

February 20th, 2026

**NOTICE OF MEETING**

You are requested to attend a meeting of the

Mid and East Antrim Neighbourhoods and Communities Committee

to be held on **Tuesday, 24th February 2026 at 6:30 pm** in **Council Chamber, The Braid,  
1-29 Bridge Street, Ballymena** and via remote access.

Yours sincerely



Valerie Watts  
Interim Chief Executive, Mid and East Antrim Borough Council

# Agenda

## 1 NOTICE OF MEETING

## 2 APOLOGIES

## 3 DECLARATION OF INTEREST

Members and Officers were invited to declare any pecuniary and non-pecuniary interests, including gifts and hospitality, they may have in respect of items on this Agenda.

## 4 ITEMS FOR CONSIDERATION / DECISION

### 4.1 Request to present to Committee - Bann Maine West Community Cluster - Circulated

📄 *Request to Present at Committee Bann Maine West.pdf* Page 1

📄 *Appendix 1 Application to present to Council.pdf* Page 4

### 4.2 Granting of Pavement Café Licence - Circulated

📄 *Pavement Cafe Licence for Flax Cafe.pdf* Page 7

## 5 ITEMS FOR RECOMMENDATION TO COUNCIL

### 5.1 Surrender Former Play Park Land Leases (Ballymena) to NIHE - Circulated

📄 *Surrender Former Play Park Land Leases to NIHE.pdf* Page 10

📄 *Appendix 1 N&C Report Play park Transformations.pdf* Page 13

📄 *Appendix 2 Minutes of Meeting held 27 02 24.pdf* Page 20

### 5.2 Consultation on draft regulations, on notice to quit periods for private Landlords and Tenants - Circulated

📄 *Consultation on notice to quit periods for private Landlords and Tenants.pdf* Page 21

📄 *Appendix 1 - MEA Draft Consultation Response on Notice to Quit Periods.pdf* Page 26

### 5.3 New Petroleum Licence policy - Circulated

📄 *New Petroleum Licence policy.pdf* Page 30

|   |         |
|---|---------|
| Appendix 1 Petroleum Licence policy_R.pdf         | Page 33 |
| Appendix 2 DPIA Screening_R.pdf                   | Page 48 |
| Appendix 3 Equality Screening_.pdf                | Page 54 |
| Appendix 4 Rural Needs Assessment Screening_R.pdf | Page 68 |
| Appendix 5 Sustainability screening_R.pdf         | Page 79 |

## 6 TABLED QUESTIONS

*Closed Committee - In accordance with Council policy, representatives of the Press will not be in attendance for this section of the Meeting.*

### 7 ITEMS FOR CONSIDERATION / DECISION – CLOSED COMMITTEE

#### 7.1 Arts and Culture Strategic Activity Update - Circulated

|  |              |
|--|--------------|
| Arts and Culture Strategic Activity Update.pdf                         | Not included |
| Appendix 1 Arts and Culture Action Plan 2025-2026 Progress Tracker.pdf | Not included |

#### 7.2 Gracehill UNESCO World Heritage Site development update - Circulated

|   |              |
|---|--------------|
| Gracehill UNESCO World Heritage Site development update.pdf | Not included |
| Appendix 1 Gracehill pathway works.pdf                      | Not included |

### 8 ITEMS FOR RECOMMENDATION TO COUNCIL – CLOSED COMMITTEE

*Open Committee*

### 9 FORWARD PLAN FOR NEIGHBOURHOODS AND COMMUNITIES COMMITTEE - Circulated

|  |         |
|--|---------|
| NC Committee - Forward Plan Template v35.pdf | Page 81 |
|--|---------|

|                            |   |
|----------------------------|---|
| <b>Council/Committee:</b>  | <b>Neighbourhoods and Communities</b>   |
| <b>Date:</b>               | 24 February 2026  |
| <b>Report Title:</b>       | <b>Request to Present at Committee from Bann Maine West Community Cluster</b> |
| <b>Publication Status:</b> | Open  |
| <b>Author:</b>             | John McVeigh, Acting Director of Community                                    |
| <b>Approver:</b>           | Jonathan McGrandle, Acting Director of Development                            |

## 1. Purpose

- 1.1. The purpose of this report is to seek approval from Elected Members for Bann Maine West Community Cluster to present at the next suitable Neighbourhoods and Communities (N&C) Committee.

## 2. Background

- 2.1. An application has been received from the Bann Maine West Community Cluster to request to present to Council.
- 2.2. When an application is received by Council to request to present at Council/Committee the Protocol is as follows –

*'3.1 Requests to present to Council and/or any Council Committee must be received in writing, clearly stating the purpose and any hoped for outcome(s).*

*3.2 All requests to present to Council or Council Committee will be reviewed by the Chief Executive or the Committee Lead Officer respectively.*

*3.3 Based on the information provided in the application, the Chief Executive/Committee Lead Officer will make recommendation to Council or Committee to:*

- a. invite applicant to make a presentation to Council or relevant committee;*
- b. invite applicant to an engagement event; and/or*
- c. invite applicant to submit a written presentation.*

*3.4 In making this recommendation the Chief Executive or Committee Lead Officer will have due regard to the following:*

- a. Will the presentation support Council in the delivery of its vision and values?*
- b. Will the presentation support equality and promote good relations?*

and

*c. Will the presentation inform strategic debate and/or inform service delivery?*

*3.5 A report detailing all requests to present, along with recommendations, will be provided to Council or the relevant Committee as a standing item.*

*Elected members, based on this report, will determine whether to:*

- a. invite applicant to make a presentation to Council or relevant committee;*
- b. invite applicant to an engagement event; and/or*
- c. invite applicant to submit a written presentation.*

*3.6 This protocol does not preclude Council's right to invite any organisation, group or individual to make presentation.*

*Include information about BENEFITS to be achieved.'*

- 2.3. Bann Maine West Community Cluster is a Community Group based in the Bannside Area of Ballymena within the local rural communities.
- 2.4. The group has indicated that they would like to talk about the work they do in the Bannside area of Ballymena within the local rural communities and the difference they are making.

### **3. Key Issues for Consideration**

- 3.1. The DEA Officer for the Bannside area who works with the group has been able to confirm several supporting factors for this application.
- 3.2. The group is a known and active Council funded community cluster delivering a wide range of services across the Bannside area.
- 3.3. Their programme of activities includes health initiatives, training, community events, volunteer support, and a social enterprise through their 'Hub' in Cullybackey village, which continues to generate strong community impact.
- 3.4. They also actively promote good relations through partnership initiatives such as their monthly cultural events with the Inter-Ethnic Forum.
- 3.5. In addition to meeting the criteria within the presentation protocol, the group's work aligns strongly with several values and priorities within the Mid and East Antrim Borough Council Community Plan and associated action plans. These include:
  - Improving community wellbeing - through social connection, skills development, and access to local support services.

- Supporting inclusive growth - by running social enterprise activity and providing opportunities for volunteering, training, and participation at a local level.
- Promoting equality and good relations - through cross-community work and culturally-focused partnership events.
- Strengthening resilient communities - by providing consistent on-the-ground presence, local intelligence and insight that can help inform service delivery and strategic debate.

3.6. Given the alignment with Council values and the contribution they make to the wider community planning objectives, it is recommended that Bann Maine West Community Cluster be invited to present to the Neighbourhoods & Communities Committee at a future meeting.

#### **4. General Considerations / Implications**

4.1. Corporate Plan – Bann Maine West Community Cluster openly supports and promotes the values within Mid and East Antrim Borough Councils Corporate Plan. Such as, improving community wellbeing, supporting inclusive growth, promoting equality and good relations and, strengthening resilient communities.

#### **5. Proposed Way Forward**

5.1. Officers will liaise with the Community Group and Democratic Services to find a suitable upcoming N&C Committee date and confirm their presentation in the Democratic Calendar.

#### **6. Recommendation or Decision**

6.1. It is recommended that Elected Members:

- (i) Approve the application received from Bann Maine West Community Cluster, attached at Appendix 1 and invite them to present at the next suitable N&C Committee

#### **7. Appendices / Links**

Appendix 1 Application to present to Council Assessment Form



# Application to present to Council Assessment Form

|                                   |   |
|-----------------------------------|---|
| <b>Presentation requested by:</b> | Joanne Brown Kerr – Bann Maine West Community Cluster |
|                                   |   |

|                                 |   |
|---------------------------------|---|
| <b>Purpose of presentation:</b> | We would be grateful to be able to talk about the work we do in the Bannside area of Ballymena within the local rural communities and the difference we are making. |
|---------------------------------|---|

| Does presentation.....  | Yes/No | Please provide reason for decision   |
|---|--------|--|
| <b>Support Council in the delivery of its vision and values</b> | Yes    | We are assisting to support training, health projects, social enterprise (our Hub gift shop) and improving good relations.   |
| <b>Support equality and promote good relations</b>              | Yes    | Among other things we deliver in partnership with the Interethnic Forum monthly events focusing in on other cultures. The nature of our Cluster, made up of majority Catholic or Protestant areas, working together continually promotes good relations. |
| <b>Inform strategic debate and/or inform service delivery</b>   | Yes    | We have close relations on the ground with the local communities and feel we are a good position to inform strategic debates on service delivery, particularly on the issues prevalent in our areas.   |

| Recommendation   | Yes/No | Please provide reason for decision |
|--|--------|------------------------------------|
| Invite applicant to make presentation to Council/Council Committee |        |                                    |
| Invite applicant to engagement event                               |        |                                    |
| Invite applicant to make written presentation                      |        |                                    |

|         |  |
|---------|--|
| Signed: |  |
| Dated:  |  |





**Council/Committee:** Neighbourhoods and Communities  
**Date:** 24 February 2025

**Report Title:** Granting of Pavement Cafe Licence  
**Publication Status:** Open

**Author:** Clement Kennedy, Head of Environmental Health  
**Approver:** John McVeigh, Director of Community

### 1. Purpose

- 1.1. The purpose of this report is to seek Elected Member approval for the grant of a pavement café licence to Flax Coffee Co, 17-21 Bryan Street, Ballymena.

### 2. Background

- 2.1. The Licensing of Pavement Cafes Act (NI) 2014 came into effect on 1 October 2016 and requires any business wishing to place tables and chairs on the public footpath to have a pavement café licence from the Council.
- 2.2. The Council's licensing policy on pavement café was approved in 2016 and reviewed in November 2019. The most recent review continued with a zero fee for the licence and agreed that the licences would have no expiry date and would be open-ended.
- 2.3. The legislation does not contain a mechanism to transfer a licence to another person and any changes of ownership of a business with pavement café licence require a new licence application to be made.

### 3. Key Issues for Consideration

- 3.1. The following application for the grant of a pavement cafe licence has been received:-

| Applicant         | Premises       | Address                         |
|-------------------|----------------|---------------------------------|
| Adriana Domintean | Flax Coffee Co | 17-21 Bryan Street<br>Ballymena |

- 3.2. This application has been made to facilitate the opening of a new business. A previous pavement café licence for the same building was approved by Council in October 2023.

- 3.3. As part of the application process, they have displayed a public notice on their premises for 28 days outlining their plans and no objections have been made. The applications have also been published on the Council website.
- 3.4. As the licensed area is identical to what was previously approved, Department for Infrastructure – Roads have not been consulted for this application.
- 3.5. Section 4 of the legislation places an onus on a district council to grant a pavement café licence unless one of the following grounds for refusing an application applies –
  - The proposed pavement café area is unsuitable for that purpose
  - The use of that area as a pavement café would be likely to result in undue interference or inconvenience to persons or vehicles in the vicinity, or in disorder;
  - The applicant has made, in connection with an application, a statement they knew to be false, or failed to fix a notice to the premises specified in the application, or has had a pavement café licence revoked for reasons within the applicant's control
- 3.6. The Licensing team have considered the application and felt that the pavement café licence is suitable for approval and none of grounds for refusing an application apply.

#### **4. General Considerations / Implications**

- 4.1. Community Relations - The licencing process for pavement cafés encourages and supports business and the tourism potential within the Borough, but at the same time ensures that pavement cafes are properly administered and managed.

#### **5. Proposed Way Forward**

- 5.1. The department is satisfied that the above-named premise should be granted a pavement café licence.
- 5.2. Under the Council's Scheme of Delegation, the Committee is authorised to make the following decision to grant and issue the licence under Section Licensing of Pavement Cafes Act (NI) 2014



**Mid & East  
Antrim**  
Borough Council

## **6. Recommendation or Decision**

6.1. Elected Members are asked to:

- (i) Approve the granting of a pavement cafe licence to Flax Coffee Co  
17-21 Bryan Street, Ballymena.



|                            |   |
|----------------------------|---|
| <b>Council/Committee:</b>  | <b>Neighbourhoods and Communities</b>                             |
| <b>Date:</b>               | 24 February 2026  |
| <b>Report Title:</b>       | <b>Surrender Former Play Park Land Leases (Ballymena) to NIHE</b> |
| <b>Publication Status:</b> | Open  |
| <b>Author:</b>             | Tara McAleese, Parks Development Officer                          |
| <b>Approver:</b>           | John McViegh, Acting Director of Community                        |

### 1. Purpose

- 1.1. The purpose of this report is to seek approval from Elected Members to surrender two separate leases with Northern Ireland Housing Executive (NIHE) in respect of former play park lands at Maybin Park, Kells, and Maine Park, Galgorm.

### 2. Background

- 2.1. A report was brought to the Neighbourhood & Communities Committee in February 2024 outlining the condition and usage of the play facilities at Maine Park, Galgorm and Maybin Park, Kells.
- 2.2. In light of the recent refurbishment of nearby play parks, which offer enhanced and modernised inclusive play opportunities, the report recommended the removal of the end-of-life equipment at these two sites.
- 2.3. It was further proposed that the areas be reinstated as grassed open space, and that Council seek permission from the NIHE to surrender the associated land leases.
- 2.4. Council subsequently approved the recommendations, after which Officers initiated the planned transformation of the play parks and progressed the formal process to surrender the associated leases to the NIHE.
- 2.5. NIHE is now agreeable to the surrender of both leases, subject to Council's agreement that the areas will be reinstated to grass prior to completion of the legal paperwork.

### 3. Key Issues for Consideration

- 3.1. Following Council approval, Officers progressed the formal process for surrendering the land leases for Maine Park and Maybin Park to NIHE. Officers highlighted the ongoing maintenance obligations associated with

both sites, including routine inspections, grounds maintenance, and the management of ageing infrastructure.

- 3.2. These responsibilities continued to generate avoidable operational pressures and recurring costs for Council.
- 3.3. Officers also noted that high-quality, refurbished play facilities are available in close proximity to both locations (approx. 500m at both locations), ensuring that the surrounding communities continue to benefit from modern and accessible play provision.
- 3.4. As a result, the continued retention and maintenance of these two older sites offered limited added value.
- 3.5. Surrendering the lands back to NIHE will remove future maintenance liabilities and deliver tangible cost savings to Council, enabling resources to be redirected more efficiently across the wider Parks Development portfolio while maintaining strong local play provision.

#### **4. General Considerations / Implications**

- 4.1. Financial - The maintenance obligations associated with these sites continued to place unwarranted operational demands and recurring financial pressures on Council. Releasing the lands from Council responsibility will enable staff time and resources to be redirected towards the upkeep and improvement of play parks that remain actively used by the community.

