



YOUR PATHWAY TO SUCCESS...

prevent crime • improve your area • reduce anti-social behaviour



Alleygating Information Manual





YOUR PATHWAY TO SUCCESS...

Introduction

This step by step manual outlines how to start, develop and deliver an Alleygating scheme in your area.

This manual has been developed by the Bryson Charitable Group and Belfast City Council as part of their contribution to the Belfast Alleygating Pilot project and was funded by the Community Safety Unit, NIO, Department of Social Development and Belfast Regeneration Office under Neighbourhood Renewal. It is based on the experiences gained working with statutory partners and local communities.

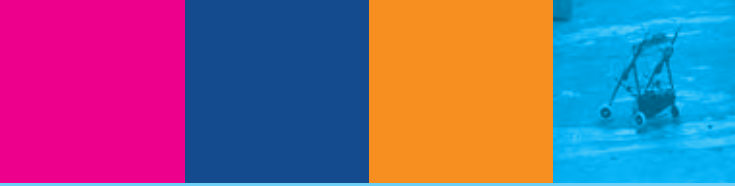
The manual is designed to be used by individuals, community groups, voluntary and statutory organisations who are considering the use of alleygates to tackle crime, anti-social behaviour or environmental problems in the alleyways to the back of their homes.

DRD has produced a guidance document which outlines their requirements for approval of erecting gates to secure alleyways. This document can be found in Section 7 'The Role of the Roads Service'.

Contents

1. Alleygating explained
2. Benefits of Alleygating
3. Costs
4. Sources of Funding
5. Community Agreement
6. Getting started / Step-by-step guide to Alleygating
7. The role of Roads Service
8. Issues after Installation
9. Glossary of Terms
10. Useful Contacts / Appendices

• Please note: all information is correct at time of going to press. March 2007



YOUR PATHWAY TO SUCCESS...



1. Alleygating explained

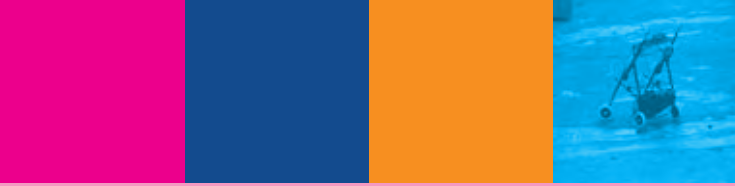
Alleyways or entries (as they are widely known) are very useful, especially for people who live in terraced housing. They allow you to get to the rear of your home to put out the bin and give you access to the house to carry out repairs, renovations, etc without using the front door. It is also a safe space where young children can play, without being too far from home or at risk from the danger of traffic.

They are also, however, sometimes used by other people for less genuine reasons. Burglars prefer to break into homes through the back door or windows and this currently accounts for 48% of domestic burglaries. A criminal can use the alleyway at the back of a terraced house without being seen, even in broad daylight. If criminals know the alleyways in an area well, they can also use them as escape routes.

Sometimes groups of people like to “hang out” in alleyways. Often there are innocent reasons for this – just to chat or text, or kick a football. However, sometimes it is for more harmful reasons like drinking alcohol, causing criminal damage and occasionally starting fires. This can cause fear among a local community and residents do not use the alleyways at the back of their homes as often as they should.

Sometimes people use the alleyways for other purposes such as to dump rubbish, or let their dogs foul. This can lead to bad smells, problems with pests such as pigeons and rats and can make the area unsafe. Alleygating though will not prevent those people whose houses back onto the alley from dumping rubbish.

Alleygating restricts access to the rear of homes in order to prevent crime, anti-social behaviour and to improve the local environment. Alleygating isn't a new concept and has been used as a very effective tool in many cities in England and Wales which shows a drastic reduction in burglary rates. In the areas gated in Belfast there was an overwhelmingly positive response from residents with most of them acknowledging the benefits of the scheme.



YOUR PATHWAY TO SUCCESS...



