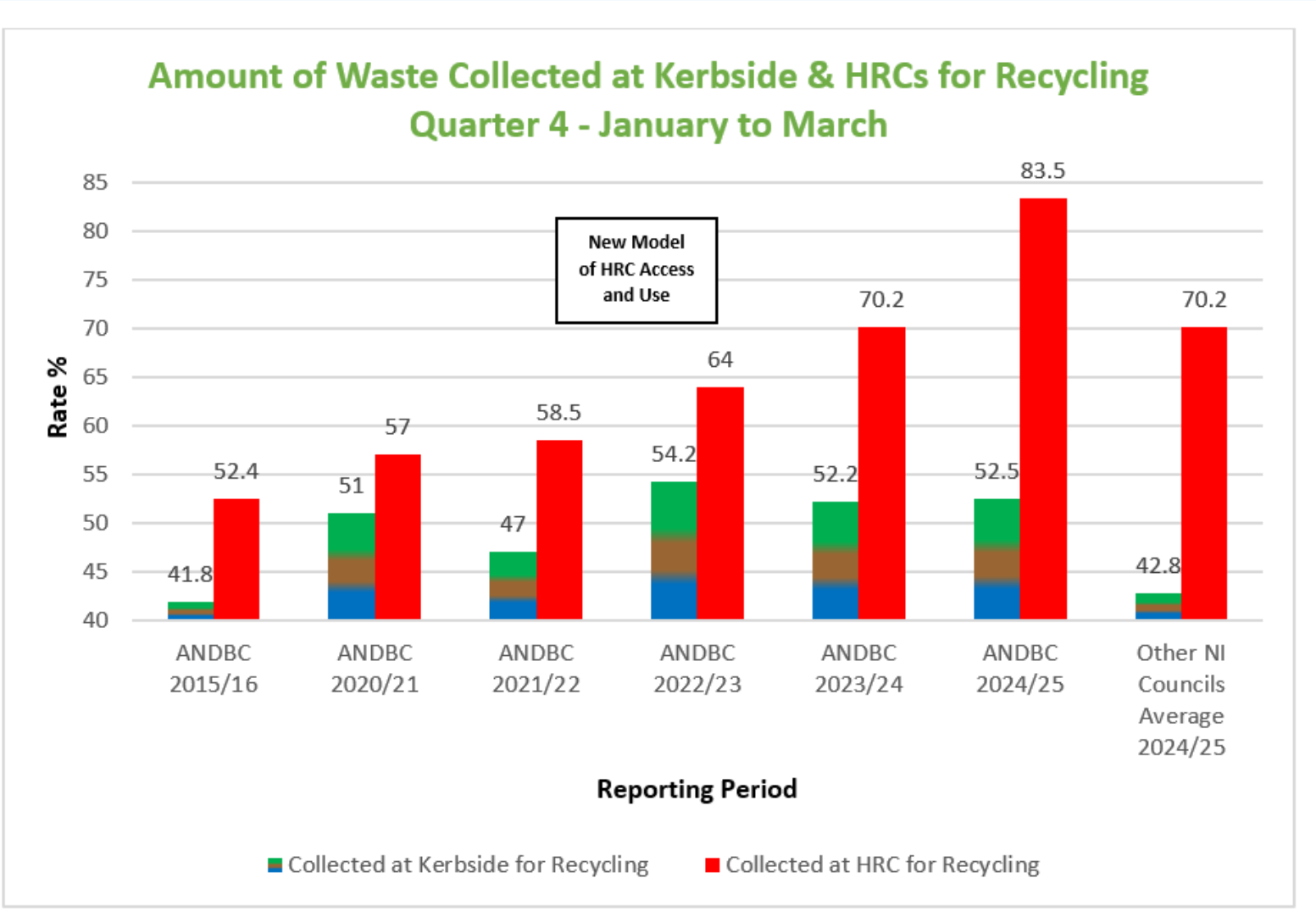
Impact of Service Model Transformation on Recycling Outcomes



*Provisional Figures



Impact of Service Model Transformation on Recycling Outcomes





PRIORITY NEXT STEPS

- Further consolidate and bed in the HRC booking system to ensure further gains where possible and sustain improved outcomes.
- Proceed with the process of implementing a new kerbside service model.
- Commence strategic HRC estate review.



DISCUSSION

QUESTIONS

Unclassified

ITEM 15

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Waste and Cleansing Services
Date of Report	31 July 2025
File Reference	53042
Legislation	Waste and Contaminated Land (NI) Order 1997
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: Not relevant
Subject	Northern Ireland Local Authority Municipal Waste Management Statistics, January to March 2025
Attachments	None

Introduction

The official waste management statistics for the final quarter of 2024/2025 (January to March 2025) have been released by the Northern Ireland Environment Agency.

The aim of this report is to:

1. Report key quarterly waste management performance statistics relative to the same period last year (found in part 1 of the report) and to our baseline comparator year of 2021-22 (found in the KPI section of part 2 of the report), and
2. Provide some detail around operational waste service management activities/actions that have been implemented during the quarter with the aim of improving performance.

Not Applicable













249

In summary, all key indicators are very positive for this reporting period. They show that we have been successful in maintaining and further building upon the gains achieved since we started a renewed programme of performance improvement since 2021-22.

Our residual (non-recycled waste) is now disposed of via a new residual waste treatment contract, and we recorded a 38.2% increase in the waste energy recovery rate - the largest of all Councils.

Northern Ireland Local Authority Collected Municipal Waste Management Statistics – October to December 2023

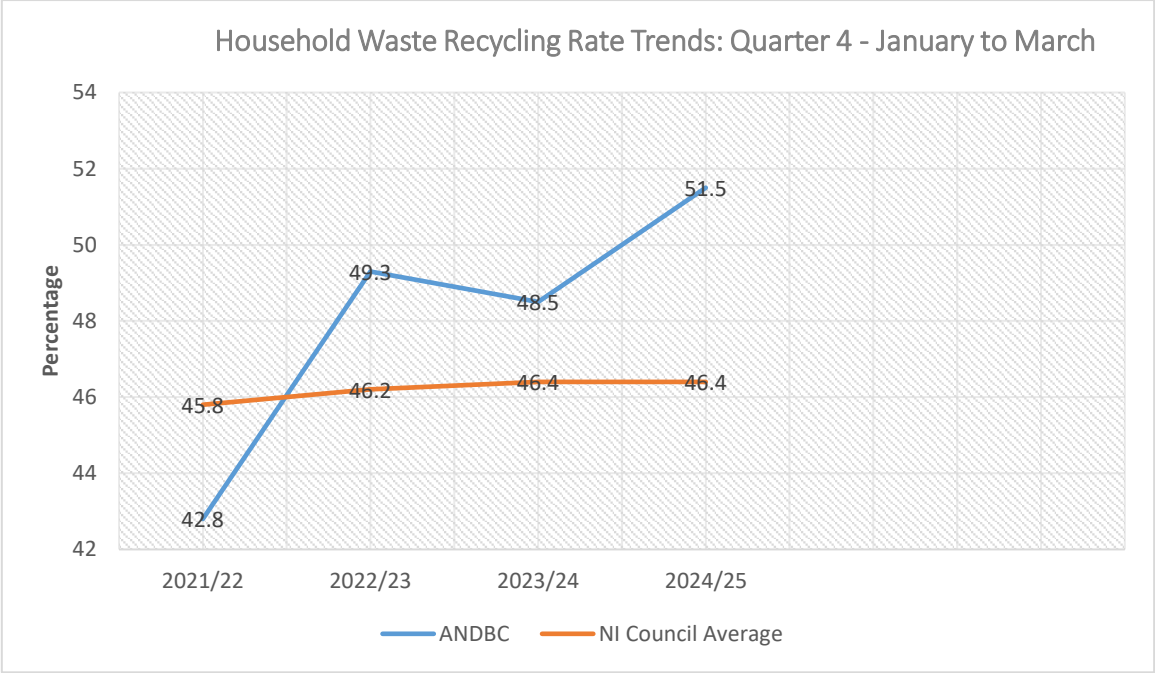
Summary Table of Key Changes Q4 2023-24 v Q4 2022-23

	2023-24	2024-25	Change
Household Waste Recycling Rate	48.5%	51.5%	 3%
Recycling Rate Ranking	4th	2nd	 2 places
Composting Rate	26.1%	25.7%	 0.4%
Dry Recycling Rate	21.9%	25.4%	 3.5%
Total HRC Waste	4753T	4663T	 1.9%
HRC Residual/Landfill Waste Received	1416T	769T	 45.7%
HRC Recycling Waste Received	3337T	3894T	 16.7%
Proportion of HRC Waste Received for Recycling	70.2%	83.5%	 13.3%
Total Kerbside Waste	13284T	13868T	 4.4%
Kerbside Residual Waste Received	6352T	6591T	 3.8%
Kerbside Recycling Waste Received	6932T	7277T	 5%
Proportion of Kerbside Waste Received for Recycling	52.2%	52.5%	 0.3%

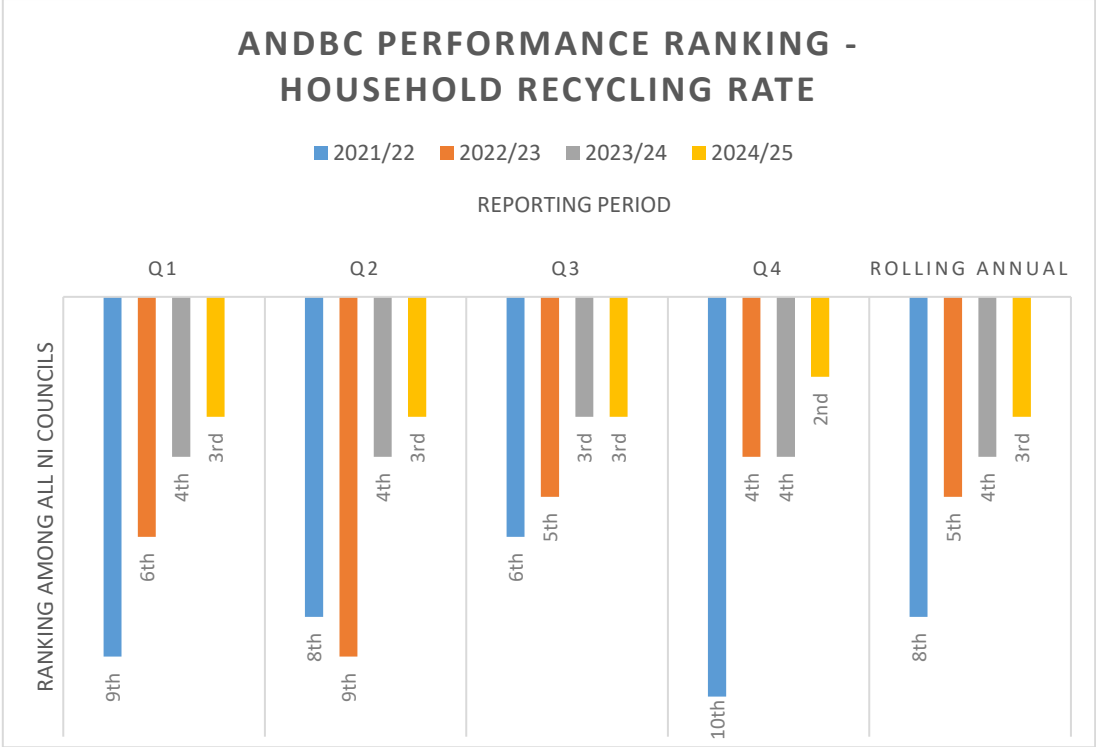
The significant headlines contained within the latest DAERA report show that:

- i. Our household waste recycling rate **rose significantly** by 3% compared to Q3 last year, from 48.5 to 51.5%. The NI Council average remained the same, at 46.4%.

Not Applicable



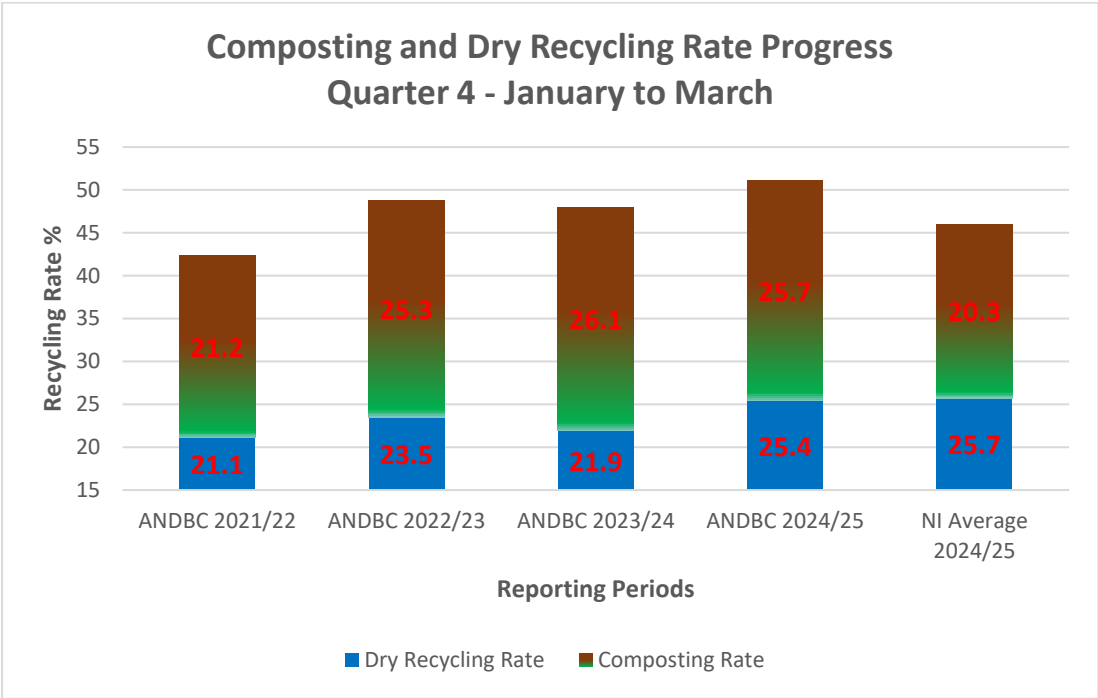
- ii. Our household waste recycling rate of 51.5%, was 5.1% **higher** than the NI average of 46.4%.
- iii. We were ranked **second** out of the eleven NI Councils for our household waste recycling rate, up two places from last year.



- iv. Our household waste composting rate **fell slightly** by 0.4% - from 26.1% to 25.7%. Our household waste dry recycling rate **rose significantly** by 3.5% - from 21.9% to 25.4%.

Not Applicable

- v. Our household waste composting rate of 25.7% was 5.4% **higher** than the NI average of 20.3%.
- vi. Our household waste dry recycling rate (i.e. recycling of items other than organic food and garden waste) of 25.4% was 0.3% **lower** than the N.I. average of 25.7%.



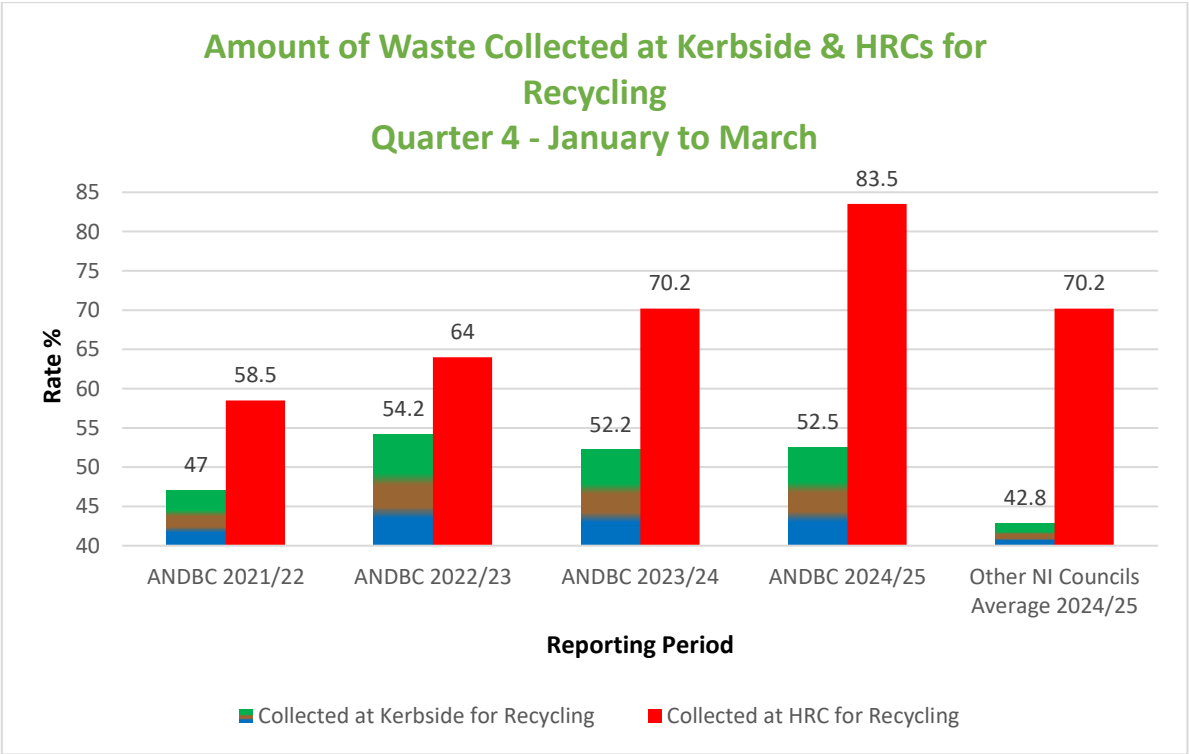
- vii. Our kerbside recycling capture rate of 69.1% for household compostable waste materials compared to a NI Council average of 59.4%.
- viii. Our **lowest** kerbside capture rate for recyclable materials was for mixed plastics, at 18.7%.

Kerbside Capture Rate for Recyclable Waste Types – October to December		
Recyclable Material	Kerbside Capture Rate for Recycling %	NI Average Kerbside Capture Rate for Recycling %
Glass	60.6	49.6
Paper & Card	59.2	53
Mixed Metals	31	32.1
Mixed Plastics	18.7	22.6
Organic/Compostables	69.1	59.4

- ix. We ranked 6th in the Council performance table for ‘dry’ recycling rate and 3rd for composting rate.

Not Applicable

- x. We received 14.4% **less** total waste per capita at our HRCs compared to the average for other NI Councils; during the same period the previous year we received 5.6% **less** HRC waste per capita.
- xi. We received 52.5% **less** residual (non-recycled) waste per capita at our HRCs compared to the average for other Councils, compared to 13.8% **less** during the same period the previous year.
- xii. The proportion of waste collected at our HRC sites for recycling was **very significantly higher** than the average for other Councils – 83.5%, compared to an average rate of 70.2% for other Councils. During the same quarter the previous year, our HRC recycling rate of 70.2%, compared to an average of 69.3% for other Councils.
- xiii. We collected 10.1% **more** waste per capita from homes through our kerbside bin collection services compared to the average for other Councils. During the same period the previous year, we collected 4.7% **more**.
- xiv. We collected 7% **less** residual/landfill waste per capita from homes through our kerbside bin collection services compared to the average for other Councils. During the same period last year, we collected 11.4% **less**.
- xv. The proportion of waste collected for recycling through our kerbside bin collection system was very significantly **higher** than the average for other Councils – 52.5%, compared to an average of 42.8% for other Councils.



Not Applicable

253

Operational Performance Improvement Measures

Marketing and Communications Indicators

MC1 – 83 social media posts were issued with associated engagement/management of feedback across Waste and Recycling on ANDBC corporate channels.



MC2 – 6 Bin-Ovation 'News and Info' articles were published, 7 Bin-ovation 'Push Notifications' issued, and 2675 Bin-ovation downloads recorded.

MC3 – Officers delivered nine community and engagement events, talking to 318 people.

- 3 x schools
- 4 x adult groups
- 1 x shopping centre info event
- 1 x after school club

Not Applicable

254



Household Recycling Centre Indicators

HRC1 – Volume of blue bin recyclable materials separated from mixed waste by residents on-site: 677,500 litres.



This equates to approximately 28 tons of blue bin waste; whilst this is a relatively modest weight of material, it represents a very large/visible volume of recyclable waste extracted from bags of mixed waste which was initially intended to be placed landfill skips at HRCs. A collateral benefit of this practice of requiring removal of blue bin recyclables from black bags of mixed waste before using the landfill skip is that it should help to 'educate' householders - promoting more efficient separation of waste in the home and greater use of blue bins at the kerbside.

This represents just one type of recyclable waste category which was prevented from entering landfill skips at HRCs as a consequence of our more focused attention to supervision of landfill skip access; many other recyclable waste types will also have been prevented from entering the landfill skips as reflected in KPI, HRC3.

HRC2 – Number of visitors turned away from site: 653

This is a significant number in itself, but it is likely to be the case that a significant number of out of Borough residents will have avoided coming to our sites because of the widely publicised focus upon checking ID for everyone entering and those turned

Not Applicable

255

away will in all probability avoid further attempts to enter and use our HRCs; the impact of this will also be reflected in HRC3 and other KPIs.

HRC2a – Number of HRC bookings: 73,224

HRC2b – Average number of HRC visits per household: 1.02 (averaged across the 71,976 households in the Borough)



HRC3 – % change in tonnage of total waste received (compared to same period in baseline year 2021-22)

- We experienced a **27.2% decrease** in the total amount of waste received at our HRCs, down from 6409T to 4663T.

HRC4 - % change in tonnage of residual (non-recycled) waste received (compared to same period in baseline year 2021-22)

- We experienced a **71% decrease** in the amount of residual (non-recycled) waste received at our HRCs, down from 2659T to 769T.

HRC5 - % change in tonnage of waste received for recycling (compared to same period in baseline year 2021-22)

- We experienced an **3.8% increase** in the amount of waste received for recycling at our HRCs, up from 3750T to 3894T.