#### **5. Recommendation or Decision**

- 5.1. It is recommended that Elected Members:
  - (i) Approve the surrender by Council to NIHE of:
    - (a) Lease dated 11 May 1994 between NIHE and the legacy Ballymena Borough Council in respect of lands at Maine Park, Galgorm; and
    - (b) Lease dated 11 April 1984 between NIHE and the legacy Ballymena Borough Council in respect of lands at Maybin Park, Kells.
  - (ii) Agree to reinstate the leased areas to grass as requested by NIHE; and
  - (iii) Grant authority for the relevant deeds to be executed and sealed by the Mayor and Chief Executive on behalf of Council.



**Mid & East  
Antrim**  
Borough Council

## **6. Appendices / Links**

Appendix 1 N&C Report Play Park Transformations

Appendix 2 Minutes of Meeting held 27 02 24



|                            |  |
|----------------------------|--|
| <b>Council/Committee:</b>  | Neighbourhoods and Communities                             |
| <b>Date:</b>               | 27 February 2024   |
| <b>Report Title:</b>       | Play Park Transformation – Proposed outcome of User Survey |
| <b>Publication Status:</b> | Open   |
| <b>Author:</b>             | Lindsay Houston, Parks and Open Space Development Manager  |
| <b>Approver:</b>           | Philip Thompson, Director of Operations                    |

## 1. Purpose

- 1.1. The purpose of this report is to advise Elected Members on the outcome of recent user survey in relation to Play Park Transformation and seek approval to progress.

## 2. Background

- 2.1. The play park transformation report has been presented to Committee in August 2023 and October 2023, providing Elected Members with information in relation to Play Park Transformations proposals.
- 2.2. The Fixed Play Investment Framework, developed in consultation with Elected Members, includes a prioritisation list for replacement/upgrading of play parks as well as early identification of a number of play parks that could be transformed into open green space or for an alternative community use.
- 2.3. As per the Fixed Play Investment Framework (see Appendix 1), the transformation of play parks is only considered when a play park has reached the end of its life and is no longer fit for purpose/safe to use.
- 2.4. Potential play parks for transformation are reviewed using criteria including age of play park, proximity to alternative provision, anti-social behaviour (ASB) and local demographic demand. In addition, an independent annual inspection of all play parks carried out in March 2023 has highlighted a number of sites with significant issues of concern with regard to health and safety.
- 2.5. Fields in Trust guidance is utilized to categorize play parks. This is based on size of site and range of equipment. Play parks are categorized Local, Neighbourhood or Destination which demonstrates catchment coverage for each park. A Geographical Information System (GIS) App has been developed to demonstrate this information visually.



### 3. Key Issues for Consideration

- 3.1. Approval was received in October 2023, by committee to proceed as per the play parks listed. Signs (see appendix 2) were installed on each site on 7<sup>th</sup> December following ratification of Committee decision at Full Council. Opportunity to provide feedback closed on 12<sup>th</sup> January 2024.

| <b>Name of Park<br/>Status within Play<br/>Park Investment<br/>Framework</b>  | <b>DEA<br/>Ownership<br/>status<br/>MEA<br/>Classification</b> | <b>Rational for transformation</b>  | <b>Proposed<br/>Action and<br/>Timeline</b>   |
|---|--|---|---|
| Moat Play Park<br><br>Prioritised for transformation in 2020 and 2022   | Ballymena<br><br>Leasehold from DfC.10,000 years               | Equipment no longer fit for purpose and would require a full refurbishment.<br><br>Location on protected heritage site inappropriate.<br><br>Closest alternative play park located in Harryville.<br><br>Survey carried out in Aug 2021 (see <b>Appendix 3</b> ). | Begin process to transform Jan 2024<br><br>Revert to heritage site under guidance from DfC.   |
| <b>Feedback Response</b><br>No further response received in addition to previous feedback (see appendix 3).                           |  |   |   |
| <b>Proposed Action</b><br>Remove Play Park Equipment, make safe and revert land to DfC as part of the heritage site of the Moat area. |  |   |   |
| <b>Smithfield/Lamont</b><br><br>Prioritised for transformation in 2022  | Ballymena<br><br>Council freehold                              | ASB<br><br>Equipment no longer fit for purpose and would require a full refurbishment.<br><br>Closest alternative play park located at People's Park.   | Carryout out user survey exercise Dec 2023. If feedback in agreement, transform site Feb 2024. Opportunity to create community orchard following successful community buy-in. |



|   |  |   |  |
|---|--|---|--|
| <p><u>Feedback Response</u><br/>One Response Received - Against<br/><i>I am extremely alarmed at proposed plans to close Smithfield /Lamont Play Park. This very basic play park has not received any major funding or upgrade for at least forty years and you now decide that it is too costly to retain. Yes large sums of money were spent on fencing to suit a football team NOT on the play park .We need this park made safe as it is on a split level site. We need it upgraded from 4 swings and 1 slide. This park has about 600 houses nearby and all children deserve the same facilities as other areas in the town.</i></p> |  |   |  |
| <p><u>Response to Feedback</u><br/>Appendix 4 demonstrates the location and coverage of this play park along with the coverage provided by the nearest alternative play parks.</p>  |  |   |  |
| <p><u>Proposed Action</u><br/>Remove Play Park equipment and make safe the area. Utilise area for low intensity tree planting eg community orchard.</p>   |  |   |  |
| <p><b>Ahoghill Community Play Park</b></p> <p>Prioritised for transformation in 2020 and 2022.</p>  | <p>Bannside</p> <p>Leasehold from NEELB</p>          | <p>Equipment no longer fit for purpose and would require a full refurbishment.</p> <p>Duplication - this is one of four play parks in the village.</p> <p>Main play park in village received full refurbishment opened in July 2023 and is located less than 500m from this site.</p> | <p>Carryout out user survey exercise Dec 2023. If feedback in agreement, transform site Feb 2024. Discuss with local community group with regard to preferred options for this area.</p> |
| <p><u>Feedback Response</u><br/>No response received</p>  |  |   |  |
| <p><u>Proposed Action</u><br/>Remove Play Park Equipment and make area safe/tidy in preparation for development in discussion with local community.</p>   |  |   |  |
| <p><b>Maine Play Park</b></p> <p>Prioritised for transformation in 2020 and 2022.</p>   | <p>Braid</p> <p>Leasehold from NIHE.10,000 years</p> | <p>Equipment no longer fit for purpose and would require a full refurbishment.</p> <p>Duplication - located less than 500m from Galgorm Play Park which was fully refurbished in 2022.</p>  | <p>Carryout out user survey exercise Dec 2023. If feedback in agreement, transform site Feb 2024. Propose to revert to amenity grass and approach NIHE to terminate lease.</p>           |



|  |  |  |   |
|--|--|--|---|
| <p><b>Feedback Response</b><br/>1 response received welcoming the closure – Appendix 5</p>   |  |  |   |
| <p><b>Proposed Action</b><br/>Remove Play Park Equipment, revert area to grass and commence discussions with NIHE to terminate lease.</p>  |  |  |   |
| <p><b>Maybin Play Park</b></p>   | <p>Braid</p> <p>Leasehold from NIHE.10,000 years</p> | <p>Equipment no longer fit for purpose and would require a full refurbishment. Located less than 500m from Kells Play Park.</p>  | <p>Carryout out user survey exercise Dec 2023. If feedback in agreement, transform site Feb 2024.</p> <p>Revert to amenity grass and approach NIHE to terminate lease.</p>  |
| <p><b>Feedback Response</b><br/>See Appendix 6, 7 and 8<br/>Total response – 9 responses received – all against</p>  |  |  |   |
| <p>Appendix 8 demonstrates the coverage provided by the Glenaan Play Park (adjacent to community centre) which was refurbished in 2020 and provides a range of play equipment both accessible and inclusive.<br/>Feedback highlights that Maybin Park provides an inclusive swing which is not available in Glenann Play park. While there is swing (basket swing) with is deemed accessible officers will investigate installation of a cradle swing style similar to that currently provided at Maybin Park.</p> |  |  |   |
| <p><b>Proposed Action</b><br/>Install inclusive swing in Glenaan Play Park.<br/>Instigate discussion with NIHE with regard to provision of additional car parking. Remove Play Park Equipment, revert area to grass and commence discussions with NIHE to terminate lease.</p>   |  |  |   |
| <p>Carnlough Natural Play Park</p>   | <p>Coast Road</p> <p>Council freehold</p>            | <p>Equipment no longer fit for purpose.</p> <p>An investment of £20,000 would be required to make safe. Further investment required to make fit for purpose.</p> <p>This park is one of three in the village.</p> <p>Significant ASB issues.</p> | <p>Carryout out user survey exercise Dec 2023. If feedback in agreement, transform site Feb 2024.</p> <p>Revert to natural habitat area with appropriate tree planting.</p> |



|  |   |   |   |
|--|---|---|---|
| <p><u>Feedback Response</u><br/>No response received</p>   |   |   |   |
| <p><u>Proposed Action</u><br/>Remove Play Park Equipment and utilise area for low intensity tree planting eg tree nursery.</p>   |   |   |   |
| <p>Bardic Drive<br/>Prioritised for<br/>transformation in 2020</p>   | <p>Larne Lough<br/><br/>Leasehold from<br/>NIHE.10,000<br/>years</p>                      | <p>Equipment no longer fit for purpose<br/>and would require a full refurbishment.<br/><br/>Duplication within the area with Linn<br/>Road play park located 600m from<br/>Bardic Drive.</p>  | <p>Carryout out<br/>user survey<br/>exercise Dec<br/>2023. If<br/>feedback in<br/>agreement,<br/>transform site<br/>Feb 2024.<br/>Revert to<br/>amenity grass<br/>and approach<br/>NIHE to<br/>terminate<br/>lease.</p> |
| <p><u>Feedback Response</u><br/>See Appendix 8, 9<br/>Petition against – <b>2,153</b><br/>Direct response to Council – 141 against<br/>Majority of respondents requesting that the play park at Bardic Drive is refurbished and renamed<br/>Scarlett's Park.</p> |   |   |   |
| <p><u>Proposed Action</u><br/>Revert Fixed Play Investment Framework priority for Linn Road Play Park to Bardic Drive.</p>   |   |   |   |
| <p>Newpark Play Park,<br/>Magheramourne<br/><br/>Prioritised for<br/>transformation in 2020</p>  | <p>Larne Lough<br/><br/>Council Freehold</p>  | <p>Equipment no longer fit for purpose<br/>and would require a full refurbishment.<br/><br/>Nearest alternative located in Glynn<br/>Village.<br/><br/>Minimal repairs due to basic range of<br/>equipment and lack of use.</p>   | <p>Continue to<br/>monitor and<br/>begin<br/>procedure to<br/>transform<br/>when next<br/>major repair is<br/>required.</p>   |
| <p><u>Proposed Action</u><br/>Continue to monitor and begin procedure to transform when next major repair is required.</p>   |   |   |   |
| <p><b>Ransevyn<br/>Park/Windsor Park</b><br/><br/>Windsor Park<br/>prioritised for<br/>transformation in 2020<br/><br/>Windsor/Ransevyn<br/>prioritized for<br/>transformation in<br/>2022.</p>  | <p>Larne Lough<br/><br/>Both sites are<br/>Leasehold from<br/>NIHE (10,000<br/>years)</p> | <p>Both Ransevyn Park and Windsor<br/>Park are reaching end of life status<br/>and are 2 of 3 in Whitehead.<br/><br/>Assessment of recent play park<br/>assessments would indicate that<br/>Ransevyn would be priority for closure<br/>in this area.<br/><br/>Both parks are located close to the<br/>main play park in Whitehead<br/>(Ransevyn 350m/Windsor 800m).</p> | <p>Carryout out<br/>user survey<br/>exercise Dec<br/>2023. If<br/>feedback in<br/>agreement,<br/>transform site<br/>Feb 2024.<br/>Revert to<br/>amenity grass<br/>and approach<br/>NIHE to<br/>terminate<br/>lease.</p> |



|   |
|---|
| <p><b>Feedback Response</b><br/>13 direct responses to Council against the closure of any play parks in Whitehead (3 Ransevryn, 5 Windsor Play Park, 5 both play parks)<br/>Petition – 245 against closure of Ransevryn however reference to Windsor Play Park within comments.<br/>See Appendix 11, 12, 13, 14</p> |
| <p><b>Discussion</b><br/>Appendix 15 demonstrates the coverage provided by the Castleview Play Park, Whitehead however it is recognized that Castleview Play Park requires investment to ensure inclusive, accessible and sufficient for the town of Whitehead.</p>   |
| <p><b>Proposed Action</b><br/>Defer until development of Fixed Play Framework Investment where opportunity to invest in one play park which will meet the needs of the town in its entirety.</p>  |

- 3.2. It is therefore proposed that as a result of the user survey process the following sites will be transformed as per detailed in 3.1 above.

|                              |
|------------------------------|
| Moat Play Park               |
| Smithfield/Lamont Play Park  |
| Ahoghill Community Play Park |
| Maine Play Park              |
| Carnlough Natural Play Park  |
| Maybin Play Park             |

- 3.3. Where leasehold agreements are in place, Council will enter into discussions to terminate.
- 3.4. The following sites will continue to be monitored and will be considered in consultation with elected members during the development of the Fixed Play Park Investment Framework. These sites are not currently prioritized and therefore, when necessary, equipment may be removed to ensure safety of all users and staff.

|                        |
|------------------------|
| Newpark, Magheramourne |
| Windsor Play Park      |
| Ransevryn Play Park    |

- 3.5. Following the interested and petition in relation to Bardic Drive; it is proposed that the refurbishment of Linn Road Play Park is removed from the Fixed Play Park Investment Framework 2023 and Bardic Drive is refurbished in financial year 2024/25.

#### **4. General Considerations / Implications**

- 4.1. Financial implications – the transformation of the play parks listed will provide significant financial savings. The play parks identified have ongoing

issues for a variety of reasons which result in significant investment each year to ensure safety for users.

- 4.2. Alignment with Corporate Priorities and Link to Corporate Plan  
During the consultation for the Fixed Play Investment Framework 2023, Elected Members prioritised sites for investment and indicated potential sites for transformation. The proposed action above is in line with this framework and considers the outcome of the user survey about Dec 2023 – Jan 2024.

## 5. Proposed Way Forward

- 5.1. It is recommended, that officers commence the process of transforming the play parks as summarized in 3.2 and detailed in 3.1. It is further recommended that the sites summarize in 3.3 are monitored and action taken when safety becomes an issue.

## 6. Recommendation or Decision

- 6.1. Elected Members are asked to approve that officers begin the process of the transformation of the play parks as detailed in the report at sections 3.1 and 3.2.

## 7. Appendices / Links

- Appendix 1 – Fixed Play Park Investment Framework 2023
- Appendix 2 - Example of Play Park Transformation Signage
- Appendix 3 – User Survey feedback Harryville Aug 2021
- Appendix 4 – Map Smithfield/Lamont
- Appendix 5 – User Survey Feedback – Maine Park
- Appendix 6 – User Survey Feedback – Maybin Park
- Appendix 7 – UUP Response – Maybin Park
- Appendix 8 – Location Map – Maybin Park
- Appendix 9 – Bardic Drive Feedback
- Appendix 10 - [Petition · Scarlett's Park! · Change.org](#)
- Appendix 11 – Whitehead Play Parks – Feedback
- Appendix 12 – MLA response re Whitehead Play Park
- Appendix 13 – [Petition · Preserve Our Local Play Park in Ransevyn, Whitehead, Carrickfergus · Change.org](#)
- Appendix 14 – Park Location Map - Whitehead

**MID AND EAST ANTRIM BOROUGH COUNCIL****NEIGHBOURHOODS AND COMMUNITIES COMMITTEE**

**Minutes of Meeting held on Tuesday 27 February 2024 at 6.30pm in the Council Chamber, The Braid, 1-29 Bridge Street, Ballymena and via remote access.**

**5.3 Play Park Transformation – Proposed Outcome of User Survey**

Report circulated to advise on the outcome of recent user survey in relation to Play Park Transformation and seeking approval to progress.

