



FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

February 2003

BELFAST CITY COUNCIL PUBLICATION SCHEME

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Freedom of Information Act 2000

Belfast City Council Publication Scheme

1 Background

Belfast City Council is a local government district council established under the Local Government Act (Northern Ireland) 1972. It is the largest of the twenty-six Councils in Northern Ireland and is responsible for the delivery of key services such as those relating to refuse collection and disposal, street cleansing, building control and environmental health, community development, indoor and outdoor leisure, parks and recreational facilities and support for the arts, tourism and economic development. To meet these responsibilities, Belfast City Council spends in excess of £104 million each year and employs approximately 2400 people.

For local government purposes the City is made up of nine Electoral Areas created so as to achieve an equitable spread of representation and reflecting the distribution of its population density. Each Electoral Area is comprised of between five and seven Council Wards which return 51 elected members to the Council. At present the City is represented in the local devolved government of the Northern Ireland Assembly by 24 Members across its four Parliamentary constituencies.

As a public authority the Council is required under the Freedom of Information Act to adopt and maintain a Publication Scheme setting out the classes of information it holds, the manner in which it publishes/intends to publish the information and the charges it intends to make for the information.

As a public body Belfast City Council is committed to the highest standards of accountability and openness and this Publication Scheme has been prepared to enable the Council to fulfil its obligations under the legislation and to help the public to know what information the Council makes available. The information referred to in the Scheme will be made available to individuals on request under the terms indicated in the Scheme.

Under the Freedom of Information Act an individual has the right to request information which is not included in this Publication Scheme. However this does not come into force until January 2005.

Overall responsibility for this Publication Scheme rests with the Assistant Chief Executive of the Council. The Publication Scheme is maintained on a day to day basis by the Records Manager. Both of these staff can be contacted at Belfast City Council, City Hall, Belfast, BT1 5GS.

2 Notes on Using the Scheme

This Publication Scheme sets out the information that Belfast City Council will publish, how and when it will do so, and whether this information will be available free of charge or on payment. The classes of information to be published are set out under clearly defined headings which reflect the categories of information provided by Belfast City Council.

Publication does not refer solely to printed material. Publication has been interpreted as broadly as possible to include, for example, electronic documents, information included on the website, minutes of meetings, reports and leaflets.

It is intended, as far as possible, to make material available on the Belfast City Council website on an ongoing basis (www.belfastcity.gov.uk). If an individual does not have access to the internet a single print-out of a specific page will be provided on request.

3 Requesting Information

3.1 Information published through this Publication Scheme

Where information is available on the website, the home page will assist individuals to access it direct. Information may also be available by the other methods indicated. Once you have identified the information you require, you may telephone or write to the Section of the Council shown in the column headed 'Availability' for the document or for a print-out of the web information if you do not have access to the internet. Please also note that some of our corporate documents - such as the Council Minutes and Corporate Plan - are also available in the main public libraries in Belfast and some leaflets can be found in leisure centres etc. as well as in the reception areas of our main administrative buildings.

3.2 Information not listed in this Publication Scheme (not applicable until January 2005)

From 1 January 2005 the Act allows for an individual to ask for information not readily accessible via this Publication Scheme. To do so you should submit a written (or e-mail) request including your name, address and a description of the information requested. You should provide as much detail as possible to help us identify the information you are seeking. Requests should be addressed to the relevant Section of the Council. The address for all of the Council's main offices, including the postcode, is shown in the Scheme at the end of Section 8.7. Many of the Sections have an e-mail address shown on the Council's website (www.belfastcity.gov.uk) and the Council's A-Z Directory of Services will help you find which Council Section you should write to or e-mail for the information you require.

If we can not provide the information within 20 working days we will advise you.

Please remember that under the Freedom of Information Act an individual's right to access information in addition to what is included in this Publication Scheme does not come into force until January 2005.

4 Charging and Copyright Issues

The Council has determined four categories for charging for information requested under this Scheme as follows:

- 1 **Free of Charge** This includes general facts and information on the services offered to the public as well as information published on the Council's website (for those without internet access, a single print-out of the specific website content can be requested). It also includes answering telephone queries, providing copies of free leaflets and inspection of reference materials at Council Offices.
- 2 **Priced Publications** Where the information required is available in a priced publication details of the publication, its cost and where it will be supplied.
- 3 **Photocopying and postage costs** This covers information which has already been prepared which we can photocopy or print from a computerised record or, where the information is only available on our website, can provide a single printed copy of the information. Where the cost of photocopying and/or postage of material is likely to exceed £20, the Council reserves the right to charge the estimated amount and to require payment of this amount in advance of carrying out the work.

4 Professional charges for locating and preparing information for release When after 1 January 2005 preparing or gathering the required material to answer an individual's request can only be done by specialists or other professionals at a charge to the Council, a written estimate will be given of the cost of providing such information. The cost will have to be paid in advance. When we have received your payment, we will keep you informed about when the information will be sent to you. No charges will be made where a request for information is refused. There will be no charge to appeal against a refusal to supply requested information. Nor will there be a charge to appeal against any charges made for requested information.

Where the information falls within a charging category shown above, details of how charges are calculated can be found in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000 which is included in this Publication Scheme. On the basis that the provision of information is a service which the Council provides, VAT will be charged in accordance with VAT legislation.

Belfast City Council owns the copyright to the information it produces. If information is to be reused or reproduced, commercially or otherwise, written approval must be obtained from the office of the Chief Executive or his/her nominee.

5 Exempt Information

The Freedom of Information Act 2000 sets out a series of exemptions where the disclosure of confidential or other information needs to be protected to prevent prejudice to the interests of others.

The classes of information which the Council has specified in this Scheme as being classes of information which it publishes or intends to publish may in some cases contain material which we consider to contain exempt information, as defined in Part II of the Act. Accordingly, any such information is excluded from this Publication Scheme. Where this occurs we outline which information has been withheld and explain what exemption has been applied and why.

Examples of exempt information under Part II of the Act include:

- 1 Information supplied by, or relating to, bodies dealing with security matters
- 2 Investigations and proceedings conducted by public authorities
- 3 Information likely to prejudice law enforcement
- 4 Court records including records of tribunals and inquiries
- 5 Information likely to endanger the health and safety of any individual
- 6 Personal data or information
- 7 Information provided in confidence
- 8 Information in respect of which a claim to legal professional privilege could be maintained
- 9 Commercial interests and trade secrets

It should also be noted that from 1 January 2005 information is exempt from the Act if it is reasonably accessible to you by other means. One example where information would qualify for this exemption is where it is made available via the Council's Publication Scheme. In instances where you make a written request for information which is already available via this Publication Scheme, we will refer you to the Scheme.

Where the Council invokes the exemption provisions to withhold information, you may seek a review of the decision.

6 Complaints/ Review Procedure

If you are dissatisfied with how the Council has handled your request for information in this Publication Scheme you may use the Council's Corporate Complaints Procedure. We suggest that you first of all contact the Section or Department from which you requested the information and tell the person you are dealing with that you wish to make a complaint. Further information on the Complaints Procedure is available at all Council properties and from our website (www.belfastcity.gov.uk). Or you can contact the Central Complaints Helpline, telephone (028) 9027 0270 (or e-mail complaints@belfastcity.gov.uk).

After 1 January 2005, when the individual right to request information comes in to place, if you are dissatisfied with how the Council has handled your request for information (or, for example, the response from the Council is not issued within 20 days) you may use the Council's Corporate Complaints Procedure. Complaints of this nature will be investigated at Stage 2 initially, with further appeal to a Chief Officer under Stage 3 if required. In the first instance, you should contact the Service Complaints Officer within the Section from which the information was originally sought. If you require assistance with identifying the most appropriate person or further information on the complaints procedure generally, you should contact the Central Complaints Helpline, telephone (028) 9027 0270 or (e-mail complaints@belfastcity.gov.uk).

If you remain dissatisfied with how the Council has handled your request, you can seek an independent review from the Information Commissioner. Requests for an independent review should be made in writing to: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Tel: 01625 545 700; Fax: 01625 545 510; E-mail: data@dataprotection.gov.uk). The Information Commissioner has indicated that an internal review must normally be completed before an appeal may be made for an independent review.