HRC6 - % change in proportion of HRC waste materials collected for recycling (compared to same period in baseline year 2021-22)

- We experienced a **25% increase** in the proportion of all waste received at HRCs which was collected for recycling, up from 58.5% to 83.5%.

Not Applicable

Kerbside Household Waste Collections Indicators



KSI – Number of recycling alert stickers applied to grey bins (yellow): 1860

KS2 – Number of recycling alert stickers applied to grey bins (amber): 145

KS3 - Number of recycling alert stickers applied to grey bins (red): 71

KS4 – % change in tonnage of total waste collected (compared to same period in baseline year 2021-22)

- We experienced an **13.3% increase** in the total amount collected at the kerbside, up from 12,241T to 13,868T.

KS5 - % change in tonnage of grey bin waste collected for disposal (compared to same period in baseline year 2021-22)

- We experienced a **1.7% increase** in the amount of grey bin waste collected, up from 6482T to 6591T.

KS6 - % change in tonnage of waste collected at kerbside for recycling (compared to same period in baseline year 2021-22)

- We experienced a **26.4% increase** in the amount of waste collected at kerbside for recycling, up from 5759T to 7277T.

KS7 – % change in proportion of kerbside waste materials collected for recycling (compared to same period in baseline year 2021-22)












- We experienced a **5.5% increase** in the proportion of kerbside waste that was collected for recycling, up from 47% to 52.5%.

Summary and Trend Analysis of Indicators

Indicator Reference	Monitoring Period 7 (July 2024 – September 2024)	Monitoring Period 8 (October 2024 – December 2024)	Monitoring Period 9 (January to March 2025)
MC1 Social media posts	20	53	83
MC2	3	1	6













Not Applicable

257

Print press and online articles			
MC3 Engagement events/sessions	12	13	9
HRC1 Blue bin waste (litres)	640,660	800,300	677,500
HRC2 Visitors denied entry	844	800	653
HRC2a No. of bookings	85,381	70,843	73,224
HRC2b Average no. of HRC visits per household in the Borough	1.19	0.99	1.02
HRC3 Total HRC waste compared to same period 2021/22	 31%	 33.7%	 27.2%
HRC4 Residual waste compared to same period 2021/22	 52%	 54.3%	 71%
HRC5 Recycling waste compared to same period 2021/22	 19%	 20.2%	 3.8%
HRC6 Proportion of HRC waste collected for recycling compared to same period 2021/22	 10.8%	 12.2%	 25%
KS1 Yellow warning stickers on grey bins	2837	2187	1860
KS2 Amber warning stickers on grey bins	224	154	145
KS3 Red warning stickers on grey bins	112	76	71

Not Applicable

258

KS4 Total kerbside waste compared to 2021/22	 No change	 3.7%	 13.3%
KS5 Grey bin waste compared to 2021/22	 12%	 2.9%	 1.7%
KS6 Kerbside waste collected for recycling compared to same period 2021/22	 10%	 9.2%	 26.4%
KS7 Proportion of kerbside waste collected for recycling compared to same period 2021/22	 4.8%	 2.8%	 5.5%

Summary Analysis of Indicators

This report confirms a trend of continued strong improvement in our sustainable waste resource management performance. Following the changes to our waste service model design and the associated education and engagement campaigns, we are experiencing sustained falls in the amount of residual (non-recycled) waste as well as improvements in our recycling rates. During this reporting period, we experienced:

1. A further 'step change' reduction in the amount of residual (non-recycled) waste received at our HRCs.
2. A 'step change' rise in the proportion of waste received at our HRCs for recycling.
3. Sustained decrease in our total amount of total municipal waste relative to the same period in the baseline year of 2021-22, compared to a sustained increase on average across other NI Councils.
4. A significant further rise in our HRC recycling rate.
5. **Our overall Borough household waste recycling rate rose by 8.7% compared to the same period in the baseline year of 2021/22, against an average NI Council rise of just 0.6%.**

Whilst the information set out in this report maintains a very encouraging picture of our progress and reflects a lot of hard work and dedication on the part of our waste and recycling teams as well as improving recycling engagement by our residents, we undoubtedly have much further progress to make if we are to have any chance of ultimately reaching the 70% recycling target for 2030 that is laid down in the Climate Change Act (Northern Ireland) 2022. Continued bedding in and ongoing careful management of the new booking system for HRC access, the ongoing review of our kerbside collections model and a future strategic review of our HRC capital assets, will be critical.

Not Applicable

259

Whilst we have now achieved what could be called a further 'step change' improvement in our HRC recycling performance as a consequence of our HRC transformation programme, a similar type of further 'step change' improvement in our kerbside recycling performance is highly unlikely without further significant transformation of that service model.

RECOMMENDATION

It is recommended that the Council notes the report.

Unclassified

260

ITEM 16

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Finance
Date of Report	03 June 2025
File Reference	FIN45 / 40012
Legislation	Section 5 Local Government Finance Act (NI) 2011
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below:
Subject	Environment Directorate Budgetary Control Report - April 2024 - March 2025
Attachments	None

The Environment Directorate's Budgetary Control Report covers the 12-month period 1 April 2024 to 31 March 2025. The net cost of the Directorate is showing a small overspend of £7k (0.0%) – box A on page 3.

Explanation of Variance

Environment's budget performance is further analysed on page 3 into 3 key areas:

Report	Type	Variance	Page
Report 2	Payroll Expenditure	£833k favourable	3
Report 3	Goods and Services Expenditure	£855k adverse	3
Report 4	Income	£15k favourable	3

Not Applicable

261

Explanation of Variance

The Environment Directorate's overall variance can be summarised by the following table (variances over £50k): -

Type	Variance £'000	Comment
Payroll	(832)	<ul style="list-style-type: none"> Waste and Cleansing (£397k) – vacancies within Waste Collection Assets and Property (£209k) – vacancies within Property Operations and Fleet Management. Regulatory Services (£222k) – vacancies within Building Control and Neighbourhood Environment Team.
Goods and Services		
Waste and Cleansing Services	(129)	<ul style="list-style-type: none"> Waste Resources costs (£197k):- <ul style="list-style-type: none"> i. Landfill/Residual (£191k). ii. Recycled Waste (£107K). iii. Haulage £51k. iv. HRC costs £50k. Borough Cleaning £32k. - <ul style="list-style-type: none"> i. PC running costs £48k ii. Street Cleaning (£15k) Waste Collection £37k. Refuse bins £24k, glass containers £20k.
Assets and Property Services	844	<ul style="list-style-type: none"> Statutory and Planned maintenance £808k – Aurora pool floor repairs / storm damage repairs large part of this. Energy costs (£229k) – electric £329k, gas (£309K), heating oil (£27k), vehicle fuel (£222k) Water / sewerage/ trade effluent charges £77k. Vehicle maintenance £142k
Regulatory Services	135	<ul style="list-style-type: none"> Licensing and Regulation - £59k – CCTV £38k and off-street parking £21k Animal Welfare - £93k
Income		
Waste and Cleansing	205	<ul style="list-style-type: none"> Trade waste income £147k. Special collections income £33k. Recycling income £57k.
Assets and Property	(274)	<ul style="list-style-type: none"> Wind Turbine (£160k). Property Maintenance (£35k) Technical Services (£52k)

Not Applicable

262

Type	Variance £'000	Comment
Regulatory Services	54	<ul style="list-style-type: none"> Building Control income (£93k). Car Park income £90k Licensing income £27k

REPORT 1 BUDGETARY CONTROL REPORT					
Period 12 - March 2025					
	Year to Date Actual £	Year to Date Budget £	Variance £	Annual Budget £	Variance %
Environment					
200 Environment HQ	212,148	211,700	448	211,700	0.2
210 Waste and Cleansing Services	17,285,441	17,606,000	(320,559)	17,606,000	(1.8)
220 Assets and Property Services	10,191,539	9,831,900	359,639	9,831,900	3.7
230 Regulatory Services	536,647	568,900	(32,253)	568,900	(5.7)
Total	28,225,775	28,218,500	A 7,275	28,218,500	0.0
REPORT 2 PAYROLL REPORT					
	£	£	£	£	%
Environment - Payroll					
200 Environment HQ	172,177	176,200	(4,023)	176,200	(2.3)
210 Waste and Cleansing Services	9,577,827	9,975,100	(397,273)	9,975,100	(4.0)
220 Assets and Property Services	2,217,715	2,427,000	(209,285)	2,427,000	(8.6)
230 Regulatory Services	2,111,062	2,333,100	(222,038)	2,333,100	(9.5)
Total	14,078,781	14,911,400	B (832,619)	14,911,400	(5.6)
REPORT 3 GOODS & SERVICES REPORT					
	£	£	£	£	%
Environment - Goods & Services					
200 Environment HQ	39,972	35,500	4,472	35,500	12.6
210 Waste and Cleansing Services	8,953,297	9,081,800	(128,503)	9,081,800	(1.4)
220 Assets and Property Services	8,447,167	7,603,800	843,367	7,603,800	11.1
230 Regulatory Services	674,253	538,800	135,453	538,800	25.1
Total	18,114,688	17,259,900	C 854,788	17,259,900	5.0
REPORT 4 INCOME REPORT					
	£	£	£	£	%
Environment - Income					
200 Environment HQ	-	-	-	-	-
210 Waste and Cleansing Services	(1,245,683)	(1,450,900)	205,217	(1,450,900)	14.1
220 Assets and Property Services	(473,344)	(198,900)	(274,444)	(198,900)	(138.0)
230 Regulatory Services	(2,248,668)	(2,303,000)	54,332	(2,303,000)	2.4
Totals	(3,967,694)	(3,952,800)	D (14,894)	(3,952,800)	(0.4)

RECOMMENDATION

It is recommended that the Council notes this report.

Unclassified

263

ITEM 17

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Finance
Date of Report	18 August 2025
File Reference	FIN45 / 40012
Legislation	Section 5 Local Government Finance Act (NI) 2011
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below:
Subject	Environment Directorate Budgetary Control Report - April 2025 - July 2025
Attachments	None

The Environment Directorate's Budgetary Control Report covers the 4-month period 1 April 2025 to 31 July 2025. The net cost of the Directorate is showing an overspend of £231k (2.3%) – box A on page 3.

Explanation of Variance

Environment's budget performance is further analysed on page 3 into 3 key areas:

Report	Type	Variance	Page
Report 2	Payroll Expenditure	£241k favourable	3
Report 3	Goods and Services Expenditure	£528k adverse	3
Report 4	Income	£56k favourable	3

Not Applicable

264

Explanation of Variance

The Environment Directorate's overall variance can be summarised by the following table (variances over £25k): -

Type	Variance £'000	Comment
Payroll	(241)	<ul style="list-style-type: none"> Waste and Cleansing (£78k) – vacancies within Waste Collection Assets and Property (£85k) – vacancies within Property Operations and Fleet Management. Regulatory Services (£77k) – vacancies within Building Control
Goods and Services		
Assets and Property	477	<ul style="list-style-type: none"> Technical and Maintenance - £438k. Storm damage repairs at Bangor Aurora £303k (total expected costs are £830k but this is subject to an insurance claim) Other Maintenance - £90k Harbours - £11k – Groomsport and Donaghadee (diesel and equipment) Transport running costs - £33k
Regulatory Services	50	<ul style="list-style-type: none"> Licensing and Regulation - £43k – CCTV £11k and off-street parking contract £30k Neighbourhood Environment - £7k – vehicle leasing and radio equipment
Income		
Assets and Property	(50)	<ul style="list-style-type: none"> Wind Turbine (£54k)

Not Applicable

265

REPORT 1 BUDGETARY CONTROL REPORT					
Period 4 - July 2025					
	Year to Date Actual	Year to Date Budget	Variance	Annual Budget	Variance
	£	£	£	£	%
Environment					
200 Environment HQ	70,674	70,600	74	214,700	0.1
210 Waste and Cleansing Services	6,294,249	6,374,600	(80,351)	15,398,500	(1.3)
220 Assets and Property Services	3,515,505	3,174,000	341,505	10,131,600	10.8
230 Regulatory Services	297,178	327,600	(30,422)	757,900	(9.3)
Total	10,177,606	9,946,800	A 230,806	26,502,700	2.3
REPORT 2 PAYROLL REPORT					
	£	£	£	£	%
Environment - Payroll					
200 Environment HQ	60,064	60,000	64	180,500	0.1
210 Waste and Cleansing Services	3,413,807	3,492,200	(78,393)	10,451,900	(2.2)
220 Assets and Property Services	770,416	855,700	(85,284)	2,602,800	(10.0)
230 Regulatory Services	732,825	810,500	(77,675)	2,432,100	(9.6)
Total	4,977,112	5,218,400	B (241,288)	15,667,300	(4.6)
REPORT 3 GOODS & SERVICES REPORT					
	£	£	£	£	%
Environment - Goods & Services					
200 Environment HQ	10,610	10,600	10	34,200	0.1
210 Waste and Cleansing Services	3,434,760	3,433,600	1,160	9,170,500	0.0
220 Assets and Property Services	2,911,181	2,434,400	476,781	7,853,200	19.6
230 Regulatory Services	323,932	273,900	50,032	579,800	18.3
Total	6,680,482	6,152,500	C 527,982	17,637,700	8.6
REPORT 4 INCOME REPORT					
	£	£	£	£	%
Environment - Income					
200 Environment HQ	-	-	-	-	-
210 Waste and Cleansing Services	(554,317)	(551,200)	(3,117)	(4,223,900)	(0.6)
220 Assets and Property Services	(166,092)	(116,100)	(49,992)	(324,400)	(43.1)
230 Regulatory Services	(759,579)	(756,800)	(2,779)	(2,254,000)	(0.4)
Totals	(1,479,988)	(1,424,100)	D (55,888)	(6,802,300)	(3.9)

RECOMMENDATION

It is recommended that the Council notes this report.

Unclassified

266

ITEM 18

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Assets and Property Services
Date of Report	30 July 2025
File Reference	65373
Legislation	Harbours Act (NI) 1970. Merchant Shipping Act 1995
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Update of Marine Safety Management System
Attachments	Appendix 1 Marine Safety Management System

Members will recall a presentation in April 2025 given by Alexandra Thompson of Orcades Marine, the Council's appointed "Designated Person" under the Port Marine Safety Code.

The presentation updated Members on the findings of her audit on the Marine Safety Management System (MSMS) in place at our Harbours and made a number of recommendations:

1. The MSMS should be updated to include the new Designated Person contact details.
2. Individual names/job roles of Duty Holder should be defined in the MSMS.
3. Section 3.1.2 should include a statement that the duty holder cannot assign or delegate their accountability for compliance with the code on the ground that they do not have particular skills.
4. Complete the transfer for incident and accident reporting to an electronic system.
5. Recommend reviewing Marine Safety Policy (last signed 2018) to ensure relevance.

Not Applicable

267

The purpose of this report is to confirm to Members that the MSMS has now been updated, and all recommended actions are considered complete.

The updated version of the MSMS is attached for information.

RECOMMENDATION

It is recommended that the Council notes this report.



MARINE SAFETY MANAGEMENT SYSTEM

FOR COUNCIL HARBOURS AT

**GROOMSPORT, DONAGHADEE,
BALLYWALTER, BALLYHALBERT AND
COOK ST PORTAFERRY**

**TO DEMONSTRATE COMPLIANCE WITH THE PORT MARINE SAFETY
CODE 2016**

Issue V2 May 2025

Note:

This is a working document including an Action Plan for implementation. It is intended to demonstrate our intention (and track our progress) to fully comply with the PMSC within a reasonable period of time.

In order to accurately monitor the performance of this safety system, a number of key performance indicators (KPIs) have been identified. These are included in Appendix 1 and will be reported regularly to the Duty Holder.

Distribution List:

Document Owner- Peter Caldwell, Head of Assets & Property Services
William Angus- Harbour Master
Alexandra Thomson – Designated Person
Ards and North Down Borough Council Environment Committee as the Duty Holder

Version Control

Document Name:	Port Marine Management Plan & Safety System for Council Harbours Groomsport, Donaghadee, Ballywalter, Ballyhalbert & Cook Street.
Issue Number:	V2
Issue Date:	May 2025

Revision History

Issue Number	Date	Summary or revisions
Draft v1	October 2018	n/a
Draft v2	January 18	Designated Person added. Action plan updated
Draft v3	May 18	Various amendments following feedback from Designated person
Draft v4	July 18	Updated H&S policies added
Draft V5	January 2020	Various revisions following audit by Designated Person
	Oct 2020	Consultation with key stakeholders (no feedback received)
Draft V6	July 2022	Updated following public consultation
Issue V1	Feb 2023	Updated roles & responsibilities list following staff changes
Issue V2	May 2025	Various amendments following feedback from Designated person

Contents

1	Introduction.....	6
1.1	Scope and Purpose	6
2.3	Ards and North Down Borough Council Health and Safety Policy Statement	9
2.4	Policy Development & Review	9
2.5	Consultees	10
3.0	Organisation	11
3.1	Identification of Key Roles & Responsibilities	11
3.1.1	The Harbour Authority.....	11
3.1.2	The Duty Holder.....	11
3.1.3	Director of Environment.....	12
3.1.4	Harbour Master	13
3.1.5	Designated Person	14
3.2	Functional Structure for Harbours Management.....	16
3.3	Summary of Key Roles and Responsibilities	17
4.0	Implementation.....	18
4.1	The Legislative Framework of Ards and North Down Borough Council.....	18
4.2	The Ability to Enforce the law	18
4.3	Interface with Other Documents	18
4.3.1	Internal Documents:.....	18
4.3.2	Statutory Documents.....	19
4.3.3	Other Documents	19
4.4	Jurisdiction of Ards and North Down Borough Council Harbour Authority	19
4.5	Consultation & Information Dissemination	19
4.5.1	Stakeholder Engagement.....	20
4.5.2	Informal / Formal Briefings.....	20
4.5.3	Harbour Patrols & Safety Inspections.....	20
4.5.4	Structural Surveys.....	21
5.0	Identifying Sources of Risk	22
5.1	Port Marine Operations	22
5.2	A Safe Place of Work	22
5.3	Risk Assessments.....	23
5.4	Safe System of Work	23
5.5	Accident, Incident and Defect reporting.....	23
6.0	Provisions to Minimise Risk.....	24
6.1	Conservancy	24
6.1.2	Dredging.....	25

6.1.3	Promulgation of Survey and Navigation Information.....	25
6.1.4	Navigational warnings	25
6.1.5	Wrecks and Salvage	26
6.1.6	Regulating Harbour Works	26
6.2	Pilotage.....	26
6.3	Towage	27
6.4	Regulation of Harbour Craft.....	27
6.5	Provision of Moorings	27
6.7	Diving Operations.....	27
6.8	Emergency Preparedness and Response	28
6.9	Environmental Management	28
7.0	Management of Navigation	30
7.1	General Navigation	30
7.1.1	Introduction.....	30
7.1.2	Enforcement	30
7.1.3	Communications.....	31
7.1.4	Navigation of Leisure Vessels	31
7.2	Aids to Navigation	32
7.2.1	Groomsport Harbour Navigation Lights.....	32
7.2.2	Donaghadee Lighthouse	32
7.2.3	Ballywalter Harbour Navigation Light.....	32
7.2.4	Inspection and maintenance	32
7.2.5	Third Party Aids to Navigation.....	33
7.2.6	Master List of Aids to Navigation	33
7.2.7	Audit of Records for Aids to Navigation	33
7.2.8	Review of Aids to Navigation	33
8.0	System Operation & Control	34
8.1	Monitoring Performance of the Safety Management System	34
8.1.1	Performance Monitoring	34
8.1.2	Audits.....	34
8.1.3	Review.....	35
9	National Occupational Standards (NOS)/Training.....	35
9.1	Marine Personnel	35
9.2	Ensuring Competence	35
	Appendix 1.....	36
	Designated Person's Annual Report in accordance with the Port Marine Safety Code 2016.....	36
	Appendix 2.....	39

Locations of Harbour Covered by this Safety Management System 39

Appendix 3..... 40

 Groomsport Harbour limits 40

 Donaghadee Harbour limits 41

 Ballywalter Harbour Limits 42

 Ballyhalbert harbour Limits 43

 Cook St, Portaferry 44

Appendix 4 ANDBC H&S Policy Statement 45

Appendix 5- Incident Report Form..... 47

Appendix 6- Protocol for Handing Out of Hours Emergency Calls originating at Harbours 62

1 Introduction

1.1 Scope and Purpose

Ards and North Down Borough Council has a duty as a Harbour Authority to take reasonable care to ensure that all who choose to use the Harbours may do so without danger to their lives or property. This includes an obligation to conserve and facilitate the safe use of the harbour, protect the environment and a duty of care against loss caused by the authority's negligence.

Ards and North Down Borough Council recognises its duties to serve this public interest through the powers conferred on it as a Harbour Authority. It recognises the need for it to ensure that it has the systems and procedures in place to ensure the safe and efficient use of the harbour by those who have a right to use its facilities. In line with this responsibility, this Safety Management System meets the requirements of the Port Marine Safety Code and gives guidance to its personnel and enables a transparent and auditable system of safe operations.

This document lays out the Safety Management System and the general philosophy and approach to managing marine operations at Groomsport, Donaghadee, Ballyhalbert, Ballywalter and Cook St, in a safe manner.

This document is supported by a number of other documents and records, which make up the Safety Management System, in particular:

- ANDBC Risk Register for Marine Operations
- ANDBC Port waste Management Plan
- ANDBC Harbours Emergency Plan
- ANDBC Oil Spill Response Plan (OPRC)
- Other policy Documents as appropriate;
- Standard Operating Procedures and associated Standard Forms;
- Job Descriptions and Training Records;
- Documented Targets and Objectives (Appendix 1);
- Safety Records and Incident Reports; and

Ards and North Down Borough Council will:

- Record and publish its marine policies and make available supporting documentation;
- Set standards and targets for performance that it aims to meet;
- Regularly review and periodically audit actual performance; and
- Publicly report on the PMSC performance annually.