The Parks & Open Spaces Manager (Development) provided an overview of the report and sought approval of the recommendations within.

Members welcomed the provision of accessible equipment, the recommendation for Bardic Drive in Larne which was a fitting tribute to Scarlett Rossborough and the recently opened Martinstown Play Park.

A Member referred to concerns in relation to the maintenance budget and stated that the area of land at Ecos on the circulated map was not a sensory area for Ballykeel.

Further to Members' questions, discussion and requests, the Parks & Open Spaces Manager (Development) clarified that:

- Whitehead would be subject to further discussion at the Elected Member Workshop in relation to Fixed Play Park Investment to be held in September/October 2024.
- any equipment from Marine Gardens which could be re-used was currently in storage.
- ASB issues reported at Tullygarley Park in Larne would be investigated.
- there was an opportunity to engage with DfI Roads in relation to the situation regarding crossing roads to get to Glanaan Park.
- provision at Newtowncrommelin and Cargan could be considered and prioritised at the Elected Member Workshop mentioned above.
- she would discuss with operational staff the options for opening the playpark at The Gobbins when the Community Centre was closed.
- sensory provision was included in all refurbishments and quiet times had been piloted in some Play Parks.
- an accessible swing could be installed at Glanaan.

The Director of Operations noted the considerable investment made by Council in Play Parks, referred to the proposed investment to be discussed later on the Agenda and commented that such investment required rationalisation of the number of Play Parks.

The Recommendation to approve that Officers begin the process of the transformation of the play parks as detailed in the circulated report at sections 3.1 and 3.2

was proposed by Cllr Collins and seconded by Cllr Philpott and agreed.

**Council/Committee:** Neighbourhoods & Communities

**Date:** 24 February 2026

**Report Title:** Consultation on Draft Regulations, on Notice to Quit Periods for Private Landlords and Tenants

**Publication Status:** Open

**Author:** Clement Kennedy, Environmental Health Manager

**Approver:** John McVeigh, Acting Director of Community

## 1. Purpose

- 1.1. The purpose of this report is to seek Elected Members' approval to issue a Council response to a Department for Communities consultation on draft regulations relating to Notice to Quit periods for landlords and tenants in the private rented sector and to note the associated guidance, and that a DfC led Equality Impact Assessment has been completed.

## 2. Background

- 2.1. Elected Members are reminded that Environmental Health is responsible for enforcing private tenancy legislation in Northern Ireland, including the Private Tenancies (Northern Ireland) Order 2006 and the Private Tenancies Act (Northern Ireland) 2022, which regulate matters such as rents, tenancy deposits, property standards, tenant information and eviction procedures.
- 2.2. The statutory notice period required for landlords and tenants to lawfully terminate a private tenancy in Northern Ireland was set out in the **Housing (Amendment) Act (Northern Ireland) 2011**, which introduced the following graduated notice periods:

**Table 1:**

| Length of Tenancy            | Minimum Notice to Quit Period |
|------------------------------|-------------------------------|
| Up to 5 years                | 4 weeks notice                |
| Between 5 years and 10 years | 8 weeks notice                |
| Longer than 10 years         | 12 weeks notice               |

- 2.3. However, following a 2017 review of Northern Ireland's Private Rental Sector (PRS), Department for Communities (DfC) committed to increasing the minimum notice period that landlords must give to tenants to eight weeks.
- 2.4. This reflected feedback from tenants and stakeholders that four weeks' notice was insufficient to secure alternative accommodation. These changes came

into effect after the conclusion of Coronavirus Regulations in May 2022 as outlined in Table 2.

### 3. Key Issues for Consideration

- 3.1. The Department for Communities has launched a 12-week public consultation commencing on **5 January 2026**. It is proposed that Council will submit a response, a copy of which is enclosed and has been agreed in conjunction with all other Councils. The consultation is available at the following link:

[Consultation on Notice to Quit Periods - NI Direct - Citizen Space](#)

- 3.2. The proposed Regulations- The Private Tenancies (Notice to Quit) Regulations (Northern Ireland) 2025 provide for;
- Shorter notice periods for special case;
  - The definition of special case;
  - The requirement for evidence; and
  - The new prescribed form that the notice to quit must be outlined on.
- 3.3. The special circumstances to the minimum notice to quit periods that DfC wish to legislate for are set out below:
1. The tenant is in substantial arrears of rent (more than 2 months);
  2. The tenant, or a member of the tenant's household, has engaged in serious Anti-Social Behaviour (ASB) in, or in the locality of, the dwelling-house;
  3. The tenant, or a member of the tenant's household, is convicted of a relevant criminal offence;
  4. Possession of the property is sought for occupation by either the landlord, or landlord's immediate family.
- 3.4. The current notice to quit requirements for landlords are set out in the table below;

**Table 2:**

| Length of Tenancy | Minimum Notice to Quit Period |
|-------------------|-------------------------------|
| 1 year or less    | 4 weeks                       |
| 1-10 years        | 8 weeks                       |
| 10 years or more  | 12 weeks                      |

- 3.5. The draft Private Tenancies (Notice to Quit) Regulations (Northern Ireland) 2025 Regulations propose that the Notice to Quit requirements are increased for standard cases as set out below:

**Table 3:**

| <b>Length of Tenancy</b> | <b>Minimum Notice to Quit Period</b> |
|--------------------------|--------------------------------------|
| 1 year or less           | 8 weeks                              |
| 1-3 years                | 4 months                             |
| 3-8 years                | 6 months                             |
| 8 years or more          | 7 months                             |

- 3.6. The draft Private Tenancies (Notice to Quit) Regulations (Northern Ireland) 2025 Regulations introduced four special cases in which a landlord can give a shorter notice period than those outlined above. These special case associated notice periods are set out in the table below:

**Table 4:**

| <b>Notice to Quit Circumstance</b>                                       | <b>Special Case Notice Period</b> |
|--|-----------------------------------|
| Substantial arrears of rent (more than 2 months)                         | 1 month                           |
| Engaged in Serious Anti-Social Behaviour                                 | 2 weeks                           |
| Convicted of a Relevant Criminal Offence                                 | 2 weeks                           |
| Possession for occupation by the landlord or landlords' immediate family | 3 months                          |

- 3.7. Tenants who received a special case Notice to Quit, but do not agree that the special case circumstance is correct, can challenge the Notice to Quit in Court, should the landlord commence possession proceedings. It will then be up to the landlord to prove the validity of the particular circumstance which is being relied upon.

3.8. A draft consultation response (enclosed at **Appendix 1**), prepared in collaboration with Environmental Health teams across all Councils in Northern Ireland, highlights the following main points:

- Council considers that the special case notice period for possession due to occupation by the landlord or their family should be removed, with the notice period in such cases reverting to the standard length, determined by the duration of the tenancy;
- In cases of rent arrears, the Council believes landlords should be required to provide evidence that they have attempted to engage the tenant in a repayment plan;
- The Council would welcome clarification from DfC that there is no obligation to prove a "statutory nuisance" to demonstrate antisocial behaviour and that evidence of repeated annoyance or disturbance would suffice.
- Greater clarity on data sharing and information protocols is needed for instances where evidence is requested from Environmental Health regarding antisocial behaviour.
- The Council would also welcome guidance on how a landlord can provide evidence of a relevant tenant conviction in the High Court.

#### **4. General Considerations / Implications**

- 4.1. Similar requirements for notice to quit periods currently exist so the introduction of the The Private Tenancies (Notice to Quit) Regulations (Northern Ireland) 2025 is unlikely to significantly increase workload for existing staff.
- 4.2. However, additional work will be required to educate landlords and tenants following the introduction of any new Regulations which will increase the enforcement burden on existing staff which has already experienced an increase demand on housing and statutory nuisance services over recent years, coupled with competing priorities on other duties with the Environmental Health Department.
- 4.3. The Department for Communities is aware of Council's concerns in terms of resources, however there is no financial support available currently to assist Councils with these additional powers.
- 4.4. No additional staff are required to enforce these Regulations at present. Whilst this legislation expands the scope of regulation around private tenancies, it is expected that much of the work can be undertaken during routine inspections that are currently happening.

- 4.5. In order to establish whether there may be adverse differential impacts as a result of these proposed Regulations, DfC has carried out a detailed Equality Impact Assessment which is available at:

<https://www.communities-ni.gov.uk/sites/default/files/2025-12/dfc-notice-to-quit-consultation-eqia.pdf>

## 5. Proposed Way Forward

- 5.1. The Department for Communities has consulted on draft regulations to give effect to extended notice to quit periods within the private rented sector, alongside supporting guidance. The proposed regulations are required to implement provisions contained within the Private Tenancies Act (Northern Ireland) 2022 and to clarify the circumstances in which shorter notice periods may apply.
- 5.2. The consultation seeks to balance increased security of tenure for tenants with appropriate safeguards for landlords in defined “special case” circumstances. Environmental Health has reviewed the proposals and in collaboration with other councils, prepared a draft response that broadly supports the intent of the regulations while highlighting practical and enforcement considerations.

## 6. Recommendation or Decision

- 6.1. Elected Members are asked to:
- (i) Approve to issue a Council response to a Department for Communities consultation on draft regulations relating to Notice to Quit periods for landlords and tenants in the private rented sector and,
  - (ii) To note the associated guidance, and that a DfC led Equality Impact Assessment has been completed.

## 7. Appendices / Links

Appendix 1 MEA Draft Consultation Response on Notice to Quit Periods

## Appendix 1

### MEA Draft response consultation on Notice to Quit Periods

1. Do you understand why these circumstances and shorter notice periods are being introduced?

Yes

2. Do you agree with the four circumstances where longer notice to quit periods would not apply? Please select yes/no for each of the circumstances below.

#### Substantial arrears of rent

Yes, the Council agrees the proposed timeframe for rent arrears is reasonable. However, this department would ask that for the statement of fact, a prescribed form is used so that there is consistency in the evidence provided. As part of this evidence, it is felt that a landlord should have to include that they attempted to resolve the rent arrears through a payment plan before pursuing a NTQ for rent arrears.

#### Serious Anti-social Behaviour

Yes, the Council agrees with this circumstance. However, this department would ask that for the statement of fact, a prescribed form is used so that there is consistency in the evidence provided.

In the guidance notes examples of ASB are given which include "repeated noise nuisance (rowdy parties, loud music/TVs etc)". Councils investigate statutory nuisances so this word may cause confusion/misunderstanding. The Council would welcome clarification from DfC that there is no obligation to prove a "statutory nuisance" to demonstrate antisocial behaviour and that evidence of repeated annoyance or disturbance would suffice. If this is the case, it is felt that the word 'nuisance' should be changed to 'disturbance'. It is also recommended that dog barking be included in examples of ASB.

In the guidance it states a landlord would have to provide further evidence to the court of the alleged ASB and an example includes '*correspondence from Environmental Health*'. It should be noted that unless a landlord already has correspondence addressed to them, a landlord may have difficulty obtaining evidence from the Council relating to their tenant as this is treated as personal information and may not be released under GDPR.

#### Relevant Criminal Offence

Yes, the Council would welcome guidance on how a landlord can provide evidence of a relevant tenant conviction in the High Court.

The Council would seek clarity on whether there is a time limit on an indictable offence- i.e. can the landlord issue a NTQ for a historic offence they were unaware of at the start of the tenancy or can a landlord only issue a NTQ for an offence that has taken place during the course of the tenancy? The Council would also seek clarity on the '*locality of the property*' i.e. if the tenant was convicted of a serious crime that did not involve the property nor took place in the locality of the property, can this still be pursued e.g. assault of landlord elsewhere?

Possession for occupation by the landlord or landlords' immediate family

No, the Council considers that the special case notice period for possession due to occupation by the landlord or their family should be removed, with the notice period in such cases reverting to the standard length, determined by the duration of the tenancy. It is felt that longer tenancies should be taken into consideration and in the absence of any ASB, rent arrears etc a long term tenant should be afforded the standard NTQ length e.g. 7 months for tenancies in existence longer than 8 years.

3. Do you agree with each of the four shorter notice periods as set out in the Regulations?

Substantial arrears of rent - Notice Period 1 month. Yes.

Serious Anti-social Behaviour - Notice Period 2 weeks. Yes.

Relevant Criminal Offence - Notice Period 2 weeks. Yes.

Possession for occupation by the landlord or landlords' immediate family  
Notice Period 3 months. No, the Council considers that the special case notice period for possession due to occupation by the landlord or their family should be removed, with the notice period in such cases reverting to the standard length, determined by the duration of the tenancy. It is felt that longer tenancies should be taken into consideration and in the absence of any ASB, rent arrears etc a long term tenant should be afforded the standard NTQ length e.g. 7 months for tenancies in existence longer than 8 years.

4. Did you find the guidance notes which explain your responsibilities as a tenant/landlord, under the Regulations easy to follow?

This department would welcome the inclusion of a prescribed form for the 'statement of fact' that outlines specifically what should be included so there is consistency in evidence provided.

In the guidance notes examples of ASB are given which include "repeated noise nuisance (rowdy parties, loud music/TVs etc)". Councils investigate statutory nuisances so this word may cause confusion/misunderstanding. The Council would welcome clarification from DfC that there is no obligation to prove a "statutory nuisance" to demonstrate antisocial behaviour and that evidence of

repeated annoyance or disturbance would suffice. If this is the case, it is felt that the word 'nuisance' should be changed to 'disturbance'. It is also recommended that dog barking be included in examples of ASB and also useful to include examples of what isn't considered ASB.

In the guidance it states a landlord would have to provide further evidence to the court of the alleged ASB and an example includes '*correspondence from Environmental Health*'. It should be noted that unless a landlord already has correspondence addressed to them, a landlord may have difficulty obtaining evidence from the Council relating to their tenant as this is treated as personal information and may not be released under GDPR.

The Council would also welcome guidance on how a landlord can provide evidence of a relevant tenant conviction in the High Court.

This department would seek clarity on whether there is a time limit on an indictable offence? This department would also seek clarity on the '*locality of the property*' i.e. if the tenant was convicted of a serious crime that did not involve the property nor took place in the locality of the property, can this still be pursued?

5. In each circumstance, what types of evidence do you suggest could be required in order to validate a shorter notice to quit.

Substantial arrears of rent - please provide examples of evidence

Proof that a payment plan was offered to tenant as means to resolve rent arrears, copies of messages/emails and any communication that shows attempts to resolve matter. Any relevant correspondence/communication from Housing Benefit Dept.

Serious Anti-social Behaviour - please provide examples of evidence

Written witness statements from neighbours/persons affected by alleged ASB. Correspondence from agencies, though it should be noted a landlord may have difficulty obtaining evidence from agencies relating to their tenant as this is treated as personal information and may not be released to them under GDPR.

Relevant Criminal Offence - please provide examples of evidence

Media reports, verified court outcome.

Possession for occupation by the landlord or landlords' immediate family - please provide examples of evidence

Disagree with shorter NTQ period for occupation by the landlord or landlords' immediate family.

6. We have presented a draft EQIA consultation report on the circumstances where longer notices to quit will not be issued. Do you agree with how we have carried out the EQIA?

Yes

7. Within the EQIA we have outlined some adverse impacts that the circumstances where longer notices to quit will not be issued could have. Do you agree with the adverse impacts that we have identified?

