



Derry City & Strabane
District Council

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

Derry Cittie & Stràbane
Destrack Cooncil

Dual Language Street Naming Policy and Procedure

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Dual Language Street Naming Policy and Procedure

1 Preamble

- 1.1 At the January 2021 meeting of Derry City and Strabane District Council (Min Ref C34/21), the following motion was passed:

"Given the increasing demand for bi-lingual street signs to be installed in the DCSDC area, this council supports the lowering of the threshold for the installation of bilingual signage in addresses within the DCSDC boundary to 15%. This proposal would require one resident or their local councillor to come forward with the request to erect a bilingual street sign and if this was to gain the support of 15% of residents on the electoral register then this would be suffice to go forward for approval by Council."

2 Scope

- 2.1 Derry City & Strabane District Council has a discretion to erect a street nameplate showing the name of any street (or part thereof in the case of 'long streets') within the Council boundary in a language other than English, in addition to the street nameplate showing the name of the street in English.
- 2.2 This policy does not apply to streets which have dual language signage in place as a result of the previous policy on this matter, except where paragraph 7.17 applies.
- 2.3 Townland names, in rural areas, also fall within the scope of this policy.
- 2.4 Other forms of locational signage fall outside the scope of this policy.

3 Definitions

Throughout this policy, the following definitions will apply:

- "Street" includes any road, square, court, alley, passage or lane.
- "Long street" refers to a street that exceeds 5 miles and/or encompasses two or more townlands.
- "Residents" of premises will be regarded, in the case of domestic dwellings, as every person normally resident in premises in the street, whose name appears on the Electoral Register at the date at which a consultation survey is initiated.
- "Occupiers" -In the case of commercial / non –domestic premises, the person(s) in actual possession or occupation of the premises will be deemed to be the

"occupier(s)". Workers in commercial and non-domestic premises, hotel guests, hospital staff and patients, students and other such individuals are excluded from this definition. However, an "occupier" will be interpreted as widely as legally permissible.

- "Nameplate" includes any means of signifying a name in writing;
- "Valid application" is an application requesting the erection of a dual language street nameplate which includes:
 - the name and address of a verified resident of the street for which the request is being made; the language being requested and the signature of the requestor, OR
 - the name of a local councillor, the language being requested and the signature of the Elected Member.
- "Local councillor" is defined, for the purposes of this policy, as being a serving Elected Member of Derry City and Strabane District Council (at the time of application) representing the District Electoral Area, in which the street to be considered for dual language signage is located.
- "Verified resident" is defined as being a person whose name is listed on the electoral register for the street at the date of application for a bilingual sign and who has provided satisfactory proof of identity and address to the Council.
- "15% of residents on the electoral register" is defined as being on the electoral register at the date of the application being received. The percentage figure is rounded down to the nearest whole number.

4 Policy Statement

The Council is committed to promoting inclusivity and linguistic diversity and supports the use and visibility of minority regional and non-indigenous languages, in addition to English, on street nameplates.

5 Roles and Responsibilities

5.1 Environment and Regeneration Committee

The Environment and Regeneration Committee has responsibility for developing and implementing Council's policy in respect of street naming and numbering including this associated Dual Language Street Naming Policy and Procedure. In this context, the Committee has responsibility for considering applications for dual language signage, overseeing consultation processes, considering the outcome consultations and other relevant information and putting forward recommendations to full Council.

5.2 Chief Executive

Overall responsibility for the implementation of this policy lies with the Chief Executive.

5.3 Director of Environment and Regeneration

The Director of Environment and Regeneration is responsible for allocating the necessary resources and putting in place systems for the effective implementation of the policy. This will include, although not exclusively receipt and processing of dual language street nameplate requests, oversight of consultation processes as well as providing reports to the Members of the Environment and Regeneration Committee.

5.4 Environment Services and Building Control Team

Operational responsibility for the implementation of the policy lies with staff within the Environment Service and specifically the Building Control Team.