2.0 Policy

2.1 Statement of Commitment

Ards and North Down Borough Council is committed to undertaking and regulating marine operations to safeguard its harbours and their users, the wider public, the environment and the local heritage.

Ards and North Down Borough Council will aim to run safe, efficient, cost-effective, sustainable harbours for the benefit of all users and the wider community. It will strive to manage, maintain, and improve the harbours, consistent with the income they generate in accordance with the Guide to Good Governance GTGG.

Ards and North Down Borough Council are committed to meet with all legal requirements and comply with the Port Marine Safety Code and to meet these requirements in a proportional and appropriate manner. It will ensure that the Harbours are operated efficiently and safely and will seek to meet the changing needs of all harbour users. The Harbour Authority will:

- Comply with all legal requirements.
- Meet the national requirements of the Port Marine Safety Code and to audit annually with regards to performance against the Code.
- Heed the Guide to Good Practice on Marine Operations.
- Conduct its functions openly and transparently in the overall long-term interests of the harbour's stakeholders and beneficiaries.
- Ensure as far as reasonably practical the safety of all those who use and work in the harbour.
- Facilitate safe navigation in the harbour and its approaches and maintain viable harbours facilities.
- Regulate the activities of all those who use the harbour and ensure that the law is enforced whenever appropriate.
- Conserve the environment and maintain approved pollution prevention and nature conservation measures.
- Formally review the Harbour Authority's plans, policies, and procedures at intervals of five years or less

Ards and North Down Borough Council is committed to ensuring that all its employees, contractors, harbours users, stakeholders and members of the public are well informed. Its staff shall be well trained and committed to the requirements of the Port Marine Safety Code. Ards and North Down Borough Council recognise that safe operations depend on competent people and their active management safety culture. All who work or use the harbour have an obligation to contribute to harbour safety. Ards and North Down Borough Council welcomes the interest and participation of all stakeholders in maintaining and improving the awareness of safety within the harbours. To this end, a line of communication will be established with the relevant stakeholders and the Harbour Master to ensure the promulgation of relevant information.

Signed  _____ Date 13.06.2025
Chief Executive

2.2 Marine Safety Policy

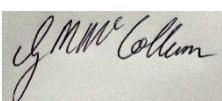
This safety policy adds to any existing safety policy required by the Health and Safety at Work (NI) Order 1978 and relates to the Marine Operations and the requirements of the Port Marine Safety Code.

Ards and North Down Borough Council is committed to:

- Manage its relevant assets safely and efficiently as per the Management of Health & Safety Work Regulations (NI) 2000 (as amended).
- Discharge its duties and powers in relation to marine operations.
- Manage the safety of navigation for all harbour users based on a system of formal risk assessments; ensuring that risks are kept as low as reasonably practicable.
- Comply with all legal duties and responsibilities for the regulation of vessel traffic and the safety of navigation.
- Develop a consensus for safe navigation through consultation with harbour users.
- Facilitate the leisure use of the harbour, maintaining and protecting the rights of the public to access its waters for leisure user, whilst complying with the various navigational safety measures that may be in force.
- Maintain and sustain the commercial use of the harbours, upholding and promoting the rights of Maters, boat owners and other marine interests to ply their respective trades.
- Sustain its conservancy functions in respect of hydrographic surveying, navigation, dredging and the provision and maintenance of navigations aids.
- Remove sunken vessels and other obstructions that are, or may become, an impediment to safe navigation.
- Promulgate relevant navigational and tidal information to all harbour users.
- Create awareness and motivation of all harbour users with respect to safety and the protection of the environment.
- Publish and maintain plans to cover emergency situations relating to the safety of life, property, and the environment.
- Maintain and appropriate oil spill response capability.
- Maintain relevant harbour equipment to agreed industry standards.
- Ensure that operational staff are recruited and trained to nationally agreed competence levels.
- Ensure that staff are properly trained for emergencies and contingencies.

This policy, its associated documents, and practices, will be monitored, reviewed, and reported to Council, as described within the Marine Safety Management System

Signed  Date 13.06.25
Chief Executive

Signed  Date 19.06.25
Mayor

2.3 Ards and North Down Borough Council Health and Safety Policy Statement

A copy of the organisations Health & Safety Policy Statement is included in Appendix 4.

2.4 Policy Development & Review

This Marine Safety Management System has been developed through a process of risk assessment and consultation. Consultation is an ongoing process and stakeholders were involved in the development of the safety management system and will continue to be involved in any significant changes to, or reviews of, the system.

This Safety Management System and the associated documents are controlled documents ensuring that the contents are accurate, current and valid and that the most recent information is available to the relevant personnel.

The Safety Management System and its supporting policies and documentation will be reviewed every 5 years or when there is a major change in operations, whichever is the soonest.

Periodic audits will ensure our systems are working effectively and highlight the need for improvement where appropriate.

Audits will be completed by the Council's own auditors and the Designated person.

The audit schedule is as follows:

1 year- Internal audit (by Designated Person)

3 years- External Audit (by Council's appointed auditors)

5 years- complete review of all plans, policies and procedures.

2.5 Consultees

The Port Marine Safety Code emphasises the importance of consultation with all stakeholders. This document has been produced in consultation with a number of stakeholders, including:

- Ards and North Down Borough Council Environment Directorate Health and Safety Management Team
- Ards and North Down Borough Council Corporate Health and Safety Committee
- Ards and North Down Borough Council Health and Safety Compliance Officer
- Ards and North Down Borough Council Emergency Preparedness Implementation Group
- Berth Holders
- Commissioners of Irish Lights
- Department for Agriculture, Environment and Rural Affairs (DAERA)
- Harbour Masters at Neighbouring Harbours (Bangor, Portavogie and Strangford)
- Local fishermen
- Local Yacht Clubs and Marinas (Cockle Island Boat Club, Donaghadee Sailing Club, Copeland Marina, Portaferry Sailing Club, Portaferry Marina, Portaferry Coastal Rowing Club)
- Maritime and Coastguard Agency
- NI Fish Producers
- NI Fishery Harbour Authority
- RNLI
- Strangford & Lecale Partnership

3.0 Organisation

3.1 Identification of Key Roles & Responsibilities

The content below sets out the range of responsibilities for each key role identified. The lists below are not intended to be exhaustive but should demonstrate broad responsibilities required in order to ensure the effective operation of the system.

3.1.1 The Harbour Authority

Ards and North Down Borough Council is authorised under the Harbours Docks and Piers Act 1847 and the Harbour Act (Northern Ireland) 1970, to exercise harbour jurisdiction and powers in relation to the harbour areas therein defined at Groomsport, Donaghadee, Ballywalter, Ballyhalbert and Cook St, Portaferry.

As the Harbour Authority, Ards and North Down Borough Council recognises that under the requirements of the Port Marine Safety Code, it is accountable for the discharge of its duties and powers as the designated Harbour Authority. Ards and North Down Borough Council as the Harbour Authority has a number of powers, duties and responsibilities, these include:

- Duty to ensure an effective Safety Management System is in place as defined by the Port Marine Safety Code. This duty embraces:
 - Development and maintenance of its harbour areas to meet the reasonable requirements of users and safe operation of its harbour areas;
 - Development and implementation of appropriate policies, plans and procedures;
 - Ensuring that risk assessments and reviews of the safety management system are undertaken as required;
- Duty to adopt appropriate powers as required for effective enforcement of its statutory duties (Harbour Byelaws & directions);
- Responsibility for setting harbour dues;
- Powers to appoint a Harbour Master;
- Duty to provide marine services and facilities to meet their obligations as Harbour Authority.

3.1.2 The Duty Holder

The Environment Committee of Ards and North Down Borough Council is the Duty Holder. The Committee members shall have read and understood the Port Marine Safety Code and shall strive to meet the standards required. They will ensure that the guidance given in the Guide to Good Practice for Port Marine Operations is heeded.

The Harbour Authority is accountable for managing operations in the Harbour safely and efficiently, and the Duty Holder is responsible for ensuring that it does so, as the Duty Holder is under a duty to ensure that the Harbour Authority fulfils its duties in compliance with the Port Marine Safety Code and has an effective Safety Management System for this purpose.

The Environment Committee of Ards and North Down Borough Council has the responsibility for ensuring that Ards and North Down Borough Council's duties and powers as Harbour Authority are met and discharged. Its Members are collectively and individually responsible for the proper exercise

of its legal duties as a Harbour Authority. It follows that the members will have an appropriate understanding of Ards and North Down Borough Council's Safety Management System.

The Environment Committee as Duty Holder must:

- Ensure the authority discharges its duties and powers to the standard laid down in the Port Marine Safety Code. Ensure the Safety Management System and its procedures satisfy the requirements of the Code.
- Ensure the effectiveness of the Marine Safety Management System.
- Provide strategic oversight and direction on all aspects of the harbour operation.
- Develop and maintain appropriate policies, plans and procedures and ensure that assessments and reviews are undertaken as required.
- Seek and adopt appropriate powers for the effective enforcement of regulations.
- Ensure that powers are discharged but not exceeded.
- Ensure adequate financial, material and personnel resources are available for the discharge of all duties.
- Provide appointment and authorisation, and ensuring that appropriate services and facilities are available within the harbours
- Lead by example.

The Environment Committee as Duty Holder cannot:

- Assign or delegate their accountability for compliance with the code on the ground that they do not have particular skills

The Environment Committee as Duty Holders comprise of:

MEMBERSHIP OF ENVIRONMENT COMMITTEE (16 Members)	
Alderman Armstrong-Cotter	Councillor Harbinson (Vice Chair)
Councillor Ashe	Councillor Irwin
Councillor Blaney	Councillor Kendall (Chair)
Councillor Boyle	Councillor Kerr
Alderman Cummings	Alderman McAlpine
Councillor Cathcart	Councillor McLaren
Councillor Douglas	Councillor Wray
Councillor Edmund	

3.1.3 Director of Environment

The Director of Environment, David Lindsay, is accountable for the operational and financial control of the Department. He will advise the organisation on all matters related to its duties and powers, with appropriate advice from the harbour master and other officers. David will:

- Oversee the implementation of its policies and decisions;
- Have overall executive responsibility for the safety of operations and staff; and
- Oversee the recruitment and training of staff.

3.1.4 Harbour Master

- Verify that the Marine Safety Management System and its procedures satisfy the requirements of the Port Marine Safety Code
- Maintain the effectiveness of the Marine Safety Management System
- Assess hazards and risks involved in Marine Operations.
- Investigate Marine Accidents and Incidents
- Operationally responsible for the safety of navigation in the harbours and exercising the authorities operational powers with respect to conservancy and the safety of all marine activities in the harbour and its approaches.
- Ensuring staff awareness of their responsibilities. Ensure personnel are trained in accordance with safety and familiarisation procedures. Identifying additional staff training needs.
- Berthing arrangements
- Pollution prevention and control.
- Control and regulation of Hazardous Cargo, Dangerous Vessels and Wrecks Emergency plans and emergency response.
- Ensure plans for improvement of the system are properly considered by Management
- Ensure the external Marine Safety Management System audits take place as required and review results. Verify that any necessary corrective actions have been implemented
- Ensure compliance with and discharge relevant legal powers, duties and responsibilities relating to Marine Safety
- Ensure periodic review of powers, bye-laws and directions
- Regulate and monitor vessel movement
- Develop criteria for safe traffic movement, where necessary
- Conduct special Risk Assessments for unusual Marine Operations and authorisation of variations to (or departing from) standard procedures if appropriate
- Verify that periodic and special Hazard and Risk Control reviews are completed and assess results
- Be responsible for hydrographic surveying and associated record keeping the for the harbour areas, including navigational channels and berths
- Oversee planning programme of maintenance Navigational Aids
- Assess the requirement for enough personnel to operate the harbours systems safely and effectively
- Ensure that adequate resources and secondary support procedures are in place liaising with the Duty Holder, the Director of Environment, the DP and the ANDBC Safety & Risk Manager
- Formulating, Reviewing and Updating contingency plans and procedures
- Managing response in emergency situations including communication
- Managing the recruitment, training, and assessment of harbour staff
- Reporting and maintaining records
- Ensure reports regarding unsafe acts, near misses, accidents and incidents are recorded. Verify that the necessary corrective actions have been implemented
- Prepare Monthly Safety Reports for comment and review
- Ensure document control procedures are followed
- Liaison with recreational users on safety matters. Consultation and development of procedures to minimise conflict between recreational and commercial harbour users
- Maintaining an overview of the Conservancy Functions
- Ensure the safe operation and maintenance of the harbours work boat
- Organisation of staff rotas, cover for periods of absence, etc
- Monitor performance and ensure personnel are aware of their responsibilities. Ensure personnel are trained in accordance with recognised standards

- Identify additional staff training needs
- Review and audit compliance of the work boat within the harbour to appropriate codes

3.1.5 Designated Person

The Port Marine Safety Code requires that each Harbour Authority appoint a Designated Person to oversee the Harbour Authority's obligations in respect of the provision of an effective safety management system. The designated person will provide independent assurance directly to the duty holder that the safety management system is working effectively.

The Designated Person shall act as the external auditor and will audit the Safety Management System at least bi-annually and his written reports will go before the Environment Committee as the Duty Holder.

The Duty holder will have direct access to the Environment Committee in the form of an annual presentation/report, a template of what is likely to be included is in Appendix 1.

The contact details of the 'Designated Person' are included below:

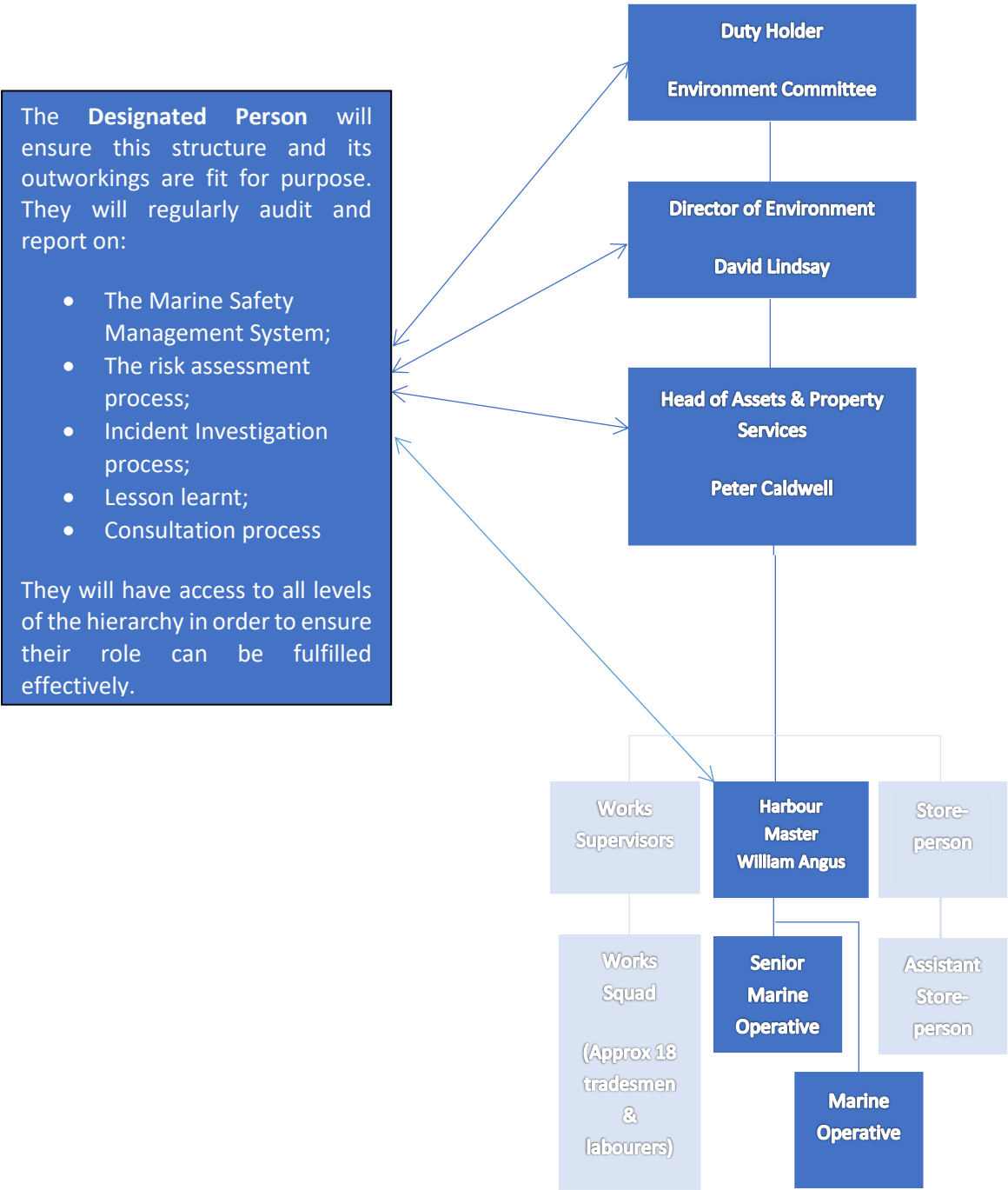
Contact	Alexandra Thomson Orcades Marine Management Consultants Ltd Unit 3, Warness Park Hatston Pier Road Kirkwall Orkney, KW15 1ZL
Tel No.	01856 874884, 07592 002687, 07775 424624
e-mail	Alexandra.thomson@orcademarine.co.uk

The designated person will:

- Ensure the Marine Safety Management System (MSMS) and its procedures satisfy the requirements of the Port Marine Safety Code and act in an independent manner, reporting directly to the Duty Holder
- Verify the effectiveness and compliance of the Safety Management System (SMS)
- Assess Safety of Navigation and Pollution Prevention aspects of the harbour environment and of vessels using the harbour
- Assess whether adequate resources and secondary support procedures are in place, liaising with the Harbour Master and the Councils Health and Safety Officer.
- Be aware of progress and results of annual and intermediate Hazard and Risk Control
- Reviews
- Ensure reports are submitted regarding deficiencies, non-conformities, accidents and incidents
- Ensure plans for improvement of the system are properly considered by Council.
- Receive Harbour Master's quarterly safety report for comment.
- Verify that any necessary corrective actions have been implemented
- Assess whether staff are trained in accordance with required competencies.
- Oversee external Marine Safety Management System audits and assess whether document control procedures are followed
- Lead by example.

In order to ensure and demonstrate that the DP is fulfilling their role, a KPI for this role has been included within Appendix 1.

3.2 Functional Structure for Harbours Management



3.3 Summary of Key Roles and Responsibilities

Task	Harbour Master	Head of Assets & Property	Director of Environment	Ards & North Down Borough Environment Committee
Day to day operations	✓			
Line management to harbour staff	✓			
Incident reporting	✓			
Risk Assessment/Control	✓			
Arranging repairs	✓			
Line management to HM		✓		
Budgetary Control		✓	✓	
Training/development of staff	✓	✓	✓	
Reports to Council		✓	✓	
Setting of strategy		✓	✓	✓
Pricing structure				✓
Ensuring Statutory Powers are in place to adequately manage & Operate the Harbours		✓	✓	✓
Dealing with Complaints/Comments /Suggestions	✓	✓	✓	
Ensuring the H&S Procedures outlined in this document are adhered to	✓	✓	✓	✓
Performance reporting	✓	✓	✓	✓
Development & Promotion of Harbours	✓	✓	✓	✓

4.0 Implementation

4.1 The Legislative Framework of Ards and North Down Borough Council.

Byelaws and Directions are kept under regular review to ensure they remain fit for purpose in changing circumstances. Additional powers that may be required will be achieved through amendment of existing instruments or issue of new instruments as appropriate. By the same token, redundant or obsolete legal powers may be removed. A process of consultation is required for amendment and issue of new Byelaws and General Directions. Special Directions may be made at any time.

The requirements of these statutory instruments are defined by ongoing risk assessments undertaken as part of the safety management system.

Byelaws and Directions currently in force include:

- Special Directions – the power to issue directions in relation to individual ships / boats in the harbour area for specific purposes
- General Directions – the power to issue directions in relation to all ships / boats in the harbour area either in response to a particular occurrence or as a standing instruction to all ships /boats or specific classes of ship / boat.
- Donaghadee Harbour Byelaws 2012
- By virtue of sec. 83 of the Harbours, Docks and Piers Clauses Act

4.2 The Ability to Enforce the law.

The ability of the Harbour Master to give Special Directions and General Directions under limited circumstances and for the Harbour Authority to give General Directions in broader circumstances are useful management tools.

Ards and North Down Borough Council are the legal owners of each of our piers, and have leases in place with the Crown Estate for the sea beds within each of the inner harbours. Harbour Orders are in place at Groomsport and Donaghadee and Orders for the remaining harbours have been applied for with the Department for Infrastructure.

Any breach of the Terms & Conditions applied to a license to berth at our Harbours will be dealt with firmly and robustly; using the full legal powers available to us when appropriate.

4.3 Interface with Other Documents

This Safety Management System interfaces with a number of other documents, in particular with other safety management systems. This document has been produced to complement these other systems.

Other documents include:

4.3.1 Internal Documents:

Emergency Plan;
Health and Safety Policy and Procedures
Risk Register for Marine Operations
Fire Procedures Policy
Environmental Policy
Lone Working Policy
International Ship and Port Facility Security Plan (ISPS)

Oil Pollution Preparedness and Response Plan (OPRC)
Port Waste Management Plan

4.3.2 Statutory Documents

Harbour Area Orders (Northern Ireland) 2003
Harbour Byelaws
Harbours, Docks and Piers Clauses Act 1847
Harbours Act (Northern Ireland) 1970
Oil Pollution Planning and Preparedness Convention 1990
Management of Health and Safety at Work Regulations 1999

4.3.3 Other Documents

Port Marine Safety Code and Guide to Good Practice
Code of Practice for Small Work Boats & Pilot Boats
MCA Marine Safety Notices
MCA Marine Guidance Notices
MCA Marine Information Notices
International Regulations for the Prevention of Collisions at Sea
Admiralty Notices to Mariners
Admiralty Sailing Directions for Irish Sea
Admiralty Chart No 1753

4.4 Jurisdiction of Ards and North Down Borough Council Harbour Authority

This Marine Safety Management System has been developed to cover our harbours located at Groomsport, Donaghadee, Ballywalter, Ballyhalbert and Cook St Portaferry.

