

**BALLYMONEY BOROUGH COUNCIL  
Corporate & Central Services Committee  
Meeting No. 350 – 21<sup>st</sup> December 2006**

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**BALLYMONEY BOROUGH COUNCIL  
Corporate & Central Services Committee**

**Minutes of Corporate & Central Services Meeting No 350 held in the Council Chamber, Riada House on Monday, 21<sup>st</sup> December 2006 at 7:30 pm**

**IN THE CHAIR:** Councillor A Patterson

**PRESENT**

**Aldermen**  
H Connolly  
C Cousley (Deputy Mayor)  
J Simpson

**Councillors**  
A Cavlan  
J Finlay (Mayor)  
B Kennedy  
D McKay  
I Stevenson

**APOLOGIES**

**Alderman** F Campbell  
**Councillors**  
E Robinson, M Storey, MLA & R Wilson

**IN ATTENDANCE**

Chief Executive  
Director of Central and Leisure Services  
Items [3b et seq]  
Head of Corporate and Development Services

**350.1 APOLOGIES**

Apologies were received from Councillors Robinson, Storey and Wilson.

**350.2 MINUTES OF MEETING NO. 349 – 27<sup>th</sup> November 2006**

It was proposed by Alderman Connolly, seconded by Councillor Stevenson and  
**AGREED:**

*to recommend to council that the minutes of meeting no 349 on 27<sup>th</sup> November 2006 be approved.*

## CORPORATE SERVICES

### 350.3 EQIA CONSULTATION DOCUMENTS

#### (a) – **Street Naming Policy**

The Chief Executive referred to the report on the responses received to the EQIA on this policy, circulated, and presented comments thereon. (both included in Appendix A)

He invited committee to consider what changes, if any it wished to make to the policy in the light of the responses received to the consultative document and taking account of the detailed legal opinion Council had previously received from John O'Hara regarding this policy area. (draft policy attached as appendix B)

The Mayor expressed concern that while there was a substantial body of opinion opposed to introduction of dual language signs in the belief that this would serve only to raise tension and strife in mixed communities, serve no useful purpose in others and lead to additional cost on rates, Council was, nevertheless, according to legal advice received, required to act on applications under the policy.

The Chief Executive explained that while the power to name streets is discretionary, where a Council decided to exercise the power the law requires that the name of the street shall be displayed in English. The Council has decided to exercise the power available to name streets and number properties.

The law also gives councils the power to display the name in a second language and, in deciding whether or not to do this, the Council must take account of the views of residents in the street. The policy document before the meeting sets out how the Council will use its powers under the legislation. There are three aspects to the policy:

1. the naming of streets in English
2. the addition of a second name in another language
3. the numbering of properties

The Chief Executive confirmed that Council was required to monitor applications under the policy under the S75 categories.

After lengthy discussion it was proposed by Councillor Finlay seconded by Councillor Stevenson

***That consideration of the policy be deferred to the committee's next meeting to allow members the opportunity to fully consider the comments from the public consultation, the response to the comments and the legal advice.***

Councillor McKay voiced disappointment at the further delay in adoption and implementation of the policy. He requested that voting on the motion be recorded.

The Chairman put the motion to the meeting and it was carried, six members voting for and three members voting against. Voting was recorded as follows:

<u>For the motion (6)</u>	<u>Against the motion (3)</u>
Alderman Simpson	Councillor McKay
Councillor Kennedy	Councillor Cavlan
Alderman Cousley	Alderman Connolly
Councillor Finlay	
Councillor Stevenson	
Councillor Patterson	

- The Director of Central & Leisure Services arrived at this stage 8.15 p.m.

**(b) – Policy on Election of Office Bearers & Council representation on Committees and external bodies.**

The consultation period on this document closed on 13<sup>th</sup> December. One response had been received and one request for an extension of time. A report on the responses will be made to the committee's next meeting.

**(c) – Policy on Recognising Achievement**

This EQIA has been reviewed following initial research on this subject which reveals that Council recognizes achievement in various ways, eg, providing use of facilities (gold card scheme), grants, participation in sports awards, talented athletes scheme and hosting civic receptions to recognize success at national/international level, significant anniversaries and award of the freedom of the borough, which is granted only in exceptional circumstances.

Issues relating to grants and other financial support will be addressed under the EQIA on contributions, grants and pricing policy. The circumstances in which civic recognition arises occurs infrequently with decisions made on the merits of each individual proposal. It is difficult to assess the degree of impact as this depends on perception of each individual concerned and the nature of the event.