7 Feedback on this Publication Scheme

We shall be reviewing this Publication Scheme from time to time and value your assistance in identifying ways to improve it. If you have any comments or suggestions relating to the structure or content of the Scheme, please forward these to:

The Records Manager
Belfast City Council
City Hall
Belfast
BT1 5GS
Tel: (028) 9027 0639 • Fax: (028) 9027 0600
E-mail: records@belfastcity.gov.uk

8 Categorisation of Classes of Information

The following pages describe the various classes of information, relevant publications, their availability and whether there is a charge. The classes are listed under the following management headings:

- **Corporate Management**
- **Elected Members**
- **Personnel and Recruitment**
- **Financial Performance**
- **Procurement Practices**
- **Licensing and Approvals**
- **Services Provided**

At the end of this Section we have set out information on the main Council Offices referred to under the column headed 'Availability' for each class - their addresses, telephone numbers and opening hours. We have also set out information about other locations where you can obtain a copy of our documents.

Published by Belfast City Council, City Hall, Belfast, BT1 5GS

Tel: (028) 9032 0202

<http://www.belfastcity.gov.uk>

E-mail: records@belfastcity.gov.uk

This document is available in alternative formats on request.

8.1 Corporate Management

Information on how the Council manages its business - the structure of the Council; its committee system; its business plans and principal policies; reports commissioned on behalf of the Council; and its equality scheme.

Charges: Information is provided free of charge unless a (£) symbol appears beside the document's name. Where the symbol is shown the cost is at the rate shown in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000.

Availability Column: Documents can be obtained from the Section of the Council shown below on request by post or telephone during office hours. The addresses, telephone numbers and opening hours of our main office locations are listed at the end of Section 8.7, together with information about other locations where you can obtain a copy of our documents.

| Class of Information | Description | Relevant Publications | Availability |
|---------------------------------------|--|--|--|
| Management Structure | Who's who in the management of the Council - the elected members during the current electoral term; the Clerk/Chief Executive, Directors and other senior managers. Information on membership of other public bodies where senior officers represent the Council's interests. | Document: Corporate Plan | Policy Services, City Hall and Belfast Public Libraries |
| | | Document: Annual Report (not published for 2001/2002) | Policy Services, City Hall and Belfast Public Libraries |
| | | Document: List of outside bodies on which senior staff represent the Council | Chief Executive's Office, City Hall (List not available until August 2003) |
| | | Web page: www.belfastcity.gov.uk | Website |
| Committee and Sub-Committee Structure | The committees and sub-committees of the Council during the current electoral term - their membership and the responsibilities of each Committee/ Sub-Committee. (For information on the District Policing Partnership see 'District Policing Partnerships' class.) Information on how to ask a Committee or the Council to meet a deputation; and information on public access to meetings of the Council. | Document: Corporate Plan | Policy Services, City Hall and Belfast Public Libraries |
| | | Document: Annual Report (not published for 2001/ 2002) | Policy Services, City Hall and Belfast Public Libraries |
| | | Document: Members' Booklet | Members' Support Office, City Hall |
| | | Document: Know your Councillors | Members' Support Office, City Hall |
| | | Document: Standing Orders | Committee Services Unit, City Hall |
| | | Document: Public Access and Deputations to Council/ Committee meetings | Committee Services Unit, City Hall |
| | | Web page: www.belfastcity.gov.uk | Website |
| Business Plans | The coming year's business objectives and targets for the main services provided by the Council during the current and immediately preceding financial years; also its longer term vision and strategic plan. | Document: Corporate Plan | Policy Services, City Hall and Belfast Public Libraries |
| | | Web page: www.belfastcity.gov.uk | Website |

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| Events Planned for the Current Financial Year | Major events and promotions organised by the Council to be held during the current financial year, including contact details. | Document: Booklet produced four times each year giving details of Spring, Summer, Halloween and Christmas/ New Year programmes respectively | Events Unit, Development Department, The Cecil Ward Building |
| | | Document: What's On | Events Officer, Parks and Amenities Section, The Cecil Ward Building and Belfast Public Libraries |
| | | Document: Belfast City Marathon Pack | Community and Leisure Section, The Cecil Ward Building |
| | | Web page: www.belfastcity.gov.uk | Website |
| Equality Scheme | How the Council will fulfil its duty under Section 75 and Schedule 9 of the Northern Ireland Act by putting equality and good relations at the heart of policy decisions; annual report on progress for the last two financial years; and individual Equality Impact Assessments. | Document: Equality Scheme | Policy Services, City Hall |
| | | Document: Equality Scheme: Executive Summary | Policy Services, City Hall |
| | | Document: Annual progress report submitted to Council | Policy Services, City Hall |
| | | Document: Equality Impact reports | Policy Services, City Hall |
| | | Document: Equality Scheme Training Resource Pack (£) | Policy Services, City Hall and Human Resources, The Cecil Ward Building |
| | | Web page: www.belfastcity.gov.uk | Website |
| Economic Development Strategy | The Council's economic development strategy including information on partnerships with other major stakeholders. | Document: Economic Development Strategy | Economic Development Unit, The Cecil Ward Building (Strategy not available until April 2003) |
| Culture and Arts | Culture and Arts Plan identifying the range of programmes and initiatives which the Council will implement between 2003 and 2006. | Document: Culture and Arts: The Spirit of the City | Culture and Arts Unit, The Cecil Ward Building and Belfast Visitor & Convention Bureau (Plan not available until March 2003) |
| | | Web page: www.belfastcity.gov.uk | Website |
| Cultural Tourism Strategy | The Council's Cultural Tourism Development Strategy indicating vision, aims and objectives and action plan. | Document: Cultural Tourism: Developing Belfast's Opportunity | Tourism Development Unit, The Cecil Ward Building |
| | | Document: Tourism and Our City | Tourism Development Unit, The Cecil Ward Building |
| | | Web page: www.belfastcity.gov.uk | Website |
| Good Relations Strategy | The Council's current Good Relations Strategy and the annual report on progress for the last two financial years. | Document: Good Relations Strategy | Policy Services, City Hall (Strategy not available until June 2003) |
| | | Document: Annual progress report submitted to Council | Policy Services, City Hall (Progress report not available until June 2004) |
| | | Web page: www.belfastcity.gov.uk | Website |

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| Community Development Strategy | The Council's community development strategy and other policies for community-based activities. | Document: Community Services Support Plan | Community and Leisure Section, The Cecil Ward Building (Plan not available until April 2003) |
| | | Document: Play Policy | Play Development Officer, Community and Leisure Section, The Cecil Ward Building |
| | | Document: Playcentre Pre-School Playgroup Policy | Play Development Officer, Community and Leisure Section, The Cecil Ward Building |
| | | Web page: www.belfastcity.gov.uk | Website |
| Sustainable Development Strategy | The Council's current sustainable development strategy, including information on partnerships with other major stakeholders and performance reports for the last two financial years. | Document: Sustainable Development in Belfast | Policy Services, City Hall |
| | | Document: Annual progress report submitted to Council | Policy Services, City Hall |
| | | Web page: www.belfastcity.gov.uk | Website |
| External Relations Strategy | The Council's current External Relations Strategy which sets out how it proposes to develop new partnerships and improve existing ones, together with an annual report on performance for the last two financial years. | Document: External Relations Strategy | Chief Executive's Office, City Hall |
| | | Document: Annual progress report submitted to Council | Chief Executive's Office, City Hall (As the Strategy has not yet been implemented, annual progress reports are not available at present) |
| | | Web page: www.belfastcity.gov.uk | Website |
| Belfast Metropolitan Area Plan | Information on the Council's response to the consultations regarding the development of a new Belfast Metropolitan Area Plan for the period to 2015. | Document: Becoming a better place | Development Department, The Cecil Ward Building |
| | | Web page: www.belfastcity.gov.uk | Website |
| Annual Report for the preceding three financial years | The Annual Report includes the Annual Accounts and details progress against the Council's corporate objectives and targets throughout the past year. | Document: Annual Report (not published for 2001/2002) | Policy Services, City Hall and Belfast Public Libraries |
| | | Web page: www.belfastcity.gov.uk | Website |
| Best Value | Information on what Best Value means in terms of improving service quality for citizens, what progress the Council is making in Best Value and annual indicators of performance. | Document: Annual Report (not published for 2001/2002) | Policy Services, City Hall and Belfast Public Libraries |
| | | Document: Corporate Performance Improvement Plan | Business Improvement, City Hall |
| | | Document: Annual advertisement in Belfast Telegraph, Irish News, Newsletter | Policy Services, City Hall |
| | | Web page: www.belfastcity.gov.uk | Website |