6 General Principles

- 6.1 Derry City & Strabane District Council may resolve, in principle, to erect a street nameplate in a language other than English, in a named street(s).
- 6.2 The Council, a local Councillor and/or a resident of domestic premises in a street may initiate procedures for the erection of a street nameplate in a street in a language other than English.
- 6.3 Council will write to occupiers of a street where a dual language street nameplate has been requested, to seek their views.
- 6.4 The Council will have regard to any views on the proposal expressed by the residents and other occupiers of premises in the street in question. Only the views of residential occupiers will be considered in determining if the threshold has been met.
- 6.5 With exception to long streets, streets would not normally have nameplates with different languages at different parts of the street. Normally a maximum of one language plus English will be displayed on all the nameplates within a single street.
- 6.6 Member discretion may be applied subject to individual circumstances in a street.
- 6.7 The minority, regional or non – indigenous language will not be used to express the name of the street for statutory purposes.
- 6.8 Street names will reflect the proper grammatical and syntax version of the name, in the appropriate language.
- 6.9 This policy and associated documentation is available in alternative languages, on request. Arrangements can be made to assist applicants to complete forms at Council offices, where required.

7 Initiation and Implementation Procedures for the Erection of a Street Nameplate in a Language other than English

- 7.1 An occupier of premises in a street (to which the application applies), may apply to Derry City & Strabane District Council to have a street nameplate erected in the street in a language other than English by –
- writing to the Director of Environment and Regeneration, Derry City and Strabane District Council, or
 - completing and returning the relevant form in Appendix 1 to the Director of Environment and Regeneration or the web version of this form.

A written request / completed form may be submitted by email but it must be attached as a file and signed. The Council is unable to accept a request made within the body of an email. If such a request is received, Council will email the requestor an application form and advise of the options for submission. Signed applications in hardcopy format are acceptable.

- 7.2 Where an occupier is unable to make a request due to privacy or other reasons, a local Elected Member may submit an application in respect of any street within the District Electoral Area that they represent. Such an application must be submitted in accordance with paragraph 7.1 above. Members may also submit an application for a street within their District Electoral Area.
- 7.3 Following receipt of a valid application, where required, Derry City and Strabane District Council will advise occupiers of premises in the relevant street (or designated part of a long street) of the application and inviting submission of views, within 28 days of such notification. Occupiers are requested to indicate their agreement or not with the proposal for dual language signage. Respondents will also be asked for equality monitoring data in order to help assess policy impacts.
- 7.4 All responses will be checked against the Electoral Register (and/or a relevant business listing in the case of non-residential occupiers) and a report prepared on the results of the consultation. Incomplete or illegible survey returns will not be counted. Only verified replies (ie from residents on the Electoral Register at the date of application), returned by the specified date will be considered.
- 7.5 Each application, along with the views of occupiers, will be considered by the Environment and Regeneration Committee of Derry City & Strabane District Council and a recommendation made on the application. Recommendations are subject to ratification by a meeting of the Council.

- 7.6 Although each application will be considered on its merits, considerable weight will be attached by Derry City and Strabane District Council to views expressed by those occupiers in a street who respond either for or against the proposal(s) and the minimum support levels required.
- 7.7 Council maintains its discretion to erect or not to erect a dual language street in certain circumstances. Such circumstances may be determined on a case by case basis, where there is a clear rationale, and may include:
- Issues related to the process, demography of the street, stakeholder views including non –residential occupiers,
 - Where there are no occupiers,
 - Where there are requests for multiple languages for the same street, at the same time,
 - Synergy or compatibility with other council policies or strategies, including for example policy screening and/or impact assessment,
 - Local knowledge of the area/ relevant environmental or operational matters/ community insights; or
 - Other material considerations relating to the application.

Where information / consideration is required in relation to a potential good relations issue, the Designated Working Group (as per the Council's Equality Scheme) will, in respect of this policy, be the E&R Committee.

- 7.8 Subject to the discretion of Council, proposals for dual language street nameplates require a minimum of 15% of residents on the electoral register (at the date of application) for the street, to indicate their support for the proposal, for approval to be granted by the Council.
- 7.9 If an application is approved, details will be entered into the LPS Pointer database and relevant stakeholders notified.
- 7.10 If an application is rejected, the applicant will be notified and reasons given for the rejection.
- 7.11 Further requests for the same language will not be considered until the expiry of 3 years from the date at which the Council ratified the decision of the Environment and Regeneration Committee.

Implementation

- 7.12 All decisions in respect of nameplates will be implemented sequentially in order of date approved by Council and in line with available resources/phasing of works. Council reserves the right to pause the implementation of this policy in the absence of available resources.