**IT IS RECOMMENDED** that a Civic Recognition policy be developed to clarify the criteria as regards recognition of achievement by way of civic/ceremonial events and that an EQIA be undertaken on this draft policy.

Discussion ensued on the need for a policy in this area given the very low level of activity during the past several years and, in relation to award of the freedom of the borough, rarely given, the need for a two-thirds majority to support any proposal. The distinction between a civic reception and one hosted by the Mayor was noted.

It was proposed by Councillor Finlay seconded by Councillor Kennedy and **AGREED:**

***To recommend that a Civic Recognition policy be developed to clarify the criteria as regards recognition of achievement by way of civic/ceremonial events and that an EQIA be undertaken on this draft policy.***

#### **350.4 ORGANISATIONAL REVIEW**

The Chief Executive advised that the Corporate Management Team has given further consideration to the management structure in the Leisure Services section of the Central

and Leisure Services Directorate following the integration of additional services from the former Leisure & Amenities Department.

**IT IS RECOMMENDED** that to provide a more effective and efficient structure under the Head of Service the line management responsibility for the post of Plant Operator and Catering Staff be transferred from the Head of Service to the Assistant Managers, in accordance with the revised organizational chart attached. (Appendix C)

It was proposed by Councillor Finlay seconded by Councillor Kennedy and **AGREED:**

***To recommend that the proposed revised structure, under the Head of Leisure Services, the post of Plant Operator and Catering Staff transferring from the Head of Service to the Assistant Managers, be approved, in accordance with the revised organizational chart in Appendix C.***

### **350.5 NILGA ANNUAL CONFERENCE AND EXHIBITION 2007**

The NILGA Annual Conference and Exhibition “Shaping Change” : Unlocking the Potential for our Local Communities, will be held in the Armagh City Hotel on 15/16 February 2007. Details circulated. Fee £170. Members are invited to register their interest with Corporate Services.

### **350.6 DISTRICT POLICING PARTNERSHIPS**

A briefing note in relation to the Northern Ireland (St. Andrews Agreement) Bill 2006 detailing the key points affecting DPPs was circulated and the Chief Executive drew attention to the key points. Arising from discussion the Chief Executive undertook to clarify the position with regard to the arrangements for the allocation of Chairs under the re-constituted DPP.

## **CENTRAL SERVICES**

### **350.7 ACCOUNTS FOR PAYMENT**

The Director tabled Treasury advice schedules detailing payments for Period 8, 2006/07 drawn on the Council's Capital and Revenue Bank Accounts.

It was proposed by Councillor Kennedy, seconded by Councillor Finlay and **AGREED:**

***to recommend to Council that accounts to the value of £497,954.17 from the Revenue Account and £4,929.62 from the Capital Account be approved for payment.***

\* Councillor Kennedy left the meeting during consideration of the accounts and prior to the motion, 8.50 p.m.

### **350.8 FINAL ACTUAL PENNY PRODUCT 2005/2006**

The Rates Collection Agency has advised that following the issue of the final actual penny products for 2005/2006 a process of reconciling the figures to previous years was undertaken.

The reconciliation is now complete and the Agency has advised that a further £18,599.40 is due to the Council and will be paid in December 2006.

### **350.9 SINGLE STATUS – PAY AND GROUP IMPLEMENTATION**

The Director of Central & Leisure Services advised members that the Single Status Agreement requires Councils to develop pay and grading structures, which will achieve harmonisation of terms and conditions of employment for employees whose terms and conditions were previously negotiated separately.

The 2004 National Pay Agreement specified that agreements must be reached on local pay structures and pay reviews to be completed and implemented by 31 March 2007. In February 2006 the Council agreed to engage Belfast City Council Business Improvement Section to undertake the job evaluation process exercise.

The pay audit identified a number of areas where anomalies exist, which need to be addressed also. The Director presented a summary document of management proposals on single status – pay and grading implementation – dated December 2006, to address these matters and responded to members questions.

She explained that the proposals applied to all posts in the Council with the exception of the Chief Executive and Directors and would be implemented by March 2007 or the date on which agreement is reached whichever is the latter.

- Alderman Connolly, Councillor McKay and Councillor Cavlan retired from the meeting during consideration of this matter, 9.15 p.m.