Appendix 2 identifies each location on a map of the local area.

Appendix 3 details the harbour limits for reference.

4.5 Consultation & Information Dissemination

The Port Marine Safety Code emphasises the importance of consultation with all stakeholders. This includes all those who work in or use the Harbours both for commercial and leisure purposes.

4.5.1 Stakeholder Engagement

A list of our stakeholders and the methods of communication is included below.

Stakeholder	Method(s) of Communication
Employees	<ul style="list-style-type: none"> • Regular Tool Box Talks • Monthly meetings • Monthly “Team Brief” of Organisational information • Regular telephone and email correspondence
Contractors	<ul style="list-style-type: none"> • Site inductions • Permit to Work • Signed statement to have read and understood this MSMS, and agree to comply with any related requirements issued by the harbour master, before undertaking any works at our Harbours
Berth/License Holders	<ul style="list-style-type: none"> • Twice yearly meetings with Chairs of berth holders’ groups. • Written correspondence • Notice boards at each harbour
Members of Public	<ul style="list-style-type: none"> • Notice boards at each harbour • Social Media via the ANDBC page
Other Agencies/Stakeholders	<ul style="list-style-type: none"> • Southern Group Quarterly Port Users Meetings (MCA, ANDBC, RNLI, NIFPO, Quay Marinas, DAERA, CIL, * chaired by MCA) • Annual Sea Fish Safety Meeting

4.5.2 Informal / Formal Briefings

In order to encourage a culture of individual participation in safety issues, the custom of undertaking regular informal briefings (Tool box talks) is promoted.

Depending on the frequency of operations, these talks may be daily, weekly or ad-hoc. Formal discussions on the Safety Management System and safety issues will be regularly organised and recorded.

In addition to routine task-related tool box talks, these briefings are also used to disseminate any relevant information from Marine Accident Investigation Branch (MAIB) reports. The harbour master regularly checks the MAIB website and any relevant reports are subsequently printed off for the next briefing.

The Harbour Master has an "open door policy" and welcomes any stakeholders to discuss issues of safety. The Designated Person is also available to discuss issues of safety that remain of concern.

4.5.3 Harbour Patrols & Safety Inspections

The Harbour Master and his staff maintain regular harbour patrols (both ashore and at sea, within harbour limits) to assist in the effective regulation and enforcement of this safety system.

The objectives of a harbour patrol service are to:

- a) Maintain a visual presence and represent the Harbour Master
- b) To carry out basic safety inspections
- c) Monitor aids to navigation
- d) Enforce byelaws and directions
- e) Collect evidence following an incident
- f) Conduct the surveillance of any ongoing works and moorings.

A minimum schedule of times on each site is listed below for reference.

	Minimum Time On Site During March – October.				
	Monday-Thursday Daytime* (08:00-16:00)	Monday-Thursday Evening* (16:00-21:00)	Friday-Sunday Daytime** (08:00-16:00)	Friday-Sunday Evening** (16:00-21:00)	Grand Total Minimum Weekly Hours
Groomsport	4	4	12	4	24
Donaghadee	4	4	12	4	24
Ballywalter	2	2	4	3	11
Ballyhalbert	2	0	1	0	3
Cook St, Portaferry	2	0	3	0	5
Totals	14	10	32	11	67

	Minimum Time On Site During Nov – February.				
	Mon-Thurs daytime (08:00-16:00)	Mon-Thurs- evening (16:00-21:00)	Friday-Sunday daytime (08:00-16:00)	Friday-Sunday Evening (16:00-21:00)	Grand Total Minimum weekly Hours
Groomsport	7	0	4	0	11
Donaghadee	7	0	4	0	11
Ballywalter	2	0	1	0	3
Ballyhalbert	2	0	1	0	3
Cook St, Portaferry	2	0	1	0	3
Totals	20	0	11	0	31

Any defects found during patrols or safety inspections shall be assigned to the Harbour Marine Operatives, Property Operations Maintenance Team or Harbour Marine Contractors as appropriate.

The progress of jobs logged will be monitored through our Asset Management software- Asset HQ.

4.5.4 Structural Surveys

Thorough structural surveys are programmed every 5 years or following a severe storm. The survey findings are reported to the Duty Holder and any necessary actions implemented.

5.0 Identifying Sources of Risk

5.1 Port Marine Operations

Ards and North Down Borough Council Harbours are used by a variety of craft, including; fishing vessels, an RNLI lifeboat and a number of other commercial/leisure vessels of varying sizes. Port marine operations are those which facilitate the safe use of the harbour by all vessels. This Safety Management System does not replace or duplicate any other legal or administrative requirement and it does not deal with matters that are regulated by the Health and Safety Executive. However it is intended that where possible this Safety Management System will dovetail with other safety, environmental, emergency and management systems in use. Port marine operations within these areas, to which this Safety Management System applies, are summarised below.

- Ensuring that anchorages are safe, giving consideration to the size of vessels
- The operation of all work boats, dredgers and other survey and support vessels.
- Leisure activities involving vessels and other craft including personal water craft (PWC).

Incidents occurring through the course of Port Marine Operations will be reported as part of our KPIs (see Appendix 1).

5.2 A Safe Place of Work

Ards and North Down Borough Council Authority will ensure that high standards of workplace safety are not only established but also maintained. It will achieve this by co-operating with the Health and Safety Executive NI and the Maritime Coastguard Agency in promoting and developing safety awareness throughout the range of activities conducted within the harbours. It will also promote a working environment that is safe and without risk to health.

It will achieve a safe place of work by;

- The provision and maintenance of plant, equipment and systems of work, which are safe.
- Making arrangements for ensuring health, safety, and reduction of risks in connection with the use of, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees.
- The maintenance of any workplace under its control in a condition that is safe and without foreseeable risks to health including fire prevention and the provision of means of access to and egress from such a workplace that are safe and without such risks.
- Provision of appropriate protective clothing and safety equipment and ensuring that it is utilised at all times.
- Ensuring that employees and all other persons working to the Authority's instructions are aware of their own statutory duties under article 8 (Duties of an Employee) of the Health and Safety at Work (NI) Order 1978. To take care of themselves and others who may be affected by their acts or omissions at work, not to abuse or misuse anything provided in

the interest of safety and to cooperate with the authority so as to enable it to carry out its own responsibilities successfully.

- Conducting its undertaking in such a way as to ensure that persons not in its employment who may be affected by the Authority's activities are not exposed to risks to their health and safety.

5.3 Risk Assessments

All risks associated with our Marine Operations are assessed in accordance with the requirements of the Port Marine Safety Code and are recorded in the document "Risk Register for Marine Operations".

The Risk Assessments are completed by personnel with the relevant experience for the operation being assessed and are reviewed/ Inspected annually noting:

- Have any hazards changed?
- Have any situations changed?
- Do any references need updating or changing?
- Is the format up to date?
- Do all statements and instructions make sense and are they clear and easy to understand?

The risk assessments will be read aloud to all staff at least once per year as part of the tool box talks. Staff members will sign upon receipt of the toolbox talk.

Reviewing the effectiveness of the risk assessment process (including promulgation) will be reported as part of KPIs (see Appendix 1).

5.4 Safe System of Work

The following safe systems of work are in place and must be used where appropriate:

- Hot Works permit
- Diving Permit
- Contractors Permit to work
- Safe Operating Procedure for use of Landing crane

5.5 Accident, Incident and Defect reporting

Ards and North Down Borough Council has in place an Accident and Incident reporting system. All accidents, incidents, hazardous occurrences, vessel defects or notable events must be reported to the Harbour Master as described in paragraph 17.1 of the Terms & Conditions for a license to berth; issued to all boat owners.

Minor Injuries and vehicular incidents should be reported using the incident form included in Appendix 5. Major injuries and/or vessel collisions should be logged on the appropriate report form included within the ANDBC Harbour's Emergency Plan, then followed up by other officers as appropriate (normally the H&S Officer).

Following an investigation, all remedial actions identified or recommended, including any requirements for additional training or amendments to the Safety Management System policies or

procedures, will be kept under review and monitored. Only after all corrective actions are achieved can the incident report be closed out.

All information gathered during the investigation will be fed back into the risk assessment process in order to attempt to avoid a reoccurrence.

Reporting of incidents is actively encouraged in order to meet Ards and North Down Borough Council's objective of continuously improving safety.

Accident analysis and the effectiveness of any precautions will form part of the audits of the Safety Management System.

Some accidents due to the nature or circumstances will require further statutory reporting to external bodies or Government agencies.

Ards and North Down Borough Council recognise that actual incident rates are too crude a measure of safety performance. They need to be attuned instead to near misses and unsafe behaviours that may signify more serious incidents.

Near misses are occurrences, which under slightly different circumstances, could have given rise to far more serious consequences. Such consequences may have been avoided either by 'luck', i.e. a random combination of circumstances, or by purposeful action, i.e. 'recovery'. Near misses can range from a partial penetration of the defences to situations in which all the available safeguards were defeated, but no actual loss occurred. The former provides useful proactive information about the quality of safety defences, whilst the latter are indistinguishable from fully-fledged accidents in all but outcome.

All staff are encouraged to report near-misses, as described with the policy for Accident & Near miss Reporting, as soon as possible so that any relevant lessons can be learnt to avoid re-occurrence.

6.0 Provisions to Minimise Risk

6.1 Conservancy

Ards and North Down Borough Council has a duty under the Port Marine Safety Code to:

- Conserve their harbours so that they are fit to use as a port and a duty of reasonable care to see that the harbours are in a fit condition for vessels to use it; and to
- Provide users with adequate information about conditions in the harbour.

In order to meet these duties and responsibilities, Ards and North Down Borough Council has the following in place:

- Survey and maintenance dredging programme;
- Inspection and maintenance programme for Aids to Navigation;
- Programme of review for navigational aid requirements;
- Maintenance of proper hydrographic and hydrological records;
- Publication of information through Admiralty Charts and Notices to Mariners.

Any incidents relating to the conservancy of our harbours (such as the failure of a navigational aid or our failure to publish a change in available draft) will be reported as part of our KPIs (see Appendix 1).

6.1.2 Dredging

The requirement for dredging will be established by hydrographic surveys, carried out every 5 years. Generally, a decision to dredge will be taken when the surveys identify a 20% reduction in the published Harbour depths.

In Ballywalter, ad-hoc localised dredging (bed levelling) is also performed.

The Harbour Master is to ensure that all necessary permits, licences and other such authorisations that are required for the proper execution of the works are in place.

The Authority will undertake further hydrographic surveys post dredging works to determine the effectiveness of the operation and highlight any potential issues.

Given the costs associated with dredging, the authority may choose not to dredge, in which case the published depths will be updated.

6.1.3 Promulgation of Survey and Navigation Information

The Harbour Master shall ensure that all relevant parties/stakeholders are kept informed as soon as possible of any changes in the hydrographic status of the port or where changes within the harbour limits may impact on safe navigation using suitable warnings.

These warnings may in the first instance be broadcast over the appropriate VHF channel as a Traffic Information Broadcast and subsequently by the issuing of a Notice to Mariners.

Navigational information including (but not limited to) water depth, navigational hazards, harbour work, navigational lights and marks are published in a range of publications including Admiralty charts, relevant sailing and in Notices to Mariners.

The UK Hydrographic Office is notified of any permanent or temporary change in navigational marks and hazards for appropriate publication.

See section 7.0 for further information on the Management of Navigation.

6.1.4 Navigational warnings

If Ards and North Down Borough Council becomes aware of any navigational hazard that is not presented on marine charts or other published navigational information, it will, having verified any reports received, publish a suitable warning through issue of a Notice to Mariners and during Traffic Information Broadcasts.

Such navigational warnings may include (but not be limited to):

- Adverse weather conditions;
- Shipping movements;
- Changes in charted water depths;
- Damaged or malfunctioning Aids to Navigation;
- New or amended Aids to Navigation;
- Wrecks or abandoned vessels;

- New or temporary exclusion areas;
- Works in harbour areas; and
- Miscellaneous safety warnings.

If the navigational hazard is not of a temporary nature, changes to nautical charts and published information will be made if considered necessary by the UK Hydrographic Office.

See section 7.1 for further information on Aids to Navigation.

6.1.5 Wrecks and Salvage

Ards and North Down Borough Council has powers under Section 252 of the Merchant Shipping Act 1995 to mark or remove wreck or abandoned vessels, which in their opinion is, or is likely to become, an obstruction or danger to navigation. This power is exercised by use of the established risk assessment procedure with the aim of reducing the risk to ALARP. In the event of a vessel becoming a wreck the harbour authority will exercise their wreck marking and removal powers where a risk assessment indicates the wreck is likely to present an obstruction or a danger to navigation.

In such instances, the owner (if known) will be instructed to remove the vessel forthwith. If the owner cannot be identified, or fails to comply, paragraph 8.1.2.2 from Council Terms & Conditions will apply:

[Council will] ...At the Owner's risk (save in respect of loss or damage directly caused by the Council's negligence or other breach of duty during such removal) remove the Vessel from the Harbour and Premises and thereupon secure it elsewhere and charge the Owner with all costs reasonably arising out of such removal including alternative berthing fees.

If the vessel is too large to be removed, or deemed by Council as unsafe to move, the vessel will be destroyed (subject to appropriate licenses being in place) and all costs recovered from the owner.

6.1.6 Regulating Harbour Works

Any works to be carried out within or neighbouring harbour limits are planned in consultation with the Harbour Master to ensure navigational safety is not compromised.

A risk assessment and method statement must be provided and approved by the harbour Master before work commences. Generic Marine tasks are covered by the "Risk Register for Marine Operations".

Contractors working within the Harbour limits will receive a full induction before commencing works and a Contractors Work permit must be completed. See "ANDBC Permit to Work booklet".

In addition to routine reactive maintenance, the harbours are each subject to a structural condition survey every 5 years. This survey aims to detect any deterioration in the structure at an early stage so that remedial action can be planned with minimal costs and reduced impact on harbour users.

6.2 Pilotage

Chapter 5 of the PMSC refers to, amongst other things, the need for a Competent Harbour Authority (CHA as designated under the provisions of the Pilotage Act 1987) to provide a pilotage service.

A CHA must issue pilotage directions if it decides, based on its assessment of the risks, that pilotage should be made compulsory. The directions must specify how and to which vessels they apply. Ship

owners and any other interested parties who use the port on a regular basis, must be consulted before the directions are implemented.

Following a risk assessment and due to the fact that ANDBC are not a Competent Harbour Authority under the Pilotage Act 1987, no Pilotage Services are provided at our Harbours.

6.3 Towage

Towage is not generally available in any of our Harbours and will only be permitted/arranged in the event of a vessel becoming incapable of moving under its own propulsion. Such vessels will be required to take a tug to enter or depart the harbour. The number of tugs required will depend on the environmental influences envisaged during the operation.

In this eventuality a suitable tug(s) will be provided by an appropriate contractor, approved in advance by the harbour Master and subject to the UK Standard Conditions for Towage and Other Services (1983).

6.4 Regulation of Harbour Craft

Ards and North Down Borough Council owns, manages and maintains one general purpose workboat and one patrol craft.

Inspections, together with a comprehensive reporting and maintenance regime, ensure the vessels remain fit for purpose.

The Harbour Master is to ensure that ANDBC owned vessels which operate in the harbour are compliant with the requirements of the Small Commercial Vessel and Pilot Boat (SCV) Code and are operated in accordance with any conditions specified in the vessels certificate.

6.5 Provision of Moorings

The Harbour Authority maintain ground chains to which small craft are moored at Donaghadee and Groomsport. ANDBC Terms & Conditions for mooring require that all moorings are designated as fit for purpose by the Harbour Master- before deployment. The Harbour Authority produces guidelines for the correct equipment and assembly of privately-owned mooring tackle. These moorings are inspected twice a year.

6.7 Diving Operations

Diving within our harbours is strictly limited to essential maintenance work only. Ards and North Down Borough Council has implemented a Diving Permit to Work system to ensure that diving operations throughout the various harbours are highly regulated. Only suitably qualified diving teams may dive with a specific permit and all dives must have a specific risk assessment completed.

The effectiveness of the diving permit system will be reported as part of our KPIs (see Appendix 1).

6.8 Emergency Preparedness and Response

The Port Marine Safety Code states that the Safety Management System should include preparations for emergencies and that these should be identified as far as practicable from the formal risk assessment. It also states that these should be published and exercised.

Ards and North Down Borough Council has established emergency response plans and procedures to address specific marine emergency incidents.

Training exercises and drills are programmed on a regular basis (as per exercise/drill matrix) to familiarise and update staff on these emergency procedures and to exercise individual response actions and communication structures. Appropriate staff training and emergency exercise records are maintained.

A protocol to ensure that emergencies arising outside of normal working hours are adequately addressed has been developed and is included in Appendix 6.

6.9 Environmental Management

Ards and North Down Borough Council is committed to continual improvement and prevention of pollution by reducing the environmental impacts that arise from our business activities and delivery of our services.

Through the implementation of our Environmental Management System the Council will:

1. Set realistic and measurable objectives and targets together with an Environmental Management Programme to ensure continual improvement in environmental performance; and
2. Regularly review this policy to ensure it continues to be effective and representative of our activities and services.

We endeavour to:

1. Minimise the amount of waste generated internally and disposed of to landfill. Where reduction is not practical, seek to reuse or recycle waste and ensure the safe disposal of all waste;
2. Introduce measures to ensure good practice and the responsible use of natural resources such as water, fuel and energy;
3. Investigate and introduce, where possible, measures to minimise the release of pollutants which cause damage to land, air and water due to our activities,
4. Reduce the environmental impact of goods purchased at the same time encouraging suppliers and contracted services to improve their environmental performance

Ards and North Down Borough Council has an ISO 14001 accredited environmental management system in place and is committed to continual improvement and prevention of pollution by reducing the environmental impacts that arise from our business activities and delivery of our services.

Through the implementation of our Environmental Management System the Council will:

1. Set realistic and measurable objectives and targets together with an Environmental Management Programme to ensure continual improvement in environmental performance; and

2. Regularly review this policy to ensure it continues to be effective and representative of our activities and services.

We endeavour to:

1. Minimise the amount of waste generated internally and disposed of to landfill. Where reduction is not practical, seek to reuse or recycle waste and ensure the safe disposal of all waste;
2. Introduce measures to ensure good practice and the responsible use of natural resources such as water, fuel and energy;
3. Investigate and introduce, where possible, measures to minimise the release of pollutants which cause damage to land, air and water due to our activities,
4. Reduce the environmental impact of goods purchased at the same time encouraging suppliers and contracted services to improve their environmental performance.

These aspirations have guided our Port Waste Management Plans and Oil spill Response contingency plans in place at each Harbour.

Oil spills will be reported as part of our KPIs (see Appendix 1).

7.0 Management of Navigation

7.1 General Navigation

7.1.1 Introduction

There is a general public right of navigation in tidal waters, subject to the payment of proper tolls and dues, and to the provisions of any laws regulating the operation of the harbour which impose special restrictions on the otherwise general freedom of navigation. It follows that harbours have the powers to regulate the entry and movement of boats to ensure safety of navigation.

The PMSC guide to good practice (Section 7.1.2) states the general principles as :

1. Harbours have rules in byelaws and directions, which every user must obey as a condition of his or her right to use the harbour.
2. Harbour authorities have a duty to make proper use of powers to make byelaws, and to give directions to regulate all vessel movements in their waters.
3. These powers should be exercised in support of the policies and procedures developed in the authority's safety management system and should be used to manage the navigation of all vessels.
4. Harbour authorities should have clear policies on the enforcement of directions and should monitor compliance.
5. Powers of direction should be used to require the use of port passage plans in appropriate cases - whether vessels are piloted or not.

We will achieve safety of navigation at our harbours by developing and maintaining procedures that will complete the following objectives.

- Monitor vessel movements, tide and weather conditions within the harbour and provide timely information and/or warnings either of a ship-specific or broadcast nature concerning possible hazardous situations.
- Safely and efficiently co-ordinate vessel movements within the harbour area by setting criteria for:
 - The conduct of navigation in restricted visibility, adverse weather and any other circumstances which might require restriction on navigational movements
 - Restricting movement in the main entrance channel to one major vessel at a time.
 - Restricting movement of yachts and fishing vessels within the entrance channel as may be required for the safety of both major vessels and small craft
- Provide relevant information to vessels inside and outside the Harbour area for the Safety of Navigation.

Navigational incidents or near misses will be reported as part of our KPIs (see Appendix 1).

7.1.2 Enforcement

It is Council policy to enforce all legislation that applies to the harbour including byelaws and directions. However, the principle requirement after an incident is to determine the cause of the incident so that precautions can be taken to prevent a re-occurrence. It is recognised that an investigation to determine cause may prejudice a criminal investigation.

The instigation of prosecutions in serious or repeated breaches of the legislation will be in accordance with the Enforcement policy and in consultation with the Police, Maritime Coastguard Agency, Environment Agency and any other agencies with enforcement powers.

The Harbour Master maintains regular harbour patrols (see 4.5.3) to assist in the effective regulation of marine conduct and the enforcement of appropriate local legislation.

7.1.3 Communications

With relatively low vessel movements a risk assessment has deemed it as unnecessary to regulate the navigation of all vessel traffic movements by the Harbour Radio.

However, both Groomsport and Donaghadee harbours are equipped with a Harbour radio, should the need arise to contact any vessel within Harbour limits.

Other methods used in communicating with vessels are loudhailer, telephones (fixed and mobile), fax, email and face to face verbal.