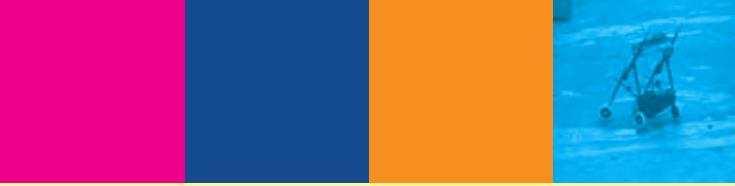
2. Benefits of Alleygating

Alleygates can :

- Reduce domestic burglary
- Reduce fear of crime
- Create a safer and cleaner environment
- Reduce vandalism
- Reduce arson and fires in alleys
- Remove access to areas where anti social behaviour takes place
- Improve community spirit by giving a sense of ownership of the alleys
- Stop dog fouling from those who live outside the alleyway
- Create safer play areas for children
- Reduce fly tipping from external sources
- Reduce the cost of local authority services through reduced maintenance
- Improve the desirability and value of properties in run down areas
- Improve the health of residents through reduced stress
- Make the area more pleasant and useful

Here's what Mr. Cunningham, a community representative in the Little America area of Belfast said about the impact of alleygates in his area:

**“This scheme can be viewed as pieces of metal at the end of an entry,
or as a catalyst for actual positive change”**



YOUR PATHWAY TO SUCCESS...



3. Costs

Alleygating is by no means a cheap process with gates for average sized alleyways costing around £3000 each. This cost is high due to the specifications needed for the gates to be certified as being safe and fit for their purpose.

You can put up gates more cheaply than this, but they are unlikely to be deemed as suitable.

Likely costs include the following:

DRD Road Service - Consent Costs

In addition to buying and installing the gates, DRD Roads Service will also ask for an amount to be paid, known as 'consent'; this covers the cost of repairing the surfaces of the entries in the event the work is not carried out to a satisfactory standard. This amount is set by the Roads Service and the minimum fee is usually around £300 per gate. You should contact the Roads Service in advance to see how much it is likely to cost for your alley. It acts like a deposit and is refunded if an inspection six months after installation of the gates find the entry surfaces in satisfactory condition. It may be paid by the contractor installing the gates but it is best to check this with your contractor in advance.

DRD Engineering / Technical Costs

The DRD Guidance also requires the gates to be checked by a Chartered Civil/Structural Engineer and certified as safe and fit for purpose. Therefore costs must be included to employ an Engineer to oversee the installation.

Keys

Once you erect the gates there are other costs. Each resident, the emergency services and other service providers such as BT, NIE, Phoenix Gas, Belfast City Council, Water Service and Roads Service need keys to access the alleyway. These can be expensive as they are security keys and can only be cut under licence and can cost around £7 each, you may wish to add a few pounds to this to cover administration costs. You also need to think what you will do if a householder loses a key or if people move on and other new residents move in. It is probably best to have everyone agree if they lose a key they have to pay for a replacement. As a guideline Belfast City Council charges £25 for each replacement key.

Additional Security

Costs may also be necessary for additional work to secure, improve or build up the surrounding fencing or walls to secure the entry.

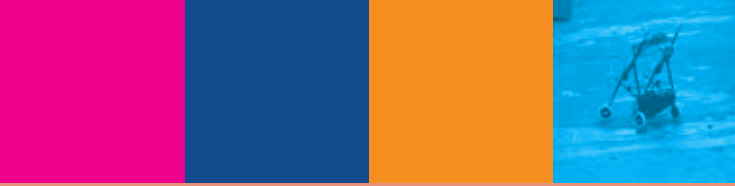
Insurance

It is also necessary to obtain insurance for the gates. If your gates are not insured, you could be held liable for any compensation claims arising from accidents that occur through usage of the gate, or even if someone is injured climbing over them. See the Insurance Guide in The Yellow Pages for further details.

Maintenance

The gates will also have to be maintained on a long term basis. Belfast City Council have estimated these costs to be around £130 per gate per year. Hinges will need to be kept in good condition, locks may need to be replaced if they are damaged and the gate may need sprayed or painted on occasion.

Note: If communities follow the manual guidelines and install gates to the Belfast City Council's specification they can apply to the Council who may assume long-term responsibility for maintenance and insurance.