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| <p>Council Standing Orders</p> | <p>The Council's current Standing Orders which apply to committees, sub-committees, Council officials, their agents and subcontractors, and elected members. These documents define the way the Council and Committees conduct business; the duties of Committees and regulations about tendering. (The Standing Orders for the District Policing Partnership are included in the 'District Policing Partnerships' class.)</p> | <p>Document: Standing Orders Web page: www.belfastcity.gov.uk</p> | <p>Committee Services Unit, City Hall Website</p> |
| <p>District Policing Partnerships</p> | <p>The Standing Orders of the Belfast District Policing Partnership and its sub-groups.</p> | <p>Document: Belfast District Policing Partnership's Standing Orders</p> | <p>Committee Services Unit, City Hall (Standing Orders not available until May 2003)</p> |
| | <p>Information on who the current members of the Belfast District Policing Partnership and its sub-groups are. Information on the work of the DPPs.</p> | <p>Document: Members' Booklet</p> | <p>Members' Support Office, City Hall</p> |
| | <p>Quarterly reports on the work of the Belfast DPP and its sub-groups.</p> | <p>Document: The Code of Practice on Functions and Responsibilities</p> | <p>Committee Services Unit, City Hall</p> |
| | <p>Annual Report of the Belfast DPP for the current and preceding financial year.</p> | <p>Document: Monthly Council Minute Book (£)</p> | <p>Reception, City Hall (charge only levied at this location - current month's book only available), Belfast Public Libraries, Queen's University Belfast Library and Linen Hall Library</p> |
| | <p>(Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information provided in confidence or personal data or information.)</p> | <p>Document: Annual Report of the Belfast DPP</p> | <p>Committee Services Unit, City Hall (first Annual Report published in June 2004)</p> |
| | | <p>Web page: www.belfastdpp.org.uk</p> | <p>Website</p> |
| | | <p>Web page: www.belfastcity.gov.uk</p> | <p>Website</p> |

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| Council Minutes and Agendas | A comprehensive record of the proceedings of the meetings of the Council and its Standing Committees and Sub-Committees. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information provided in confidence.) | Document: Monthly Minute Book (£) | Reception, City Hall (charge only levied at this location - current month's book only available), Committee Services Unit, City Hall, Belfast Public Libraries, Queen's University Belfast Library and Linen Hall Library |
| | | Web page: www.belfastcity.gov.uk | Website |
| | | | (Not published in August each year as the Council does not normally meet in that month) |
| Reports and Investigations Commissioned by Council during the preceding two financial years | From time to time the Council commissions various studies and investigations for the benefit of its citizens. These are the published reports produced as a result. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information provided in confidence.) | Document: Biennial Public Consultation Report | Policy Services, City Hall |
| | | Document: Annual Baseline Profile of the Council's area | Policy Services, City Hall |
| | | Document: Tourism and Our City | Tourism Development Unit, The Cecil Ward Building |
| | | Web page: www.belfastcity.gov.uk | Website |
| Complaints Policy and Procedures | Information on how to make a complaint on any aspect of the Council's services or facilities and information on performance for the last two financial years. | Document: Unhappy with our service? leaflet | All Council properties |
| | | Document: Corporate Complaints Procedure | Central Complaints Officer, City Hall |
| | | Document: Annual progress report submitted to Council | Central Complaints Officer, City Hall |
| | | Document: Annual performance report | Central Complaints Officer, City Hall |
| | | Web page: www.belfastcity.gov.uk | Website |
| Charging Structure for Information provided under the Freedom of Information Act 2000 | Charges, if any, for information supplied by the Council. | Document: Charging Structure for Information provided under the Freedom of Information Act 2000 | Records Manager, City Hall |
| | | Web page: www.belfastcity.gov.uk | Website |

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| Council Emergency Plan | Information on how the Council currently will co-ordinate a multi-agency response to a major emergency within its area. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information supplied by, or relating to, bodies dealing with security matters, information likely to endanger the health and safety of any individual, personal data or information or information provided in confidence.) | Document: Emergency Plan | Health & Safety Division, The Cecil Ward Building |
| Civic Hospitality Policy and Procedures | Information on the current criteria the Council uses to assess applications for civic hospitality and on how to apply. | Document: Council policy on Civic Hospitality | Lord Mayor's Office, City Hall (This document will not be available until June 2003) |
| | | Document : How to apply for Civic Hospitality | Lord Mayor's Office, City Hall (This document will not be available until June 2003) |
| | Information on the number of civic functions held during the current and previous financial years; the number of attendees and the costs of catering and entertainment provided. | Document: Reports submitted to Council | Lord Mayor's Office, City Hall |
| | | Web page: www.belfastcity.gov.uk | Website |
| Corporate communication with the public | Media statements on specific issues and public newsheets on Council-wide information issued during the current and preceding financial years. | Document: Media statements on various subjects | Corporate Communications, City Hall |
| | | Document: City Matters | Corporate Communications, City Hall |

8.2 Elected Members

Information on the Councillors; the Code of Conduct they operate within; the payments due to them for various activities and mayoral engagements.

Charges: Information is provided free of charge unless a (£) symbol appears beside the document's name. Where the symbol is shown the cost is at the rate shown in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000.

Availability Column: Documents can be obtained from the Section of the Council shown below on request by post or telephone during office hours. The addresses, telephone numbers and opening hours of our main office locations are listed at the end of Section 8.7, together with information about other locations where you can obtain a copy of our documents.

| Class of Information | Description | Relevant Publications | Availability |
|---------------------------------|--|---|------------------------------------|
| Information on Members | Names and contact details for elected members during the current four year electoral term including the current membership of committees and sub-committees. Information on which elected members represent the Council on those public bodies on which the Council has representation. (This does not include those organisations in which individual Councillors are involved within their constituency or areas of interest.) (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information.) | Document: Members' Booklet (published within 4 months of an election and revised at periodic intervals during the electoral term) | Members' Support Office, City Hall |
| | | Document: Know your Councillors (published at least once during the electoral term) | Members' Support Office, City Hall |
| | | Web page: www.belfastcity.gov.uk | Website |
| Code of Conduct for Councillors | The current Code of Conduct provided for the guidance of Councillors. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information protected under legal professional privilege.) | Document: NI Code of Local Government Conduct | Members' Support Office, City Hall |
| | | Web page: www.belfastcity.gov.uk | Website |

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| Rates and Allowances | Schedule of rates and allowances payable to Councillors while undertaking Council business during the current and immediately preceding financial years. This class does not include personal claims made by Councillors - see records of payments to Councillors below. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information.) | Document: Relevant circular issued by the Department of the Environment (NI) | Members' Support Office, City Hall |
| | | Web page: www.belfastcity.gov.uk | Website |
| Travelling and Subsistence Payments to Councillors | Records of travelling and subsistence payments made to Councillors while undertaking Council business during the current and immediately preceding financial years. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information.) | Document: Under the Travelling and Subsistence Allowances to Councillors Regulations (SR & O) No.366/1973) this information can only be made available to an elector for the District | On written application to the Members' Support Office, City Hall |
| Records of Councillor attendance payments claimed | Records of payments claimed during the current and immediately preceding financial years by Councillors for attendance at Council meetings, including committee and sub-committee meetings or the carrying out of approved duties. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information.) | Document: Under the Local Government (Payments to Councillors) Regulations (NI) 1999 (SR & O No.499/1999) this information can only be made available to an elector for the District. | On written application to the Members' Support Office, City Hall |

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| <p>Mayoral Engagements</p> | <p>Information on the number of Mayoral engagements organised by the Lord Mayor's Office in six-monthly periods over the current and immediately preceding financial years. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information.)</p> | <p>Document: Six monthly performance report submitted to the Council</p> | <p>Lord Mayor's Office, City Hall</p> |
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8.3 Personnel and Recruitment

Information on how Council staff are recruited; their roles and responsibilities; rates of pay and expected standards of behaviour.