7.1.4 Navigation of Leisure Vessels

Byelaws and general/special directions provide the main formal statutory mechanism for managing recreational navigation.

The authority may need to consult with organisers of recreational events within harbour limits about the need for risk assessments.

In approving any event the Harbour Master needs to be satisfied that the risks associated with marine operations have been managed to As Low As Reasonably Practicable. The Harbour Master also needs to ensure that the event organiser has consulted with and has met the requirements of the MCA, RNLI, Emergency Services and the Council's Risk Manager.

Recreational navigation within Ards and North Down Borough Council Harbours includes a wide range of differing activities and craft types including power boats, cabin cruisers, yachts, sailing dinghies, rowing sculls, canoes, and personal watercraft.

The co-operation of recreational users is best assured by comprehensive consultation and dialogue. To this end Ards and North Down Borough Council will make available to all users published material of relevance to the safety of navigation including byelaws/directions, notices to mariners, details of facilities, advice and port emergency arrangements.

7.2 Aids to Navigation

As a Local Lighthouse Authority, Ards and North Down Borough Council are responsible for many Aids to Navigation in this area, including:

- Groomsport Leading Lights
- Donaghadee Slipway
- Ballywalter Harbour
- Ballyhalbert Starboard
- Numerous lit & unlit beacons within Strangford Lough

Ards and North Down Borough Council acknowledge that we may not erect, remove or change any navigational mark or light without the consent of Commissioners of Irish Lights. All approved installations or changes are notified to users and the UK Hydrographic Office through issue of a Notice to Mariners prior to any installation or change being made.

7.2.1 Groomsport Harbour Navigation Lights

Groomsport harbour leading lights are aligned on 207.5 degrees (T) both flashing green at night, indicating the safe approach to the harbour.

7.2.2 Donaghadee Lighthouse

Donaghadee Lighthouse is owned, maintained and operated by Commissioners of Irish Lights.

7.2.3 Ballywalter Harbour Navigation Light

Ballywalter harbour leading light is a 3m high metal column with a sectored light FL WRG 1.5s 5m 9M. The white sectored light 267° to 277° indicates the safe approach (Green 240° to 267°, Red 277° to 314°).

7.2.4 Inspection and maintenance

All Aids to Navigation are established and maintained in accordance with the availability criteria laid down by the Commissioners of Irish Lights. In order to meet these criteria, a rolling programme of inspection and a reactive maintenance is undertaken. A contractor is appointed to carry out regular inspections, planned maintenance and reactive repairs.

Basic inspections of lit beacons are carried out every quarter, with a more thorough inspection annually. Unlit beacons are subject to an annual inspection. Any defects are reported immediately to council officers who then log the fault with Quay Marinas – Bangor Marina & Harbour who operate an AtoN helpdesk. Berthing Masters at Quay Marinas – Bangor Marina & Harbour are available twenty-four hours a day, seven days a week to log any reported faults / defects. Once logged, Quay Marinas – Bangor Marina & Harbour will notify CIL/the hydrographic office as appropriate, issue a Notice to Mariners as appropriate and inform the Maritime Coastguard Agency.

We recognise that in all likelihood, local mariners will be the first to discover a defective AtoN. Notices are placed at each of our harbours, advising local mariners of the Quay Marinas – Bangor Marina & Harbour contact number should they need to report any defective AtoNs.

7.2.5 Third Party Aids to Navigation

There are several 3rd Party Aids to Navigation within the LLA area. Whilst the maintenance and repair of these AtoN's is their responsibility, all third parties have been issued with the Quay Marinas – Bangor Marina & Harbour helpdesk phone number to ensure that all defects are recorded appropriately.

All third parties have been notified that they may not erect, remove or change any navigational mark or light without the consent of the LLA and Commissioners of Irish Lights.

7.2.6 Master List of Aids to Navigation

A master list is held on CIL's Offshore installations web-based monitoring software. Quay Marinas – Bangor Marina record all defects and instances of unavailability on CIL's web reporting portal. An AtoN availability report is submitted to CIL each quarter by Quay Marinas – Bangor Marina & Harbour.

7.2.7 Audit of Records for Aids to Navigation

As per the requirements of the Merchant Shipping Act 1894 for the Republic of Ireland, the Merchant Shipping Act 1995 and the Port Marine Safety Code, Irish Lights have a statutory duty of Superintendence and Management of all Local Aids to Navigation (LAtoN) throughout the island of Ireland.

In order to effectively discharge this duty, and in addition to the annual inspections of all AtoNs, Irish Lights conduct an assessment process to ensure that Local Lighthouse Authorities have in place appropriate policies and procedures in relation to the provision and management of LAtoNs under their jurisdiction.

This audit takes the form of a meeting between the Harbour Master, relevant Council officers and a Marine Inspector from Commissioners of Irish Lights.

7.2.8 Review of Aids to Navigation

Risk assessment and ongoing consultation have determined the requirement for Aids to Navigation in Ards and North Down Borough Council. The effectiveness and need for new or amended Aids to Navigation is reviewed at the quarterly Port Users Group.

8.0 System Operation & Control

8.1 Monitoring Performance of the Safety Management System

The monitoring and recording of accidents and incidents shall be as per the Council's Incident and Near miss Investigation and Reporting Policy. These statistics will be discussed at Directorate Safety Meetings and measurable goals will be set so that performance may be measured to aid the reduction of such incidents.

8.1.1 Performance Monitoring

The performance of Marine Operations will be measured by a combination of both proactive and reactive measures.

These measures are:

Proactive: Periodic Audits, KPIs, Reviews, Safety Inspections, and Directorate Safety Meetings

Reactive: Accident/Incident/Near Miss Reporting, Accident/Incident/Near Miss Investigation, Informal Reporting and Observations.

The performance of these measures shall be reported to the Environment Committee (as the Duty Holder) on a quarterly basis in order to ensure the MSMS is working effectively.

A list of targets and measures (which forms the basis of the quarterly report) is included in Appendix 1.

Any missed targets, lessons learnt or other improvements to be made shall be highlighted within the report and implemented at the earliest opportunity.

8.1.2 Audits

Twice annual audits will be carried out by the Designated Person, thus ensuring the MSMS is working effectively.

Audits will include:

1. Equipment and/or Procedures
2. Associated plans and documentation
3. Records generated
4. Follow-up (if applicable)

Non-conformances will be recorded on an Audit/Review form and identify the appropriate corrective action.

In addition, Ards and North Down Borough Council's internal audit team will carry out audits as per their schedule.

Findings of these audits will be reported to the Environment Committee (as Duty Holder) and any recommendations will be implemented by the Harbour Master, with prior approval from Management and/or the Environment Committee as required.

8.1.3 Review

The Safety Management System will be formally and comprehensively reviewed every three years and updated and improved where necessary.

9 National Occupational Standards (NOS)/Training

9.1 Marine Personnel

Ards and North Down Borough Council recognises that training, adherence to NOS and CPD are essential elements within the Safety Management System.

It is Ards and North Down Borough Council's policy to ensure that all staff have the appropriate competences and training to carry out their role effectively.

The Harbour Master has the overall responsibility for ensuring the operational competency of marine personnel. However, the ultimate responsibility and accountability lies with the Environment Committee (as Duty Holder) to ensure that all necessary systems are in place to support this process.

Those deemed to be marine personnel will include the following:

- a) Harbour Master
- b) Senior Marine Operative
- c) Marine Operative

9.2 Ensuring Competence

The competence assurance process is linked directly to considered personnel selection and recruitment procedures, relevant job descriptions and appropriate pre-determined recruitment and selection criteria.

The process comprises four stages namely pre-job, induction training, supervision/on the job training and competence.

To ensure that all staff remain abreast of developments and to prevent any decline in the level of competence and skills of marine personnel; relevant training and instruction shall be repeated periodically as appropriate.

All training and instruction provided to employees will be duly recorded and kept in a secure training matrix file.

In order to demonstrate continued compliance in this area, a KPI for staff training has been included within Appendix 1.

Appendix 1

Designated Person's Annual Report in accordance with the Port Marine Safety Code 2016.

Objective 1: To eliminate incidents so far as is reasonably practicable.					
KPI 1.1 - No major incidents, serious injuries or serious pollution as a result of the failure of the harbours MSMS.					
KPI 1.2 - All reported Incidents investigated in a timely basis.					
KPI 1.3 - Identify opportunities for improvement and ensure policies and procedures are reviewed where appropriate.					
KPI Element Record	Number of Instances				
	G'sport	D'dee	B'walter	B'halbert	Cook st
Number of recorded incidents					
Number of incidents afloat					
Number of incidents ashore					
Navigational incidents					
Vessel sinking					
Vessel collision (with another vessel)					
Vessel allision (colliding with a fixed shore structure)					
Vessel grounding					
Breakout (mooring failure / anchor failure)					
Pollution incidents					
Fire incidents					
Other notable incidents (Person in water etc)					
TOTALS					
Report and Investigation					
Navigational incidents investigated					
Reportable incidents to the MAIB					

Objective 2: To conserve the harbours and their approaches					
2.1 Performance Target - Hydrographic Surveys. Ensure that the harbours and their approaches have adequate schedules for hydrographic surveys and that these are undertaken in line with the defined schedules.					
2.2 Performance Target - Navigational Lights – In conjunction with the Commissioners of Irish Lights to provide and maintain adequate navigational aids consistent with harbour users.					
2.3 Performance Target - Identify opportunities for improvement and ensure policies and procedures are reviewed where appropriate requirements to facilitate safe navigation within the harbours and their approaches. Report to CIL on a quarterly basis.					
2.4 Performance Target - Wrecks and Obstructions. Investigate all reported wrecks and obstructions in a timely basis.					
2.5 Performance Target - Notices / Warnings – Promulgate Local Notices and Warnings to harbour users of changes to Navigational Aids, depths and other dangers to Navigation.					
Local AtoN's failures					
Hours before AtoN is fully operational					
Navigational risks assessed and revised annually					
Hydrographic information available to Harbour staff					
Date of hydrographic survey					
Hydrographic information promulgated to users					
Wreck & Obstruction Investigated					
Warnings - Notice to Mariners issued					
Objective 3: To ensure adequate procedures are in place in case of Emergency.					
3.1 Performance Target - Review of Emergency Plans and Procedures on an annual basis.					
3.2 Performance Target – Undertake desktop / real time exercises at each harbour on an annual basis.					
Emergency plans assessed and revised annually					
Emergency exercises undertake.					
Objective 4: To consult with harbour users					
4.1 Performance Target - Arrange regular meetings with harbour users to consult on any navigational issues, safety issues, conservancy, and leisure activity. At the very least a meeting with each harbour group on an annual basis.					

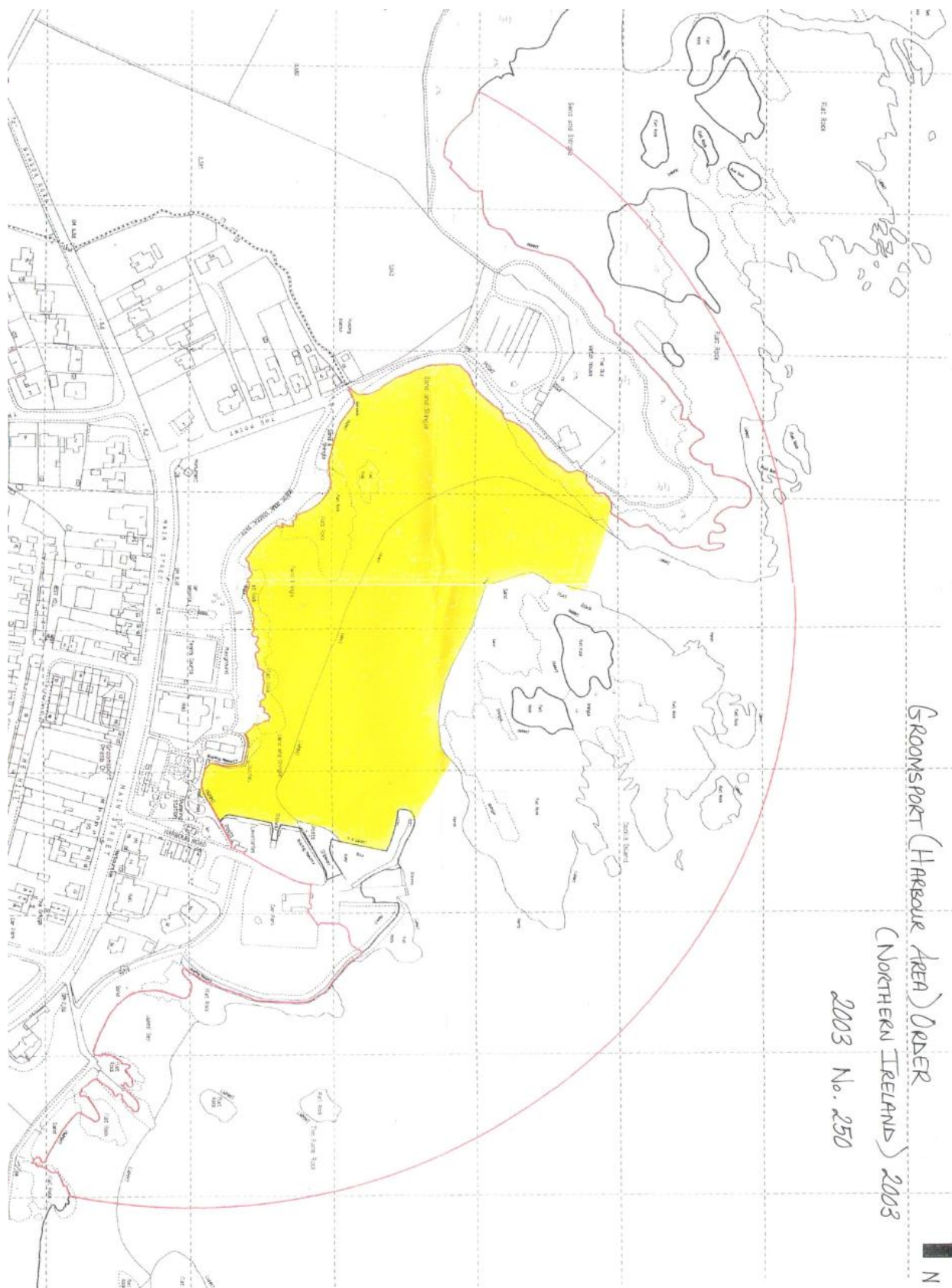
Meeting with harbour user groups.					
Objective 5: To Ensure Marine Personnel are appropriately trained					
5.1 Performance Target - Continual Professional Development to ensure all marine personnel are competent to perform their duties.					
Harbour Master					
Marine operative 1					
Marine operative 2					
Marine operative 3					
Objective 6: To have adequate Audit and Review mechanisms in place					
6.1 Performance Target – Annual review and audit of MSMS by HM & DP					
6.2 Performance Target – Duty Holder fully aware of their responsibilities under the PMSC					
6.3 Performance Target – DP to issue report to Duty Holder on effectiveness of the MSMS					
Harbour Master to internally review and assess MSMS					
Designated Person to assess and audit the MSMS					
Designated Person to advise Duty Holder or their role and explain accountability & responsibilities.					
Designated Person to report to Duty Holder on an annual basis the effectiveness of the MSMS in ensuring compliance with the PMSC.					

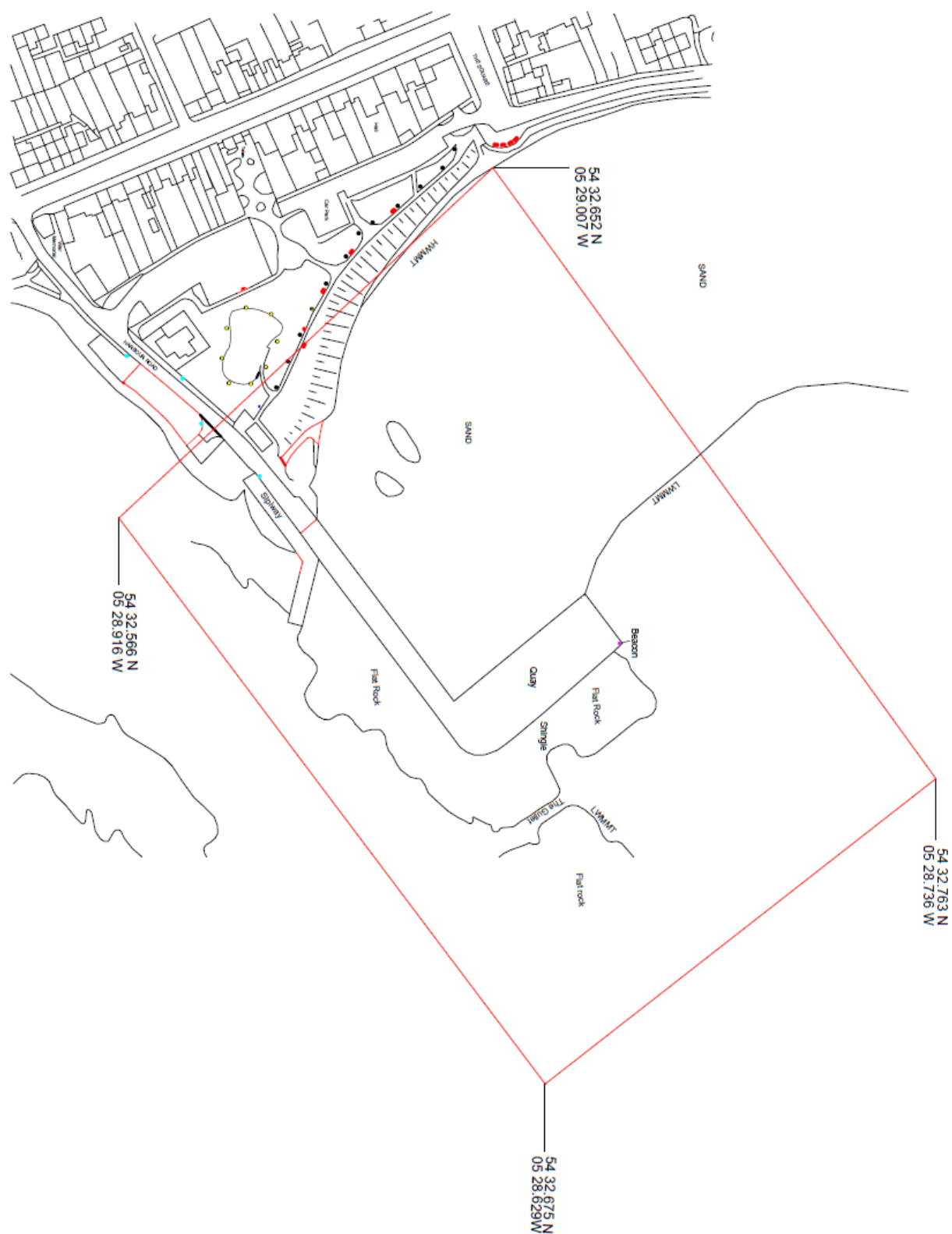
Ards and North Down Borough Council
TOWN HALL, THE CASTLE
BANGOR BT20 4BT
Tel: 0300 013 3333

Scale: Not to Scale Date: Sept 2016 Ref:

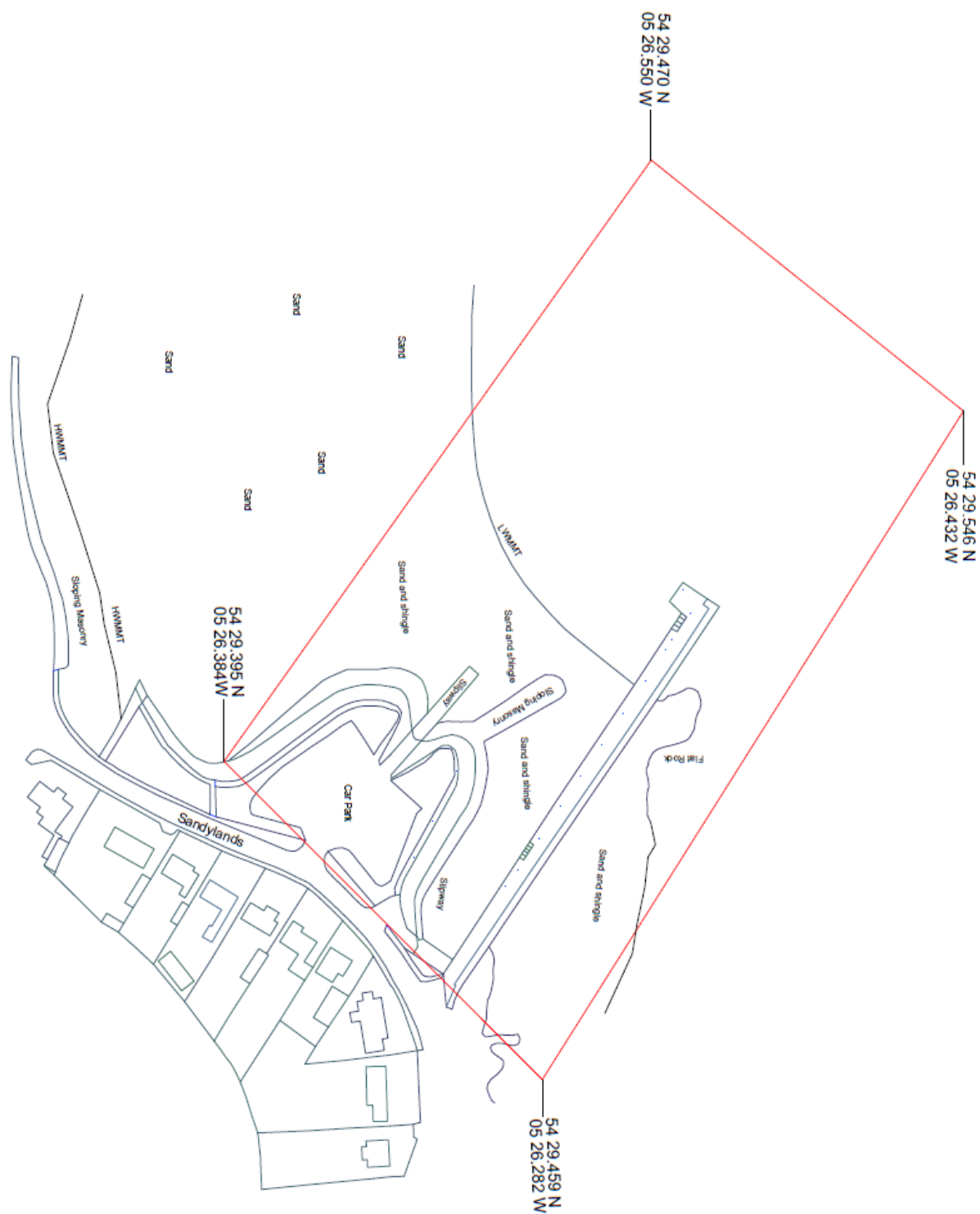
Appendix 3

Groomsport Harbour limits

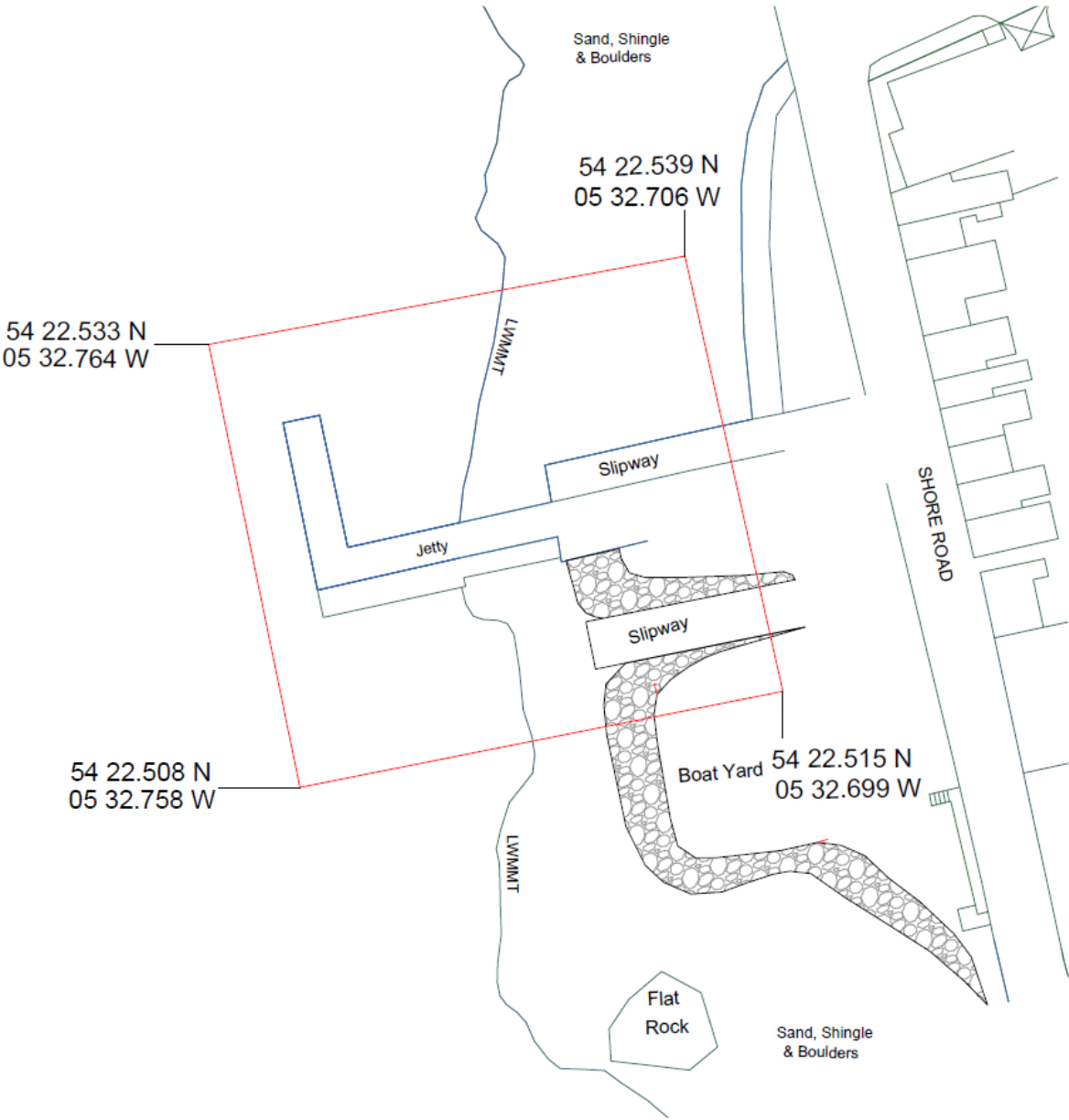




Ballyhalbert harbour Limits



Cook St, Portaferry



Appendix 4 ANDBC H&S Policy Statement

ARDS AND NORTH DOWN BOROUGH COUNCIL


	Corporate Health and Safety Management Systems.	Rev: 3	Page 1 of 3
	Section 1.3: Health and Safety Policy Statement.	Date of Review: June 2024	

1.3 POLICY STATEMENT

1.3.1 The policy of Ards and North Down Borough Council, hereafter referred to as the Council is to:-

- (a) Accept its legal responsibilities for employees and other persons as set out in the Health and Safety at Work (NI) Order 1978, relevant statutory provisions and Approved Codes of Practice.
- (b) Accept its moral duty of care, not only to employees, but also to members of the public and visitors to its premises or persons affected by work activities and operations under Council control.
- (c) Ensure that responsibilities for health and safety are properly assigned, accepted and, as far as reasonably practicable, fulfilled at levels throughout its workforce.
- (d) Implement the policy by the provision of adequate financial and physical resources for health and safety, which will entail:
 - I. The appointment of competent persons, without detracting from the responsibilities of senior managers, to assist and advise the Council and the workforce on fulfilling health and safety obligations.
 - II. The provision of sufficient information, instruction, training and supervision to develop and improve the competence of the workforce to contribute positively to their own health and safety at work and other persons who may be affected.
 - III. The provision and maintenance of safe workplaces, plant, equipment and systems of work.
 - IV. The provision and maintenance of a healthy working environment and adequate welfare facilities.
 - V. The provision and maintenance of effective systems of communications within and between Council departments on health and safety matters.
- (e) Promote a positive health and safety culture within each Council directorate.
- (f) Prepare corporate policies and management systems detailing the specific arrangements made to meet the health and safety requirements of each directorate.

ARDS AND NORTH DOWN BOROUGH COUNCIL

	Corporate Health and Safety Management Systems.	Rev: 3	Page 2 of 3
	Section 1.3: Health and Safety Policy Statement.	Date of Review: June 2024	

- (g) Develop and implement a sensible risk assessment approach which is proportionate to the risks applicable to each Council directorate.
- (h) Remind the workforce of their health and safety responsibilities and provide guidance and instruction to employees and, so far as is reasonably practicable, other persons to:-
 - I. Take reasonable care for the health and safety of themselves and other persons affected by their activities by complying with all Council Health and Safety rules and procedures;
 - II. Co-operate with the Council in complying with legislative requirements;
 - III. Not intentionally or recklessly interfere with, or misuse any plant, equipment or facilities provided by the Council for the purpose of Health and Safety;
 - IV. Report any accident, dangerous occurrence or injury to the appropriate immediate supervisor and take appropriate action, as the case may be, to deal with or report any matter which is or could be a risk to Health and Safety.
- (i) Co-operate fully with Safety Representatives appointed by recognised Trade Unions and any Safety Committee (s) / Working Group (s) and value the co-operation of those appointed.
- (j) Bring the policy statement and details of where the Directorates Health and Safety Risk Assessments and Codes of Practice can be obtained to the notice of the employees and, where relevant, other persons.
- (k) Monitor the effectiveness of the policy and notify employees of revisions made.



 Chief Executive
 On behalf of Ards and North Down Borough Council

Date: - 20.06.24

Appendix 5- Incident Report Form

ACC 1/R/18

ARDS AND NORTH DOWN BOROUGH COUNCIL INTERNAL INCIDENT REPORT FORM

THIS FORM MUST BE SIGNED BY THE PERSON IN CHARGE OF THE AREA AND RETURNED TO THE
RISK MANAGER NOT LATER THAN THE 1ST DAY AFTER THE INCIDENT

1. NAME OF DEPARTMENT / CENTRE: _____

2. PERSONAL DETAILS (injured person / person involved):

Name:		Date of Birth:		Age:	Sex:
Address:				Telephone No:	
				Staff No:	
Type (tick as appropriate):	Direct Employee	Agency Worker	Summer Scheme	Member of Public	
Is person a Government Trainee/Work Experience? YES/NO (If so Specify Scheme)					

3. INCIDENT DETAILS:

Type (tick as appropriate):	Injury	Near Miss	Dangerous Occurrence	Property Damage	Environmental Incident
Date and Time of Incident					am/pm
Date and Time Reported					am/pm
To Whom in Authority was the Incident Reported?					

4. ON THE DAY OF INCIDENT:

Exact Location of Incident			
Normal Working Hours (if an employee): FROM	am/pm	TO	am/pm
Hours Actually Worked (if an employee): FROM	am/pm	TO	am/pm
Describe How the Incident Occurred _____			

5. THE TASK (if applicable):

Was the person Authorised to be in the location at the time of the Incident?	YES / NO
Was the person Authorised to be Carrying Out this Activity?	YES / NO
What tools / equipment / substances are required to carry out this task?	
What PPE is required to carry out this task? (i.e. face-shield / gloves / safety boots / hearing protection)	
Was PPE being worn / used at the time of the incident	YES / NO

6. DESCRIBE NATURE OF INJURY (underline appropriate areas):

Type of injury:	Fractured Bone / Dislocation / Bruise/ Puncture, Laceration, Abrasion wounds.
Additional Details:	
Head:	Face/skull/hair/right eye/left eye/right ear/left ear/nose/mouth/teeth/right cheek/left cheek/jaw
Neck:	Muscles/bones/collar bone/right shoulder/left shoulder
Trunk:	Chest/ribs/abdomen/spine/lower back/muscles/discs/pelvic area/groin
Arm:	Right/left/both/upper/lower/elbow/hand/fingers/wrist/tendon/muscle
Leg:	Right/left/both/thigh/hip/knee/lower leg/ankle/foot/toes/muscle/tendons/cartilage
Other:	Circulatory/respiratory/hearing/digestive/nervous/voice/skin/mental/artificial aids

7. TREATMENT DETAILS:**ACC 1/R/18**

What treatment did the injured person receive?		
First-Aid <input type="checkbox"/>	Hospital <input type="checkbox"/>	Doctor <input type="checkbox"/>
Name of hospital Attended		
Detained in Hospital for more than 24 Hours YES / NO		
Has the injured person returned to work? YES / NO (If yes state date)		

8. DETAILS OF PROPERTY LOSS OR DAMAGE:

Nature of property lost/damage:
Details of circumstances:
Approximate value:
Any further information or details:

9. OTHER FACTORS:

Did the incident occur OUTSIDE <input type="checkbox"/> or INSIDE <input type="checkbox"/> describe the conditions:	
Daylight <input type="checkbox"/>	Light <input type="checkbox"/> Dark <input type="checkbox"/> Floodlit <input type="checkbox"/> Street Lighting <input type="checkbox"/>
Surface: Dry <input type="checkbox"/> Raining/Wet <input type="checkbox"/> Slippery <input type="checkbox"/> Ice <input type="checkbox"/> Frost <input type="checkbox"/> Snow <input type="checkbox"/> Other <input type="checkbox"/>	
Comments:	

10. WITNESS (give the names and addresses of all witnesses):

11. SIGNATURES:

Report completed by:	Signature:	Print Name:	Date:
"I have read and agree that this is a true account of the incident" Signature of the person about whom this report has been made		Signature:	Date:

Privacy Notice:

Ards and North Down Borough Council has collected the information on this form for the purpose of meeting its requirements under the Health & Safety at work Order (NI) 1978. Your details may be passed to the HSENI. In addition, this information will be shared, when required, to relevant bodies for the purposes of preventing or detecting fraud or crime as well as to all other relevant parties in the defence of any civil claim arising. Your information will be held for 25 years for a minor and 7 years for an adult. You have a right to see and review the information held on you. If you wish to request your personal information or have a data protection query, please put your request in writing to: Data Protection Officer, Ards and North Down Borough Council, Town Hall, The Castle, Bangor, BT20 4BT, Email: dataprotection@ardsandnorthdown.gov.uk Tel: 0330 013 3333. If you are not satisfied with how the Council has handled this matter, you may refer it to the Information Commissioner's Office at 02890278757 or email ni@ico.org.uk.

ACC 2/R/18

ANDBC MOTOR INCIDENT REPORT FORM

All the relevant sections must be completed. The form must be completed and returned to the Risk Management Section within one working day. Where injuries occurred your line manager must be informed immediately. In the case of personal injuries to ANDBC employees complete and attach an ANDBC Incident Report Form for each person injured.

Date of Incident:		Time of Incident:	
		Date & Time reported:	

Type of Incident (tick all that apply)

Damage to ANDBC Vehicle	Property Damage	Theft	Hijacking
Third Party vehicle Damage	Windscreen	Other (specify)	
Personal injury, 3 rd Party	Personal injury, ANDBC		

ANDBC Details

ANDBC Driver Name		Staff No	
Job Title		Section	
ANDBC Vehicle Type		Registration	
ANDBC Passengers			

Third Party Details

Third party name:		Contact telephone no:	
Address:			
Vehicle type		Vehicle registration	
Name of Insurer:		Passenger names:	

Details of third party injuries reported at the scene:

Other Witnesses – please give name and a contact number for other witnesses

Was this incident reported to the police? YES / NO

Police Incident no:		Police station reported to:	
---------------------	--	-----------------------------	--

Exact location of Incident:

 Ards and North Down Borough Council	Incident form _____ report number _____
Harbour Incident Report Form	

Section A			
Date of incident		Time of incident:	
		UTC	
		Local time	
Name of vessel			
Port of registry if applicable		Flag of vessel	
Type of vessel (<i>yacht, motor sailer, rib, power boat or fishing vessel etc.</i>)			
Type of incident			
Location of incident (<i>e.g. name of Harbour, berth Number, or other geographic reference</i> <i><u>including lat/long.</u></i>)			

Did the incident occur within the operational limits of a port?			
Natural light	Visibility	Sea state	Wind force Wind direction
<div>Consequences of incident <i>(tick as many boxes as apply)</i></div> <div><div><input type="checkbox"/> No injury or damage</div><div><input type="checkbox"/> Fatal injury</div><div><input type="checkbox"/> Non-fatal injury</div><div><input type="checkbox"/> Vessel damaged</div><div><input type="checkbox"/> Vessel lost or abandoned</div><div><input type="checkbox"/> No injury or damage</div><div><input type="checkbox"/> Pollution type</div></div> <div>Pollution – if ticked please state quantity</div>			

Section B: Vessel Details

Name & address of owner.

Name:

Address:

Tel:

Email:

IMO number
(if applicable)

Call sign:

Fishing vessel port letters and numbers (if applicable)

RSS/SSR number

Length of vessel (in metres):

Gross tonnage:

LOA or registered length:

Year of build (if known):

Type of vessel

Hull material:

Classification society (if applicable):

Certification class (if applicable):

Hours vessel was not under command
(if applicable):

Please specify if, following the incident, either of the following were needed for the safety of your vessel:

Towage

Shore assistance

Number of crew on board:

If applicable, number of passengers on board:

Departure from last port

Date

Time:

Voyage

From:

To:

	UTC or local time?				
If applicable, name of ship(s) & port of registry or flag of any other vessel(s) involved					

Section C: Details of person(s) killed, missing or injured

How many persons suffered injuries preventing performance of normal full range of duties for more than 72 hours (3 days) after the day of the accident		How many persons killed or missing	
--	--	------------------------------------	--

Person 1

Position (e.g. rank, rating, passenger, shore worker, contractor):		Gender:		Age:	
		Nationality:			
What was injured? (e.g. left leg, finger):		Kind of injury (or enter "fatal" or "missing" if appropriate):			
Place on <u>vessel</u> where injury sustained:		Did injury mean more than 72 hours off work or greater than 24 hrs in hospital?			
On / off duty?					

Person 2

Position (e.g. rank, rating, passenger):		Gender:		Age:	
		Nationality:			
What was injured? (e.g. left leg, finger):		Kind of injury (or enter "fatal" or "missing" if appropriate):			

Place on <u>vessel</u> where injury sustained:		Did injury mean more than 72 hours off work or greater than 24 hrs in hospital?	
On / off duty?			

If more than 2 persons suffered reportable injuries please continue in free text area:

Section D: Please give a brief description of the sequence of events leading to the incident

Section E

E.1. Please state why you think the incident happened:

E.2. Has any action been recommended by you or anyone else as a result of this incident and if so, what and by whom

E.3. Has any action been taken and if so what, by whom and when
<div></div>

Section E

Person completing form			
Name:		Date	
Position:			
Tel:			
Email:			
All information is true and complete to the best of my knowledge (please tick box): <input type="checkbox"/>			

Designated person (if applicable):			
Name:		Address:	
Tel:			
Email:			

Section G - for completion by Safety Representative (if applicable)

If the incident involved a reportable personal accident and there is an elected Safety Representative on board the vessel, they must be shown the completed report and allowed to write in this section any comments which they may wish to make.

If the injured persons are represented by different Safety Representatives, each may make additional comments if desired in the space below (but in any event, they should all declare all information is true and complete to the best of their knowledge):

Name (Safety Representative):		Date	
All information is true and complete to the best of my knowledge (please tick box) <input type="checkbox"/>			

Guidance Note

Please use the terms in the shaded areas when completing Section A of the Incident report form

Wind ▶

Beaufort Scale			
0	Calm	knot (0-1)	m/s (0-1)
1	Light air	knot (1-3)	m/s (1-2)
2	Light breeze	knot (4-6)	m/s (2-3)
3	Gentle breeze	knot (7-10)	m/s (4-5)
4	Moderate breeze	knot (11-16)	m/s (6-8)
5	Fresh breeze	knot (17-21)	m/s (9-11)
6	Strong breeze	knot (22-27)	m/s (11-14)
7	Near gale	knot (28-33)	m/s (14-17)
8	Gale	knot (34-40)	m/s 17-21)
9	Strong gale	knot (41-47)	m/s (21-24)
10	Storm	knot (48-55)	m/s (25-28)
11	Violent storm	knot (56-63)	m/s (29-32)
12	Hurricane	knot (+64)	m/s (+33)
Unknown			

Sea state ▶

0	Calm glassy	(0m)
1	Calm rippled	(0 - 0.1m)
2	Smooth	(0.1 - 0.5m)
3	Slight	(0.5 - 1.25m)
4	Moderate	(1.25 - 2.5m)
5	Rough	(2.5m - 4m)
6	Very rough	(4.0 - 6.0m)
7	High	(6.0 - 9.0m)
8	Very high	(9.0 - 14.0m)
9	Phenomenal	(+14m)
Unknown		

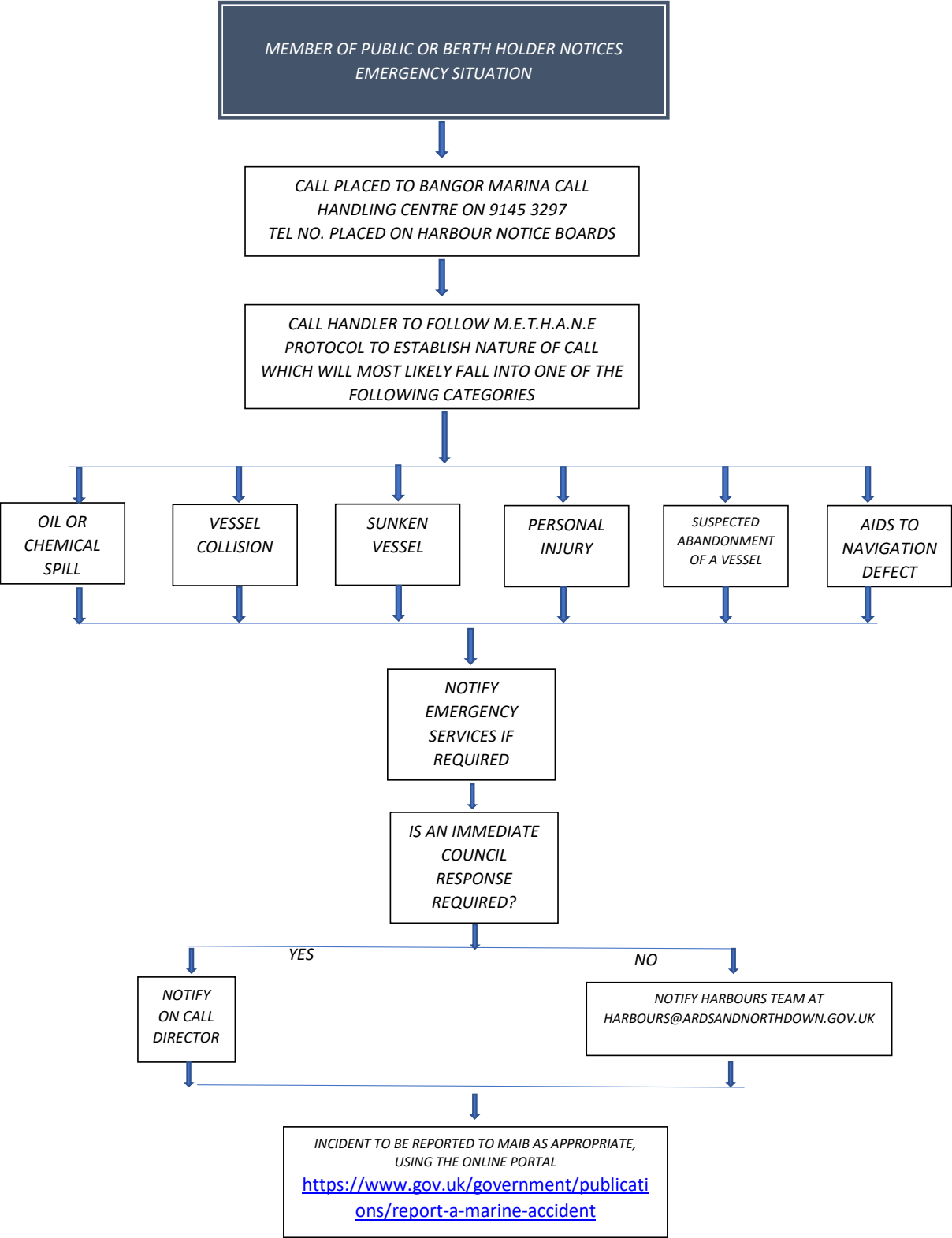
Visibility ▶

Very poor	Vis < 0.5nm
Poor	0.5 <= Vis <= 2.0nm
Moderate	2.0 <= Vis <= 5.0nm
Good	5.0 <= Vis <= 25.0nm
Very good	Vis >= 25.0nm
Unknown	

Light ▶

Daylight
Twilight
Night
Unknown

Appendix 6- Protocol for Handing Out of Hours Emergency Calls originating at Harbours



ITEM 19

Ards and North Down Borough Council

Report Classification	Unclassified
Exemption Reason	Not Applicable
Council/Committee	Environment Committee
Date of Meeting	03 September 2025
Responsible Director	Director of Environment
Responsible Head of Service	Head of Assets and Property Services
Date of Report	08 August 2025
File Reference	50002
Legislation	Climate Change Act (Northern Ireland)
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Q1 Sustainable Energy Management Strategy Update 2025-26
Attachments	Appendix 1 - Updated Sustainable Energy Management Strategy Action Plan

Background

In June 2024 the Council agreed the Sustainable Energy Management Strategy and Action Plan. One of the actions within the Plan was to “Improve governance arrangements to ensure that energy management has effective oversight and accountability within the Council”.