Yes

8. We have outlined some possible mitigation measures to address these potential adverse impacts. Do you agree with the mitigating actions we have outlined?

Mitigating measures are outlined but not built into guidance- there is only signposting information. If there were mitigating circumstances e.g main tenant convicted of domestic violence charges but landlord doesn't want to evict partner/young family, student involved in ASB but housemates not involved – examples of scenarios and how to action/regulate these should be included for EHOs.

**Council/Committee:** Neighbourhoods and Communities  
**Date:** 24 February 2026

**Report Title:** New Petroleum Licence policy  
**Publication Status:** Open

**Author:** Clement Kennedy, Environmental Health Manager  
**Approver:** John McVeigh, Acting Director of Community

## 1. Purpose

- 1.1. The purpose of this report is to seek Elected Member approval for a new Petroleum Licensing Policy for application with the Borough which introduces new licence conditions for users.

## 2. Background

- 2.1. Council is responsible for the issuing of Petroleum licences under the Petroleum (Consolidation) Act (Northern Ireland) 1929. This legislation provides Councils the authority to grant and transfer licences for the storage and dispensing of petroleum.
- 2.2. As petrol is highly flammable, legislation mandates safe storage, handling, and dispensing to prevent fires and explosions. Operators in the UK and NI must have a license to store and sell petrol, which stipulates adherence to strict safety standards. Council has currently licensed 38 sites to store and dispense petrol in the Borough.
- 2.3. This policy has been created as part of a programme of work to create or update policies covering the wide range of licensing functions for which the Council is responsible. Currently there is no Mid and East Antrim Council policy or procedure for petroleum licensing.
- 2.4. The policy also includes a revised set of licence terms and conditions which have not been revised in over 10 years.

## 3. Key Issues for Consideration

### A. Regulation of Petrol Stations

- 3.1. The new policy (see **Appendix 1**) consolidates and clarifies a range of guidance and best practice which most operators of petrol stations have been following but had not been a formal requirement of the licence process.

- 3.2. This guidance covers both the technical specification requirements when building and refurbishing stations as well as the management controls that should be put in place to minimise the risk of fire and explosions.
- 3.3. The majority of the petrol stations in the Borough have been rebuilt and/or refurbished in recent years with modern pumps and double skinned petrol storage tanks with automatic leak detection systems and comprehensive drainage systems.
- 3.4. However, there are still a small number of sites that have tanks and pipelines that are over 50 years old and do not have suitable drainage systems in place. In these sites a leak of petrol or other fuel may go undetected for long periods of time or a fuel spillage could leave the site and affect surrounding land and water courses.

#### **B. Specific Requirements**

- 3.5. There are two new requirements that the policy introduces that will specifically deal with the risk that these older sites present. The requirements cover the integrity testing of single skinned petrol storage tanks over 20 years old that are not subject to third party monitoring.
- 3.6. There is also a requirement to provide suitable spillage equipment for dealing with fuel spills at sites that do not have modern drainage systems.
- 3.7. As outlined in 3.3, these new requirements will impact less than 5 of the 38 petrol sites currently licenced and our licencing officers have already been advising these site operators that these new requirements are likely to be introduced in the future.
- 3.8. The additional requirements will also bring Council into line with the majority of other Councils in Northern Ireland, who have been asking for tank integrity testing for some time.
- 3.9. To ensure the affected sites have a sufficient lead in period to put in place arrangements for tank integrity testing or purchase additional spillage equipment, the new policy will not come into effect for a period of 6 months.

#### **C. Implementation of New Policy**

- 3.10. The new policy and associated licence terms and conditions also provide clarity in the following areas:
  - Safety standards at unmanned petrol stations
  - Extent of staff training required
  - Arrangements that should be in place for the delivery of petrol to a site

- 3.11. The Licensing Team will continue to provide all site operators with advice and guidance on how to comply with the new requirements. They can also provide bespoke help and advice to Licensees who have specific concerns about how the requirements will apply to them.

#### **4. General Considerations / Implications**

- 4.1. Corporate Plan - Council endeavours to ensure there is a fair and transparent process for processing applications for petroleum licences. A documented policy forms an integral part of the process to ensure that all applicants are informed and treated fairly and equitably.
- 4.2. Equality Screening - The policy has been assessed under the Council's Equality Scheme, Rural Needs Policy, Data Protection Impact Policy and Sustainable Development Policy and no adverse effects were identified. The Screening documents are attached at **Appendix 2-5**.

#### **5. Proposed Way Forward**

- 5.1. If approved by Elected Members, the new Petroleum Licencing Policy and associated licence terms and conditions will come into effect from 1 October 2026.

#### **6. Recommendation or Decision**

- 6.1. Elected Members are asked to:
- (i) Approve the adoption of the Petroleum Licence Policy, dated March 2026, attached at Appendix 1.
  - (ii) Note that the policy has been assessed under the Council's Equality Scheme, Rural Needs Policy, Data Protection Impact Policy and Sustainable Development Policy and no adverse effects were identified.

#### **7. Appendices / Links**

Appendix 1 Petroleum Licensing Policy

Appendix 2 DPIA Screening

Appendix 3 Equality Screening

Appendix 4 Rural Needs Assessment Screening

Appendix 5 Sustainability Screening

# Petroleum Licence

|   |  |
|---|--|
| Approved Date   | March 2026   |
| Review Date   | 12 months from approval date   |
| Related Legislation/Applicable Section of Legislation           | <p><u>The Petroleum (Consolidation) Act (Northern Ireland) 1929</u></p> <p><u>The Petroleum (Transfer of Licences) Act (Northern Ireland) 1937</u></p> <p><u>The Dangerous Substances and Explosive Atmospheres Regulations (Northern Ireland) 2003</u></p> <p>Health and Safety at Work Order (NI) 1978</p>   |
| Related Policies, Procedures, Guidelines, Standards, Frameworks | <p>Red Guide - Managing fire and explosion risks at petrol filling stations (jointly developed by industry, regulators and petroleum enforcement authorities)</p> <p>Association for Petroleum &amp; Explosives Administration (APEA) Guidance for Design, Construction, Modification, Maintenance and Decommissioning of Filling Stations (Blue Book 5th Edition)</p> |
| Replaces  | None   |
| Policy Lead (Name/Position/Contact details)                     | ██████████, Environmental Health Manager   |
| Sponsor Directorate   | Community  |
| Version   | V1   |

**Revision record**

| Date | Version | Revision Description |
|------|---------|----------------------|
|      |         |                      |
|      |         |                      |
|      |         |                      |
|      |         |                      |
|      |         |                      |
|      |         |                      |
|      |         |                      |

## 1. Petroleum Licence Policy

This policy details how Mid and East Antrim Borough Council will regulate licensing activities within the Borough and how application of the legislative provisions will be proportionate and fair.

It has been produced to provide, insofar as is possible, transparent, accountable and consistent decision making to develop, and thereafter maintain, public confidence in Mid and East Antrim Borough Council's performance of its duties.

The purpose of this policy is to provide a single set of parameters which will be used to inform the various decision-making processes for petroleum licensing within Mid and East Antrim.

This policy document has been produced to regulate and improve petroleum licensing in our Borough. Mid and East Antrim Borough Council strives for continuous improvement in the provision of the service thereby linking with the strategic theme in the Corporate Plan to be a high performing Council. Our desired outcome is to address the need for safety and wellbeing by putting local people and visitors first, thereby contributing to the Council's vision of being "a strong, vibrant, safe and inclusive community where people work together to improve the quality of life for all".

## 2. Purpose

### 2.1 Why do we have Petroleum Licensing?

Petrol is a dangerous substance; it is a highly flammable liquid and can produce a vapour which can easily ignite, and when not handled safely, has the potential to cause a serious fire and/or explosion.

Because petrol is highly flammable, legislation mandates safe storage, handling, and dispensing to prevent fires and explosions. Operators in the UK and NI must have a license to store and sell petrol, which requires meeting strict safety standards.

Petroleum licences are issued by local councils, following site inspection. Licencing officers inspect places dispensing petrol to make sure high standards of safety are maintained within premises and that there are suitable arrangements in place for managing fire and other safety risks.

### 2.2 Legislative Framework

Petroleum licences are issued by local Councils under the Petroleum (Consolidation) Act (Northern Ireland) 1929 as amended. This legislation provides for Councils to grant and transfer licences regarding the storage and dispensing of petroleum. Due to the historic legislation that is still used to control the storage of petrol, Councils will also refer to the provisions contained within the Health and Safety at Work NI Order 1978 and subordinate regulations to ensure

adequate controls are put in place by operators of petrol stations and other sites dispensing petrol. Licensees must ensure they comply with the Dangerous Substances and Explosive Atmospheres Regulations NI 2003 (DSEAR).

### 3. Scope

#### 3.1 Who needs a Petroleum Licence?

Under the Petroleum (Consolidation) Act (Northern Ireland) 1929 as amended, anyone with premises where petroleum-spirit is stored and dispensed by mechanical means for resale, e.g. petrol filling stations, or on private sites servicing company vehicles, must have a valid petroleum licence issued by the District Council.

For the purposes of the legislation, "petroleum-spirit" means petroleum which has a flash point of less than 21°C and "dispensing" means manual or electrical pumping of petroleum-spirit from a storage tank into the fuel tank for an internal combustion engine, whether for the purposes of sale or not.

Sites which only sell other fuels such as diesel only do not require a petroleum licence or need comply with licence conditions. However, they must comply with requirements of Dangerous Substances and Explosive Atmospheres Regulations NI 2003 (DSEAR).

#### 3.2 Granting, Renewal, Variation or Transfer of a petroleum licence

Applicants can obtain the necessary forms on the Council website or directly from the Council offices to apply for a new Petroleum licence. The forms can also be used to apply for renewal or transfer of an existing licence.

Petroleum licences are granted for a period of one year from the date of issue and require to be renewed annually.

The grant of all NEW petroleum licence applications must be considered by a Council Committee and subsequently ratified by full Council before being approved.

In order to facilitate this process applicants should make full and complete application a minimum of **8 weeks** in advance of their proposed opening date.

All applications will be determined as soon as reasonably practicable, and tacit consent will NOT apply. It is in the public interest that the Council undertake all the necessary checks on each licence application before it can be granted. Whilst tacit consent does not apply, Mid and East Antrim Borough Council will strive to notify all applicants of the outcome of the application, including issuing the licence, within 5 working days of a decision made in relation to the application.

For the granting of licences to newly built or refurbished buildings confirmation that the relevant Building Control and Planning permissions have been obtained will be required before licence can be granted.

## 4. Policy Detail

### 4.1 Documentation Required as part of Licence Application

The following documentation and certification is required for the Grant, Renewal, Transfer and Variation of licences

- Satisfactory periodic electrical inspection report carried out annually.
- Certification showing annual maintenance of firefighting equipment used on forecourt.
- DSEAR risk assessment and hazardous zone plan
- Evidence of tank integrity (see section 3.7.1)

Notes on documentation requirements: -

A DSEAR assessment is a risk assessment required by the Dangerous Substances and Explosive Atmospheres Regulations NI 2003 (DSEAR) to identify and evaluate the fire and explosion risks posed by dangerous substances in a workplace. The process involves identifying dangerous substances, classifying hazardous areas, and implementing control measures to eliminate or reduce risks to employees and the public.

Electrical inspections of hazardous areas such as petrol stations should only be carried out by contractors who hold Complex qualifications EX07 and EX08.

### 4.2 Licence Renewal Procedure

The Council will send out renewal application reminders to current licence holders two months in advance of the expiry date, to allow applicants ample time to submit the required documentation electronically, by post, or in person.

Licence renewal applications will not be granted until all necessary documentation is received. Applicants have a maximum of 4 weeks from the date of licence expiry to submit all the required accompanying documentation for a licence renewal. Exemptions from the 4-week time limit may only be made at the discretion of the Environmental Health Manager for legitimate reasons, such as carrying out extensive repair work to a premises.

The authority to renew existing licences has been delegated to the Head of Service for Public Protection, Health and Wellbeing Department within council.

### 4.3 Transfer of Licences

It is possible to transfer a petroleum licence to another person (for example where a business has been sold). The following procedure for transfer of licence should be followed: -

- Submission of application form, fee (£8) and any applicable certification and documentation (see section 3.2 above)

The approval of the transfer of a licence is normally delegated to Head of Service for Public Protection, Health and Wellbeing

### 4.4 Appeals

If an application for the grant, renewal or transfer of a petroleum licence is refused the applicant may request a certificate from Mid and East Antrim Borough detailing the grounds for refusal.

Appeals may be made, in writing within 10 days of receipt of the certificate to the Health and Safety Executive for Northern Ireland, 83 Ladas Drive, Belfast, BT6 9FR.

Alternatively, if an application is granted with conditions attached, a licence holder may request a certificate from Mid and East Antrim Borough Council detailing the reasons for the conditions.

Appeals may be made, in writing within 10 days of receipt of the certificate to the Health and Safety Executive for Northern Ireland, 83 Ladas Drive, Belfast, BT6 9FR

### 4.5 Types of licence and Fees

There are three different categories of licence that are based on the volume of petroleum stored on site. Licences are valid for 12 months from the date of issue.

| Licence Type   | Quantity of Petroleum                           | Annual Fee |
|----------------|---|------------|
| Annual Licence | Not exceeding 2,500 litres                      | £42        |
| Annual Licence | Exceeding 2,500 but not exceeding 50,000 litres | £58        |
| Annual Licence | Exceeding 50,000 litres                         | £120       |
| Transfer       | One-off fee for a licence transfer              | £8         |

Fees for petroleum licences are set by the Department for the Economy (NI) and implemented through the Health and Safety Fees Regulations (NI) 2012 . These have not been revised for several years. Council have no discretion in relation to the application of fees.

#### **4.6 Management of Petrol Stations**

This policy now documents some of guidance and best practice around management of petrol stations as part of the requirements for holding a petroleum licence.

The following new requirements have been added to the standard licence conditions, having regard to best practice standards;

##### **4.6.1 Proof of Integrity for single skinned tanks**

It is important to prevent any leaks from the underground storage tanks and pipework used on petrol stations. Leaks of petroleum underground that go undetected can cause serious environmental and safety risks. Modern petrol stations are double skinned tanks with automated leak detection systems which control these risks. However, for older sites without these controls additional measures are required.

Any petrol station with single skinned tanks that have been in situ for 20 years or more, and don't have a third-party wet stock monitoring contract in place as part of Statistical Inventory Reconciliation system (SIR), must provide evidence of tank integrity.

Licensees are required to seek advice from a competent petroleum contractor as to the most suitable way of providing this for their site. The evidence must show that the tank and pipelines servicing petroleum are suitable and sufficient to store petroleum and prevent the leakage of petroleum. The evidence of integrity must be submitted to Council for the tanks and pipelines 20 years after installation, and at intervals of 5 years, for the next 10 years (namely 25 years after installation plus 30 years after installation) and every 2 years thereafter.

Where there is no record of the date of petrol storage tank installation, or where no technical details of tank construction available, the tank will be presumed to be over 20 years old and of single skin construction.

##### **4.6.2 Containment of forecourt spillages**

An effective petrol station drainage system uses a multi-stage design that includes surface channels, a forecourt separator (or petrol interceptor), and connections to a stormwater or sewer system. The system is designed to capture and separate contaminants like oil and petrol from rainwater and spills, preventing them from polluting the environment. No liquid run-off should be allowed to leave the site in an uncontrolled manner

Any sites that do not have a petrol interceptor as part of their drainage system should take reasonably practical steps to ensure any spillage of fuel does not leave the site or enter the drainage system. It is expected that this will involve the provision of an extensive spillage kit containing booms and drain covers.