- 7.13 The design, font and size of lettering on dual language nameplates shall be in accordance with that as shown in Appendix 2.
- 7.14 Following the Council's decision with regards to the request on Dual Language Signage for a particular street/road, the outcome will be published on the Council Website. Where requested, written confirmation of the decision will be forwarded to relevant occupiers.
- 7.15 Where agreed, a new dual language nameplate will be erected at the start and finish of the street in question and at such points along it as required e.g. at other road junctions, in accordance with any operational requirements as determined by the Building Control Team.
- 7.16 Once a request for dual language street signage has been implemented under this policy, no further requests for a different language (in addition to English) will be accepted/considered until the expiry of 10 years from the date at which the Council ratified the decision of the Environment and Regeneration Committee.
- 7.17 A diagram outlining the Initiation and Implementation Procedures is set out in Appendix 3.

8 Legal and Policy Framework

- 8.1 **Under Section 11 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1995**, powers were given to councils in relation to street names and numbering of buildings. Specifically:
- (1) A council may erect at or near each end, corner or entrance of any street in its district a nameplate showing the name of the street; and a nameplate erected under this paragraph—
 - (a) shall express the name of the street in English; and
 - (b) may express that name in any other language.
 - (2) A council may, immediately adjacent to a nameplate erected under paragraph (1) which expresses the name of a street in English only, erect a second nameplate expressing the name of the street in a language other than English.
 - (3) Neither this Article nor anything done by a council thereunder authorises or requires the use of the name of a street expressed in a language other than English as, or as part of—
 - (a) the address of any person; or
 - (b) the description of any land;

for the purposes of any statutory provision.

- (4) In deciding whether and, if so, how to exercise its powers under paragraph (1)(b) or (2) in relation to any street, a council shall have regard to any views on the matter expressed by the occupiers of premises in that street.

8.2 The European Charter for Regional or Minority Languages

The ECRML entered into force in the United Kingdom in 2001 and applies to the following languages: Irish, Welsh, Scottish Gaelic, Manx, Cornish, Scots and Ulster Scots. The European Charter for Regional or Minority Languages is designed to protect and promote regional and minority languages and to enable speakers to use them both in private and public life. It obliges signatories to actively promote the use of these languages in education, courts, administration, media, culture, in economic and social life, and in the sphere of cross-border co-operation.

The Charter goes beyond minority protection and anti-discrimination, requiring its signatories to also take active promotional measures for the benefit of minority languages. By placing promotional obligations on the state, the Charter complements the individual rights of minority language speakers ensuing from national and international minority protection. This adds momentum to the implementation of minority rights in daily practice.

8.3 The Representation of the People (Northern Ireland) Regulations 2008

Restriction on use of the full register or information contained in it supplied in accordance with any enactment or otherwise obtained

95.—(1) This regulation applies to—

- (a) any person to whom a copy of the full register has been supplied in pursuance of a relevant provision;
- (b) any person to whom information contained in the full register has been disclosed in pursuance of a relevant provision;
- (c) any person to whom a person referred to in sub-paragraph (a) or (b) has supplied a copy of the full register or information contained in it for the purposes (express or implied) of a relevant provision; and
- (d) any person who has obtained access to a copy of the full register or information contained in it by any other means.

(2) In this regulation “relevant provision” means any enactment except these Regulations which sets out the purpose for which a copy of the full register is to be supplied or information from that register disclosed under the enactment.

(3) No person to whom this regulation applies (except by virtue of paragraph (1)(d)) may—

- (a) supply a copy of the full register;

(b)disclose any information contained in it (and not contained in the edited register); or

(c)make use of such information,

other than for the purpose (express or implied) for which the copy was supplied or the information disclosed to the person in question under the relevant provision.

(4) No person to whom this regulation applies by virtue of paragraph (1)(d) may—

(a)supply a copy of the full register;

(b)disclose any information contained in it (and not contained in the edited register); or

(c)make use of such information,

other than for any purpose for which a copy could be supplied or information could be disclosed to the person in question under any enactment (including these Regulations).

9 Linkage to Corporate Plan

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

10 Impact Assessment

Equality Screening

- 10.1 An equality screening exercise (Appendix 2 to committee report) has identified that the different Section 75 groups may have have different experiences and needs in terms of the use of language; there is evidence that there is the potential for the visibility of languages and the promotion of diversity, and potential impacts in terms of good relations. It is noted that there is limited evidence in relation the impacts of the policy in regards to different Section 75 groups.
- 10.2 It was concluded that it would be beneficial to undertake an equality impact assessment which includes consulting stakeholders.

Rural Needs Impact Assessment

- 10.3 A rural needs assessment has been conducted.