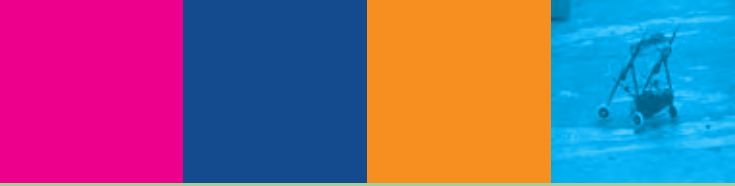
YOUR PATHWAY TO SUCCESS...



4. Sources of Funding

You may be able to get help with the cost of buying and putting up the alleygates. This could be a grant from the National Lottery or one of many schemes run by a statutory organisation, such as the Northern Ireland Housing Executive, Council or Health Trust.

If you are in an area of Belfast that has been designated as a Neighbourhood Renewal area, you might be able to make an application under this criterion to Belfast Regeneration Office. In some areas, residents have organised collections to meet the costs. This probably works well in streets where there are a larger number of residents and the individual contribution is lower.



YOUR PATHWAY TO SUCCESS...

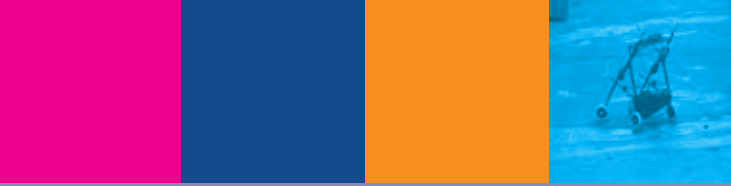


5. Community Agreement

As the scheme will affect all neighbours in the street where the entry is gated, it is necessary to get their agreement. Gaining community consent is one of the first things to consider and you will need to provide evidence of this before going through the lengthy legal process.

The DRD Guidance indicates agreement is required from all residents and property owners (the issue of landlords / tenant agreement was a complex issue for the Belfast Pilot) before the Alleygating scheme can proceed. This includes consultation with the Northern Ireland Housing Executive when they are the landlord. Those households that will have their alley closed as a result of installing gates must be consulted as part of the community input to this process. For example, if a business uses the alley for deliveries they must be consulted. The community must agree to the installation of the alleygates; this consent can take the form of a signed agreement - see Appendix C.

Sometimes it is not possible to consult everyone, but you must demonstrate in the application to the DRD the efforts you have made to do so. Part of the application process to DRD is demonstrating community agreement. Failure to reach agreement could lead to the alleygates not being installed. Those who object strongly can raise their objections in the courts (at their own cost).



YOUR PATHWAY TO SUCCESS...



