

# **Building Illumination Policy**

**September 2024**

## **1.0 Introduction and Aim**

Lisburn & Castlereagh City Council regularly receives requests to promote charities or highlight causes or events through the illumination of Council assets in various colours.

This policy aims to ensure that an effective procedure is in place to manage illuminations, ensuring that applications are considered in a consistent and transparent manner through a fair process.

This policy relates to the illumination of:

- Civic Headquarters at Lagan Valley Island
- Union Bridge
- Castle Gardens

## **2.0 Policy Objectives**

- To outline a transparent procedure for managing requests to illuminate Council assets.
- To outline clearly, the application process and the specific criteria that must be met for illumination requests to be considered.
- To put in place measures that enable effective management of an annual illumination programme.
- To ensure relevant approvals are sought through Corporate Services Committee and Council in line with Council's governance procedures.
- To ensure that the light up programme reflects the diversity across the city and is inclusive.
- To set out arrangements for promotion of agreed illuminations and the associated charities or causes.

## **3.0 Application Process**

The Council will issue a public call for applications each year. Charities who have previously requested an illumination will be informed directly when the call for applications opens.

Applications that meet the eligibility criteria will be presented to Corporate Services Committee for consideration. Those approved will form the schedule of illuminations for the year. No other applications will be considered within this 12 month period.

## **4.0 Eligibility Criteria**

- Requests must be received within the specified timeframe set out in the open call for applications – late submissions will not be accepted.
- Requests must be submitted by, or on behalf of, a registered charity or formally constituted group or public body.

- Requests must clearly identify the cause/charity, requested date and colour.
- Requests must be submitted via the web form [Lighting register - Lisburn & Castlereagh \(lisburncastlereagh.gov.uk\)](https://www.lisburncastlereagh.gov.uk/lighting-register) Anyone who cannot access this form may contact the Civic Events Officer on Civic Events Officer [CivicEvents.Officer@lisburncastlereagh.gov.uk](mailto:CivicEvents.Officer@lisburncastlereagh.gov.uk) to make their application.

## 5.0 Terms & Conditions

- Agreed illuminations will occur on the specified date from dusk until dawn.
- The Civic Headquarters at Lagan Valley Island and Union Bridge will be illuminated.
- Castle Gardens will only be illuminated on days specified by Council e.g. Remembrance Sunday.
- Only one application per charity/cause will be accepted per year.
- The organisation must work in partnership with the Council to maximise PR opportunities.
- Applications are valid for one year only.

## 6.0 Days of Observance

In addition to the annual programme, the Council will light up annually to mark the following events/days in line with previous agreements:

Event/Day	Colour	Date
Holocaust Memorial Day	Purple	27 January
International Women's Day	Purple	8 March
St Patrick's Day	Green	17 March
World Fairtrade Day	Black/Yellow/Blue rotation	11 May
Pride	Rainbow rotation	July (date confirmed annually)
World Suicide Prevention Day	Yellow	10 September
Recycle Week	Green	October (date confirmed annually)
Remembrance Day	Red	11 November
International Day of People with a disability	Purple	3 December
Christmas Eve	Red	24 December

## **7.0 Unexpected Events**

The Council may, on occasion, wish to illuminate assets to mark a significant local, regional, national, world event such as a natural disaster, terrorist attack or other tragic incident.

Given the time sensitive and potentially political nature of these events, it may be necessary for a request to be considered by Full Council. It is likely that in these circumstances, an illumination would form part of a wider set of actions.

## **8.0 Promotion**

All approved illuminations will be added to the illumination calendar which can be viewed on the Council website. They will be promoted on the agreed day through social media platforms. <https://www.lisburncastlereagh.gov.uk/resident/lighting-register>

A range of images of the illuminated facilities will be used on social media using pre prepared graphics of the illuminated assets including a photograph of the Corporate Services Chair.

The Chair may involve other Members and/or the Mayor as appropriate.

As part of the arrangement, the charity or cause will be asked to:

- Follow LCCC on X and Facebook; and
- Share LCCC's illumination message on via their social media platforms.

## **11.0 Resources**

There are no significant direct costs involved in implementing this policy. The Civic Events Officer is responsible for coordination of illuminations and ensuring that appropriate approvals are obtained.

## **12.0 Responsibility**

This policy is owned by LCCC and will be implemented by the Corporate Communications and Administration Unit.

## **13.0 Equality**

This policy has been subject to equality screening.

If anyone has difficulty making a request through the web form, the Civic Events Officer will provide assistance.

Telephone: 028 9244 7282

Email: [civicevents.officer@lisburncastlereagh.gov.uk](mailto:civicevents.officer@lisburncastlereagh.gov.uk)

In person: Lagan Valley Island, Lisburn, BT27 4RL

#### **14.0 Links to other Policies**

This policy links to other policies within Council including the Corporate Plan, a number of health and safety and technical policies as well as the Photographic and Public Relations Protocol. If there were to be any changes in such policies which would impact upon this policy then consideration will be given to reviewing this policy as appropriate.

#### **15.0 Consultation**

In developing this policy, officers consulted with charities and engaged in an Elected Member Focus Group.