



Derry City & Strabane
District Council

Comhairle
**Chathair Dhoire &
Cheantar an tSratha Báin**

Derry Cittie & Stràbane
Destrìck Council

Asset Illumination Policy

Approved on :

Minute Reference:

Asset Illumination Policy

1 Preamble

- 1.1 The aim of the policy is to assist in promoting Council events and social campaigns by illuminating designated Council assets.
- 1.2 In order to set out a transparent and equitable process, eligibility and other conditions are set out for not- for- profit organisations to be able to avail of this service.

2 Scope

- 2.1 This policy is applicable to the Council office building, Strand Road which can be illuminated in a range of colours, at no cost, due to the LED system in place. Other Council assets, namely the 'Tinnies' sculpture and the Guildhall Clock can be illuminated but are subject to set up costs.
- 2.2 The scope of this policy may, under special circumstances, be extended to include other Council assets.
- 2.3 Requests for illumination will only considered from not-for-profit organisations or via a Council Motion. Requests from individual members of the public will not be considered under this policy.

3 Definitions

- 3.1 In the context of this policy , the following definitions apply:
 - 'designated Council asset' - a building, part of a building or a facility / structure owned by Derry City and Strabane District Council and as set out in paragraph 2 of this policy.
 - 'not-for-profit organisation' – a registered charity

4 Policy Statement

The Council recognises the value that illuminating buildings / structures / features may have in promoting events and campaigns to the public and in enhancing the appearance of Council assets and the public's perceptions of the Council.

Subject to meeting eligibility and other conditions, the Council will illuminate designated Council assets to help promote events or social awareness campaigns that have a city and district -wide audience; and/or benefit local residents.

5 Roles and Responsibilities

Mayor

- 5.1 The Mayor is responsible for considering and approving / withholding approval in relation to all externally submitted applications for the illumination of a Council asset(s).
- 5.2 The Mayor may, in exceptional circumstances, give consideration to providing funding for the illumination of those assets that attract a fee.

Mayoral and Member Services Team

- 5.3 Requests for external lighting will be administered by the Mayoral and Member Services Team. This includes the provision of the relevant documentation (includes online), webpage information and advice to and liaison with the relevant stakeholders.
- 5.4 The Team will also be responsible for liaising with the relevant premises management and property teams to ensure that arrangements are put in place to illuminate the relevant assets, as agreed.
- 5.5 An overall diary / illuminations programme will be held by and published by the Team.

Elected Members

- 5.6 Requests for illuminating an asset may also be presented to Council by way of a Council Motion. In taking forward such Motions, Elected Members are responsible for taking into consideration the financial, legal, equality, good relations and other impacts of a proposal / decision to illuminate a Council asset.

Premises / Facility Managers and Property and Maintenance Teams

- 5.7 Staff in these areas will have responsibility for making the necessary operational arrangements to deliver the agreed requirements.

6 General Principles

6.1 Conditions

The following conditions apply to all lighting requests:

- 6.1.1 Subject to the approval of the Mayor and the completion of a written request, the Council asset(s) may be illuminated, for up to a period of one week, in order to promote charitable organisations/causes/campaigns. Where there are multiple requests for the same dates, organisations may be asked to designate a particular day.
- 6.1.2 Lighting proposals advanced via a Motion of Council will not require the Mayoral approval. In these instances, the cost of lighting will be borne out of the corporate budget, and the costs, where applicable reported to Council.
- 6.1.3 Where a lighting proposal has the potential to have a differential or negative impact on any of the Section 75 groups, equality screening should be conducted and if necessary an equality impact assessment undertaken. In the event that there is a potential for a good relations impact, the proposal will be referred to a designated working group, in line with Council's Equality Scheme.

- 6.1.4 Requests will not be accepted from commercial organisations, (subject to clause 6.1.2).
- 6.1.5 Applications can be made up to six months in advance.
- 6.1.6 Applications are processed in the order they are received.
- 6.1.7 Council reserves the right for use of its assets during a booked period.
- 6.1.8 Dates and /or times may be blocked out due to maintenance / operational reasons.
- 6.1.9 Council 'light ups' take precedence over other requests.
- 6.1.10 All applications are subject to approval. Council reserves the right to reject any application or to cancel any asset lighting booking. (Where a fee has been paid, this will be reimbursed.)