6. Getting Started

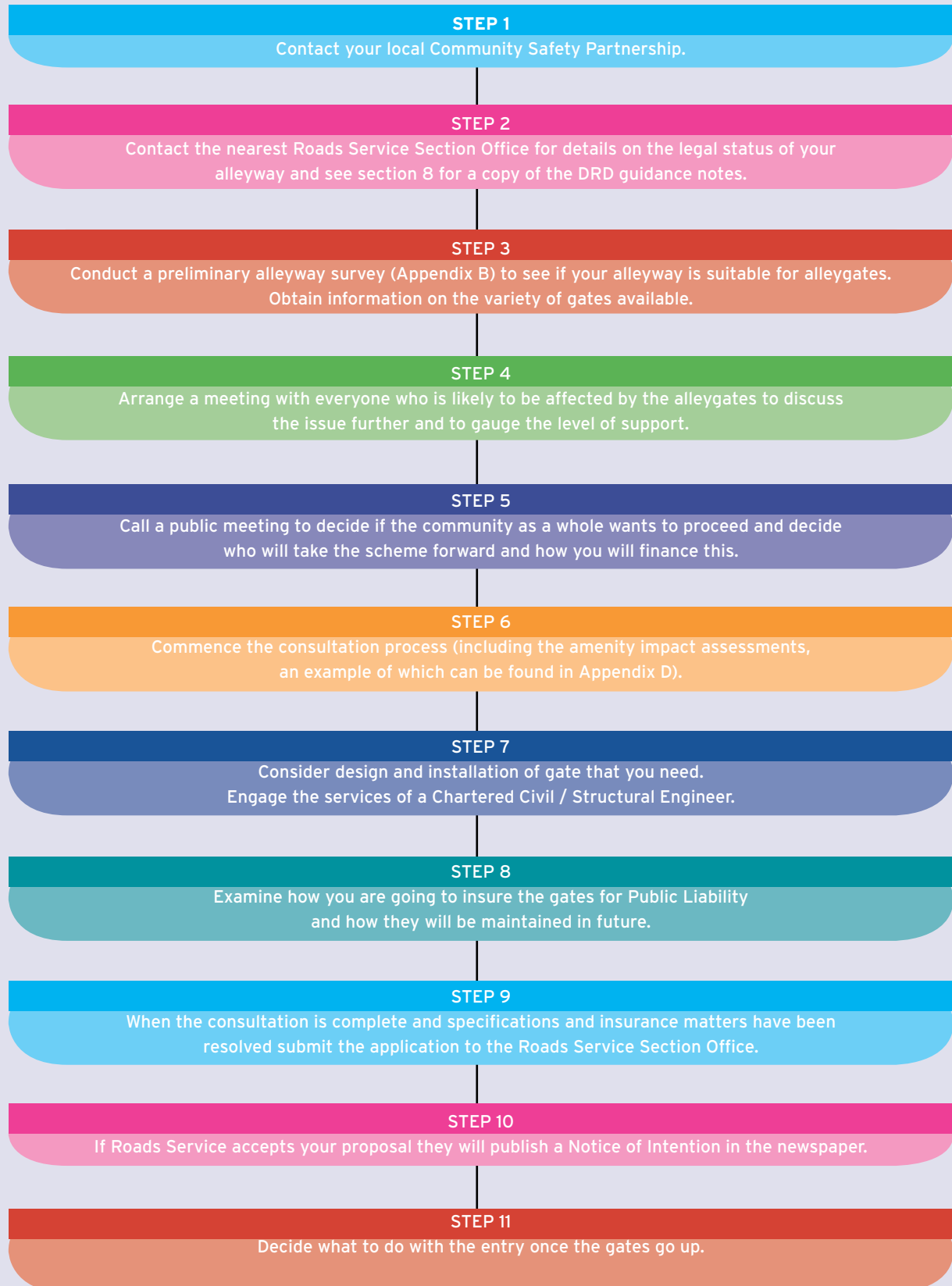
This next section will take you through the gating process and, on the basis of the experiences gained during the Belfast Pilot; it should assist you in planning your programme and give you a few tips on the process.

It outlines the issues we encountered during the development of the Pilot although it is impossible to include every situation you may encounter. The process can take up to 9 months before your gates can be installed. You should keep in mind that the gates take around 2 months to be made and delivered.

Don't be discouraged - it will be worth it in the end !

Step by step guide to Alleygating

Brief information on the steps to be taken for an Alleygating scheme where you live are shown below. Further details are given in this section.



The following section outlines the steps in further detail.

Step 1 - Support and Help

Your Community Safety Coordinator, generally found in your local Council may be able to direct you to the relevant people on your Community Safety Partnership who can help and support you through the scheme (PSNI, Fire and Rescue Service, Environmental Health Department and Council officials). If you live in an estate owned by the Northern Ireland Housing Executive, the local Estate Warden may also be able to assist you. Details of useful contacts can be found in Section 10.

Step 2 - Agreement in Principle

You will need to contact your local Roads Service Section Office to see if the Department of Regional Development maintains your alleyway. A sample letter enquiring about the legal status of your alley can be found in Appendix J. Contact DRD Roads Service for a copy of their Alleygating Guidance or you can access it online at www.drdni.gov.uk/DRDwww_FOISearch/details.asp?docid=922. If the entry is maintained by Roads Service you will have to submit a letter of interest and a map of the proposed area (see Appendix A), marking the positions of the proposed gates on the map. Maps are available from Ordnance Survey. This process should not take long. Roads Service will confirm whether or not it is in order for the scheme to proceed to the next stage. This consultation with Roads Service is an important early stage, both to inform Roads Service of your intention and to avoid unnecessary work if it is unlikely to proceed.

