



**Lisburn &
Castlereagh
City Council**

**Building Illumination Policy
for LCCC**

August 2021



1.0 Introduction

Lisburn & Castlereagh City Council receives a number of requests each year to light the external façade of the Council Chamber at civic headquarters to promote awareness of a charity, highlight a particular cause or mark an event/anniversary of significance.

Castle Gardens is lit up at the discretion of Council, however external requests are not accepted.

No other LCCC facilities are illuminated in this way.

2.0 Aim

This policy aims to ensure that an effective procedure is in place for managing requests to light up the Council Chamber at the civic headquarters and to ensure they are considered in a consistent and transparent manner through an application process.

Castle Gardens will only be lit up as part of a civic event or commemoration as agreed by Corporate Services Committee. External requests to light up Castle Gardens will not be accepted.

3.0 Policy Objectives

- To outline a transparent procedure for managing requests to light the external façade of the Council Chamber at civic headquarters.
- To outline clearly, the specific criteria that must be met for illumination requests to be considered.
- To put in place measures that enable effective management of an illumination programme.
- To put in place a clear timeframe to enable the relevant approvals to be 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 of all.
- To set out arrangements for promotion of the illuminations and associated cause.

4.0 Terms & Conditions

- This policy relates to the illumination of the external façade of the Council Chamber at Lagan Valley Island in a single colour.
- There will be a maximum of 60 illuminations annually with no more than 6 in any one month.
- The illumination will occur on the agreed date from dusk until dawn.

- A notice period of 2 calendar months is required for all requests to enable full consideration through Council's governance procedures.
- Requests received outside of this timeframe will be considered in exceptional circumstances only.
- One successful application per charity/cause will be permitted within any 12 month period for one day only.

5.0 Exceptional Circumstances

Where a request does not meet one or more the eligibility criteria, it may be considered in exceptional circumstances. This includes requests that are received within the specified timeframe but cannot be considered over the summer period when Committees do not meet.

Such requests will be considered by the Mayor, Chair and Vice Chair of Corporate Services. This may be through email correspondence or through a meeting arranged at short notice.

In the event that agreement is not reached by the Mayor, Chair and Vice Chair, the Chair may call a special meeting of Corporate Services Committee provided there is sufficient time. However, it would be an expectation that the Mayor, Chair and Vice Chair can reach a conclusion.

6.0 Making a Request

- All requests to illuminate the Council Chamber at civic headquarters must be submitted via the online application form on the Council website https://www.lisburncastlereagh.gov.uk/forms/building_illuminations
- Where accessibility issues exist, requests can be submitted via the following:
Telephone: 028 9244 7282
Email: civicevents.officer@lisburncastlereagh.gov.uk
In person: Lagan Valley Island, Lisburn, BT27 4RL

Elected Members receiving requests should advise that requests should be made directly via the Council's online form within the specified timeframe:
https://www.lisburncastlereagh.gov.uk/forms/building_illuminations

7.0 Annual Calendar

Council Officers will develop and maintain an annual calendar on the basis of:

- Repeat light up requests in previous years (organisations will be contacted).
- Light ups relevant to Charters or causes that the Council has already committed to.
- Light ups relevant to Notices of Motion agreed by Council.

8.0 Eligibility

The following eligibility criteria must be met for requests to be considered:

1. Requests will only be accepted from registered charities, formally constituted/registered groups or public bodies.
2. Applications in support of a cause, or to mark or support a significant event, anniversary or cause must be part of an existing light up campaign. This does not apply where the Council requests the light up exclusively or in partnership with a group or organisation.
3. Requests must be received within the specified timeframe. Requests that meet all other criteria, but are received outside the timeframe, will be offered the opportunity of a light up the following year without re-application.

Requests will be dealt with in priority order in accordance with the date on which the request was received by the Council in line with the terms and conditions of this policy.

Any requests that cannot be accommodated in line with this policy will be reported to Corporate Services Committee with the reason outlined e.g. outside the timeframe/already at maximum capacity in the required month.

9.0 Approval Process

A paper on illumination requests received will be presented to a meeting of the Corporate Services Committee at the earliest opportunity.

Requests that are approved by the Committee will be presented for ratification at full Council.

When approved by Council, arrangements will be made for the illumination to take place.

In exceptional circumstances, requests which do not meet the eligibility criteria will be considered as set out in section 5.

10.0 Promotion

All approved illuminations will be added to the illumination calendar which is available to view on the council website and will be promoted on the agreed day through social media platforms.

<https://www.lisburncastlereagh.gov.uk/resident/lighting-register>

Any photo opportunity may include representatives from the registered charity and relevant Members and/or Council Officers as appropriate subject to the agreement of the Chair of the Corporate Services Committee.

Members with a specific interest in a particular cause or charity wishing to be involved in the publicity for the illumination should raise this with the Chair of the Corporate Services Committee in the first instance, in a timely manner.

11.0 Resources

There are no significant costs involved in administering and implementing this policy.

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.

14.0 Links to other Policies

This policy links to other policies within Council including the Corporate Plan and a number of health and safety, technical policies and the Photographic and Public Relations Protocol Policy. 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 Formal Review

It is anticipated that the policy will be formally reviewed at the end of three years. However, if there were to be cause for review earlier than this then Council will consider reviewing it as appropriate.