6.2 Eligibility requirements

- 6.2.1 Lighting of Council assets is available for Council events and also social awareness campaigns that have a city and district -wide audience; or benefit local residents.
- 6.2.2 Applications will only be accepted from not-for-profit organisations who have completed and submitted an application, at least one month in advance of the requested illumination date(s).
- 6.2.3 The charity's outcomes/outputs/ promotional campaign must be in accordance with the Council's agreed values and objectives and must not conflict with Council policies.
- 6.2.4 Organisations who have outstanding fees, in relation to the illumination of assets, will not be eligible to reapply until such outstanding amounts are paid.

6.3 Fees / Charges

- 6.3.1 The illumination of the Council Office, 98 Strand Road is provided free of charge.
- 6.3.2 In exceptional circumstances, where an organisation requires the illumination of one or more other Council assets (e.g. Guildhall clock and/or 'Tinnies' structure), a £200 fee (for each asset) will be chargeable to cover the costs of set up and dismantling of lighting infrastructure.
- 6.3.3 Fees are subject to review on an annual basis.

7 Legal and Policy Framework

- 7.1 There are no specific legislative requirements associated with this policy.

8 Linkage to Corporate Plan

- 8.1 This policy is consistent with Derry City and Strabane District Council's mission to: "Deliver improved social, economic and environmental outcomes for everyone."

9 Impact Assessment

9.1 Screening and Equality Impact Assessment

- 9.1.1 This policy has been screened out for equality impact assessment.

9.2 Impact on staff and financial resources

- 9.2.1 All necessary human, financial and material resources will be made available to implement the Policy, whilst being mindful of budgetary and other constraints.
- 9.2.2 Training will be provided to raise awareness of the Policy among relevant staff and to ensure its effective implementation.

9.3 Sustainable development

- 9.3.1 The LED external lighting system at the Council offices provides a cost effective and environmentally solution to the illumination of a Council asset.

9.4 Impact on Rural Need

9.4.1 Within this policy, there is no reference to Council assets in the rural area. As the primary aim of this policy is to help promote public awareness of events and /or campaigns, the use of assets in high traffic areas is desirable.

9.5 Other impacts

9.5.1 The illumination of a Council asset facilitates opportunities for publicity and the promotion of events and / or social causes to a wide audience, with fairly limited costs.

9.5.2 The illuminations, if properly used, have the potential to enhance the appearance of Council assets and its public perception. However, over use could undermine the promotional and reputational benefits.

10 Communication Strategy

10.1 In order to support the implementation and communication, of this policy a dedicated webpage will be available on the Council's website providing details of the policy, application process and documentation, and overall illumination schedule.

11 Risk Management

11.1 Subject to the application of the procedures, conditions and eligibility criteria associated with this policy, no significant risks have been identified.

12 Monitoring, review and evaluation

12.1 The Asset Illumination Policy will, under normal circumstances, be formally reviewed every three years.

12.2 The policy will also be subject to routine scrutiny and, from time to time, updates and re-issues will be circulated. The Council will respond in a positive fashion to both regional and local changes in circumstance or new initiatives.

12.3 The policy will be reviewed sooner in the event of any one or more of the following:

- A failure or weakness in the policy is highlighted.
- Changes in legislative requirements.
- Changes in Government/Council or other directives/requirements.

Document Number	CORP50/19
Responsible Officer	Lead Democratic Services and Improvement Officer
Contact Officer	Mayoral and Member Services Officer Telephone: (028 71) 253 253 Ext 6754.
Approval	Name of Council Committee which recommended approval of the policy and minute reference: GSP.../19 Date of full Council meeting at which policy approval was ratified.
Effective Date	1 March 2020
Modifications	N/A
Superseded Documents	N/A
Review Date	To be reviewed in 3 years. However, the policy will be reviewed sooner in the event of any one or more of the following: <ul style="list-style-type: none"> • Failure or weakness in the Strategy is highlighted • Changes in legislative requirements • Changes in Government/ Council or other directives and requirements.
File Number	intranet/policies & procedures/corp/illumination
Associated Documents	Bookings forms

This information is available upon request in a number of formats including large print, Braille, PDF, audio formats (CD, MP3, DAISY) and minority languages.

For further information on alternative formats please contact

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