Charges: Information is provided free of charge unless a (£) symbol appears beside the document's name. Where the symbol is shown the cost is at the rate shown in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000.

Availability Column: Documents can be obtained from the Section of the Council shown below on request by post or telephone during office hours. The addresses, telephone numbers and opening hours of our main office locations are listed at the end of Section 8.7, together with information about other locations where you can obtain a copy of our documents.

| Class of Information | Description | Relevant Publications | Availability |
|----------------------------|--|---|---|
| Codes of Conduct for Staff | Information on the conduct which is expected of staff in the performance of their duties; and the Council's disciplinary and grievance procedures. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information.) | Document: Current Code of Conduct for Staff based on code produced by the Local Government Staff Commission for Northern Ireland | Human Resources, The Cecil Ward Building (Council code not available until June 2003) |
| | | Document: Equal Opportunities Policy | Human Resources, The Cecil Ward Building |
| | | Document: Neutral and Harmonious Working Environment Policy | Human Resources, The Cecil Ward Building |
| | | Document: Disciplinary Procedure | Human Resources, The Cecil Ward Building |
| | | Document: Grievance Procedure | Human Resources, The Cecil Ward Building |
| | | Document: Child Protection Policy | Play Development Officer, Community and Leisure Section, The Cecil Ward Building |
| Recruitment and Selection | Information about the procedures adopted by the Council to recruit staff. | Document: Current Code of Procedures on Recruitment and Selection based on code produced by the Local Government Staff Commission for Northern Ireland. | Human Resources, The Cecil Ward Building |
| Job Roles | Documents detailing the duties and responsibilities required of each job role within the Council. | Document: Job Descriptions (released when vacancy advertised) | Human Resources, The Cecil Ward Building, Press and/or Job Centres |
| Pay and Grading Structure | The pay scales and terms and conditions for grades of staff within the Council. | Document: Salary scales for Chief Executive and Chief Officers | Human Resources, The Cecil Ward Building |
| | | Document: Joint Negotiating Committee for Clerks/ Chief Executives to Local Authorities | Human Resources, The Cecil Ward Building |
| | | Document: National Joint Council Salary Scales | Human Resources, The Cecil Ward Building |
| | | Document: National Agreement on Pay and Conditions of Service produced by the National Joint Council for Local Government Services | Human Resources, The Cecil Ward Building |

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| Pay and Grading Structure cont'd | | Document: Craft and Associated Employees National Agreement on Pay and Conditions of Service produced by the National Joint Council for Local Authorities | Human Resources, The Cecil Ward Building |
| | | Document: Job vacancy details (released when vacancy advertised) | Human Resources, The Cecil Ward Building, Press and/or Job Centres |
| Job Vacancies | Current job vacancies. | Document: Job vacancy details (including job description, employee specification and conditions of employment) | Human Resources, The Cecil Ward Building, Press and/or Job Centres |
| | | Document: Job Opportunities for Everyone | Human Resources, The Cecil Ward Building |
| Statutory Returns | Annual reports on the composition of staff in accordance with current legislation. | Document: Executive summary of the triennial Article 55 review submitted to the Council | Human Resources, The Cecil Ward Building |
| | | Web page: www.belfastcity.gov.uk | Website |

8.4 Financial Performance

Financial data showing the Council's income and expenditure.

Charges: Information is provided free of charge unless a (£) symbol appears beside the document's name. Where the symbol is shown the cost is at the rate shown in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000.

Availability Column: Documents can be obtained from the Section of the Council shown below on request by post or telephone during office hours. The addresses, telephone numbers and opening hours of our main office locations are listed at the end of Section 8.7, together with information about other locations where you can obtain a copy of our documents.

| Class of Information | Description | Relevant Publications | Availability |
|-----------------------------|--|--|--|
| Summary Accounts | Summary financial data by Department. | Document: Annual Report (not published for 2001/2002) | Policy Services, City Hall and Belfast Public Libraries |
| | | Document: Corporate Plan | Policy Services, City Hall and Belfast Public Libraries |
| | | Document: Monthly Minute Book for February each year (£) | Reception, City Hall (charge only levied at this location - current month's book only available), Belfast Public Libraries, Queen's University Belfast Library and Linen Hall Library |
| | | Web page: www.belfastcity.gov.uk | Website |
| Annual Revenue Budgets | Planned income and expenditure for each Department for the next financial year. | Document: Annual Report (not published for 2001/2002) | Policy Services, City Hall and Belfast Public Libraries |
| | | Document: Corporate Plan | Policy Services, City Hall and Belfast Public Libraries |
| | | Document: Monthly Minute Book for February each year (£) | Reception, City Hall (charge, only levied at this location - current month's book only available), Belfast Public Libraries, Queen's University Belfast Library and Linen Hall Library |
| | | Web page: www.belfastcity.gov.uk | Website |
| District and Regional Rates | The rates applicable to businesses and householders in the current financial year. | Document: Monthly Minute Book (£) | Reception, City Hall (charge only levied at this location - current month's book only available), Belfast Public Libraries, Queen's University Belfast Library and Linen Hall Library |
| | | Web page: www.belfastcity.gov.uk | Website |

8.5 Procurement Practices

Information on how the Council procures products and services from suppliers.

Charges: Information is provided free of charge unless a (£) symbol appears beside the document's name. Where the symbol is shown the cost is at the rate shown in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000.

Availability Column: Documents can be obtained from the Section of the Council shown below on request by post or telephone during office hours. The addresses, telephone numbers and opening hours of our main office locations are listed at the end of Section 8.7, together with information about other locations where you can obtain a copy of our documents.

| Class of Information | Description | Relevant Publications | Availability |
|----------------------|--|--|---|
| Tendering Procedures | Information on the Council's purchasing arrangements including tendering procedures. | Document: Standing Orders | Committee Services Unit, City Hall |
| | | Document: Selling to Belfast: An 'ease of access' guide to Belfast City Council purchasing | Procurement Unit, The Cecil Ward Building |
| | | Document: Supplier Charter | Procurement Unit, The Cecil Ward Building |
| | | Document: Take the Green Route to Purchasing | Procurement Unit, The Cecil Ward Building |
| | | Document: Environmental Purchasing Policy: A supplier's perspective | Procurement Unit, The Cecil Ward Building |
| | | Document: Green Success Stories from Belfast: Striving towards a better future | Procurement Unit, The Cecil Ward Building |
| | | Web page: www.belfastcity.gov.uk | Website |
| Tender Reports | Summary reports on each tender awarded by the Council. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information provided in confidence or covered by commercial interest and trade secrets.) | Document: Monthly Minute Book (£) | Reception, City Hall (charge only levied at this location - current month's book only available), Belfast Public Libraries, Queen's University Belfast Library and Linen Hall Library |
| | | Web page: www.belfastcity.gov.uk | Website |

8.6 Licensing and Approvals

Information on how to apply to the Council to obtain various licences and approvals etc. under relevant legislation; standards and procedures for building control approvals and environmental health issues; and general Council Bye Laws.

Charges: Information is provided free of charge unless a (£) symbol appears beside the document's name. Where the symbol is shown the cost is at the rate shown in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000.