As the biggest risk of a spillage occurs during the delivery of petrol, it may also be necessary to close the site to public during tanker petrol deliveries.

#### 4.6.3 Unmanned Petrol Stations

Petrol stations which operate either wholly or partially unmanned, (ie without any employees to supervise operations) are becoming more commonplace. It is important that these sites can still meet the same safety standards as manned sites. The revised licence conditions specify that unmanned sites should meet the requirements set out in Red Guide - Managing fire and explosion risks at petrol filling stations. These are summarised below:-

- The premises shall be monitored at all times by CCTV from a CCTV monitoring station. There should be means of two-way communication between the forecourt and monitoring station.
- The monitoring station must be able to remotely control the petroleum installation.
- Staff in the monitoring station shall be given adequate instruction and/or training with regards to health and safety on filling station forecourt, especially with regards to petroleum.
- The forecourt shall be inspected on a regular basis to ensure the integrity of equipment and there are sufficient facilities e.g. lighting, extinguishers. Staff must be available to be in attendance in 5 minutes

#### 4.6.4 Undertaking of work in Petrol Filling Stations

Before any 'work' is commenced on any part of the petrol installation, approval from the Council must be obtained; contact the licencing team via email [licencing@midandeantrim.gov.uk](mailto:licencing@midandeantrim.gov.uk)

'Work' means any work that involves storage tanks, pipe work, drainage systems, dispensers (pumps), sales buildings (where pumps are authorised), Liquefied Petroleum Gas (LPG) installations, installation of Electrical Vehicle charging, any tank and line testing and any measuring equipment or devices.

Operators of petrol stations should give at least 28 days' notice in writing to Council but depending on the nature and extent of the work this may be relaxed if it is of a minor nature or an inspection will be carried out by the Council's licencing Officer if deemed necessary.

#### 4.6.5 Technical Guidance for the Storage and Dispensing of Petrol

For new or majorly refurbished petrol filling stations or existing ones where any alterations are to be undertaken, the Association of Petroleum and Explosives Administration (APEA) document known as 'Guidance on the Design, Construction, Modification, Maintenance and Decommissioning of Petrol Filling Stations' (5th edition) is accepted as the nationally recognised guidance that is to be followed.

#### 4.6.6 Red Guide - Managing fire and explosion risks at petrol filling stations

It is expected that licensees will operate their petrol stations in compliance with the Red Guide. The "Red Guide" is a set of UK-specific guidance, developed by the Petroleum Enforcement and Liaison Group (PELG), for managing fire and explosion risks at petrol filling stations, as mandated

by the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR). It guides operators on how to comply with these regulations by using a combination of engineering controls (like leak prevention systems) and management controls (like supervised deliveries) to minimize risks. The guide focuses on measures like avoiding or minimizing fuel release, preventing the formation of explosive atmospheres, controlling ignition sources, and performing regular risk assessments.

The petroleum licence conditions take account of the main Red Guide requirements and a copy is available from the Council's Licensing Team via email [licencing@midandeantrim.gov.uk](mailto:licencing@midandeantrim.gov.uk)

#### **4.7 Licence Conditions**

It is for Mid and East Antrim Borough Council to determine the conditions to be applied to each petroleum licence. The standard licence conditions have been reviewed in 2025 and align with the requirements of this policy. The licence conditions are included as Appendix 1.

#### **4.8 Inspections**

Each petrol station within Mid and East Antrim Borough will be inspected annually by a Council Licensing officer as part of the annual licence renewal process. The inspection will check that the site is being managed in line with both licence conditions and applicable health and safety legislation.

## **5. Monitoring, evaluation and review**

### **5.1 Enforcement and Complaints**

Mid and East Antrim Borough Council adopts a positive approach towards ensuring compliance by supporting licensees in understanding and meeting the requirements of the legislative requirements. Licencing officers are readily available to provide advice and guidance to site operators on request; email [licencing@midandeantrim.gov.uk](mailto:licencing@midandeantrim.gov.uk)

However, the ultimate responsibility for safety in licensed premises rests with the licence holder.

Enforcement action however, may be taken as a result of non-compliance with petroleum licencing/health and safety at work legislation. Where a breach is identified and it is of a minor nature, it may be appropriate to provide verbal or written advice to licence holders.

For serious breaches which present potential safety/environmental risk, Council has the power to prosecute licence holders under the relevant legislation.

In every instance, however, the decision to undertake enforcement action will be proportionate and fair, and in line with Council's Enforcement policy.

## 5.2 Evaluation and Review of the Policy

A review of this policy will be carried out on an annual basis by the Environmental Health Manager.

## 6. Definitions and abbreviations

In the licence and for the purpose of these conditions (except in so far as the context otherwise requires) the following expressions shall have the meanings respectively assigned to them:

**Approved** means the acceptance in writing by the Petroleum Licensing Authority.

**Approved arrangements** means those arrangements relating to the design, construction and mode of operation of the licensed premises, which accord with the plans and specifications approved by the Petroleum Licensing Authority.

**Inspector** means a person duly appointed in writing by the Petroleum Licensing Authority, under Section 21 of the Health & Safety at Work (Northern Ireland) Order 1978.

**Competent person** means a person with enough practical and theoretical knowledge, training and actual experience to carry out a particular task safely and effectively. The person should have the necessary ability in the particular operation of the type of plant and equipment with which they are concerned, an understanding of relevant statutory requirements and an appreciation of the hazards involved. That person should also be able to recognise the need for specialist advice or assistance when necessary and to assess the importance of the results of examinations and tests. A 'person' can be taken to mean more than one, or a body corporate or unincorporated. It is therefore possible to appoint appropriate organisations (e.g. insurance companies or inspection bodies) to carry out tasks designated for competent persons.

**Dangerous substance** means the same as that defined in the Dangerous Substances & Explosive Atmospheres Regulations (Northern Ireland) 2003.

**Licence** means a licence authorising the keeping of petroleum-spirit, issued by a Petroleum Licensing Authority, pursuant to the Petroleum (Consolidation) Act (Northern Ireland) 1929 and 1937.

**Licensed premises** means the premises in respect of which the licence is in force and shall include all buildings or parts of a building, tanks, pipework, pumps, dispensers, drainage, ancillary equipment, and forecourt area within that part of the premises relevant to the storage, delivery and dispensing of petroleum-spirit.

**Material alterations** mean any alteration, which could affect the risks from fire and explosion at the Licensed Premises and will include: -

- the change of or cessation of use of the licensed premises;
- the removal, temporary or permanent decommissioning, repair, replacement, modification or installation of any tank used for the storage of petroleum-spirit and any pipeline or vapour pipeline associated with the storage and dispensing of petroleum-spirit;

- the change in use of a tank used to store petroleum-spirit;
- the removal without replacement of any petroleum-spirit pumps/dispensers;
- the installation of any pump/dispenser in a new location.
- the removal or installation of any part of the site's leak detection, spillage or delivery control system;
- a change in the Mode of Operation of the dispensing equipment;
- the removal or installation of any electrical equipment within the hazardous areas of the licensed premises;
- the construction of any buildings or works within the hazardous areas or elsewhere on the licensed premises; and
- the storage or cessation of storage of any other dangerous substances on the licensed premises

**Petroleum Licensing Authority** means Mid and East Antrim Borough Council.

**Petroleum-spirit** means petroleum which has a flash point of less than 21°C

**Mode of operation** means: -

- 'attended service' where a trained attendant operates the dispensing equipment;
- 'attended self-service' where the customers operate the dispensing equipment under the supervision of a trained attendant; and
- 'unattended self-service' or unmanned sites' where the customers operate the dispensing equipment without the supervision of a trained attendant.

**Suitable container** means: -

- a metal container satisfying the constructional and labelling requirements of the Petroleum-Spirit (Motor Vehicles etc) Regulations (Northern Ireland) 1930; or
- a plastic container satisfying the constructional and labelling requirements of the Petroleum-Spirit (Plastic Containers) Regulations (Northern Ireland) 1983; or
- a demountable fuel tank of a motor boat or similar vessel; or
- a United Nations approved container for the carriage of petrol.

Dispensing means:- manual or electrical pumping of petroleum-spirit from a storage tank into the fuel tank for an internal combustion engine, whether for the purposes of sale or not.

Petrol interceptor means a petrol interceptor is a trap used to filter out hydrocarbon pollutants and stop them entering the public drain/sewage system. petrol separators have been designed for use in on forecourts to handle potential spillages that can occur during refuelling or delivery.

## 7. Supporting documents

Supporting documents (including screening/assessment exercises) are listed below and included in Appendix 2

- Equality Screening
- Rural Needs Impact Assessment
- Data protection Impact Assessment
- Sustainability Screening

## 8. Appendices

### Appendix 1: Petroleum Licensing Conditions

The licence and any licence conditions issued, or copies of these documents, shall be kept on the licensed premises.

#### Part 1 General Requirements

##### **1. Transfer of Licence**

Where the Licensee wishes to have the licence transferred to some other person or body, he shall notify the Petroleum Licensing Authority of the name and address of the proposed transferee at least 28 days before the occupation or ownership of the licensed premises is transferred to that other person or body.

##### **2. Notification of Licensing authority**

The Licensee shall not undertake or permit to be undertaken any material alterations to the approved arrangements, unless the written consent of the Petroleum Licensing Authority has been obtained in advance.

The Licensee shall as soon as is reasonably practicable, notify the Petroleum Licensing Authority and confirm in writing the details of any: -

- fire or explosion at the licensed premises;
- significant spillage of petroleum-spirit or other dangerous substance at the licensed premises;
- actual or suspected leak of petroleum-spirit or other dangerous substance from the storage tanks, dispensers and the pipework installation at the licensed premises; and
- other significant incident, which could affect the safe operation of the licensed premises.

#### Part 2 Management of petrol station

##### **3. Staff minimum age**

No operating attendant shall be under the age of 16 years and when open for business the licensed premises shall be supervised by a competent person who shall not be under the age of 18 years.

##### **4. Staff training**

All persons working at a filling station shall be given adequate training and instruction on the delivery, storage and dispensing of petrol.

##### **5. Competent person**

The petrol filling station, when open for business, shall be supervised by a 'competent person' i.e. a person, not under the age of 18, with enough practical and theoretical training, knowledge and actual experience to carry out particular tasks safely and effectively, the ability to operate particular plant and equipment, have an understanding of relevant statutory requirements and an appreciation of hazards. Training records for staff shall be maintained.

**6. Sales to young people**

The Licensee shall not supply petroleum-spirit or any other dangerous substance to any person under the age of 16 years.

**7. Use of approved containers**

Except where a petroleum-spirit dispenser is being tested for accuracy or during the course of repairs to the installation or any part thereof, petroleum-spirit shall only be dispensed into the fuel tank of an internal combustion engine, or into a suitable container. Any container used for this purpose shall immediately be securely closed and removed from the licensed premises or kept in a safe place.

**8. Fire Fighting Equipment**

All licensed sites should have a minimum of 2 powder or foam fire extinguishers available on the forecourt, as well as minimum of 2 covered buckets of sand.

**9. Unmanned operation**

The Licensee should ensure compliance with the relevant section of Red Guide – Managing fire and explosion risks at petrol filling stations. As a minimum the following measures should be in place at all petrol filling stations which are operating in unattended self-service or unmanned mode of operation: -

- a. The premises shall be monitored at all times by CCTV from a CCTV monitoring station. The monitoring station must be able to remotely control the petroleum installation and communicate with customers.
- b. Staff in the monitoring station shall be given adequate instruction and/or training with regards to health and safety on filling station forecourt, especially with regards to petroleum.
- c. The forecourt shall be inspected on a regular basis to ensure the integrity of equipment and there are sufficient facilities e.g. lighting, extinguishers. Staff must be available to be in attendance at the site within a time of 5 minutes.

**10. Petrol Delivery Requirements**

During any delivery of petrol to the licensing site the licensee must ensure the following requirements are met

- a. A safe area for the fuel tanker to park during deliveries must be provided that reduces the risk of collisions and complies with the Dangerous Substances Explosive Atmosphere Regulations NI 2003 hazardous zone plan for the site.
- b. The licensee must ensure a competent person is present with the tanker driver at all times during the delivery unless the site is approved by the Council for driver-controlled delivery.
- c. If a vapour recovery system is installed then it must be connected to the tanker in line with manufacturer's instructions during petrol deliveries.
- d. Before unloading into the tanks, the licensee or driver must check the ullage of the tank, to ensure it can accommodate the quantity of petrol being delivered.

### **Part 3 - Record keeping**

#### **11. Wetstock Records**

The Licensee shall ensure that adequate records are kept of the petroleum-spirit stocks on site. A monitoring and reconciliation system or the operation of any other suitable leak detection system or leak prevention system such that any leak of petroleum-spirit from the storage tanks or associated pipework is detected before a hazardous situation can arise.

Such records and documents should be retained for a minimum of 12 months and if requested be made available to the Petroleum Licensing Authority as soon as is reasonably practicable.

#### **12. Maintenance records**

The Licensee shall ensure that adequate records are kept of the maintenance regime and repairs carried out to the: -

- petrol installation; including the storage tanks, pipework, pumps and dispensers;
- the spillage containment system; including drainage gullies and oil separators; and
- any other plant or equipment located in areas classified as 'hazardous' within the meaning of regulation 7 of the Dangerous Substances & Explosive Atmospheres Regulations (Northern Ireland) 2003.
- Electrical system on the forecourt on an annual basis
- Fire fighting equipment on the forecourt on annual basis

A site register shall be kept on site and be made available to the Petroleum Licensing Authority. The register shall be in hard copy or electronic format.

### **Part 4 Technical Requirements**

#### **13. Requirements for single skin tanks greater than 20 years old**

For any tank used to store petroleum spirit that is of single skin construction and over 20 years old and is not subject to third party monitoring as part of Statistical Inventory Reconciliation system (SIR), the Licensee must submit evidence of the tank integrity. The licensee should take advice from a competent person as to what is most appropriate way to prove integrity. The evidence must show that the tank and any pipelines supplying petroleum are suitable and sufficient to store petroleum and prevent the leakage of petroleum. The evidence of integrity must be submitted to Council for the tanks and pipelines 20 years after installation, and at intervals of 25 years, 30 years and every 2 years thereafter.

#### **14. Requirements for sites with no drainage interceptor**

Any sites that do not have a petrol interceptor as part of their drainage system for the site should take reasonably practical steps to ensure any spillage of fuel does not leave the site or enter the drainage system. It is expected that this will involve the provision of a suitable and sufficient spillage kit containing booms and drain covers and any other relevant materials for the site.

### **15. Risk assessment**

A risk assessment for delivery, storage and dispensing of fuel shall be completed to identify the risks and put control measures in place to remove or reduce the risk.

The Dangerous Substances & Explosives Atmospheres Regulations (NI) 2003 places specific requirements on employers to assess and control the fire and explosion risk from fuel and similar hazardous substances. The risk assessment should meet the requirements of the above regulations. The risk assessment should also require that a hazardous zone plan be created for the site.

### **Appendix 2 : Screening documents**

- Equality Screening
- Rural Needs Impact Assessment
- Data protection Impact Assessment
- Sustainability Screening

## IDENTIFYING THE NEED FOR A DATA PROTECTION IMPACT ASSESSMENT (DPIA) - SCREENING QUESTIONS

A Data Protection Impact Assessment (DPIA) is a process to help you systematically and comprehensively analyse your personal data processing and help you identify and minimise any data protection risks of a project.