If the alleyway is not maintained by the Roads Service, then you need to establish who owns it or is responsible for it. Provided those who own it give consent for Alleygating, you can proceed without having to go through the Roads Service legal process. You will still require a community consultation and ensure support for the gates.

Step 3 - Alleyway survey

Conduct a preliminary alleyway technical survey to see if the alleyway is suitable for alleygates. This means not putting gates between hedges or beside low walls as this will affect the security of the gate. When conducting the survey, you should also note, as far as possible, all service facilities in the alleyway (NIE substations and cables, BT and NTL cables, sewage man holes and sewers, location of storm drains, gas mains and water mains). Be aware that some services may not be visible. A sample alley survey can be found in Appendix B. Check also if

vehicular access is needed for business purposes or residents parking / garages. Note any slopes in the entry that may affect how the gate swings open.

Step 4 - Meet with your neighbours and those affected

Have an informal meeting with your neighbours and anyone else affected by the gates, including service providers and local businesses to assess support for the installation of gates and seek help from fellow residents for the consultation process. Look through and discuss the DRD criteria, there may be residents in your group with expertise in dealing with any of the requirements. Agree a date for a public meeting to be held.

Step 5 - Hold a public meeting

Hold a public meeting in a community building, school hall or church hall. This should be somewhere that people will feel comfortable going to. Give residents as much notice as you can of the meeting to ensure good attendance. Make sure that the meeting has been well advertised (leaflet drops and posters) and also make sure to invite MLA's, local Councillors, Community Safety Partnership, police and any other group that would have an interest in community safety. Decide who is going to chair the meeting. It is important that a minute taker is appointed to record the main points and decisions of the meeting as minutes from the meeting can be submitted to Roads Service as proof of need for alleygates (minutes should reflect the numbers who attended meeting – perhaps even suggest that names and address are attached). At the public meeting discuss the main issues in the area (crime, burglary, anti-social behaviour or environmental problems) then offer gating as one possible solution. If the community is in agreement, recruit volunteers, to assist with gathering evidence in support of your application (for example, distributing and collecting agreement forms). The potential role of community volunteers in Alleygating is outlined in Appendix K. The police may also offer to provide you with a Crime Pattern Analysis of the area to assist with assessing the need for gates and point out hot spots for crime in the area. Remember gating may not be the only solution to these problems therefore it is important to consider all the suggestions made. Prepare yourself for people asking questions about how and where the gates will be installed, how much they cost and how they are designed to work. It is useful to have looked at gate specifications before the public meeting so some answers may be given.

Setting up a residents' association

If no active residents' association operates in the area, then it is recommended that a residents' association be formed to manage the implementation of the scheme and also to maintain the gates and area once they are installed. If this is an official group there are also other advantages, for example you may be able to apply for funding to assist you with the costs of the scheme or to provide environmental improvements to improve the look of the alleyway. The minimum requirement for a group is to have a chairperson, secretary and a treasurer. You will also need to have some form of constitution. This is a legal document that outlines the group's aims and objectives and how it will operate. Your residents' group will then assume management of the scheme and maintain responsibility for the gates once they are installed. You may need to set up a bank account in the name of the scheme to cover all project and maintenance costs. You can get further information about setting up a residents' association from NICVA and from Community Services in your local Council, NITAP (see Section 10 - Useful Contacts).

Step 6 - Consultation process

It is important that you record the view of every resident who will be affected by the alleygates, otherwise the Roads Service may not approve your application. Those views form part of the application to Roads Service. Start the official consultation process by getting every resident to fill in an agreement form (see Appendix C for an example). If everyone is at the public meeting this could be a good place to start this exercise. Also construct a simple questionnaire on people's feelings on crime, cases of reported or unreported crime, instances of anti-social behaviour and how the gates could improve the area and circulate this among residents (see Appendix D). The volunteers you have recruited during the public meeting should be able to help with this. If there are any objections during this consultation you will need to try and resolve them before the scheme goes ahead. DRD Guidance indicates you make every effort to consult with everyone likely to be affected by the scheme and you should aim to get all residents to agree. If you don't achieve this straight away don't worry, this can be ongoing while you proceed with the next steps.