Availability Column: Documents can be obtained from the Section of the Council shown below on request by post or telephone during office hours. The addresses, telephone numbers and opening hours of our main office locations are listed at the end of Section 8.7, together with information about other locations where you can obtain a copy of our documents.

| Class of Information | Description | Relevant Publications | Availability |
|------------------------------------|--|---|---|
| Entertainment and Trading Licences | Procedures regarding the granting of licences for entertainment; amusement; street trading; and petroleum retailing. Also allocation of temporary street trading locations. How to apply for such licences or permits. | Document: Guide to the New Street Trading Legislation | Regulatory Services Division, The Cecil Ward Building |
| | | Document: Street Trading Application Pack | Regulatory Services Division, The Cecil Ward Building |
| | | Document: Shops (Sunday Trading &c.) (Northern Ireland) Order 1997 Guide | Regulatory Services Division, The Cecil Ward Building |
| | | Document: Temporary Street Trading Licence Policy | Regulatory Services Division, The Cecil Ward Building |
| | | Document: Street Trading Fee | Regulatory Services Division, The Cecil Ward Building |
| | | Document: Street Trading Designation Policy | Regulatory Services Division, The Cecil Ward Building |
| | | Document: Licensing of Places of Entertainment Application Form | Building Control Service, City Hall |
| | | Document: Application for Amusement/Pleasure Permit Application Form | Building Control Service, City Hall |
| | | Document: Application for Cinema Licence Application Form | Building Control Service, City Hall |
| | | Document: Application for a Licence to keep petroleum spirit Application Form | Building Control Service, City Hall |
| | | Web page: www.belfastcity.gov.uk | Website |
| Building Control | Standards and procedures regarding building control approval and how to go about applying. | Document: Building Regulations Full Plan Submission Domestic Works Application Form | Building Control Service, City Hall |
| | | Document: Building Regulations Full Plan Submission Non-Domestic Works Application Form | Building Control Service, City Hall |
| | | Document: Building Regulations Regularisation Domestic Works Application Form | Building Control Service, City Hall |

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| Building Control cont'd | | Document: Building Regulations Regularisation Non-Domestic Application Form | Building Control Service, City Hall |
| | | Document: Building Regulations Building Notice Domestic Works Application | Building Control Service, City Hall |
| | | Document: How to make a Full Plans Domestic Application Guidance Note 7 | Building Control Service, City Hall |
| | | Document: How to make a Non-Domestic Application Guidance Note 10 | Building Control Service, City Hall |
| | | Web page: www.belfastcity.gov.uk | Website |
| Building Control Approvals | Number of Building Control applications received and the number of approvals granted and rejections issued in the immediately preceding financial year. | Document: Annual Building Control Statistical Summary | Building Control Service, City Hall |
| Environmental Health | Standards and procedures for the public and businesses and guidelines on environmental health matters. Council's enforcement policy in relation to breaches of legislation. | Document: Health and Safety Enforcement Policy | Health & Safety Division, The Cecil Ward Building |
| | | Document: What to Expect when a Health and Safety Inspector calls | Health & Safety Division, The Cecil Ward Building |
| | | Document: Enforcement Policy | Pollution Control Division, The Cecil Ward Building |
| | | Document: Smoke Control Grant Application Form | Pollution Control Division, The Cecil Ward Building |
| | | Document: Notification of Proposed Plant Installation | Pollution Control Division, The Cecil Ward Building |
| | | Document: Application for Authorisation under Industrial Pollution Order for Unloading of Petrol into Storage Service Stations | Pollution Control Division, The Cecil Ward Building |
| | | Document: General Applications for Authorisation under Industrial Pollution Order - AP4 | Pollution Control Division, The Cecil Ward Building |
| | | Document: Application form to register a food premises | Food Safety Division, The Cecil Ward Building |
| | | Document: Application form for licensing of a butcher's shop | Food Safety Division, The Cecil Ward Building |
| | | Document: Application form for approval of a meat products premises | Food Safety Division, The Cecil Ward Building |
| | | Document: Food Safety Enforcement Policy | Food Safety Division, The Cecil Ward Building |
| | | Document: Food Standards Enforcement Policy | Food Safety Division, The Cecil Ward Building |
| | | Web page: www.belfastcity.gov.uk | Website |
| Dog Licensing | Procedure for applying for a dog licence and fees involved. | Document: Dog Licence Application Form | Dog Licensing Office, The Cecil Ward Building and Ulster Society for Prevention of Cruelty to Animals |
| Council Bye Laws | Bye laws currently enforced by the Council. | Document: List of current Council Bye laws Web page: www.belfastcity.gov.uk | Legal Services Department, City Hall Website |

8.7 Services Provided

Information on a range of services and facilities available from the Council. (The Council's A-Z Directory of Services, available on-line at www.belfastcity.gov.uk, lists all of our services.)

Charges: Information is provided free of charge unless a (£) symbol appears beside the document's name. Where the symbol is shown the cost is at the rate shown in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000.

Availability Column: Documents can be obtained from the Section of the Council shown below on request by post or telephone during office hours. The addresses, telephone numbers and opening hours of our main office locations are listed at the end of Section 8.7, together with information about other locations where you can obtain a copy of our documents.

| Class of Information | Description | Relevant Publications | Availability |
|------------------------------|--|--|---|
| Council Offices | Information on Council offices, addresses, opening hours, main telephone numbers and other contact details. | Document: Directory of Council Offices | Chief Executive's Office, City Hall |
| | | Document: Parks and Amenities Section Handbook | Parks and Amenities Section, The Cecil Ward Building and Conservation/Education Officer, Malone House |
| | | Document: Contract Services Handbook | Contract Services Department, Duncrue Complex, Leisure Centres and Cleansing Depots |
| | | Document: Health & Environmental Services Department Handbook | Health Promotion and Training Division, The Cecil Ward Building |
| | | Web page: www.belfastcity.gov.uk | Website |
| Arts and Cultural Facilities | Information on Council provided arts and cultural facilities including addresses, opening hours, fees and charges, main telephone numbers and other contact details. | Document: Belfast Waterfront Hall: A Centre of Excellence | Sales Department, The Belfast Waterfront Hall |
| | | Document: Performance | Box Office, The Belfast Waterfront Hall, Council properties, Belfast Public Libraries and Tourist Information Centres |
| | | Document: Belfast Waterfront Hall: Gift Shop | Box Office, The Belfast Waterfront Hall |
| | | Document: Ulster Hall Events Programme | Ulster Hall |
| | | Document: Group Theatre Events Programme | Ulster Hall and Box Office, Group Theatre |
| | | Document: Scale of Charges | Directorate Support, Client Services Department, The Cecil Ward Building |
| | | Web page: www.waterfront.co.uk | Website |
| | | Web page: www.ulsterhall.co.uk | Website |
| | | Web page: www.belfastcity.gov.uk | Website |

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| Tourism | Information on Council provided tourist facilities and services including (where applicable) addresses, opening hours, fees and charges, main telephone numbers and other contact details. (See also 'Parks and Grounds' class.) | Document: Belfast City Hall Tours | Information Office, City Hall, Reception, City Hall, Belfast Public Libraries and Belfast Visitor & Convention Bureau |
| | | Document: City Hall Belfast | Reception, City Hall and Belfast Visitor & Convention Bureau |
| | | Document: City Hall Postcards | Reception, City Hall |
| | | Document: Statues, Monuments and Features in the City Hall Grounds Belfast | Information Office, City Hall, Reception, City Hall, Belfast Public Libraries and Belfast Visitor & Convention Bureau |
| | | Document: Belfast On the Hoof: A walking guide to the City's culture | Tourism Development Unit, The Cecil Ward Building and Belfast Visitor & Convention Bureau |
| | | Document: Historic Belfast: A guide to the City's landmark buildings | Tourism Development Unit, The Cecil Ward Building and Belfast Visitor & Convention Bureau |
| | | Web page: www.belfastcity.gov.uk | Website |
| Leisure Facilities and Services | Information on Council provided leisure facilities including addresses, opening hours, fees and charges, main telephone numbers and other contact details. | Document: Contract Services Handbook | Contract Services Department, Duncrue Complex, Leisure Centres and Cleansing Depots |
| | | Document: Membership Information Pack | Contract Services Department, Duncrue Complex and Leisure Centres |
| | | Document: Scale of Charges | Directorate Support, Client Services Department, The Cecil Ward Building |
| | | Web page: www.belfastcity.gov.uk | Website |
| Community Centres and Services | Information on Council provided community centres and outreach facilities and services including addresses, opening hours, fees and charges, main telephone numbers and other contact details. | Document: Play Policy | Play Development Officer, Community and Leisure Section, The Cecil Ward Building |
| | | Document: Playcentre Pre-School Playgroup Policy | Play Development Officer, Community and Leisure Section, The Cecil Ward Building |
| | | Document: Playwork Code of Practice | Play Development Officer, Community and Leisure Section, The Cecil Ward Building |
| | | Document: Order Form for Playright Training Pack | Play Development Officer, Community and Leisure Section, The Cecil Ward Building |
| | | Document: Playright Training Pack (£) | Play Development Officer, Community and Leisure Section, The Cecil Ward Building |
| | | Document: Playcentres | Play Development Officer, Community and Leisure Section, The Cecil Ward Building |
| | | Document: Community Services Summer Schemes | Play Development Officer, Community and Leisure Section, The Cecil Ward Building |