You must do a DPIA before you begin any type of personal data processing that is **“likely to result in a high risk.”**

This set of screening questions will help you decide whether a DPIA is necessary. Please note, if there is a change to the nature, scope, context or purposes of your processing you will be required to complete this screening template again.

You will be accountable for the screening decisions you make. Therefore, it is critical that you document via “Explanatory Notes” the screening decisions you have made, providing logical reasons regarding whether to do a DPIA or not.

| Section A - Project Details   |  |
|---|--|
| Title of Project/Plan/Policy  | Petroleum Licensing Policy   |
| Is this an existing, revised or new project?  | Revised policy   |
| <p>What is the purpose of the project, plan or policy?<br/><i>e.g. intended aims/outcomes</i></p> <p>Include any relevant background information here</p> | <p>The purpose of the new policy is to provide a single set of parameters which will be used to inform the various decision-making processes for petroleum licensing within Mid and East Antrim. It aims to assist, insofar as is possible, transparent, accountable and consistent decision making to develop, and thereafter maintain, public confidence in Mid and East Antrim Borough Council’s performance of its duties. The application process for a petroleum licence collects minimal amounts of personal data other than the name of the applicant. The remainder of details would all relate to business involved in the fuel station.</p> |
| Which MEABC Department owns or holds responsibility for this project, plan or policy?   | Environmental Health   |

| Section B  |   |                             |
|--|---|-----------------------------|
| Does this project, plan or policy involve the processing of personal data?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>If the answer to this question is 'No', you do not need to conduct a DPIA. Please proceed straight to <b>Section E</b>.</p> <p>If the answer to this question is 'Yes', please proceed to <b>Section C</b>.</p> |   |                             |

**Section C: Questions 1 - 13**  
*Examples are for guidance only and should not be considered exhaustive or definitive.*

For questions 1 to 13, a DPIA **MUST** be carried out if the answer is **YES**. Your documentation should explain very clearly whether there are any indicators that a type of processing will likely result in 'high risk'.

**High risk** means a risk that could result in a significant impact on individuals' rights and freedoms.

For some of these questions, the answer will only be "yes" if the processing occurs in combination with criteria (see questions 14 to 22) in the Article 29 Data Protection Working Party's European Guidelines.

| Screening Questions - <u>Will the project:</u> |   | Yes/No | Explanatory Notes |
|--|---|--------|-------------------|
| 1  | Use systematic and extensive profiling or automated decision-making to make significant decisions about people?<br><i>e.g. using technology to analyse personal data or make decisions without human involvement.</i>   | No     |                   |
| 2  | Process special category data or criminal offence data on a large scale?<br><i>e.g. health, medical, racial/ethnic origin, religion, sexual orientation, trade union or political views.</i>  | No     |                   |
| 3  | Systematically monitor a publicly accessible place on a large scale?<br><i>e.g. CCTV.</i>   | No     |                   |
| 4  | Use innovative technologies or the novel application of existing technologies?<br><i>e.g. AI-driven systems, or repurposing data for new functions.</i><br><i>(Note: A DPIA is required where this processing is combined with any of the criteria from the European guidelines.)</i> | No     |                   |
| 5  | Use profiling, automated decision-making or special category data to help make  | No     |                   |

|    |   |    |  |
|----|---|----|--|
|    | <p>decisions on someone's access to a product, service, opportunity or benefit?</p> <p><i>e.g. use of computer systems to automatically decide, or by using sensitive data to decide whether someone can get access to a service provided by Council</i></p>  |    |  |
| 6  | <p>Carry out profiling on a large scale?</p> <p><i>Profiling is using personal data to assess or predict things about a person, e.g. job performance, financial situation, interests, reliability, behaviour, location, or movements.</i></p> <p><i>To decide what constitutes 'large scale' you should consider and include information on factors such as:</i></p> <ul style="list-style-type: none"> <li>-the number of individuals concerned</li> <li>-volume of data</li> <li>-variety of data</li> <li>-duration of processing</li> <li>-geographical extent of processing.</li> </ul> <p><i>Also see examples in ICO's guidance of processing/ projects they consider to be large scale.</i></p> | No |  |
| 7  | <p>Process biometric data?</p> <p><i>e.g. Fingerprints, facial/voice recognition.</i></p> <p><i>(Note: A DPIA is required where this processing is combined with any of the criteria from the <a href="#">European guidelines</a>.)</i></p>   | No |  |
| 8  | <p>Process genetic data?</p> <p><i>e.g. DNA or data from ancestry/genetic testing</i></p> <p><i>(Note: A DPIA is required where this processing is combined with any of the criteria from the <a href="#">European guidelines</a>.)</i></p>   | No |  |
| 9  | <p>Combine, compare or match personal data from multiple sources?</p> <p><i>e.g. proof of life enquiries, receiving information from external organisations</i></p>   | No |  |
| 10 | <p>Process personal data without providing a privacy notice directly to the individual?</p> <p><i>Signposting to a privacy notice on the website is sufficient to satisfy this requirement.</i></p> <p><i>(Note: A DPIA is required where this processing is combined with any of the criteria from the <a href="#">European guidelines</a>.)</i></p>   | No |  |
| 11 | <p>Process personal data in a way which involves tracking individuals' online or offline location or behaviour?</p> <p><i>e.g. are you collecting information about where people go or what they do? [online activity or GPS].</i></p>  | No |  |

|    |  |    |  |
|----|--|----|--|
|    | <i>(Note: A DPIA is required where this processing is combined with any of the criteria from the European guidelines.)</i>   |    |  |
| 12 | Process children’s personal data for profiling or automated decision-making or for marketing purposes, or offer online services directly to them? <i>e.g. running an online library service for children and using their reading history to suggest new books.</i> | No |  |
| 13 | Process personal data which could result in a risk of physical harm in the event of a security breach?<br><i>e.g. revealing home addresses of people in a protected role.</i>  | No |  |

**Section D:  
Article 29 Data Protection Working Party’s European Guidelines**

When considering if your processing is “likely to result in high risk,” you should consider the [European guidelines](#). These define **nine** criteria of processing operations likely to result in high risk. In most cases, a combination of two factors indicates the “need” for a DPIA. Although this is not a strict rule.

Therefore, if the answer to any of questions 14 to 23 is “yes” a DPIA should be “**considered.**”

Your documentation should explain very clearly whether there any indicators that a type of processing will likely result in high risk.

| Will the project: |   | Yes/No | Explanatory Notes |
|-------------------|---|--------|-------------------|
| 14                | Involve evaluation or scoring?<br><i>e.g. a recruitment panel scoring candidates against set criteria.</i>  | No     |                   |
| 15                | Involve automated decision-making with legal or similar significant effect?<br><i>e.g. an automated system decides to assign a fixed penalty notice without human review.</i> | No     |                   |
| 16                | Involve systematic monitoring?<br><i>e.g. CCTV, use of software to monitor staff emails</i>   | No     |                   |
| 17                | Involve sensitive data or data of a highly personal nature?<br><i>e.g. processing health information or information about neighbour disputes</i>                              | No     |                   |
| 18                | Involve data processing on a large scale?   | No     |                   |

|    |   |    |  |
|----|---|----|--|
|    | <i>e.g. electoral roll data for all residents</i>   |    |  |
| 19 | <p>Involve matching or combining datasets?</p> <p><i>e.g. matching HR records with payroll data or combining customer data from different platforms, e.g. combining someone's Te Dogs record with their planning portal application.</i></p>  | No |  |
| 20 | <p>Involve processing of data concerning vulnerable data subjects?</p> <p><i>Note: this does not always mean a traditionally considered vulnerability, e.g. staff may be considered to be vulnerable data subjects due to the imbalance of power between employer and employee.</i></p> | No |  |
| 21 | <p>Use innovative technological or organisational solutions?</p> <p><i>e.g. AI.</i></p>   | No |  |
| 22 | <p>Prevent data subjects from exercising a right or using a service or contract?</p> <p><i>e.g. restricting access to an online application unless identity verification is completed, restricting someone's right of access, etc.</i></p>  | No |  |
| 23 | <p>Process personal data which could result in a risk of other forms of harm (e.g. emotional, psychological, financial) in the event of a security breach?</p> <p><i>e.g. details of a disciplinary investigation or complaint, bank details, etc.</i></p>                              | No |  |

| Section E: Findings  |                              |  |
|--|------------------------------|--|
| <b>Does this screening indicate that a DPIA is required?</b>   | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| <i>Note: Data Protection legislation and ICO guidance state that you should seek your DPO's advice when you need to do a DPIA. If this box is ticked 'yes', please complete the full Data Protection Impact Assessment (DPIA) template on the P-drive.</i> |                              |  |
| <b>Other than this screening, has a DPIA been recommended?</b>   | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| <i>You may wish to conduct a DPIA even if the screening indicates that one is not required. A DPIA is a useful tool to consider any impacts and/or risks involved in processing data.</i>  |                              |  |

**Final Comments**

*Please outline anything you feel relevant to the decision whether to conduct a DPIA or not.*

*On some occasions your project may require the processing of a minimal amount of personal data, e.g. for administrative purposes only. Use this space to outline any such circumstances.*

The petroleum licensing process requests mostly business information with the level of personal data requested or held minimised to the name of business owner and business contact details.

Comments made by: [REDACTED]

Due to minimal personal data collected and no high-risk processing identified, I agree a full DPIA is not required in this instance.

Comments made by: [REDACTED]

**DPIA Screening completed by:**

Please sign below and forward this document onto relevant department

|                    |                      |              |            |
|--------------------|----------------------|--------------|------------|
| <b>Name:</b>       | [REDACTED]           |              |            |
| <b>Position:</b>   | Lead EHO             |              |            |
| <b>Department:</b> | Environmental Health | <b>Date:</b> | 20/12/2025 |

**Information Governance review:**

This screening can be reviewed and signed off by any member of the Information Governance team

|                  |                        |              |            |
|------------------|------------------------|--------------|------------|
| <b>Name:</b>     | [REDACTED]             |              |            |
| <b>Position:</b> | Information Governance | <b>Date:</b> | 09/01/2026 |

**DPIA Screening Approval:**

This should be the Information Asset Owner, which is usually the HoS/AD

|                    |                              |              |            |
|--------------------|------------------------------|--------------|------------|
| <b>Name:</b>       | [REDACTED]                   |              |            |
| <b>Position:</b>   | Environmental Health Manager |              |            |
| <b>Department:</b> | Environmental Health         | <b>Date:</b> | 05/02/2026 |

## Section 75 Equality Screening

|        |                            |
|--------|----------------------------|
| Part 1 | Policy Scoping             |
| Part 2 | Screening Questions        |
| Part 3 | Screening Decision         |
| Part 4 | Monitoring                 |
| Part 5 | Approval and Authorisation |

### 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).

#### Part 1: Information about the policy

| Information about the policy   |  |
|--|--|
| Name of policy   | Petroleum License Policy   |
| Is this an existing, revised or new policy?  | New policy   |
| What is it trying to achieve? ( <i>intended aims/outcomes</i> )  | The policy details how Mid and East Antrim Borough Council will regulate petroleum licence activities within the Borough by ensuring compliance with the Petroleum act (NI) 1929. Implementation of these provisions will be proportionate and fair.     |
| Are there any section 75 categories which might be expected to benefit for the intended policy? <i>If so, explain how.</i> | The policy is technical by nature and applications are made by a registered company (or group of companies) rather than individuals. However, the policy has stipulations relating to age and to ensure safe operating procedures are in place to comply |

|  |   |
|--|---|
|  | with relevant legislation. This has a positive impact for those under the age of 16 in regard to their personal safety. |
| <b>Policy Lead Officer</b><br><i>(who initiated or wrote the policy)</i>   | ██████████, Lead Environmental Health Officer   |
| <b>Who owns/implements the policy?</b>   | Public Protection and Health and Wellbeing  |
| <b>Implementation factors</b>  |   |
| <p>Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?</p> <p>If yes, are they <i>(please tick as appropriate)</i></p> <p><input checked="" type="checkbox"/> financial</p> <p><input checked="" type="checkbox"/> legislative</p> <p><input type="checkbox"/> other, please specify _____</p>   |   |
| <b>Main stakeholders affected</b>  |   |
| <p>Who are the internal and external stakeholders (actual or potential) that the policy will impact upon? <i>(please tick as appropriate)</i></p> <p><input checked="" type="checkbox"/> Staff</p> <p><input checked="" type="checkbox"/> Service users</p> <p><input checked="" type="checkbox"/> Other public sector organisations</p> <p><input checked="" type="checkbox"/> Voluntary/community/trade unions</p> <p><input checked="" type="checkbox"/> Other, please specify <b>Owners and operators of petrol stations</b></p> |   |
| <b>Other policies with a bearing on this policy</b>  |   |
| <ul style="list-style-type: none"> <li>• what are they?</li> <li>• who owns them?</li> </ul> <p>MEA Enforcement Policy - Environmental Health<br/>MEA Equality Scheme and Action Plan</p>  |   |

### 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.

| Section 75 category | Details of evidence/information  |                |                 |       |       |                     |      |          |      |     |      |           |     |      |     |       |     |        |     |
|---------------------|--|----------------|-----------------|-------|-------|---------------------|------|----------|------|-----|------|-----------|-----|------|-----|-------|-----|--------|-----|
| Religious belief    | <p><b><u>2021 Census</u></b></p> <p>Protestant and other Christian religions comprise the majority of citizens within MEA Borough at 58% compared to 17% Catholic respectively.</p> <p>Citizens with a non-Christian belief comprise 1% of the Borough and citizens without a religion is represented by 24% of the Borough.</p>   |                |                 |       |       |                     |      |          |      |     |      |           |     |      |     |       |     |        |     |
| Political opinion   | <p><b><u>Local Government Elections - May 2023</u></b></p> <p>The political opinion within MEA Borough is broken down as follows:</p> <table border="1" data-bbox="440 1093 1027 1543"> <thead> <tr> <th>Party</th> <th>MEA Borough (%)</th> </tr> </thead> <tbody> <tr> <td>DUP</td> <td>30.9</td> </tr> <tr> <td>UUP</td> <td>17.3</td> </tr> <tr> <td>Alliance</td> <td>18.9</td> </tr> <tr> <td>TUV</td> <td>15.9</td> </tr> <tr> <td>Sinn Fein</td> <td>9.3</td> </tr> <tr> <td>SDLP</td> <td>2.0</td> </tr> <tr> <td>Green</td> <td>0.9</td> </tr> <tr> <td>Others</td> <td>4.7</td> </tr> </tbody> </table> | Party          | MEA Borough (%) | DUP   | 30.9  | UUP                 | 17.3 | Alliance | 18.9 | TUV | 15.9 | Sinn Fein | 9.3 | SDLP | 2.0 | Green | 0.9 | Others | 4.7 |
| Party               | MEA Borough (%)  |                |                 |       |       |                     |      |          |      |     |      |           |     |      |     |       |     |        |     |
| DUP                 | 30.9   |                |                 |       |       |                     |      |          |      |     |      |           |     |      |     |       |     |        |     |
| UUP                 | 17.3   |                |                 |       |       |                     |      |          |      |     |      |           |     |      |     |       |     |        |     |
| Alliance            | 18.9   |                |                 |       |       |                     |      |          |      |     |      |           |     |      |     |       |     |        |     |
| TUV                 | 15.9   |                |                 |       |       |                     |      |          |      |     |      |           |     |      |     |       |     |        |     |
| Sinn Fein           | 9.3  |                |                 |       |       |                     |      |          |      |     |      |           |     |      |     |       |     |        |     |
| SDLP                | 2.0  |                |                 |       |       |                     |      |          |      |     |      |           |     |      |     |       |     |        |     |
| Green               | 0.9  |                |                 |       |       |                     |      |          |      |     |      |           |     |      |     |       |     |        |     |
| Others              | 4.7  |                |                 |       |       |                     |      |          |      |     |      |           |     |      |     |       |     |        |     |
| Racial group        | <p><b><u>2021 Census</u></b></p> <p>The racial breakdown within MEA Borough is as follows:</p> <table border="1" data-bbox="440 1771 1027 1933"> <thead> <tr> <th>NI Census 2021</th> <th>MEA Borough (%)</th> </tr> </thead> <tbody> <tr> <td>White</td> <td>97.78</td> </tr> <tr> <td>Other/None recorded</td> <td>2.22</td> </tr> </tbody> </table>   | NI Census 2021 | MEA Borough (%) | White | 97.78 | Other/None recorded | 2.22 |          |      |     |      |           |     |      |     |       |     |        |     |
| NI Census 2021      | MEA Borough (%)  |                |                 |       |       |                     |      |          |      |     |      |           |     |      |     |       |     |        |     |
| White               | 97.78  |                |                 |       |       |                     |      |          |      |     |      |           |     |      |     |       |     |        |     |
| Other/None recorded | 2.22   |                |                 |       |       |                     |      |          |      |     |      |           |     |      |     |       |     |        |     |