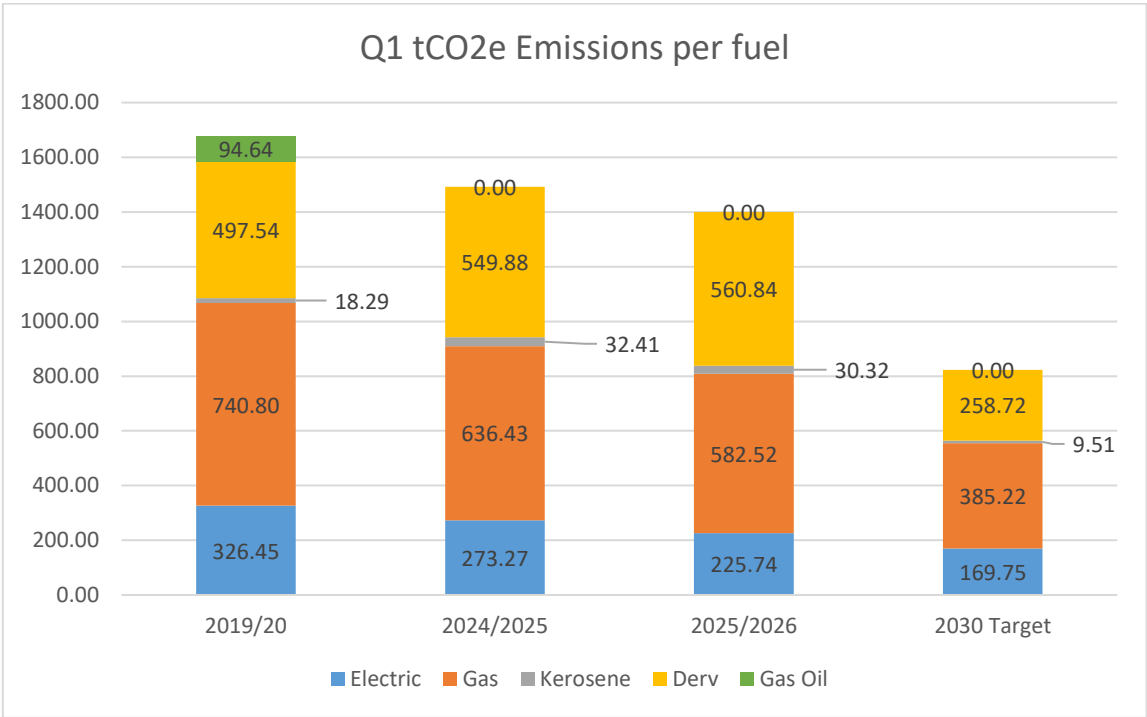
Improving oversight and accountability within the Council for energy management will ensure that consumption performance and the implementation of the Strategy and this action plan will be continuously monitored. Improved monitoring and governance will improve energy performance by ensuring actions are effectively implemented and consumption trends routinely monitored, which should result in reduced consumption, costs, and emissions.

Reporting Periods

This report is part of our ongoing quarterly series, tracking energy consumption against our 2019/20 baseline and highlighting current and upcoming energy-saving initiatives.

Period:	Reported in:
Quarter 1: April to June	September
Quarter 2: July to September	December
Quarter 3: October to December	March
Quarter 4: January to March	June

Energy Consumption for this Period



Electricity

As illustrated in the graph above, electricity consumption continued its downward trend in Q1, showing an 8.5% decrease compared to the same period in the 2024/25 financial year, resulting in a reduction of 47.53 tCO₂ in carbon emissions.

This positive outcome reflects our ongoing commitment to energy efficiency, supported by initiatives such as the integration of PV solar generation, the phased replacement of outdated equipment with modern, energy-efficient alternatives, and continued efforts to encourage energy-conscious behaviour across our workforce.

When compared to our baseline year, Q1 also demonstrated a significant improvement, resulting in a 30.9% reduction in carbon emissions, equivalent to 100.71 tCO₂. We are committed to building on this momentum by implementing further energy-saving measures and enhancing staff engagement, both new and existing, to support our goal of achieving the 2030 emissions reduction target.

Natural Gas

Natural gas consumption has seen a reduction of 8.5% in Q1 compared to the same period in 2024/25 financial year, resulting in a 53.91 tCO₂ emissions reduction.

When compared to our baseline year, Q1 also demonstrated a significant improvement, resulting in a 21% reduction in consumption, equivalent to 158.28 tCO₂.

This improvement is largely the result of continued optimisation efforts, including the review and adjustment of boiler time controls and temperature settings. In addition, we have been actively assessing and fine-tuning the Building Management System (BMS) controls and parameters in selected buildings to enhance operational efficiency.

Looking ahead, further action will be necessary to support the transition to electric heating systems, complemented by solar PV and other low-carbon generation technologies, in order to achieve the 2030 emissions reduction targets.

3.3 Kerosene

Kerosene oil is typically procured at the start of Q1 each year to replenish depleted stocks and ensure readiness for the autumn heating season. This approach helps maintain continuity of public services in the event of an unexpected drop in temperature. This advance stocking ensures adequate supply when usage rises.

Kerosene consumption has seen a reduction of 6.5% in Q1 compared to the same period in 2024/25 financial year, resulting in a 2.09 tCO₂ emissions reduction.

A comparison of Q1 weather trend data between 2024/25 and 2025/26 indicates broadly similar temperature and climate conditions. As such, the observed reduction in consumption can be reasonably attributed to recent improvements made to boiler thermostatic controls.

Historical data from 2019/20 shows that several community centre central heating systems were previously operating on Gas Oil (red diesel). These systems have since been upgraded to use Kerosene, which has contributed to an apparent increase in reported consumption. As such, caution should be exercised when comparing Kerosene usage data between 2025/26 and the baseline year, as the fuel switch impacts the comparability of figures.

Our kerosene stock data however shows an apparent increase in kerosene purchased in Q1 compared to the baseline 2019/20 year, for the reasons outlined above.

Diesel

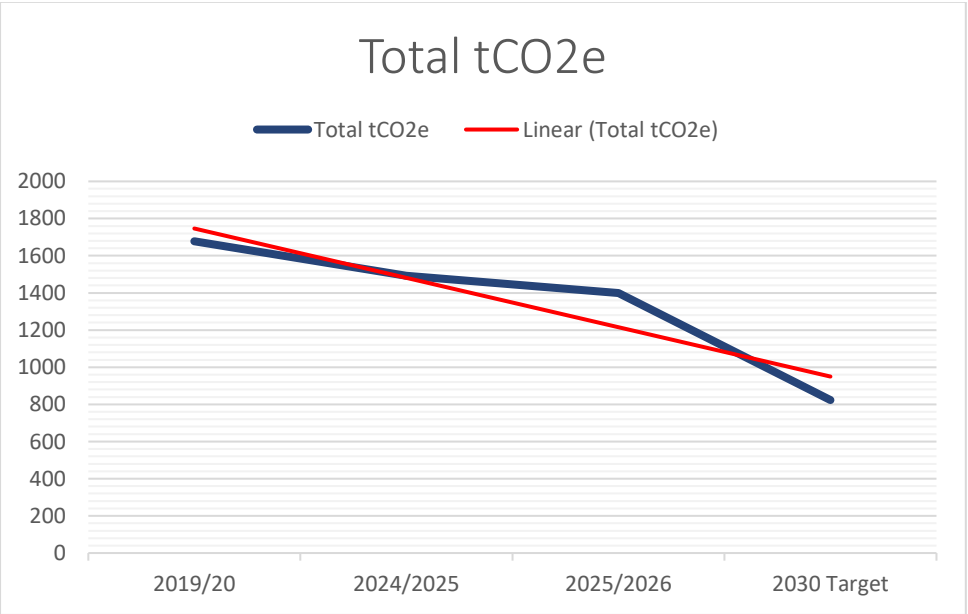
Carbon emissions figures for gas oil (red diesel) used in small plant and Derv (diesel) used in the road fleet have been combined to provide a cumulative total for 2019/20 Q1 diesel emission, in line with the 2022 reform on red diesel usage.

Considering the combined reporting of diesel consumption, overall usage has decreased by 3.9% in Q1, leading to a reduction of 31.34 tCO₂ emissions compared to the 2019/20 baseline year

Notwithstanding the above situation regarding comparison of 2025/26 with the baseline year of 2019/20, diesel consumption in Q1 has increased compared to the same reporting period in 2024/25. This is primarily attributed to an additional 4,073 miles travelled by the waste collection fleet, resulting in an extra 6,519 litres of diesel consumed and 17.35 tCO₂ emitted. Across the entire Council fleet, total mileage increased by 21,388 miles during this period, leading to an additional 10,369 litres of fuel used and 27.6 tCO₂ emitted. While operational efficiency measures have been implemented to help manage fuel consumption, the increased mileage has had a direct impact on higher fuel use when compared to the previous year.

Targets and Trends

The graph below illustrates our overall fuel emissions for this period, set against the 2030 target. The linear trendline represents the trajectory required to achieve our 48% emission reduction target by 2030. A modest level of overall progress has been made towards achieving our emissions reduction goals. While we are currently behind the linear trendline target, with continued efforts particularly regarding transition to a greener fleet, officers believe that we will achieve our long-term targets.



Consumption Costs

The table below presents fuel consumption costs for each year, along with the corresponding unit prices. This allows for a comparison of both usage and changes in market rates over time.

Quarter 1	2019/20 (NET)	2019/20 £/unit	2025/2026 (NET)	2025/2026 £/unit	2019/20 (NET) costs based on current £/unit
Utility					
Electric	£191,586	£0.15	£272,965	£0.23	£288,882
Gas	£214,992	£0.05	£182,086	£0.06	£230,440
Kerosene	£3,180	£0.44	£5814	£0.55	£3,506
Derv	£190,162	£1.03	£227,952	£1.15	£200,109
Gasoil	£19560	£0.57	N/A	N/A	£24,965
Total Cost	£619,482		£688,817		£747,902

Highlights of Energy Saving Initiatives Taken in This Reporting Period

List below of recent energy saving initiatives:

Description	Annual energy saving estimate	Annual tCO ₂ e reduction estimate	Annual cost saving estimate (NET)
Adjusting Heating Control Thermostats <ul style="list-style-type: none"> Manor Court Community Centre Green Road Community Centre Glen Community Centre Ballygowan Community Centre 	8285 kWh	1.5	£521
Smart Street Lighting – Public Car Parks <ul style="list-style-type: none"> Abbey Street Bingham Lane Castle Street Central Avenue Mills Road Killinchy Street Bridge Street Church Road Hibernia Street Moss Road Newtownards Road West Street Ann Street 	40661 kWh	7.2	£12198

<ul style="list-style-type: none"> • Kennel Lane • Mill Street & Gas Works • South Street • Talbot Street • Upper Court Street 			
New CHP Control Panel – Aurora Leisure Centre	13,587 kWh	2.48	£16,008
Town Hall Bangor – New UFH mixing actuator and BMS configuration	23,151 kWh	4.2	£1,416
North Road Depot – Recent install of New Gas Boiler with Trend BMS IQ4 configuration	54,044 kWh	9.9	£5,088

Refer to the attached updated Sustainable Energy Action Plan for comprehensive updates on all noted actions.

Future Measures Currently Under Consideration/Planning

- Use the Council's monthly newsletter to share energy-saving best practices with staff, encouraging their active participation in further reducing energy consumption.
- Develop and implement a Council-wide policy for the seasonal shutdown of heating systems during the summer months across the entire estate.
- Develop and implement an employee e-learning programme to promote awareness and best practices for energy conservation in the workplace.
- Replacement of boilers at various Council properties and upgrade of control systems.
- Design of new lighting control and LED lighting at North Road Depot and Bangor Waste Transfer Station
- Installation of new lighting control and LED lighting at Bangor Aurora Leisure Centre.
- Design of new lighting control and LED lighting at various Council properties
- Solar PV Installation at chosen compatible Council properties.
- Continuation of Car Park lighting LED installation.
- Walk-round surveys of properties to examine and review existing controls and settings.
- Surveys of existing buildings for insulation installation to be carried out and implemented.
- Energy targets and KPI's for service unit managers to be agreed for 2025/2026.
- Possible introduction of Automatic Meter Reading (AMR) systems in highest energy consuming buildings.
- Installation of double-glazed windows at Church Street Offices.
- Installation of double-glazed windows at North Road Depot

- Installation of double-glazed windows at Ballygowan Community Centre

List below of planned works for Q2-Q4:

Description	Annual energy saving estimate	Annual tCO₂e reduction estimate	Annual cost saving estimate (NET)
North Road Depot Solar PV	81,358 kWh	14.4	£24,407
Ballygowan Community Centre Solar PV	8,230 kWh	1.5	£2,421
Green Road Community Centre Solar PV	6,758 kWh	1.2	£1,937
Skipperstone Community Centre Solar PV	4,250 kWh	0.78	£1,920
Manor Court Community Centre Solar PV	2943 kWh	0.5	£629
Portavogie Community Centre Solar PV	7348 kWh	1.3	£2,138
Ards Blair Mayne Leisure Centre Solar PV	226,515 kWh	40	£67,107
Bangor Aurora Leisure Centre LED Lighting upgrade	37739 kWh	6.6	£9057
North Road Depot Waste Transfer Station LED lighting upgrade	17,860 kWh	3.2	£4,338
Bangor Waste Transfer Station LED lighting upgrade	7,523 kWh	1.3	£1,805

RECOMMENDATION

It is recommended that the Council notes the latest quarterly energy consumption update.

Appendix 1**Ards and North Down Borough Council Sustainable Energy Management Strategy****ACTION PLAN**

This action plan has been divided into the following sections/ themes:

1. Enabling Actions
2. Generic/ Behavioural Actions; and
3. Building Specific Actions

This action plan shall be for a three-year period, after which a revised action plan will be developed with further details.

It is envisaged that the follow up action plan will include more specific actions in terms of buildings and systems improvements i.e. after the actions within this plan related to further detailed surveys and feasibility studies are completed.

This initial action plan focuses on getting the systems, governance, and oversight arrangements in place within the Council to ensure effective sustainable energy management, with some specific actions also included which were identified during the high-level energy surveys.

Further update reports will include costs and timescales for the actions.

The actions presented within each of these sections/ themes are in order of priority and benefit in terms of consumption and carbon emissions reduction potential.

The actions are also classified as follows:

1. Urgent- within 6-9 months of the Actions Plan being endorsed.
2. Short Term- within 12 months
3. Medium Term- -within 24- 36 months

The Action Plan will be subject to annual review. A Progress Report shall be prepared, presented, and approved by Environment Committee.

Enabling Actions

Theme	Priority/ Lead Responsibility	Action	Rationale/ Notes	Benefit	Progress
Enhanced Energy Management Governance	Urgent Head of Assets & Property Services Director of Environment	Improve governance arrangements to ensure that energy management has effective oversight and accountability within the Council.	Improving oversight and accountability within the Council for energy management will ensure that consumption performance and the implementation of the Strategy and this action plan will be continuously monitored. Energy Management should be a standing agenda item to allow it to be regularly reviewed through the Council's 'Climate Change Working Group.	Improved monitoring and governance will improve energy performance by ensuring actions are effectively implemented, consumption trends routinely monitored, which should result in reduced consumption, costs, and emissions.	Ongoing
Formal Energy and Carbon Management Policy	Urgent Director Of Environment	Develop a formal policy for the Council to include a requirement for space heating to be switched off during a predetermined period during the summer.	Having a formal approved policy will support energy and carbon management efforts as well as demonstrate the Council's commitment to reducing energy consumption and carbon emissions.	Enhanced Reputation (the Policy should be made publicly available) Should support efforts/ actions to reduce consumption, costs, and emissions.	All heating switched off in Council offices between May and September, with the exception of any sporadic period of cold. Policy to be drafted for review and approval
Energy check/ audit programme	Urgent Director of Environment	Introduce an energy check/ audit programme to introduce a structured review process for energy and carbon management in prioritised buildings.	Having a programme where energy checks/ audits are completed will proactively monitor performance. Key areas to review during these checks/ audits include: <ul style="list-style-type: none"> Time and temperature set points on heating controls and building management systems (e.g. AHUs, boiler heating timers etc.) 	Reduced energy consumption and costs A thorough, robust, proactive audit programme has the potential to realise considerable savings in consumption, costs, and emissions. Estimated realistic savings of between 3-5% of energy costs.	Ongoing

			<ul style="list-style-type: none">○ Lighting and equipment left on unnecessarily.○ Out of hours consumption (where aM&T systems have been installed or where half hourly electricity data is available.	<table><tr><th>Savings</th><th>Cost</th><th>Carbon</th></tr><tr><td>3%</td><td>£62k</td><td>124T</td></tr><tr><td>5%</td><td>£104k</td><td>207T</td></tr><tr><td></td><td></td><td></td></tr></table>	Savings	Cost	Carbon	3%	£62k	124T	5%	£104k	207T				
Savings	Cost	Carbon															
3%	£62k	124T															
5%	£104k	207T															
Energy and Carbon Awareness	Short term Director of Environment Director of Corporate Services Development and Administration	Development and roll out of an energy and carbon awareness campaign to promote energy efficiency and carbon emissions reduction. Key content could include: <ul style="list-style-type: none">○ Lighting and equipment switch off messaging.○ Heating set points○ Other key behavioural messages The campaign should be designed and delivered to the following: <ul style="list-style-type: none">○ All staff, via generic sessions○ Focussed sessions and materials for prioritised staff/ buildings i.e. those with high consumption e.g. leisure centres. This should be completed to complement the Council's existing Sustainability Communications Programme	Employee engagement in energy efficiency and carbon reduction has many benefits: <ul style="list-style-type: none">○ Energy savings: Saving energy saves money and reduces an organisation's carbon footprint.○ Employee satisfaction: participation in employee engagement schemes can make employees feel valued. Knowing that their organisation cares about sustainability can improve employee satisfaction and employee retention.○ Reputation: an employee engagement/ awareness scheme around sustainability shows that an organisation cares about both its employees and the environment. This can improve an organisation's reputation and improve employee attraction. The campaign should comprise information/ training sessions as well as the design and display of awareness messages e.g. posters/ signage with equipment and lighting switch off when not in use. Whilst the priority should be in higher consuming buildings, the messaging should be displayed throughout the Council Estate.	A well implemented employee engagement scheme can lead to energy savings of approximately 5-10%. <table><tr><th>Savings</th><th>Carbon</th></tr><tr><td>5%</td><td>207T</td></tr><tr><td>10%</td><td>414T</td></tr></table> It could also lead to: <ul style="list-style-type: none">○ Employee satisfaction○ Council reputation The campaign would also support the related commitments and actions within the Council's wider 'Corporate Plan' and 'Roadmap to Sustainability'	Savings	Carbon	5%	207T	10%	414T	Energy Officer to progress development of presentations to the different groups, along with a mandatory e-learning module for all staff with access to a computer for energy efficiency training. Energy Officer has engaged trialled platform from Energy Saving Trust, and currently awaiting quotation for integration into corporate learning management system Energy consumption figures shared with Leisure and Community Centres to show big users.						
Savings	Carbon																
5%	207T																
10%	414T																

Generic/ Behavioural Actions

Theme	Priority/ Responsibility	Action	Rationale/ Notes	Benefit	
Sustainable energy design	Urgent Director of Place plus Head of Strategic Capital Unit	Develop a Capital Projects Sustainability Policy to be agreed by Council	<p>Consideration, in particular, should be given to the introduction of specifications which should include the following key criteria, subject to business cases:</p> <ul style="list-style-type: none"> ○ Zero/ Low carbon technologies ○ Effective zoning e.g. of heating and lighting systems ○ Energy and carbon performance targets e.g. as set out in the BREEAM performance standard. ○ Effective commissioning of key plant and equipment e.g. AHUs, low carbon/ renewable technologies ○ Installation of efficient equipment, fittings, and controls e.g. boiler upgrades, LED lighting, PIR and daylight sensors, smart heating programmers, variable speed drives (VSDs) on pumps etc. <p>Building sustainable structures not only reduces their environmental impact but also offers economic advantages.</p> <p>Sustainable buildings are more efficient and cost less to operate than conventionally built buildings.</p>	<p>Enhanced Corporate Reputation</p> <p>Consumption and carbon emissions reduction and cost savings.</p> <p>Although the upfront costs can be higher for more sustainable new builds and refurbishments, a newly built green asset has been found to have 14% lower operational costs over five years when compared to a conventionally designed and constructed building (World Green Building Council).¹</p> <p>In addition, the briefing paper 'Assessing carbon emissions in BREEAM' published in 2016 demonstrated that the average CO2 savings for a BREEAM assessed building is 22%, whilst a BREEAM Excellent building is expected to reduce carbon emissions by 33% when compared to conventional builds.</p>	<p>We are implementing lighting controls and LED fittings in properties as and when we can. We are also implementing controls installations in larger consuming buildings to help reduce electric costs.</p> <p>Pursuing implementation of electric heating to reduce use of hydro-carbon heating systems.</p> <p>Future works to be aligned with 10-Year programme for M&E infrastructure renewal</p>

¹ <https://bregroup.com/breeam-news/six-ways-to-get-the-most-out-of-breeam/>

Existing/ historic energy improvement quotations	Urgent Director of Environment	Complete an exercise to gather all energy efficiency related upgrade quotations e.g. LED lighting upgrades, which should then be reviewed with those deemed beneficial taken forward.	<p>During the completion of the review and auditing project, it was advised that quotes had been received in the past which were not taken forward.</p> <p>Such quotes received would include estimated cost savings and payback. Reviewing these and revisiting them where the projects are deemed feasible will result in consumption and cost savings.</p> <p>LEDs are more energy efficient than traditional halogen bulbs. They also last five times longer and use 80% less energy to produce the same amount of light. (Energy Saving Trust)</p>	<p>Consumption and carbon emissions reduction and cost savings should projects be implemented.</p> <p>Considering that lighting can contribute to a third of a building's overall electricity consumption, transitioning to LED lighting is a swift and budget-friendly method to cut costs.</p> <p>For example, a traditional 600x600 4x18w fluorescent fitting, when swapped with a 600x600 30w LED panel, can reduce the related electricity consumption by approximately 55%.</p> <p>In many applications, the volume of fittings in-situ can multiply these savings even further.</p> <p>Adding lighting controls, such as dimming, and PIR sensors can also increase these savings further.</p>	Ongoing Assets & Property progressing car park lighting schemes currently.
Improve energy and carbon performance reporting	Urgent Director of Environment	Improve availability of energy consumption and carbon emissions information to high consuming building managers e.g. Leisure Centres	<p>Examples of information which could be provided include:</p> <ul style="list-style-type: none"> • Monthly reports on consumption and cost • Updates on work being completed e.g. related to actions contained within the action plan 	<p>This should promote and compliment energy awareness in the Leisure Centres and a sense of ownership to assist with energy management.</p> <p>Improved high level oversight of energy and</p>	Ongoing Energy dashboard is progressing well. Year against year comparison capable within the dashboard.