It was proposed by Councillor Finlay seconded by Councillor Stevenson and **AGREED:**

***To recommend that Council adopt the Management Proposals on Single Status – Pay and Grading Implementation, dated December 2006, and that this be issued to the Trade Unions for consultation.***

### **350.10 SEASONAL GREETINGS**

The Chair extended seasonal greetings to the Chief Executive, Staff and Members

This concluded the business of the meeting the time being 9.50 p.m.

#### **Appendices:**

**Appendix A** – EQIA Street Naming Policy – Comments & Responses

**Appendix B** – Draft Street Naming Policy

**Appendix C** – Revised Organisational Structure

**EQIA ON STREET NAMING POLICY  
REPORT ON RESPONSES TO CONSULTATION DOCUMENT  
AND COMMENTS ON RESPONSES**

Individual /Organisation	Response
Individuals (526)	<ul style="list-style-type: none"> <li>❑ Negative effect on promotion of good relations – would raise tension and strife.</li> <li>❑ Opposed to dual language street signs and cost of same being imposed on ratepayers.</li> </ul>
Individual	<ul style="list-style-type: none"> <li>❑ Adverse impact on grounds of political opinion – not allowing any language except English on signs</li> <li>❑ Alternative Actions: Council encouraging multilingualism as an everyday occurrence and promoting it as a learning for life educational opportunity</li> <li>❑ Policy will promote good relations by promoting diversity</li> <li>❑ Consider that correlation between religion and political opinion and attitude to Irish is questionable.</li> </ul>
Individual	<ul style="list-style-type: none"> <li>❑ Adverse Impact – there is a high correlation between the catholic population, the national community and their relation with the Irish language</li> <li>❑ Alternative Actions: Council should accommodate requests for bi-lingual signage quickly and without any interference which could be described as political.</li> <li>❑ Positive effect on good relations as it will give people a sense of identity and show that their culture is respected and protected regardless of Ulster Scots or Irish. Council should make it easier for those requesting bi-lingual signage. If a quarter of occupiers request bi-lingual signage Council should initiate consultation.</li> <li>❑ Disagree with conclusions. Onus should be on ratepayers to carryout consultation exercise before Council would consider request. If Council consultation was triggered by a request by 25% of residents of a street then people would feel comfortable in making a request.</li> <li>❑ Council should put policy in place as soon as possible. Delays which have occurred so far have been viewed as having occurred as a result of the applicant's community background.</li> </ul>
Individual	<ul style="list-style-type: none"> <li>❑ Actions which would reflect history and character of Borough (1) renaming Rodeing Foot as Rodden Foot; (2) Charlotte Street nameplate to include "formerly Pypers Row" (3) research of other town streets to identify other changes/additions to reflect history (4) include townlands signs – keeping alive traditional name places and helping delivery services – to be placed in consultation with community and including a definition of the place name</li> <li>❑ Negative impact on good relations – naming of streets in Irish would be conflict-ridden. Many in Unionist community would not be in favour and the financial costs would add further irritation to</li> </ul>



	<p>ratepayers. There may come a time when such a change would be acceptable among both communities but now is not the time. In the interests of good relations any project that would be divisive should be avoided and money used on projects that assist integration.</p>
Pobal	<ul style="list-style-type: none"> <li>❑ No problems in relation to the nine categories</li> <li>❑ No adverse impact</li> <li>❑ No positive or negative impact</li> <li>❑ Under the European Charter for Regional and Minority languages, Councils have a special responsibility with regard to the Irish Language – Under part III of the Act Councils must authorize <i>the use of the proper traditional forms of placenames in regional and minority languages or accept them beside, if necessary, the name(s) of the official language(s).</i></li> <li>❑ Council has decided to treat Irish and Ulster Scots in the same way regarding applications for street names in the two languages – however, on the one hand, Council have accepted that the number of applications on street signs received will follow the NI trend generally, that is, more applications from Irish speakers than from Ulster Scots speakers, but in spite of this the document states <i>“It seems a reasonable assumption that most people who would state that they had a knowledge of Ulster Scots language would be from a Protestant or Unionist background. If that is the case, it is likely that there will be imbalance on the grounds of both these factors in terms of requests for signs in Ulster Scots”.</i></li> <li>❑ The Irish language cuts across all nine categories.</li> <li>❑ Irish and Ulster Scots are at different developmental levels – To this end, it is not possible to discuss them both at the same level.</li> <li>❑ There is specific responsibility under the European Charter relating entirely to the Irish language – Part III. There are a series of specific provisions set out which relate to the place of the regional or minority language in various sections of community life and there are choices inside of a good number of these provisions, some of them more rigid than others, that one of them must be implemented “according to the language in question.</li> <li>❑ In para 5 of the EQIA Council should contact Foras na Gaeilge as well As Ulster Scots Agency to ask them to make the policy known in the community, that they should publish the policy according to how the Irish speakers respond and that they will take additional action in the case where there would not be enough applications received from the Irish language community.</li> <li>❑ Cost should not be a factor in considering applications.</li> <li>❑ Regarding the percentage required before erecting bi-lingual street signs (para 8.7) it is questioned why Council has opted for a 2/3rds majority rather than a simple majority from a survey before signs will be erected. Also Council should not accept that the lack of response is a negative inclination where erecting signs. Decisions should be made based only on the results of the survey.</li> </ul> <p>(Contact will be made with the respondent to clarify points of misinterpretation in their response about the equal treatment of Irish and Ulster Scots and responsibilities under the European Charter)</p>
Council Sinn	<ul style="list-style-type: none"> <li>❑ Adverse Impact On Nationalists. - Minimum criteria – written support</li> </ul>