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| Community Centres and Services cont'd | | Document: A Guide to Grant Aid | Grants Officer, Community and Leisure Section, The Cecil Ward Building |
| | | Document: Scale of Charges | Directorate Support, Client Services Department, The Cecil Ward Building |
| | | Web page: www.belfastcity.gov.uk | Website |
| Travelling People | Information on the Council's policies towards Travelling People, the facilities available and contact details. | Document: Support for the Travelling Community in Belfast | Travellers' Liaison Officer, Community and Leisure Section, The Cecil Ward Building (Document not available until April 2003) |
| | | Document: A Community Development Strategy for working with the Travelling Community in Belfast | Travellers' Liaison Officer, Community and Leisure Section, The Cecil Ward Building (Strategy not available until April 2003) |
| Access to Countryside | Information on the Council's approach to resolving 'rights of way' disputes including contact details. | Document: Rights of Way | Countryside Officer, Malone House and Conservation/Education Officer, Malone House |
| Parks and Grounds | Information on Council provided parks and grounds including addresses, opening hours, fees and charges, telephone numbers and other contact details. (See also 'Tourism' class.) | Document: Parks and Amenities Section Handbook | Parks and Amenities Section, The Cecil Ward Building and Conservation/Education Officer, Malone House |
| | | Document: Contract Services Handbook | Contract Services Department, Duncrue Complex, Leisure Centres and Cleansing Depots |
| | | Document: What's On | Events Officer, Parks and Amenities Section, The Cecil Ward Building and Belfast Public Libraries |
| | | Document: Scale of Charges | Directorate Support, Client Services Department, The Cecil Ward Building |
| | | Document: Bowling in Belfast | Parks and Amenities Section, The Cecil Ward Building |
| | | Document: Parks of Belfast | Conservation/Education Officer, Malone House |
| | | Document: Belfast Castle | Conservation/Education Officer, Malone House |
| | | Document: Belfast Castle Estate | Conservation/Education Officer, Malone House |
| | | Document: Cave Hill Country Park | Conservation/Education Officer, Malone House |
| | | Document: Cave Hill Adventurous Playground | Conservation/Education Officer, Malone House |
| | | Document: Cave Hill Country Park: Waymarked Trails | Conservation/Education Officer, Malone House |
| | | Document: Botanic Gardens | Conservation/Education Officer, Malone House |
| | | Document: The Palm House | Conservation/Education Officer, Malone House |
| | | Document: The Tropical Ravine | Conservation/Education Officer, Malone House |
| Document: Victoria Park | Conservation/Education Officer, Malone House | | |
| Document: Lagan Meadows | Conservation/Education Officer, Malone House | | |

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| Parks and Grounds cont'd | | Document: Malone House | Conservation /Education Officer, Malone House |
| | | Document: Barnett Demesne | Conservation/Education Officer, Malone House |
| | | Document: The Barnett Trail | Conservation/Education Officer, Malone House |
| | | Document: Barnett Demesne Daffodil Garden | Conservation/Education Officer Malone House |
| | | Document: Ormeau Park | Conservation/Education Officer, Malone House |
| | | Document: Sir Thomas and Lady Dixon Park | Conservation/Education Officer, Malone House |
| | | Document: City of Belfast International Rose Garden | Conservation/Education Officer, Malone House |
| | | Document: Grovelands | Conservation/Education Officer, Malone House |
| | | Document: City Cemetery | Conservation//Education Office, Malone House |
| | | Document: Clifton Street Graveyard | Conservation/Education Officer, Malone House |
| | | Document: Shankill Rest Garden | Conservation/Education Officer, Malone House |
| | | Document: Nature Study Centre: Sir Thomas and Lady Dixon Park | Conservation/Education Officer, Malone House |
| | | Document: Schools Nature Trail - Lagan Meadows | Conservation/Education Officer, Malone House |
| | | Document: Wildlife Walks | Conservation/Education Officer, Malone House |
| | | Document: Bird Observation Gallery - Victoria Park | Conservation/Education Officer, Malone House |
| | | Document: Birdwatching - Waterworks | Conservation/Education Officer, Malone House |
| | | Document: Local History | Conservation/Education Officer, Malone House |
| | | Document: Tropical Rainforest Experience - Botanic Gardens | Conservation/Education Officer, Malone House |
| | | Document: Belfast Zoo (Booklet) (£) | Reception, Belfast Zoo |
| | | Document: Belfast Zoo (Leaflet) | Reception, Belfast Zoo |
| Document: Zoo Crack | Reception, Belfast Zoo | | |
| Web page: www.belfastzoo.co.uk | Website | | |
| Webpage: www.belfastzoo.gov.uk | Website | | |
| Markets | Information on St George's and Smithfield markets. | Document: St George's Market: Conditions of Hire of Facilities | Markets Unit, The Cecil Ward Building and St George's Market |
| | | Document: St George's Market: Event Management and Risk Assessment Guidelines | Markets Unit, The Cecil Ward Building and St George's Market |
| | | Web page: www.belfastcity.gov.uk | Website |
| Registration of Births, Deaths and Marriages | Information on offices, addresses, opening hours, main telephone numbers and other contact details; and guidance. | Document: Bride & Groom Magazine: A guide for planning your wedding | Registrar's Office, City Hall |
| | | Document: Information regarding persons being married in a foreign country | Registrar's Office, City Hall |
| | | Document: Information for a British citizen intending to marry a foreign citizen | Registrar's Office, City Hall |
| | | Document: Information to assist people married in a foreign country | Registrar's Office, City Hall |
| | | Document: Guidance rules on Divorce Decrees | Registrar's Office, City Hall |

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| Registration of Births, Deaths and Marriages cont'd | | Document: Guidance on Marriage Procedures in Northern Ireland | Registrar's Office, City Hall and General Register Office |
| | | Document: Registration of Deaths in Northern Ireland | Registrar's Office, City Hall and General Register Office |
| | | Document: Registration of Births in Northern Ireland | Registrar's Office, City Hall and General Register Office |
| | | Document: Access to Birth Records: Information for adopted people in Great Britain and Northern Ireland | Registrar's Office, City Hall and General Register Office |
| | | Web page: www.belfastcity.gov.uk | Website |
| Street Naming, Postal Numbering and Property Certificates | Information on how to apply for Street Naming, Postal Numbering and Property Certificates, including addresses, telephone numbers and other contact details. | Document: Naming Streets Application Form | Building Control Service, City Hall |
| | | Document: Property Certificate Application Form | Building Control Service, City Hall |
| Building Control | Information on the full range of functions carried out by the Council's Building Control Service including Dangerous Buildings and Structures. | Document: Building Control and Consultancy Service | Building Control Service, City Hall |
| | | Document: Belfast Building Control Service and Consultancy | Building Control Service, City Hall |
| | | Document: About Building Regulations Guidance Note 1 | Building Control Service, City Hall |
| | | Document: Dangerous Structure Open and Vacant Properties Guidance Note 2 | Building Control Service, City Hall |
| | | Document: Domestic Garages Guidance Note 3 | Building Control Service, City Hall |
| | | Document: Roofspace Conversion Guidance Note 4 | Building Control Service, City Hall |
| | | Document: Fitting Smoke Detectors in Dwellings Guidance Note 5 | Building Control Service, City Hall |
| | | Document: Procedural Guidance (Fire Safety Liaison) Guidance Note 6 | Building Control Service, City Hall |
| | | Document: How to make a Full Plans Domestic Application Guidance Note 7 | Building Control Service, City Hall |
| | | Document: Conveyancing Services Guidance Note 8 | Building Control Service, City Hall |
| | | Document: Safe Entertainment Risk Analysis Guidance Note 9 | Building Control Service, City Hall |
| | | Document: How to make a Non-Domestic Application Guidance Note 10 | Building Control Service, City Hall |
| | | Document: Building Regulation Applications Guidance Note 11 | Building Control Service, City Hall |
| Document: Conservatories/Porches/Greenhouses Guidance Note 12 | Building Control Service, City Hall | | |