		Improve reporting of energy and carbon performance through the Climate Change Working Group		carbon management through the Climate Change Working Group should increase the likelihood of energy improvements being realised.	Sub-dashboards are being created for the different department to easily view their own figures and compare to previous years.
Building insulation	Short term Director of Environment	Complete detailed building insulation reviews to identify opportunities to upgrade to improve efficiency	<p>During construction, Council policy has been to typically to install insulation to meet but not exceed, the levels stipulated by the Building Control regulations at that time. These levels have varied over time and older buildings often suffer from inadequate insulation by modern standards. There therefore may be significant opportunities to complete insulation upgrades across the Council to reduce heat loss and improve energy efficiency.</p> <p>Works and reviews should focus in on older buildings and those with higher heating related energy consumption. Improvements to insulation levels in buildings will also increase the potential to lower temperature set points in heating boilers due to the reduction in heat loss from those buildings.</p>	<p>Reduced heating related energy consumption, costs, and carbon emissions.</p> <p>Estimated savings of 10% across 30% of the Council's Estate/ Building Stock heating costs (Natural Gas & Kerosene).</p> <p>Savings</p> <ul style="list-style-type: none"> Costs £64.5k Carbon 255 tonnes 	<p>Ongoing</p> <p>Insulation to be upgraded as part of any significant refurbishment project.</p> <p>Energy Officer to carry out building surveys on existing insulation levels and recommendation reports.</p>
Space Planning/Rationalisation	Short term Corporate Leadership Team	Develop an effective space rationalisation regime to complement existing work on flexible working arrangements.	<p>Rationalisation of office and other Council space should be prioritised where possible to poorer energy performing buildings.</p> <p>Energy efficiency of existing building stock should be a key consideration for any space rationalisation efforts.</p>	Closing down inefficient buildings/ areas will result in low-cost reduction in energy-related running costs, reducing consumption and carbon emissions	Ongoing as part of corporate centralisation strategy

			No energy efficiency expenditure should be completed on buildings/ areas identified for closure (including those ‘at risk’)								
Automatic Monitoring & Targeting (a M&T)	Medium term (Short term for the trial installation) Director of Environment	Install an aM&T system in prioritised buildings on key energy supply meters to monitor consumption closely and proactively on a regular basis in targeted buildings.	<p>aM&T is a key tool to proactively monitor and manage energy consumption.</p> <p>Having aM&T systems available will vastly improve the Council’s energy management efforts through the timely identification of abnormal consumption patterns allowing them to be investigated and addressed quicker, resulting in reducing unnecessary consumption and costs.</p> <p>It is recommended that such a system is installed in one trial building to assess suitability e.g. on the main incoming energy supplies in one of the leisure centres.</p> <p>Linked to the need for dedicated energy management staff/ resource, aM&T systems are effective tools but only where there is enough time for them to be interrogated on a regular basis.</p> <p>aM&T systems can be purchased outright or can be installed as part of a monthly management arrangement with a specialist consultant who install the system and monitor it on a client’s behalf.</p>	<p>It is estimated that this technology can help identify energy savings of 4 – 20% or more, with average cost savings of 10-15% being typically realised.</p> <p>For the Council Estate, estimated carbon reduction would be on the lower side of the typical savings (estimated as 5%-10%) primarily due to the variance in the Estate’s building stock.</p> <table border="1"><tr><th>Savings</th><th>Carbon</th></tr><tr><td>5%</td><td>207T</td></tr><tr><td>10%</td><td>414T</td></tr></table>	Savings	Carbon	5%	207T	10%	414T	<p>Ongoing</p> <p>Further investigation into most suitable buildings required.</p> <p>Investigation of costs, energy savings and payback period required for top consuming buildings initially, and then progress to other buildings.</p> <p>Initial costings required to possibly address within 2025/26 budget.</p>
Savings	Carbon										
5%	207T										
10%	414T										

Wind Turbine Generator feasibility study	Medium term Director of Environment	Complete an options appraisal/ feasibility study on the potential to install wind turbine generators at Council sites.	A specialist consultant should be engaged with knowledge of planning implications to complete such an appraisal/ study.	Increased use of renewable electricity, resulting in reduced grid dependency, cost reduction and carbon emissions reduction	Further investigation required.
--	---	--	---	---	---------------------------------

Building Specific Actions

Note: buildings referenced in the Action column are presented in order of focus/ priority)

Theme	Priority/ Lead Responsibility	Action	Rationale/ Notes	Benefit	
Building Management Systems	Urgent Director of Environment	Complete detailed BMS reviews at the following locations with focus on energy efficiency to assess potential to reduce consumption through time settings, temperature settings, the installation of additional controls etc. <ul style="list-style-type: none"> ○ Bangor Sportsplex ○ Comber Leisure Centre ○ Town Hall, The Castle 	High level reviews of existing BMSs in the locations identified have the potential to reduce energy consumption considerably. By way of example, it was noted that the Air Handling Units (AHU's) associated with the main pool area at Ards Blair Mayne were running 24 hours per day. There is an opportunity here to reduce these 'out of hours' i.e. when the facility is closed, and the pool cover is on. Similarly, there would also be potential to ramp back on the pool recirculation pumps 'out of hours'. The completion of more focussed BMS audits/ reviews are likely to identify more opportunities to reduce consumption, costs, and emissions.	Consumption, cost, and emissions reduction.	Recently completed works to upgrade BMS controls for zoning of NRD. Work now required at Ards Blair Mayne, Bangor Sportsplex Comber LC and Town Hall to be aligned with 10-Year programme for M&E infrastructure renewal Explore the development of a framework to deliver improvements in BMS operational efficiency
Boiler temperature settings	Short term Director of Environment	Complete exercises at each of the following locations to optimise the temperature settings on the heating to maximise the efficiency of the condensing boilers: <ul style="list-style-type: none"> ○ Comber Leisure Centre ○ Queen's Leisure Complex ○ Donaghadee Community Centre ○ Kilcooley Community Centre 	An ideal design temperature for a condensing boiler commercial heating system would be 65°C supply, 45°C return. The lower return temperature means it can operate in part-condensing mode all year round. Although this is the most efficient setting other factors need to be considered. Such factors include: <ul style="list-style-type: none"> ○ how well the building is insulated, ○ the pipe runs throughout the building/ building size; and ○ potential for legionella risk. 	Reduced consumption, costs, and emissions	Ongoing Propose aligning this initiative with scheduled major building insulation works to maximise operational efficiency

		<ul style="list-style-type: none">○ Waste Transfer Station, Baloo Drive○ Ards Blair Mayne (pool water and pool hall temperatures)	<p>To complement this action, it is therefore vital that building insulation is also upgraded to prevent heat loss and support the lowering of temperature set points on boilers.</p> <p>It is recommended that set points are gradually lowered e.g. by 1°C each time, with periods of monitoring between each lowering until the set points gets to an optimum point in terms of lower temperature set point and building comfort.</p>		
Solar Reflective/Control film on Windows	Short term Director of Environment	<p>Install Solar Reflective/Control film on Windows on the Church Street building.</p> <p>Install Solar Reflective/Control film and UPVC double glazing on the NRD Building</p> <p>Install Solar Reflective/Control film and UPVC double glazing on the Ballygowan Community Centre</p>	<p>The identified buildings were very warm during the audit visits, with staff members mentioning the overheating and comfort issues. Additional portable air conditioning had been introduced to try to address the issue (with the associated energy consumption implications).</p> <p>The application of solar film to the windows in those areas experiencing overheating will reduce solar gain and will also retain heat, thereby improving both comfort levels and efficiency.</p> <p>Installing uPVC double glazing offers significant energy-saving benefits by providing enhanced insulation, which helps reduce heat loss in the winter and keeps your the building cooler in the summer, reducing energy costs. Consider contact sensors on windows for feedback to BMS to control heating zone to prevent wasted heating/cooling when windows are left open.</p>	<p>Electricity consumption, costs, and emissions reduction.</p> <p>Film is a widely used solution which can result in up to 1/3 savings on associated cooling requirements/ costs for those spaces which are subject to excessive solar gain. It also has comfort benefits for space users.</p>	<p>New UPVC double glazing is scheduled for installation at this location in Q2 2025/26 (summer), aimed at reducing solar gain and enhancing natural ventilation to support passive cooling.</p> <p>Good practice guidance will be issued to staff to promote effective use of office space for cooling. The need for this initiative will be reviewed following implementation of the above.</p>

Pipework insulation	Short term Director of Environment	<p>Complete insulation of pipework at the following locations:</p> <ul style="list-style-type: none"> ○ City Hall, the Castle (significant lengths requiring insulation) ○ Ballygowan Village Hall ○ Marquis Hall, Bangor ○ Ards Blair Mayne (fit jackets to sand filters) 	<p>Insulating pipework will reduce heat loss, thereby improving the efficiency of the heating systems</p>	<p>Electricity consumption, costs, and emissions reduction.</p> <p>Generally, maximum savings of 10-20% can be realised. This however depends on the length of uninsulated pipe run, pipe/ valve size etc.</p>	<p>Quotes received but deemed no feasible as installation costs far outweighed the energy savings its would bring. Possibly look at again in the future if surplus budget available. Insulation was completed at City Hall Bangor previously.</p> <p>Opportunities for improvement will be highlighted during the statutory building surveys.</p> <p>To be aligned with 10-Year programme for M&E infrastructure renewal</p>
Solar PV	Short term Director of Environment	<p>Consider the installation of Solar PV at the following locations:</p> <ul style="list-style-type: none"> ○ Ards Blair Mayne Leisure Centre (add to existing system and check that existing system is operational) ○ Bangor Sportsplex (add to existing system and check that existing system is operational) ○ Queen's Leisure Complex 	<p>Engage a specialist installer or independent solar consultant to design/ specify systems for each building which optimises the amount of generated renewable electricity used on site, thereby minimising grid electricity use and avoidance of associated carbon emissions.</p> <p>Designs/ specifications should be developed using half hourly consumption/ load data.</p>	<p>Increased use of renewable electricity, resulting in reduced grid dependency, cost reduction and carbon emissions reduction</p>	<p>100kWp Solar PV installation completed at North Road Depot.</p> <p>Installation to progress in Q3 with Ballygowan, Portavogie, Manor Court, Green Road and Skipperstone community centres</p>

		<ul style="list-style-type: none"> ○ Donaghadee Community Centre ○ Hamilton Road Community Hub ○ Manor Court Community Centre ○ Queen's Hall ○ Recycling Centre, Bangor ○ Skipperstone Community Centre ○ Glen Community Centre ○ Portavogie Community Centre ○ Green Road Community Centre ○ Alderman Green Community Centre ○ Kircubbin Community Centre ○ North Road Works Depot ○ Kilcooley Community Centre ○ Whitechurch Cemetery ○ 2 Church Street ○ Clandeboye Cemetery ○ Conlig Community Centre 	<p>There is likely to be potential to install additional PV systems at sites with such systems already installed.</p> <p>Consideration should also be given to the 'future proofing' of any installations i.e. to facilitate the introduction of battery storage systems once the technology is more commercially available.</p>		<p>Installation to progress in Q4 with Ards Blair Mayne Leisure Centre</p> <p>Pre-construction information to be prepared and detailed designs to commence with Londonderry Park and Bangor Aurora Leisure centre in 2025/26 business year.</p>
Northern Community Leisure Trust (Serco) Operated Facilities	<p>Medium term</p> <p>Director of Environment</p>	Completion of energy assessments for each building/ facility	<p>The completion of the assessments will ensure opportunities to optimise consumption are identified and</p> <p>Due to the nature of the facilities multiple leisure sites and pavilions), these are high consuming buildings and as such have the potential for good energy reduction opportunities to be identified.</p>	Identification of reduction and other opportunities prior to facility handover and assessment of priority to rectify in terms of energy cost, consumption, and emissions reduction.	<p>Explore the development of a framework to deliver improvements in BMS operational efficiency</p> <p>Engage a specialist external provider to conduct building</p>

			Efforts should focus on BMS settings and controls on key plant such as AHUs, pumps etc. and the potential to upgrade existing inefficient fittings e.g. lighting as well as introduce/ increase the use of low/ zero carbon technologies such as solar PV.		performance assessments
Boiler replacement	Medium term Director of Environment	Upgrade the following, less efficient heating boilers to improve the efficient use of energy: <ul style="list-style-type: none"> ○ Comber Adult Learning Centre ○ Green Road Community Centre ○ Groomsport Boathouse ○ Kircubbin Community Centre ○ Manor Court ○ Portavogie Community Centre ○ Queen's Hall ○ Skipperstone Community Centre ○ North Road Depot ○ Ards Blair Mayne (replace existing hot water boilers with plater heat exchangers) 	<p>Upgrading to a more efficient heating boiler should result on average 5-10% energy efficiency improvement benefits and subsequent reduction in consumption, costs, and emissions.</p> <p>These upgrades should be prioritised based on consumption and building use/ occupancy levels at each location.</p> <p>Upgrades should be completed after consideration has been given to the fuel switching action point in locations using kerosene.</p>	Consumption, cost, and emissions reduction.	<p>Boilers to be replaced at end of life aligned with 10-Year programme for M&E infrastructure renewal</p> <p>Works completed at Bangor Sportsplex</p>
Low carbon fuel replacement	Medium term Director of Environment	Complete a feasibility review to assess potential to migrate to lower carbon fuels at the following locations: <ul style="list-style-type: none"> ○ Bangor Sportsplex 	<p>The highlighted location using Kerosene as a heating fuel, which is a high carbon fuel when compared to others currently available.</p> <p>Lower carbon options include:</p> <ul style="list-style-type: none"> ○ Natural Gas- limitations on availability may restrict this option. 	<p>Reduced carbon emissions</p> <p>Currently, LPG costs are comparable with natural gas and kerosene costs. The benefit would be on</p>	<p>Review will start upon completion of the installation of above boilers.</p> <p>Possible heat pump project at</p>

		<ul style="list-style-type: none"> ○ Kircubbin Community Centre ○ Portavogie Community Centre ○ Queen's Hall ○ Skipperstone Community Centre 	<ul style="list-style-type: none"> ○ Propane- this could be utilized where natural gas is not available. ○ BioLPG- a lower carbon alternative to 'virgin' propane, though it is a higher cost fuel. ○ Electric- electrification of heating in buildings could be considered, particularly along with the installation of solar PV. <p>This action focuses on carbon reduction. Cost savings may be realized but its focus is more on reducing the Council's carbon emissions.</p>	<p>lowering carbon emissions.</p> <p>BioLPG costs are approximately 15-20% higher than standard LPG.</p> <p>Carbon emissions associated with standard LPG are approximately 40% less carbon intensive than kerosene.</p> <p>BioLPG is effectively zero carbon rated.</p>	<p>Kircubbin/Portavogie CC due to current UF heating. Feasibility Study to be carried out by APS</p> <p>To be aligned with 10-Year programme for M&E infrastructure renewal. Pursuing implementation of electric heating to reduce use of hydro-carbon heating systems.</p> <p>To be aligned Solar PV installation programme to allow electrical consumption to be offset by solar generation.</p>
Lighting upgrades to LED equivalents	Medium term Director of Environment	<p>Complete lighting upgrades to LED equivalents (and install PIR/ daylight controls) in the following buildings:</p> <ul style="list-style-type: none"> ○ Baloo Waste Transfer Station (T5 fittings in the main waste 'shed') ○ Bangor Sportsplex (internal lighting T8 & pitches to LED) ○ Glen Community Centre (T8 fittings) 	<p>Upgrading to LED lighting as well as introducing automated PIR and/ or daylight sensors will reduce electricity consumption, costs, and emissions.</p> <p>LED fittings also reduce 'whole life' maintenance costs due primarily to their longer life spans.</p>	<p>Electricity consumption, costs, and emissions reduction</p> <p>Typical savings of 30% can be realised through the installation of PIR controls and LED lighting when compared with older fittings.</p>	<p>Lighting controls added to dome area and internally within Ards Blair Mayne to control lights via daylight levels primarily and PIR sensing as secondary control.</p> <p>Detailed design completed at North Road Depot to allow costs to be</p>

		<ul style="list-style-type: none">○ Kilcooley Community Centre (install PIRs to existing LED)○ Kircubbin Community Centre (T8)○ Church Street Office○ Comber Adult Learning Centre○ Conlig Community Centre○ Alderman George Green Community Centre (PIR)○ Redburn Community Centre○ Tower House (PIR)○ Portavogie Community Centre (PIR)○ Queen’s Hall (PIR)○ Queen’s Leisure Complex (PIR)○ Manor Court (T5 fittings to be replaced with LED)○ City Hall, The Castle (existing fittings to be replaced with LED and controls)○ Ards Blair Mayne (microcell and PIR sensors fitted and time control added)○ North Road Depot (fit LED lighting to all other areas that currently do not have LED)○ Aurora (LED replacements of fluorescent and microcell/PIR controls)			<p>understood for replacement of remaining fluorescent lights with lighting controls.</p> <p>Currently working through zone by zone to replace light fittings and controls at Aurora Leisure Centre, and is ongoing.</p> <p>Opportunities for improvement will be highlighted during the statutory building surveys.</p>
--	--	--	--	--	--

Electric Storage Heaters	Medium term Director of Environment	Complete upgrades to more efficient alternatives to existing, aged storage heater units in the following locations: <ul style="list-style-type: none"> ○ Ards Arts Centre (partial replacement) ○ North Down Museum ○ Portaferry Market House 	Move to more efficient storage heaters will reduce consumption.	Electricity consumption, costs, and emissions reduction	<p>Opportunities for improvement will be highlighted during the statutory building surveys.</p> <p>To be aligned with 10-Year programme for M&E infrastructure renewal</p> <p>Pursuing implementation of electric heating to reduce use of hydro-carbon heating systems.</p> <p>To be aligned Solar PV installation programme to allow electrical consumption to be offset by solar generation.</p>
Glazing upgrades	Medium term Director of Environment	Complete glazing upgrades to the following buildings. Install secondary glazing in the following listed buildings:	Upgrading glazing at the identified locations will reduce heat loss from the buildings, thereby improving energy efficiency.	<p>Electricity consumption, costs, and emissions reduction.</p> <p>Glazing upgrades from single pane reduces heat loss from the respective areas being upgraded. Up to 15%</p>	<p>Works to install secondary glazed windows at Church Street offices to commence 2025/26</p> <p>Pre-construction information to be prepared and</p>

		<ul style="list-style-type: none">○ North Road Depot○ Ballygowan Community Centre○ North Down Museum○ Portaferry Market House (1st Floor)○ Tower House		savings on heating costs in those areas can be realised.	detailed designs to commence with North Road Depot and Ballygowan Community Centre in 2025/26 business year.
--	--	---	--	--	--