<p>Fein Party Group</p>	<p>from the majority of premises in the street before Council carry out consultation – too high / unnecessary. Council should act on single request. Rather than “normally” agree the request supported by a 2/3<sup>rd</sup> residents Council should “agree”.</p> <ul style="list-style-type: none"> <li>❑ Alternative Actions - (1) initiate consultation with residents in an area after receiving a single request. (2) Remove the word “normally” from Section 8.7 and give a firm commitment that Council will erect bi-lingual once a simple majority of residents request it. (3) change para 8.5 to say that “.. that there is support for the request from an occupier of one of the premises in the street, the Council will initiate a consultation exercise as set out below.” (4) Change para 8.7 to say that “where a simple majority of respondents to the survey support the erection of a sign in a language other than English and that language is either Irish or Ulster Scots, Council will agree the request.! <li>❑ Negative effect on Promotion of Good Relations – if Council were to remove the barriers and give people the opportunity to promote their language with ease and actively help this would promote good relations. <li>❑ Agree with conclusion that policy will impact primarily on Section 75 groups re. political opinion and religious belief. Do not agree with policy as it will have adverse impact on these two groups. <li>❑ There has been delay by Council in addressing this matter and any further delay in putting a bi-lingual signage policy in place and implementing it in a way that is sympathetic to the minority community will be seen as having an adverse impact on Section 75 groups – re. political opinion and religious belief</li> </li></li></li></ul>
<p>Help The Aged</p>	<ul style="list-style-type: none"> <li>❑ Consultation assessed against a number of criteria central to the charities key objectives and the consultation has not been prioritized at this time.</li> </ul>

13/12/2006/ej

### Comments on Responses:

#### Introduction

532 comments were received, of which 526 were by way of multiple copies of one letter signed by that number of people, three were from individuals and three from the groups named in the report.

The comments on the policy relate to sections 7 and 8 - Erection of street nameplates in a language other than English – a summary of the points made are contained in the table above.

### Comments on paragraphs in policy:

#### Paragraphs 1-6

No comments refer directly to the policy on naming in English, although there is a comment from one individual, who advocates the retention of old names (e.g. Pipers Row for part of Charlotte Street and a more accurate spelling for Rodden Foot) as well as supporting the

retention of townland names. Council uses the spelling given by OSNI and does encourage the use of townland names in developments. Council may want to consider the matter of older street names like Pipers Row and the spelling of Rodden Foot as a separate issue to the adoption of this policy.

### **Paragraphs 7-8**

7.1 This states the legal position. The comments from the 526 signatories relate to their objection to the power given to council in this matter but that is not something which Council has any control over – I expect there was consultation in 1994 or 1995 when the 1995 Miscellaneous Provisions Order was being prepared but the Order is now law.

The letter also objects to Council spending money on this issue and states that it will “raise tension and strife in mixed communities and serve no useful purpose in others.” However, the legislation requires Council to consider requests and our legal advice points us towards making such expenditure in particular circumstances, which is the reason for having a policy; the order does not specify how much Council must spend on exercising this power. Other respondents urge Council to erect signs where there is a demand for them as that will foster good relations and support the Irish and Ulster Scots languages, which is Council policy.

8.5 Currently the policy seeks evidence of support from 50% of households for a second language name, before Council will do its own survey. Respondents have suggested lowering this to 25% or to a single request, to make it easier for those seeking names in a second language. No suggestions were made to raise the level. Committee should consider if it wishes to recommend a lowering of this threshold.