Impact on staff and financial resources

- 10.4 Details of indicative resource implications are identified within the relevant committee report related to this policy.
- 10.5 Training will be provided to raise awareness of the Policy among relevant staff and to ensure its effective implementation.

Climate change / Sustainable development

- 10.6 Timelines for reconsideration of signage proposals have been included in this policy in recognition of the effective use of resources.

Data Protection

- 10.7 Given the potential handing of personal information in the implemenation of this policy, the data protection measures set out at Appendix 4, will apply.

11 Communication Strategy

- 11.1 In order to support the implementation and communication, of this policy information will be available on the Council's website providing details of the policy, application process and documentation.

12 Risk Management

- 12.1 In drawing up this policy, consideration was given to ensuring that a transparent and robust policy was in place. The introduction of a review period is intended to identify unforeseen risks and impacts, as well as mitigation measures.

13 Monitoring, review and evaluation

- 13.1 The policy will initially be implemented for a period of six months and the impacts reviewed. Subsequent reviews would take place in line with the Rates Estimates process

14 Policy Details

Document Number	tbc
Responsible Officer	Head of Environment and Building Control
Contact Officer	Name of Lead Officer: Technical Support Officer Telephone: (028 71) 253 253 Ext Email:@derrystرابane.com
Approval	Name of Council Committee which recommended approval of the policy and minute reference. Date of full Council meeting at which policy approval was ratified.
Effective Date	
Modifications	N/A
Superseded Documents	Was previously part of Street Naming and Property Numbering Policy
Review Date	To be reviewed in 6 months . 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 policy / procedures is highlighted • Changes in legislative requirements • Changes in Government/ Council or other directives and requirements. • Unintended adverse impacts
File Number	
Associated Documents	Request form Survey form Guidance on design of Dual Language signage.

15 Amendments / Version Control

Version	Description	Author	Date
0.1-0.6	Working drafts for internal consultation	EC	March/April 21
0.7	Initial draft for committee consideration	EC	May 2021
0.8	Updates regarding version of Electoral Register to be used, structural changes, new paragraph 6.6 on grammar ;	EC	July 22
0.11	Range of updates based on feedback	EC	Nov-March 23
0.12-015	Updates based on officer and Member feedback		
0.16-0.17	Updates based on results of EQIA consultation	EC	Oct- Dec 24

Dual Language Signage Request Forms



Dual Language Street Naming Procedure

Application to erect dual language street name

1. An occupier of premises in a street (to which the application applies), may apply to Derry City & Strabane District Council to have a street nameplate erected in the street in a language other than English by:
 - (a) writing to the Director of Environment and Regeneration, Derry City and Strabane District Council, or
 - (b) completing **Form A** below and returning to the Director of Environment and Regeneration.

A written request / completed form may be submitted by email but it must be attached as a file and signed. The Council will not accept a request made within the body of an email.

2. Where an occupier is unable to make a request due to privacy or other reasons, a local councillor may submit an application using **Form B** below in respect of any street within the District Electoral Area that they represent. Such an application must be submitted in accordance with paragraph 1 above.

Please return your signed and completed form to:

Director of Environment and Regeneration

Derry Office

Derry City and Strabane District Council
98 Strand Road, Derry BT48 7NN
Email address: TBC

Strabane Office

Derry City and Strabane District Council
47 Derry Road, Strabane BT82 8DY
Email address: TBC

Form A:

External Initiation (Occupier)

I ⁽¹⁾ _____

Of ⁽²⁾ _____

hereby request that Derry City and Strabane District Council initiate the process to erect dual language signage at the above-mentioned street on which I am currently resident.

(1) Name of occupier

(2) Address of occupier

Language requested: _____

Signed:

Date:

Form B:

Councillor Initiation

I ⁽¹⁾ _____

On behalf of ⁽²⁾ _____

being an Elected Member of Derry City and Strabane District Council representing the District Electoral Area, in which the street specified at (2) above is located hereby request that Derry City and Strabane District Council initiate the process to erect dual language signage at the above-mentioned street

(1) Councillor Name

(2) Street for which an application is being made

Language requested: _____

Signed:

Date:

Appendix 2: Dual Language Street Nameplate Design Guidelines



Code of Practice for producing dual language signs

Code of Practice for the production of dual language signs in the Derry City and Strabane District Council area.

Derry City and Strabane District Council has established a code of practice to ensure that dual language signage conforms to a series of design and accessibility standards outlined below. This document complements the Council's Streetnaming and Property Numbering Policy and is intended to provide practical guidance to existing and prospective sign suppliers helping to provide consistency of approach in terms of dual language signage throughout the city and district.