| Age                      | <p><b><u>2021 Census</u></b></p> <p>The largest age range in MEA Borough is 40-64 at 34% followed by citizens aged between 15 and 39 at 29%.</p> <p>Over 65s make up 20% with those aged 0-14 comprise 17% of the Borough.</p>   |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
|--------------------------|--|----------------|-----------------|--------------------------|-------|----------------|-------|-------------------|------|--------------------------|------|-------------------|------|------------|------|
| Marital status           | <p><b><u>2021 Census</u></b></p> <table border="1" data-bbox="440 528 1029 864"> <thead> <tr> <th>NI Census 2021</th> <th>MEA Borough (%)</th> </tr> </thead> <tbody> <tr> <td>Single</td> <td>33.43</td> </tr> <tr> <td>Married</td> <td>49.15</td> </tr> <tr> <td>Civil Partnership</td> <td>0.16</td> </tr> <tr> <td>Separated</td> <td>3.53</td> </tr> <tr> <td>Divorced</td> <td>6.83</td> </tr> <tr> <td>Widowed</td> <td>6.91</td> </tr> </tbody> </table> <p>The number of residents who are single, in a civil partnership or divorced has risen since the 2011 Census.</p> | NI Census 2021 | MEA Borough (%) | Single                   | 33.43 | Married        | 49.15 | Civil Partnership | 0.16 | Separated                | 3.53 | Divorced          | 6.83 | Widowed    | 6.91 |
| NI Census 2021           | MEA Borough (%)  |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
| Single                   | 33.43  |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
| Married                  | 49.15  |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
| Civil Partnership        | 0.16   |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
| Separated                | 3.53   |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
| Divorced                 | 6.83   |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
| Widowed                  | 6.91   |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
| Sexual orientation       | <p><b><u>2021 Census - Citizens aged 16+</u></b></p> <table border="1" data-bbox="440 1055 1029 1442"> <thead> <tr> <th>NI Census 2021</th> <th>MEA Borough (%)</th> </tr> </thead> <tbody> <tr> <td>Straight or heterosexual</td> <td>91.04</td> </tr> <tr> <td>Gay or Lesbian</td> <td>0.86</td> </tr> <tr> <td>Bisexual</td> <td>0.56</td> </tr> <tr> <td>Other Sexual orientation</td> <td>0.13</td> </tr> <tr> <td>Prefer not to say</td> <td>4.21</td> </tr> <tr> <td>Not stated</td> <td>3.19</td> </tr> </tbody> </table>  | NI Census 2021 | MEA Borough (%) | Straight or heterosexual | 91.04 | Gay or Lesbian | 0.86  | Bisexual          | 0.56 | Other Sexual orientation | 0.13 | Prefer not to say | 4.21 | Not stated | 3.19 |
| NI Census 2021           | MEA Borough (%)  |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
| Straight or heterosexual | 91.04  |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
| Gay or Lesbian           | 0.86   |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
| Bisexual                 | 0.56   |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
| Other Sexual orientation | 0.13   |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
| Prefer not to say        | 4.21   |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
| Not stated               | 3.19   |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
| Men and women generally  | <p><b><u>2021 Census</u></b></p> <p>The population of the Borough is 49% male and 51% female.</p>  |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |
| Disability               | <p><b><u>2021 Census</u></b></p> <p>There are 138,994 residents within Mid and East Antrim and 25% live with a limiting long term health problem or disability. However, the number of households affected by a resident or residents with a limiting long term health problem or disability totals 45% of the 58,283 households within the Borough.</p> <p>Therefore, nearly half the number of households in Mid and East Antrim are affected by one of the 50,121 limiting long term health problems or disability recorded for the area.</p>                                     |                |                 |                          |       |                |       |                   |      |                          |      |                   |      |            |      |

|  |   |                        |
|--|---|------------------------|
| <b>Dependants</b>  | <b><u>2021 Census</u></b>   |                        |
|  | 27.07% of MEABC households have 1 or more dependant children. This has fallen from 32.14% recorded in the 2011 census. The age breakdown of the dependant children is as follows: |                        |
|  | <b>Age</b>  | <b>MEA Borough (%)</b> |
|  | 0-4   | 9.65                   |
|  | 5-11  | 9.39                   |
| 12-18  | 8.03  |                        |
| The majority of children within households with dependant children are aged between 0 and 4. |   |                        |

If you do not have enough data to tell you about potential or actual impacts you may need to conduct a pre-consultation to generate more data and to distinguish what groups are potentially affected by your policy.

## Needs, experiences and priorities

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

| <b>Section 75 category</b>     | <b>Details needs, experiences and priorities</b>  |
|--------------------------------|---|
| <b>Religious belief</b>        | The policy will seek to be inclusive for all applicants irrespective of religious belief.   |
| <b>Political opinion</b>       | The policy will seek to be inclusive for all applicants irrespective of political opinion.  |
| <b>Racial group</b>            | The policy will seek to be inclusive for all applicants irrespective of racial group.<br><br>Ethnic minority groups, whose first language is not English, may require further support with alternative formats or translations to access information.   |
| <b>Age</b>                     | This policy safeguards individuals working at petrol stations by ensuring that any owner/operator must be over the age of 18 years. There are also age restrictions in place regarding the sale of petroleum, this cannot be supplied to anyone under the age of 16 years, governed by legislation. |
| <b>Marital status</b>          | The policy will seek to be inclusive for all applicants irrespective of marital status.   |
| <b>Sexual orientation</b>      | The policy will seek to be inclusive for all applicants irrespective of sexual orientation.   |
| <b>Men and women generally</b> | The policy will seek to be inclusive for all applicants irrespective of gender.   |
| <b>Disability</b>              | Individuals with disabilities may require alternative formats such as easy read or large print and additional support with understanding policy information.  |
| <b>Dependants</b>              | The policy will seek to be inclusive for all applicants irrespective of caring responsibilities.  |

## Part 2. Screening questions

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, and indicate the level of impact on the group i.e. minor, major or none.

| 1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?<br>minor/major/none |   |  |
|---|---|--|
| Section 75 category   | Details of policy impact  | Level of impact?<br>Positive major<br>Positive minor<br>None<br>Negative major<br>Negative minor |
| Religious belief  | There is no evidence of differing needs, experiences or priorities for applicants of different religious belief.  | None   |
| Political opinion   | There is no evidence of differing needs, experiences or priorities for applicants of different political opinion.   | None   |
| Racial group  | Potential language barrier if English is not their first language. Alternative formats assistance will be provided as necessary.  | Positive Minor   |
| Age   | This policy safeguards individuals working at petrol stations by ensuring that any owner/operator must be over the age of 18 years. There are also age restrictions in place regarding the sale of petroleum, this cannot be supplied to anyone under the age of 16 years, governed by legislation. | Positive Minor   |
| Marital status  | There is no evidence of differing needs, experiences or priorities for applicants based on marital status.  | None   |
| Sexual orientation  | There is no evidence of differing needs, experiences or priorities for applicants based on sexual orientation.  | None   |
| Men and women generally   | There is no evidence of differing needs, experiences or priorities for applicants based on gender.  | None   |
| Disability  | Individuals with disabilities may require alternative formats such as easy read or large print and additional support with understanding programme information.   | Positive Minor   |

| Dependants   | There is no evidence of differing needs, experiences or priorities for participants based on caring responsibilities. | None  |
|--|---|---|
| <b>2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?</b> |   |   |
| Section 75 category  | If Yes, provide details   | If No, provide reasons  |
| Religious Belief   |   | This policy is accessible to applicants of all religious beliefs. Participation does not depend on, or differentiate between any faith background.      |
| Political opinion  |   | This policy is accessible to applicants of all political opinions. Participation does not depend on, or differentiate between, any political viewpoint. |
| Racial group   |   | This policy is accessible to applicants of all racial groups. Participation does not depend on, or differentiate between, any racial group.             |
| Age  |   | This policy is accessible to applicants of all age groups. However, it stipulates limitations for those under the age of 16 years.                      |
| Marital Status   |   | This policy is accessible to applicants of all  |

|                         |  |   |
|-------------------------|--|---|
|                         |  | marital status. Participation does not depend on, or differentiate between, the marital status of applicants.   |
| Sexual Orientation      |  | This policy is accessible to applicants of all sexual orientations. Participation does not depend on, or differentiate between, the sexual orientation of applicants. |
| Men and women generally |  | This policy is accessible to applicants of all genders. Participation does not depend on, or differentiate between, men or women.                                     |
| Disability              |  | This policy is accessible to applicants with and without disabilities. Participation does not depend on, or differentiate between, any disability status.             |
| Dependents              |  | This policy is accessible to applicants with and without dependants. Participation does not depend on, or differentiate between, caring responsibilities.             |

| 3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?<br>minor/major/none |  |  |
|--|--|--|
| Good relations category  | Details of policy impact   | Level of impact?<br>Positive major<br>Positive minor<br>None<br>Negative major<br>Negative minor   |
| Religious belief   | There are no immediate impacts on good relations between people of different religious belief, political opinion or racial group. The policy is open to all eligible registered companies (or group of companies) rather than individuals. | None   |
| Political opinion  |  | None   |
| Racial group   |  | None   |
| 4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?                            |  |  |
| Good relations category  | If Yes, provide details  | If No, provide reasons   |
| Religious belief   |  | There are no immediate opportunities to promote good relations between people of different religious belief, political opinion or racial group. The policy is open to all eligible applicants. |
| Political Opinion  |  |  |
| Racial Group   |  |  |

## 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?

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

There are no adverse impacts identified for people who hold multiple Section 75 identities. The policy is designed to be inclusive and accessible it can be provided in an alternative format upon request.

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

Not applicable.

### Part 3. Screening decision

|   |
|---|
| <b>If the decision is not to conduct an equality impact assessment, please provide details of the reasons.</b>  |
| A full Equality Impact Assessment is not required. The screening process has not identified any adverse impacts on any of the Section 75 equality categories therefore there is no need to conduct an equality impact assessment. |
| <b>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.</b>                    |
| Not applicable.   |
| <b>If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.</b>  |
| Not applicable.   |

#### 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.

|   |
|---|
| <b>Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?</b> |
| <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No  |

|   |
|---|
| <b>If so, give the reasons to support your decision, together with the proposed changes/amendments or alternative policy.</b> |
| Not applicable.   |

**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 |              |
| Social need  |              |
| Effect on people’s daily lives                       |              |
| Relevance to a public authority’s functions          |              |

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.

|   |
|---|
| <b>Is the policy affected by timetables established by other relevant public authorities?</b> |
| <b>If yes, please provide details.</b>  |
|   |

## Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

The Commission recommends that where the policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 - 2.20 of the Monitoring Guidance).

Effective monitoring will help the public authority identify any future adverse impact arising from the policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and policy development.

## Part 5 - Approval and authorisation

| Equality Screening undertaken by: |                                   |
|-----------------------------------|-----------------------------------|
| Name:                             | ██████████                        |
| Position/Job Title:               | Lead Environmental Health Officer |
| Department:                       | Environmental Health              |
| Date Completed:                   | 05/02/2026                        |

| Equality Screening approved by: |                              |
|---------------------------------|------------------------------|
| Name:                           | ██████████                   |
| Position/Job Title:             | Environmental Health Manager |
| Department:                     | Environmental Health         |
| Date Completed:                 | 05/02/2026                   |

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.



## Rural Needs Impact Assessment (RNIA)

**Section 1:** Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

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

New Petroleum Licence Policy

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

|                             |        |                                     |          |                          |      |                          |
|-----------------------------|--------|-------------------------------------|----------|--------------------------|------|--------------------------|
| Developing a                | Policy | <input checked="" type="checkbox"/> | Strategy | <input type="checkbox"/> | Plan | <input type="checkbox"/> |
| Adopting a                  | Policy | <input 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"/> |
| Devising a Public Service   | Policy | <input type="checkbox"/>            | Strategy | <input type="checkbox"/> | Plan | <input type="checkbox"/> |
| Delivering a Public Service | Policy | <input type="checkbox"/>            | Strategy | <input type="checkbox"/> | Plan | <input type="checkbox"/> |

**1C.** 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 1B above.

Mid and East Antrim Petroleum Licence Policy

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

The purpose of the new policy is to provide a single set of parameters which will be used to inform the various decision-making processes for petroleum licensing within Mid and East Antrim. It aims to assist, insofar as is possible, transparent, accountable and consistent decision making to develop, and thereafter maintain, public confidence in Mid and East Antrim Borough Council’s performance of its duties.



The new policy consolidates and clarifies a range of guidance and best practice which most operators of petrol stations have been following but had not, until now, been a formal requirement of the licence process. This guidance covers both the technical specification requirements when building and refurbishing stations as well as the management controls that should be put in place to minimise the risk of fire and explosions.

The majority of the petrol stations in the borough have been rebuilt and/or refurbished in recent years with modern double skinned petrol storage tanks along with pumps with automatic leak detection systems and comprehensive drainage systems. However, there are still a small number of sites that have tanks and pipelines that are over 50 years old and do not have suitable drainage systems in place. In these sites a leak of petrol or other fuel may go undetected for long periods of time or a fuel spillage could leave the site and affect surrounding land and water courses.

There are two new requirements that the policy introduces that will specifically deal with the risk that these older sites present. The requirements cover the integrity testing of single skinned petrol storage tanks over 20 years old that are not subject to third party monitoring. There is also a requirement to provide suitable spillage equipment for dealing with fuel spills at sites that do not have modern drainage systems.

These new requirements will impact less than 5 of the 38 petrol sites currently licenced and our licencing officers have already been advising these site operators that these new requirements are likely to be introduced in the future. The additional requirements will also bring Council into line with the majority of other Councils in Northern Ireland, who have been asking for tank integrity testing for some time.

To ensure the affected sites have a sufficient lead in period to put in place arrangements for tank integrity testing or purchase additional spillage equipment, the new policy will not come into effect for a period of 6 months.