It is important you question people on the possibility of gates affecting their human rights under section 75 of the NI Act (1998).

These groups are as follows:

- between persons of different religious belief;
- between persons of different political opinion;
- between persons of different race;
- between persons of different age;
- between persons of different marital status;
- between persons of different sexual orientation;
- between men and women generally;
- between persons with a disability and persons without; and
- between persons with dependents and persons without.

It is important you try to solve any issues that arise at this stage as it could delay the legal process. The issues of disability access should be taken into account when designing the gate. As well as consulting the community, you should also at this point, consult all the statutory providers. The written support of PSNI, the local Council and other statutory organisations to the scheme will be necessary, especially when you come to make a formal application for the gates.

You should also consult any businesses that may use the alleyway as a means of access for their premises and attempt to secure their agreement to the scheme. Be sure to inform businesses if the gate may affect vehicle and customer access to their premises.

Remember to consider issues such as heating oil or coal deliveries if necessary.

Ensure you check if any residents require access for vehicles or trailers.

Check with your local Divisional Planning Office to see if there will be any necessity for planning permission. Details of each of their offices can be found on The Planning Service website or by telephoning Planning Service Headquarters (see Section 10 - Useful Contacts). The experience with the project in Belfast was that planning permission was not required, but it is important that you check the position locally.

An Amenity Impact Assessment will also be required. This should set out how gates will improve the area or make it safer (see suggested questionnaire in Appendix D).

You will need to consider how you will secure funding for your scheme and consider the costs identified in Section 3 of this manual. Funding applications can take some time to be assessed so you need to apply to potential funding agencies as early as you can. Some groups may decide to fund the alleygates themselves. This can be done by holding a collection among local residents.

Step 7 - Design and installation of the gates

The design of the gates to be installed is extremely important both for their visual appearance and the improvements to the security and environment of the local community. A key stage in the initial Pilot was the gate design stage. As Belfast City Council have already gone through this process, they are prepared to share the details behind their approach with any organisation or group who wish to install gates. A copy of their specification can be found in Appendix F. The gates in Belfast are based upon a "Secured by Design" standard that ensures they meet certain criteria, contributing to their overall effectiveness.

It is important to engage consulting engineers at an early stage as they can assist with site questions. See yellow pages under 'Engineers Consulting'. The final choice of gate must be designed with the following features in mind:

Anti-climb

Make sure the gate has no centrally located horizontal bars or anything that could give anyone a foothold and assist them in climbing over the gate.

Width

Ensure the gate is wide enough to allow any vehicle access required.

Height

The ideal height for security reasons is 2.4 metres. It is recommended that the minimum height you should use is 2 metres.

Locks

It is important that the locks on the gates you install are compatible with the Belfast City Council locking and key system (applies to Belfast only).

Hinges

The hinges should not provide footholds and should be designed so that the gate cannot be lifted out of its hinges.

Opening the gate

For safety reasons the gate should if possible open inwards. This may not be possible in some alleyways that have a steep slope and the gate may need to be set back and open out to accommodate this. The gap at the base of the gate should be small enough to prevent anyone from crawling underneath.

Free Standing

Any gate you order should be freestanding, in other words, it should not be connected to any walls of surrounding property; to do so can damage the walls through time and the person whose property it is attached to is likely to be liable in the event

of a claim for personal injury. The gate must not obstruct any public road or footpath when it is open or closed.

Manufacturers

At the same time as designing the gates it is important to identify a range of manufacturers for the gates. In order to secure a best price for the design it is important to provide manufacturers with the same specification, so that you can compare like-for-like when you get your quotations. We suggest that you get quotations for the work from at least three contracting companies. It is important that you give each contractor details of the site locations, so they can undertake site inspections. They may also be able to make some useful suggestions to you about the best place to position the gate or how to overcome problems in relation to the site.