1. Street Signage

All text must be presented as shown in the template below (A).

- (a) Text in English and in the second language must be presented at the same size and using the same font. No blocks of capitals or italics should be used and no other presentational distinction should be made between the languages;
- (b) Even in cases where the text in the second language is longer, the text must be presented at the same size and in the same format as the English text;
- (c) **Irish:** The Council's Policy Officer (Irish language) or the Irish Language Officer will supply the Irish translation for each sign and will approve draft signage prior to production in conjunction with the Technical Support Officer. The acute diacritic marker on vowels (commonly known as the *fada*) must be included where advised by the Irish Language Officer as any omission of the acute constitutes a spelling error.

- (d) **Ulster-Scots:** Translations into Ulster-Scots must be procured via the Council's Select List of Translators and Interpreters which is managed by the Policy Officer (Equality). Diacritic marker on vowels must be included exactly as recommended by the translator as any omission constitutes a spelling error. There are three diacritic markers: ÿ (diaeresis over 'i'), ü (diseresis over 'u'), è (grave accent over 'e')¹. There may be a requirement to supply the translator with supporting information to ensure that the translated version of the street name corresponds with the meaning and sense of the original.
- (e) **Other languages:** Translations into any language other than Irish must be procured via the Council's Select List of Translators and Interpreters which is managed by the Policy Officer (Equality). There may be a requirement to supply the translator with supporting information to ensure that the translated version of the street name corresponds with the meaning and sense of the original.

A: Street Sign Template (Example: English/Irish)



2. Rural Road Signage

All text must be presented as shown in the template below (B).

- (a) Text in English and in the second language must be presented at the same size and using the same font;
- (b) The English form of the road name is presented in black text and the second language form is presented in green; this colour scheme is already in use on rural road signage. All other text including the townland name is in black;
- (c) The townland name is presented at a slightly smaller size with English to the left and the second language to the right (see English/Irish example below);

¹ <http://www.ulsterscotsacademy.com/words/spelling-guide/note.php>

- (d) **Irish:** The Council's Policy Officer (Irish language) or the Irish Language Officer will supply the Irish translation for each sign and will approve draft signage prior to production in conjunction with the Technical Support Officer. The acute diacritic marker on vowels (commonly known as the *fada*) must be included where advised by the Irish Language Officer as any omission of the acute constitutes a spelling error.
- (e) **Ulster-Scots:** Translations into Ulster-Scots must be procured via the Council's Select List of Translators and Interpreters which is managed by the Policy Officer (Equality). Diacritic marker on vowels must be included exactly as recommended by the translator as any omission constitutes a spelling error. There are three diacritic markers: ÿ (diaeresis over 'i'), ü (diseresis over 'u'), è (grave accent over 'e'). There may be a requirement to supply the translator with supporting information to ensure that the translated version of the street name corresponds with the meaning and sense of the original.
- (f) **Other languages:** Translations into any language other than Irish must be procured via the Council's Select List of Translators and Interpreters which is managed by the Policy Officer (Equality). There may be a requirement to supply the translator with supporting information to ensure that the translated version of the street name corresponds with the meaning and sense of the original.