8.7 Suggestions made to amend this to delete “normally” in last sentence and to lower threshold to 50%. No suggestions to increase the level. Those opposing any names in a second language would presumably want to suggest that Council does not take any account of the views of residents, but that is what the legislation requires us to do. In that context the legal opinion is also explicit: “councils must have regard to the views expressed by occupiers of premises in the street in question.” “Councils cannot simply resolve to reject all applications for bilingual name plates.”

The issues for Committee to consider is whether to lower the threshold and remove the word normally. The legal advice regarding not acting on the basis of a single request was that it “seems to me to be entirely reasonable” and O’Hara cites the draft Belfast policy which uses 50% as the threshold. In relation to whether other factors than the views of residents can be taken into account he states: “Other factors can be taken into account but where there is a two-third majority of residents supporting change, it seems reasonable to suggest that there would have to be powerful factors which would persuade a council to override those views, especially given the objective and principles of the European Charter...”

### **Other points re EQIA and generally**

Some respondents doubt the correlation assumed between Catholic/Nationalist and knowledge of/support for Irish. Others assert that the correlation is valid. Only monitoring of the policy in operation can clarify this point and we are required to monitor any policy we subject to an EQIA.

Another point made is that delays in the process are seen as being because of applicant's community background and that there the delay is, therefore, having a section 75 impact on political opinion and religious belief.  
JPD/20/12/06

**(Draft) POLICY - NAMING OF STREETS**

**1 INTRODUCTION**

- 1.1 The Local Government (Miscellaneous Provisions) (NI) Order 1995 affords Council a discretion to name streets within its district. Ballymoney Borough Council will exercise that discretion.
- 1.2 It is a policy of Ballymoney Borough Council to name all streets in its district.
- 1.3 "Street" includes any road, square, court, alley, passage or lane, which has on one or both sides a more or less continuous and regular row of houses or other buildings.
- 1.4 Any person who obscures, pulls down or defaces a street nameplate showing the name of the street approved by Council is guilty of an offence and is liable on summary conviction to a fine not exceeding level 2 on the standard scale.
- 1.5 Any person who erects a street nameplate in any street without the authorisation of Ballymoney Borough Council is guilty of an offence and is liable on summary conviction to a fine not exceeding level 2 on the standard scale.

**2 TYPES OF NAMES**

- 2.1 This policy document sets out formal policy and guidelines for the benefit of developers and their agents or other interested parties on the nature and types of street names Ballymoney Borough Council will accept or reject.

2.2 Street names connected with the local townland

It is the policy of Ballymoney Borough Council that an application for a street name should, first and foremost, show some connection with the local townland in which the street is located (e.g. the history, heritage or environment of the townland).

2.3 Naming of streets after individuals

An application to name a street after any living individual will not be accepted. In exceptional circumstances Ballymoney Borough Council will consider an application to name a street after a deceased individual that had prominent associations with the district or part of the district or who contributed in some way to the life of the district, or national or international life.

2.4 Naming streets to mark historical or political events

Ballymoney Borough Council will consider an application to name a street to mark some historic or political event.

2.5 Naming streets after places

Ballymoney Borough Council will consider an application to name a street after places or locations, whether within the district or nationally or internationally. It is unlikely however that any application to name a street, where such names might be perceived to be based on an imagined social distinction, will be accepted. Examples of such potentially unacceptable names would include “Wuthering Heights”, “Windermere Downs”, “Malvern Brook” etc.

2.6 Use of suffixes

Although Ballymoney Borough Council will normally require the use of a suffix (e.g. “street”, “road”, “park”) an application for a single name will be considered.

2.7 Inaccurate use of words

Ballymoney Borough Council is unlikely to accept, for example, the use of the word “Mews” when a street is not a mews.

2.7.1 Exotic names

Ballymoney Borough Council is unlikely to accept exotic sounding names such as “Ye Olde Oak Tree”.

### **3 APPLICATION PROCEDURE FOR APPROVAL OF STREET NAMING**

- 3.1 All developers, their agents or other interested parties must have regard to this policy before submitting an application for street naming.
- 3.2 An application for street naming must be made on the prescribed application form, giving a reason for the preferred name and any alternative suggestions.
- 3.3 Developers must make application for street naming of any new development at the earliest possible date and before a development is advertised, as an advertised name may well be rejected, causing difficulties for the developer and purchasers of property in the development.
- 3.4 Upon receipt of an application, the proposed name(s) will be checked with Royal Mail (and adjacent district Councils in boundary situations) for duplication or similar spelling or sounding names, prior to the approval or rejection.