The new policy and associated licence terms and conditions also provide clarity in the following areas: -

- Safety standards at unmanned petrol stations
- Extent of staff training required
- Arrangements that should be in place for the delivery of petrol to a site

|                          |   |
|--------------------------|---|
| <b>1E.</b>               | <b>What definition of 'rural' applies in respect of the Policy, Strategy, Plan or Public Service.</b> |
| <input type="checkbox"/> | Population Settlements of less than 5,000 (Default definition).                                       |

|  |   |
|--|---|
| <input type="checkbox"/>   | Other Definition (Provide details and the rationale below). |
| <input checked="" type="checkbox"/>  | A definition of 'rural' is not applicable.                  |
| <i>Details of alternative definition of 'rural' used.</i>  |   |
|  |   |
| <i>Rationale for using alternative definition of 'rural'.</i>  |   |
|  |   |
| <i>Reasons why a definition of 'rural' is not applicable.</i>  |   |
| <p>There is a total of 38 licenced petroleum sites within Mid and East Antrim Borough, are these are dotted across the Borough in both rural and non-rural areas.</p> <p>The policy applies to all petrol stations located within the Borough and details the safety standards to be applied to these licenced sites.</p> <p>Safety standards are applied consistently to all sites, regardless of location.</p> |   |



**Section 2: Understanding the impact of the Policy, Strategy, Plan or Public Service**

|            |  |
|------------|--|
| <b>2A.</b> | <b>Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?</b>                    |
| Yes        | <input checked="" type="checkbox"/> No <input type="checkbox"/> If the response is <b>NO</b> GO TO Section <b>2E</b> |

|  |  |
|--|--|
| <b>2B.</b>   | <b>Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.</b> |
| <p>There is a total of 38 licenced petroleum sites within Mid and East Antrim Borough, these are located across both rural and urban areas. The policy applies to all petrol stations located within the Borough and details the safety standards to be applied to these licenced sites. Safety standards are applied consistently to all sites, regardless of location.</p> <p>Business operators within rural areas must make application to Council for an annual petroleum licence in the same manner as those within urban sites and similarly undergo site inspections to ensure compliance with licence conditions.</p> |  |

|   |   |
|---|---|
| <b>2C.</b>  | <b>If the Policy, Strategy, Plan or Public Service is likely to impact people in rural areas more or less than people in urban areas, please explain how it is likely to impact on people in rural areas differently.</b> |
| <p>The policy will not impact people in rural areas differently from people in urban areas. The policy is accessible to petrol stations across the borough in both rural and urban locations.</p> |   |



|  |  |                                      |                                     |  |
|--|--|--------------------------------------|-------------------------------------|--|
| <b>2D.</b>   | <b>Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Services is likely to primarily impact on.</b> |                                      |                                     |  |
| Rural Business   | <input checked="" type="checkbox"/>  | Rural Tourism                        | <input type="checkbox"/>            |  |
| Rural Housing  | <input type="checkbox"/>   | Rural Jobs or Employment             | <input type="checkbox"/>            |  |
| Rural Education or Training                            | <input type="checkbox"/>   | Rural Broadband or Mobile Comms      | <input type="checkbox"/>            |  |
| Rural Transport Services or Infrastructure             | <input type="checkbox"/>   | Rural Health or Social Care Services | <input type="checkbox"/>            |  |
| Poverty in Rural areas                                 | <input type="checkbox"/>   | Deprivation in rural areas           | <input type="checkbox"/>            |  |
| Agri-Environment                                       | <input type="checkbox"/>   | Other (please state)                 | <input checked="" type="checkbox"/> |  |
| Urban Businesses namely petrol stations.               |  |                                      |                                     |  |
| If the response to Section 2A was YES GO TO Section 3A |  |                                      |                                     |  |

|                 |  |
|-----------------|--|
| <b>2E</b>       | <b>Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.</b> |
| Not applicable. |  |



**Section 3: Identifying the Social and Economic Needs of Persons in Rural Areas.**

**3A.** Has MEABC 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 MEABC 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 type="checkbox"/> |
| Other Methods of Information Sources (include details in Question 3C below). |                          |                      | <input type="checkbox"/> |

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

Not applicable.



|  |   |
|--|---|
| <b>3D.</b>   | Please provide details of the social and economic needs of people in rural areas which have been identified by MEABC? |
| Not applicable.  |   |
| If the response to Section 3A was YES GO TO Section 4A |   |

|   |   |
|---|---|
| <b>3E.</b>  | Please explain why no steps were taken by MEABC to identify the social and economic needs of people |
| <p>The policy applies to all petrol stations located within the Borough and details the safety standards to be applied to licenced sites. Safety standards apply to all sites, regardless of location within the Borough. Business operators within rural areas must make application to Council for an annual petroleum licence in the same manner as those within urban sites and similarly undergo site inspections to ensure compliance with licence conditions. The Petroleum licence policy does not impact directly on social and economic needs of persons in rural areas. Because petrol is highly flammable, legislation mandates safe storage, handling, and dispensing to prevent fires and explosions. Operators in the UK and NI must have a license to store and sell petrol, which requires meeting strict safety standards.</p> <p>Petroleum licences are issued by local councils, following site inspection. Licencing officers inspect sites dispensing petrol to make sure high standards of safety are maintained and that there are suitable arrangements in place for managing fire and other safety risks.</p> <p>It is vital that Council apply these safety controls in a fair and consistent manner, across all petrol sites in the Borough, regardless of location. This helps to ensure that all employees, residents and visitors to our Borough are not exposed to risks to their safety as a result of unsafe practices.</p> |   |

#### **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 Petroleum licence policy does not impact directly on social and economic needs of persons in rural areas. Because petrol is highly flammable, legislation mandates safe storage, handling, and dispensing to prevent fires and explosions. Operators in the UK and NI must have a license to store and sell petrol, which requires meeting strict safety standards.

Petroleum licences are issued by local councils, following site inspection. Licencing officers inspect sites dispensing petrol to make sure high standards of safety are maintained and that there are suitable arrangements in place for managing fire and other safety risks.

It is vital that Council apply these safety controls in a fair and consistent manner, across all petrol sites in the Borough, regardless of location. This helps to ensure that all employees, residents and visitors to our Borough are not exposed to risks to their safety as a result of unsafe practices.



**Section 5: Influencing the Policy, Strategy, Plan or Public Service**

|            |  |
|------------|--|
| <b>5A.</b> | 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        | <input type="checkbox"/> No <input checked="" type="checkbox"/> If the response is <b>NO</b> GO TO Section <b>5C</b>   |

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

Not applicable.

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

|  |   |
|--|---|
| <b>C.</b>  | 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. |
| <p>The Petroleum licence policy does not impact directly on the needs of people in rural areas. Because petrol is highly flammable, legislation mandates safe storage, handling, and dispensing to prevent fires and explosions. Operators in the UK and NI must have a license to store and sell petrol, which requires meeting strict safety standards.</p> <p>Petroleum licences are issued by local councils, following site inspection. Licencing officers inspect sites dispensing petrol to make sure high standards of safety are maintained and that there are suitable arrangements in place for managing fire and other safety risks.</p> <p>It is vital that Council apply these safety controls in a fair and consistent manner, across all petrol sites in the Borough, regardless of location. This helps to ensure that all employees, residents and visitors to our Borough are not exposed to risks to their safety as a result of unsafe practices.</p> |   |

### **Section 6: Documenting and Recording**

|                                     |   |
|-------------------------------------|---|
| <b>6A.</b>                          | Please tick below to confirm that the RNIA Template will be retained by MEABC and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance. |
| <input checked="" type="checkbox"/> | I can confirm that the RNIA Template will be retained, and relevant information compiled  |

|   |   |
|---|---|
| <b>Rural Needs Impact Assessment undertaken by:</b> |   |
| Name:   | ██████████                              |
| Position/Grade:                                     | Principal Environmental Health Officer  |
| Department  | Public Protection, Health and Wellbeing |
| Date:   | 24.11.25                                |
| <b>Rural Needs Impact Assessment approved by:</b>   |   |
| Name:   | ██████████                              |
| Position/Grade:                                     | Environmental Health Manager            |
| Department:   | Public Protection, Health and Wellbeing |
| Date:   | 05/02/2026                              |



Date created  
21/01/2026

Lead author  
[Redacted]

Organisation  
Mid & East Antrim Borough Council

Your report

**Petroleum Licencing (and Conditions) 2025**

Our Climate, Environment and Social Assessment has been designed to help make sustainable development more readily understood by examining the everyday work taking place within an organisation.

The purpose of the new policy is to provide a single set of parameters which will be used to inform the various decision-making processes for petroleum licencing within Mid and East Antrim.

| Completed by     | Completion time | General result |
|------------------|-----------------|----------------|
| Catherine Hunter | 0 minutes       |                |

**Key**

- Long term negative impact
- Short term or limited negative impact
- No known impact
- Short term or limited positive impact
- Long lasting positive impact



**Tips & Advice**

We've identified several factors in your assessment that could have an impact. Here are some advice and tips.

**Has this work considered climate change at a strategic level?**

- Climate affects nearly every aspect of our lives, from our food sources to our transport infrastructure, from what clothes we wear, to where we go on holiday. It has a huge effect on our livelihoods, our health, and our future.
- It is vital that all news plans and policies strategically consider and outline the climate-related factors associated with their work at the earliest stage.
- Identifying and planning for climate-related risks and impacts is a necessity for any project and failing to do so can have severe negative implications for the local environment and community.
- The LCA has several resources available that are specifically designed to help councils and other local authorities take strategic action against climate change. These can be found here: Climate change resources | Local Government Association

**Land Usage**

**Has this work considered the local environment (ecosystems, habitat, biodiversity, waterways, waste pollution, etc.) and ecosystem services at a strategic level?**

- Nature is essential for human life. Nature provides us with water, clean air and food, and raw materials for medicines, industry and buildings. Our crops rely on insect pollination and the complex biological processes that create soil. Enjoying parks, landscapes and wildlife improves our health and well-being.
- All of these benefits, known as ecosystem services, depend on a healthy environment.
- Strategically planning to protect the local environment so our communities can benefit from ecosystem services should be at the centre of local authority planning.
- More information on the benefits of ecosystem services can be found here: Ecosystem services - nature's benefits | NatureScot

**Health & Wellbeing**

**Has the work considered how it can help increase or improve the physical and emotional mental health and well-being of residents, employees, and the public at a strategic level?**

- It is essential that all projects authorised by local authorities align themselves with the wider existing frameworks within Northern Ireland.
- "Making Life Better" is the current strategic framework for public health in Northern Ireland, it aims to ensure that "All people are enabled and supported in achieving their full health and wellbeing potential. The aims are to achieve better health and wellbeing for everyone and reduce inequalities in health."
- All council-authorised projects should aim to improve community health and well-being at a strategic level, this is emphasized in the "Making Life Better" framework, "Public policies should contribute to protecting and improving health and wellbeing, and public bodies should work in partnership with local and interest group communities."
- Public bodies should focus their health and wellbeing strategies around the 6 core themes laid out in the framework (where possible):
  - Giving Every Child the Best Start
  - Equipped Throughout Life
  - Empowering Healthy Living
  - Creating the Conditions
  - Empowering Communities
  - Developing Collaboration
- More information on improving community health and wellbeing within your project can be found here: Making Life Better - Strategic Framework for Public Health | Department of Health (health-ni.gov.uk)

**Education & Engagement**

**Will the work utilise workshops and public information points to engage with the community throughout development to ensure that residents and stakeholders needs are recognised and considered?**

- Engaging the public when developing new policies and strategies is an important part of the process. If it is not done well, it can damage the reputation not only of the specific policy or strategy, but of the organisations developing it.
- Effectively engaging with citizens can bring several benefits to the policy/strategy development process.
  - Community engagement and participation makes for stronger policy.
  - Community Engagement helps ensure that all voices are heard.
  - Community engagement and participation builds trust and improves accountability between stakeholders.
  - Community engagement and participation is ethical.
- Using workshops, consultations, information points, and regular meetings to establish a dialogue between your project and the local community ensures community involvement and satisfaction.

**Equality**

**Has the work considered how it can encourage and promote ethical business practices at a strategic level? (e.g.**

**ethical sourcing, paying a living wage, combatting modern slavery, anti-corruption, etc.)**

- According to the LGA, ethical business practice within public bodies can be achieved by focusing on six key areas:
  - Ethical principles: rights and liberty of individuals, community and the public good.
  - Ethical cultures: cultural variety and dynamism about values.
  - Fairness: equal treatment, equal opportunity, relational equality, equity.
  - Services: ethics in service design, delivery, resource allocation and staffing.
  - Practices: planning, environment, housing and transport compared with people-focused services.
  - Violations: investigation and sanctions for ethical breaches and integrity violations.
- High standards of ethical conduct in local government are necessary to protect the integrity of decision-making, maintain public confidence, and safeguard local democracy and human rights.

**To what extent will the work promote anti-discriminatory practices? (e.g. age, gender, disability, sexuality, etc).**

- Section 75 of the Northern Ireland Act aims to change the practices of government and public authorities so that equality of opportunity and good relations are central to policy making and service delivery. The Section 75 statutory duties aim to encourage public authorities to address inequalities and demonstrate measurable positive impact on the lives of people experiencing inequalities. Its effective implementation should improve the quality of life for all of the people of Northern Ireland.
- Public authorities need to consider equality in all aspects of their organisation. This includes how they plan and deliver a service, to policies on employing people, enforcing the law, buying services, approving budgets and regulating others.
- Section 75 requires public authorities to have due regard for the need to promote equality of opportunity between:
  - persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
  - men and women generally
  - persons with a disability and persons without
  - persons with dependants and persons without.
- This information has been taken directly from the Equality Commission for Northern Ireland, and more details on the Section 75 duties of public bodies to ensure equality in the workplace can be found here: ECNI - Section 75 duties for Public Authorities - Equality Commission NI (equalityni.org)

**How will this work impact children and young people and address the UN Convention on Rights of the Child (UNCRC)?**

## Forward Plan – Neighbourhoods & Community Committee

### 1. Planned agenda items Next meeting 14 April 2026

| Items  | Purpose  |
|--|----------|
| Registration of Skin Piercing Business                         | Approval |
| Grant of Entertainment Licence                                 | Approval |
| Tourism Product Development Strategic Update                   | Update   |
| Tourism Interim Plan Y2 Update and Y3 Plans                    | Update   |
| Corporate Events update  | Update   |
| Tourism Marketing Plan 2026-2027                               | Approval |
| The Gobbins Operational / Reopening Update                     | Update   |
| The Events Sub Committee Review of ToR and Adoption of Minutes | Approval |
| The Gobbins Sub Committee adoption of minutes                  | Approval |
| Carrickfergus Castle License Agreement                         | Approval |
| Assistance Dogs Policy   | Approval |

### 2. Future Meetings

| Meeting Date | Item   | Purpose                          |
|--------------|--|----------------------------------|
| 19 May 2026  | <ul style="list-style-type: none"> <li>• Registration of Skin Piercing Business</li> <li>• Grant of Entertainment Licence</li> <li>• Health Sub Committee</li> </ul> | Approval<br>Approval<br>Approval |

### 3. Items to be programmed

| Item                                   | Purpose  |
|--|--|
| ToR                                    | Updates as and when required   |
| Grant Awards Quarterly Updates         |  |
| Environment Fund                       | If funding is secured, progress project – business case                    |
| Leisure Transformation                 | Update on progress with filling new structure                              |
| Animal Welfare Service                 | Update on funding post JR.<br>Approval to adopt new delivery/funding model |
| Museum Accreditation of Arthur Cottage | To update Elected Members on application for accreditation                 |

|                       |                      |
|-----------------------|----------------------|
| Flag Requests         | As and when required |
| Drinking water update |                      |