B: Road Sign Template

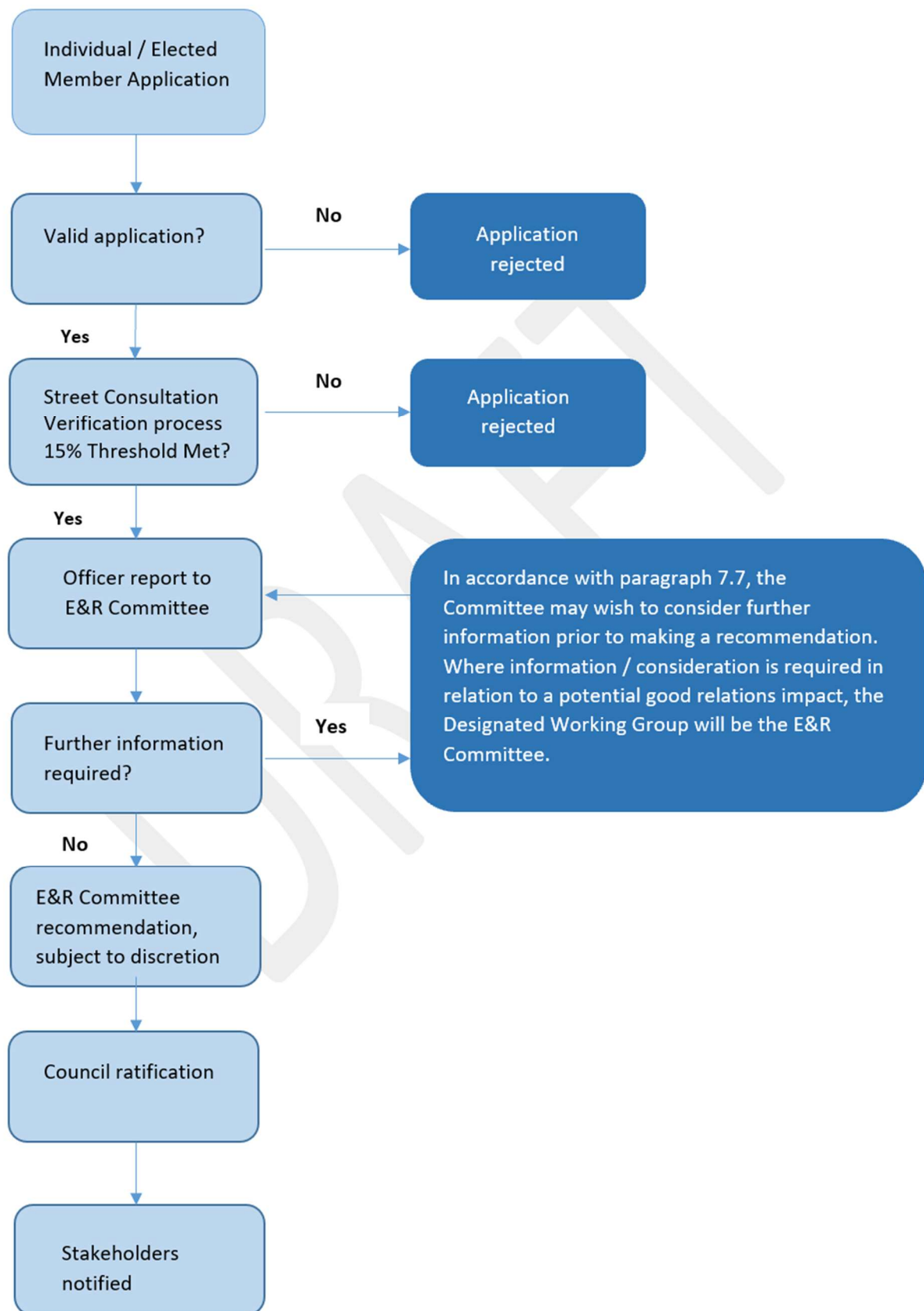
Carnanreagh Road

Bóthar an Charnáin Riabhaigh

Carnanreagh

An Carnán Riabhach

Appendix 3: Outline Process Diagram



Appendix 4: Data Privacy

Derry City and Strabane District Council takes its data protection responsibilities very seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way that complies with the General Data Protection Regulations and the new Data Protection Act 2018.

The Council has a legal duty to provide certain public services/tasks and, to this end, may use the information you have provided to do so. The information you supply will principally be processed for the purpose for which it has been provided. If it is being used for any other purpose you will be informed and your explicit consent will be sought if required (sometimes the law allows us to use it for other legitimate purposes).

Derry City and Strabane District Council will:

- only use your information to carry out its statutory duties or tasks in the public interest
- only ask for what information is absolutely necessary to allow it to carry out its duties
- only use your information for the purpose that you provided it for (we cannot normally use it for anything else without your permission)
- provide you with sufficient information to make a choice when your consent is required and only use it if you have clearly "opted-in"
- store and maintain your personal information only for as long as it is required
- store and maintain your personal information in a secure manner
- dispose of your information if you ask us to do so (and we no longer need to keep it) and in line with Council's Retention and Disposal Schedule

Derry City and Strabane District Council collects the data for the purposes of the management and application of the Street Naming Applications. This data may also be passed on to other related Government Agencies, to other Council Departments E.g. Planning, Environmental Health and other legal agents in response to requests for property certificates. Information in relation to the application will also be published in publically available Council reports.

For additional information refer to Council's website where the Privacy Notice can be obtained at the following link:

<http://www.derrystrabane.com/Footer/Privacy-Policy>

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

Tel 028 71 253253

e-mail equality@derrystrabane.com