### **4 NOTIFICATION OR REJECTION**

- 4.1 If Council rejects proposals for a street name, the applicant will be notified and the reasons given for such rejection. The applicant will be invited to submit an alternative proposed name and an alternative might be suggested by Council.

### **5 NOTIFICATION OF APPROVAL**

- 5.1 Once Council approves a street name, details will be entered in the Streets Register and the following persons and bodies notified:-
  - The Applicant
  - Royal Mail, Postcode Section
  - Ordnance Survey

Ambulance Service  
Northern Ireland Fire & Rescue Service  
Police Service of Northern Ireland  
N E Health & Social Services Board  
N E Education & Library Board  
District Registrar, Births Marriages & Deaths  
Relevant Council departments  
Pointer

## **6 ERECTION OF STREET NAMEPLATES**

- 6.1 Upon approval of a street name, Ballymoney Borough Council will erect a street nameplate at a preferred location at each end of the street or, in the case of a new development, the developer will erect the initial street nameplate in a format agreed by Council.

## **ERECTION OF STREET NAMEPLATES IN A LANGUAGE OTHER THAN ENGLISH**

### **7 INTRODUCTION**

- 7.1 The legislation also gives Ballymoney Borough Council discretion to erect a street nameplate showing the name of a street in a language other than English, in addition to the street nameplate showing the name of the street in English.

### **8 INITIATION PROCEDURE FOR ERECTION OF A STREET NAMEPLATE IN A LANGUAGE OTHER THAN ENGLISH**

- 8.1 Either Council or the occupiers of premises in a street may initiate procedures for the erection of a street nameplate in a street in a language other than English.
- 8.2 Council will have regard to any views on the proposal expressed by the occupiers of premises in the street in question.
- 8.3 The occupiers of premises will be regarded, in the case of dwellings, as every person normally resident in premises in the street and aged not less than 18 years. Commercial premises, hotel guests, hospital staff, patients and the like are excluded from this definition.
- 8.4 The views expressed by occupiers will be ascertained as set out below.

#### **External Initiation**

- 8.5 An occupier of premises in a street may apply to Ballymoney Borough Council in writing to have a street nameplate erected in the street in a language other than English and specifying such language. Where the request is accompanied by evidence by way of a petition, individual letters of support or otherwise, that there is support for the request from occupiers of a majority of the premises in the street, the Council will initiate a consultation exercise as set out below.

- 8.6 Ballymoney Borough Council will write to each occupier of premises in the street advising each of the application and inviting comment by completion and return within 28 days of a prepaid pro-forma letter..
- 8.7 The responses from the survey will be analysed and reported to the relevant Council committee, which will consider the application and make a recommendation to Council. Where two thirds or more of respondents to the survey support the erection of a sign in a language other than English and that language is either Irish or Ulster Scots, Council will normally agree the request.
- 8.8 If the application is approved, the procedure set out at Section A, 5-6 inclusive, will be implemented.
- 8.9 If the application is rejected, the applicant will be notified and reasons given for the rejection.

### **Council Initiation**

- 8.10 Ballymoney Borough Council may resolve, in principle, to erect a street nameplate in a language other than English, specifying the language, in a named street(s).
- 8.11 The procedure set out in paragraphs 8.5 – 8.10 inclusive will then be implemented.

### **NUMBERING OF PROPERTIES**

- 9.1 Where Ballymoney Borough Council has approved a street name and a street nameplate has been erected, the occupier of each premises in the street must number the premises with the number approved by Council.
- 9.2 If an occupier of premises fails to number the premises as required by Council, Council may serve notice on the said occupier requiring compliance within seven days, failing which the said occupier may be liable on summary conviction to a fine not exceeding level 2 on the standard scale. In addition, Ballymoney Borough Council may number the premises and recover the costs of so doing from the occupier as a debt.
- 9.3 Occupiers of premises in a street should ensure that numbers, when displayed, are easily identified and read.
- 9.4 The name of an individual property has no standing; the property will be identified only by its number and the street in which it is situated.
- 9.5 Roads, streets, drives or similar shall be numbered with odd numbers on the right hand side and even numbers on left hand side. Cul-de-sacs, however, may be numbered consecutively.
- 9.6 When allocating postal numbers, number 13 to be omitted.



**APPENDIX C**  
CRCS.350 : 21/12/06