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| Building Control cont'd | | Document: Appeals procedure for rejected plans to the Department of the Environment Guidance Note 13 | Building Control Service, City Hall |
| | | Document: Domestic Heating Appliances and Heating System Installations Guidance Note 14 | Building Control Service, City Hall |
| | | Document: Building Notice Application for Domestic Works Guidance Note 15 | Building Control Service, City Hall |
| | | Document: Guidance Notes on Regularisation Certificates Guidance Note 16 | Building Control Service, City Hall |
| | | Document: Guidance Notes on Changes to the Building Regulations Guidance Note 17 | Building Control Service, City Hall |
| | | Document: Fees Ready Reckoner (Calculating Fees) | Building Control Service, City Hall |
| | | Document: Choosing Your Builder | Building Control Service, City Hall |
| | | Document: General Information and Guidance Notes | Building Control Service, City Hall |
| | | Web page: www.belfastcity.gov.uk | Website |
| Environmental Heath | Information on the range of functions carried out by the Department under the core headings of Food Safety, Health and Safety at Work, Consumer Protection, Pollution and Noise Control, Licensing and Regulatory and General Environmental Health matters | Document: What is Consumer Safety? | Consumer Safety Division, The Cecil Ward Building |
| | | Document: Consumer Protection Information Bookmark | Consumer Safety Division, The Cecil Ward Building |
| | | Document: Guidance notes for auctioneers and suppliers of second-hand goods | Consumer Safety Division, The Cecil Ward Building |
| | | Document: Guidance notes for letting agents and landlords of furnished premises | Consumer Safety Division, The Cecil Ward Building |
| | | Document: Advice on starting a Food Business | Food Safety Division, The Cecil Ward Building |
| | | Document: Safe Catering - Your Guide to Hazard Analysis (£) | Food Safety Division, The Cecil Ward Building |
| | | Document: Safety Pays: Health and Safety Information Pack; includes a booklet and over 20 loose leaf inserts to advise small businesses how to manage health and safety. | Health & Safety Division, The Cecil Ward Building |
| | | Document: How can we help you?: Information leaflet for Public Health and Housing Division | Public Health & Housing Division, The Cecil Ward Building |
| | | Document: Public Health Notices and Repair Grants: Advice to Landlords of Dwelling Houses | Public Health & Housing Division, The Cecil Ward Building |
| | | Document: Public Health Notices and Repair Grants: Advice to Owner Occupiers of Dwelling Houses | Public Health & Housing Division, The Cecil Ward Building |
| | | Document: Good Practice Guidelines for Private Rented Student Housing | Public Health & Housing Division, The Cecil Ward Building |

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| Environmental Heath cont'd | Document: Pollution Report for Belfast 2001 | Pollution Control Division, The Cecil Ward Building |
| | Document: Briefing Sheet - Enjoying the Party | Pollution Control Division, The Cecil Ward Building |
| | Document: Briefing Sheet - Noise from Barking Dogs | Pollution Control Division, The Cecil Ward Building |
| | Document: Briefing Sheet - Noise from Stereos, Radios and Televisions | Pollution Control Division, The Cecil Ward Building |
| | Document: Briefing Sheet - Noise from 'Do-it-yourself' building works | Pollution Control Division, The Cecil Ward Building |
| | Document: Noise from small scale building works | Pollution Control Division, The Cecil Ward Building |
| | Document: Noise from washing machines, vacuum cleaners and other domestic appliances | Pollution Control Division, The Cecil Ward Building |
| | Document: Entertainment noise from pubs and clubs | Pollution Control Division, The Cecil Ward Building |
| | Document: Advice note for construction and demolition sites | Pollution Control Division, The Cecil Ward Building |
| | Document: Noise Hotline | Pollution Control Division, The Cecil Ward Building, Consumer Advice Centre, Dog Licensing Office, The Cecil Ward Building and local Police Stations |
| | Document: First stage review and assessment of local air quality | Pollution Control Division, The Cecil Ward Building |
| | Document: Ozone | Pollution Control Division, The Cecil Ward Building |
| | Document: Carbon Monoxide | Pollution Control Division, The Cecil Ward Building |
| | Document: Nitrogen Dioxide | Pollution Control Division, The Cecil Ward Building |
| | Document: Particulate Matter | Pollution Control Division, The Cecil Ward Building |
| | Document: Sulphur Dioxide | Pollution Control Division, The Cecil Ward Building |
| Document: Black Smoke | Pollution Control Division, The Cecil Ward Building | |
| Document: Lead and Heavy Metals | Pollution Control Division, The Cecil Ward Building | |

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| Environmental Heath cont'd | Document: Smoke Hotline Flyer | Pollution Control Division, The Cecil Ward Building |
| | Document: Noise Hotline Poster | Pollution Control Division, The Cecil Ward Building and local Police Stations |
| | Document: General information for process operators under Industrial Pollution Control Order - AP3 | Pollution Control Division, The Cecil Ward Building |
| | Document: General Guidance for completion of application form under Industrial Pollution Control Order - AP5 | Pollution Control Division, The Cecil Ward Building |
| | Document: Radiation Monitoring and Meteorology Data | Pollution Control Division, The Cecil Ward Building |
| | Document: Air Quality Data | Pollution Control Division, The Cecil Ward Building |
| | Document: Smoke Control Grant Application Form | Pollution Control Division, The Cecil Ward Building |
| | Document: Notification of Proposed Plant Installation | Pollution Control Division, The Cecil Ward Building |
| | Document: Application for Authorisation under Industrial Pollution Order for Unloading of Petrol into Storage Service Stations | Pollution Control Division, The Cecil Ward Building |
| | Document: General Applications for Authorisation under Industrial Pollution Order - AP4 | Pollution Control Division, The Cecil Ward Building |
| | Document: Cigarette Sales to Children, Let's Stop It | Regulatory Services Division, The Cecil Ward Building |
| | Document: Illegal to sell tobacco to under 16s poster | Regulatory Services Division, The Cecil Ward Building |
| | Document: Not on the Street Alcohol Bye Law Poster | Regulatory Services Division, The Cecil Ward Building |
| | Document: Double Glazing | Consumer Advice Centre |
| | Document: Washing Symbols | Consumer Advice Centre |
| | Document: Consumer Advice Centre: What we Do | Consumer Advice Centre |
| | Document: Consumer Advice Centre: 20 Years of Consumer Advice | Consumer Advice Centre |
| | Document: How to Deal with a Complaint | Consumer Advice Centre |
| | Document: Information about the Consumer Advice Centre | Consumer Advice Centre |
| | Document: Consumer Affairs | Consumer Advice Centre |
| Document: Consumer Protection Service - Bookmark | Consumer Advice Centre and Belfast Public Libraries | |

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| Environmental Heath cont'd | | Document: Stain Removal | Consumer Advice Centre |
| | | Document: Barbecue Safety | Consumer Advice Centre |
| | | Document: Holiday Guidelines | Consumer Advice Centre |
| | | Web page: www.belfastcity.gov.uk | Website |
| Refuse Collection, Waste Disposal and Recycling (Domestic and Trade) | Information on refuse collection, 'bulky' collection services, landfill sites, skip sites, depots including (where appropriate) addresses, opening hours, fees and charges, main telephone numbers and other contact details; details of the Council's recycling policy and facilities; and where to obtain refuse containers and 'wheelie bins'. Information on which day domestic bins in each street in the City will be scheduled for collection. | Document: Contract Services Handbook | Contract Services Department, Duncrue Complex, Leisure Centres and Cleansing Depots |
| | | Document: Health & Environmental Services Department Handbook | Health Promotion and Training Division, The Cecil Ward Building |
| | | Document: Recycling | Waste Management Service, The Cecil Ward Building |
| | | Document: Register of licences to dispose of waste | Waste Management Service, The Cecil Ward Building |
| | | Document: Dargan Road Landfill Site - Users Guide | Waste Management Service, The Cecil Ward Building |
| | | Document: Transfer station - Information Pack | Waste Management Service, The Cecil Ward Building |
| | | Document: Waste Management Plan (£) | Waste Management Service, The Cecil Ward Building |
| | | Document: Domestic Refuse Collection - Changes to Service | Waste Management Service, The Cecil Ward Building |
| | | Document: Waste Management Charges | Waste Management Service, The Cecil Ward Building |
| | | Document: Application for Account to Dispose of Waste at Dargan Road Landfill Site | Waste Management Service, The Cecil Ward Building |
| | | Document: Commercial Waste Contract | Waste Management Service, The Cecil Ward Building |
| | | Document: Waste Management Enforcement Policy | Waste Management Service, The Cecil Ward Building |
| | | Document: Regulatory Services Policy - Site Licensing | Waste Management Service, The Cecil Ward Building |
| | | Document: Schedule of domestic bin collections by individual streets | Cleansing Section, Duncrue Complex (Schedule not available until April 2004) |
| | | Web page: www.cobweb.quantisci.co.uk/arc21 | Website |
| Web page: www.belfastcity.gov.uk | Website | | |

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| Street Cleansing and Litter Control | Information on the Council's street cleansing and litter control services including contact details. Information on which day each street in the City is scheduled for cleansing. | Document: Contract Services Handbook | Contract Services Department, Duncrue Complex, Leisure Centres and Cleansing Depots |
| | | Document: Litter Information | Waste Management Service, The Cecil Ward Building |
| | | Document: Schedule of street cleansing by individual streets | Cleansing Section, Duncrue Complex (Schedule not available until April 2004) |
| | | Web page: www.belfastcity.gov.uk | Website |
| Public Conveniences | Locations, charges (if any) and contact details for further queries. | Document: Health & Environmental Services Department Handbook | Health Promotion and Training Division, The Cecil Ward Building |
| | | Web page: www.belfastcity.gov.uk | Website |
| Cemetery and Cremation Services | Information on Council provided cemetery and cremation services and facilities including addresses, opening hours, fees and charges, telephone numbers and other contact details; and guidance and information on cemetery maintenance. | Document: Parks and Amenities Section Handbook | Parks and Amenities Section, The Cecil Ward Building and Cemeteries Office, City Hall |
| | | Document: Contract Services Handbook | Contract Services Department, Duncrue Complex, Leisure Centres and Cleansing Depots |
| | | Document: Scale of Charges | Directorate Support, Client Services Department, The Cecil Ward Building |
| | | Document: Rules relating to Cemeteries | Cemeteries Office, City Hall |
| | | Document: Charter for the Bereaved | Reception, Crematorium |
| | | Document: Guide to arranging a cremation at the City of Belfast Crematorium | Reception, Crematorium |
| | | Document: City of Belfast Crematorium | Reception, Crematorium |
| | | Document: City of Belfast Crematorium User's Charter | Reception, Crematorium |
| | | Document: Cremation: Questions People Ask | Reception, Crematorium |
| | | Document: Roselawn Cemetery and Crematorium: Memorial Tree Scheme | Reception, Crematorium |
| | | Document: Books of Remembrance at City of Belfast Crematorium | Reception, Crematorium |
| | | Document: Ecological Coffins | Reception, Crematorium |
| | | Web page: www.belfastcrematorium.co.uk | Website |
| Web page: www.belfastcity.gov.uk | Website | | |
| Dog Warden Service | Information on how the Council deals with stray dogs, the enforcement of dog fouling laws and investigations into dog attacks on other animals and people, charges, telephone numbers and other contact details. | Document: Guide to Responsible Dog Ownership | Dog Licensing Office, The Cecil Ward Building |
| | | Document: About Fouling | Dog Licensing Office, The Cecil Ward Building |
| | | Document: About Barking | Dog Licensing Office, The Cecil Ward Building |
| | | Document: About Your Dog | Dog Licensing Office, The Cecil Ward Building |
| | | Document: About Straying | Dog Licensing Office, The Cecil Ward Building |
| | | Web page: www.belfastcity.gov.uk | Website |

Contact Details

The addresses, telephone numbers and opening hours of the main offices of Belfast City Council, together with information about other locations, referred to in this Publication Scheme are listed below.

Belfast City Council

City Hall
BELFAST
BT1 5GS
Tel: (028) 9032 0202
Office Hours: (Mon-Thurs) 8.30am-5.00pm
(Fri) 8.30am-4.30pm

The Cecil Ward Building
4-10 Linenhall Street
BELFAST
BT2 8BP
Tel: (028) 9032 0202
Office Hours: (Mon-Thurs) 8.30am-5.00pm
(Fri) 8.30am-4.30pm

Duncrue Complex
Duncrue Road
BELFAST
BT3 9BP
Tel: (028) 9032 0202
Office Hours: (Mon-Thurs) 8.30am-5.00pm
(Fri) 8.30am-4.30pm

Ulster Hall
Bedford Street
BELFAST
BT2 7FF
Tel: (028) 9032 3900
Office Hours: (Mon-Fri) 12.00 noon -3.00pm

Group Theatre
Bedford Street
BELFAST
BT2 7FF
Tel: (028) 9032 3900
Tel: (028) 9032 9685 (Box Office)
Office Hours: (Mon-Fri) 12.00 noon-3.00pm

The Belfast Waterfront Hall
2 Lanyon Place
BELFAST
BT1 3WH
Tel: (028) 9033 4400
Office Hours: (Mon-Fri) 10.00am-6.00pm

Malone House
Barnett Demesne
BELFAST
BT9 5PB
Tel: (028) 9068 1246
Office Hours: (Mon-Sat) 9.00am-5.00pm
(Sun) 11.00am-5.00pm

City of Belfast Zoological Gardens (Belfast Zoo)
Antrim Road
BELFAST
BT36 7PN
Tel: (028) 9077 6277
Office Hours: (Mon-Sun) 10.00am-5.00pm (Apr-Sep)
(Mon-Sun) 10.00am-2.30pm (Oct-Mar)

City of Belfast Crematorium
129 Ballygowan Road
Crossnacreevy
BELFAST
BT5 7TZ
Tel: (028) 9044 8342
Office Hours: (Mon-Fri) 9.00am-4.00pm
(Sat) 9.00am-12.00 noon

St. George's Market
12-20 East Bridge Street
BELFAST
BT1 3NQ
Tel: (028) 9043 5704
Office Hours: (Mon-Fri) 8.30am-4.30pm

Consumer Advice Centre
6 Callender Street
BELFAST
BT1 5BN
Tel: (028) 9032 8260
Office Hours: (Mon, Tues & Thurs) 9.30am-4.30pm
(Wed) 9.30am-2.00pm
(Fri) 9.30am-4.15pm

Other Locations

Belfast Visitor & Convention Bureau
(including Tourist Information Centre)
47 Donegall Place
BELFAST
BT1 5AD
Tel: (028) 9023 9026

General Register Office
Oxford House
49-55 Chichester Street
BELFAST
BT1 4HL
Tel: (028) 9025 2036

Linen Hall Library
17 Donegall Square North
BELFAST
BT1 5GB
Tel: (028) 9032 1707

The Library
Queen's University Belfast
University Square
BELFAST
BT7 1LS
Tel: (028) 9027 3613

Ulster Society for Prevention of Cruelty to Animals
11 Drumview Road
LISBURN
BT27 6YF
Tel: (028) 9081 4391

and
28 Benvarden Road
BALLYMONEY
BT53 8AF
Tel: (028) 2074 2788

Details about where to contact Belfast Public Libraries, Job Centres, Tourist Information Centres and local Police Stations are available in the BT telephone book.