Assessment Process

It is also important to develop an assessment process for the selection of the company who will manufacture and install the gates. This will ensure a common selection process and will help you decide which company to appoint.

It is a Roads Service requirement in their Guidance that the design and erection procedures must be checked by a Chartered Civil/Structural Engineer and certified as safe and fit for purpose. The certification must include the structure(s) that the gate(s) are to be erected on.

Step 8 - Public Liability Insurance and Maintenance

Before Roads Service will give approval for gating you will have to prove that the gates will be insured. This is a difficulty as it is very hard to obtain legal cover for gates from an insurance broker. Belfast City Council is investigating the feasibility of covering insurance for gates within Belfast that are of the same design and specification as their own. To find out more about insurance contact the Council's Alleygate query line (see Section 10 - Useful Contacts). Experience has shown insurance for private schemes can be extremely difficult to secure.

You will still need to make sure the gates are insured and maintained regardless of ownership. Contact the Land Registry Office to do a search for ownership (see Section 10 - Useful Contacts).

Decide how the gates will be maintained. It may be worth setting up a maintenance contract, perhaps with the company who installs them. Locks may need replaced, gates sprayed and hinges and mechanisms kept in order.

Step 9 - Applications to Roads Service

Once you have completed all of the steps in the above process you should have the following documentation:

- Detailed location plan of area to be gated with the gate locations clearly marked
- Minutes from public meetings
- Signed agreement forms from all residents
- Evidence of your completed amenity impact questionnaires
- Evidence of consulting with local businesses that might be affected
- Evidence of considering equality issues
- Agreement from statutory and private service providers
- Written support from PSNI
- Written support from your Council (you will need to satisfy them that the gates will be opened by residents to facilitate services such as waste collection etc)
- Specification of proposed gates
- Details of insurance provider for gates.
- Details of maintenance plan
- Planning permission (if necessary)

If you have all of the above documentation in place you are now ready to submit your application to Roads Service. It is important you make a copy of everything before you submit it as this will come in handy should there be any queries. Compile all the information together and submit this to your local Roads Service Section Office with a cover letter detailing the main contacts in your group/ association. This will prove helpful should Roads Service have any queries.

At this point you have completed the application process. Roads Service will check all your documentation and should they require any more information they will contact you. It is important during the initial consultation you solve any problems as they arise. This stage of the process can take some time before Roads Service advertise the Notice of Intention to close the entry.

Step 10 - Notice of Intention - issued by The Roads Service (DRD)

The matter is now in the hands of Roads Service. They have to decide whether or not there is sufficient evidence in support of closing the entry. They will consider your application in a fair and objective manner.

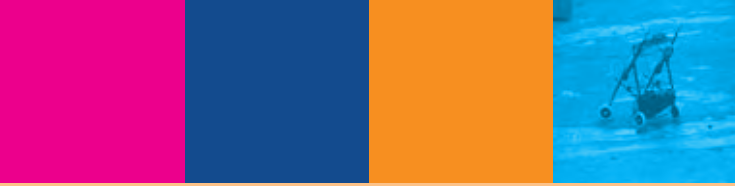
If they are not content with your application, they will get in contact with you and ask you to explain or clarify certain information, or identify any missing documentation.

If they are content that the alleyway should be closed, Roads Service will publish a Notice of Intention (and inform you of this). This document will be advertised for a period of 22 days in local and national newspapers. This will give the public notification of the application and is an opportunity for anyone to object to the proposed scheme. Roads Service will look at objections on a case by case basis and can uphold or set aside the objection. Once the Notice of Intention has been advertised, it is necessary to put copies of the notice in the area; perhaps attaching them to lamp posts or street furniture in places where people will be most likely to see them. Remember to remove them after the consultation period has passed.

Once the consultation period has ended and objections, if any, have been resolved, a Traffic Regulation Order will be made by the Department of Regional Development (DRD). This is a legal process that allows closure of the alleyway and takes two weeks. Be patient, you are nearly there. Before the order is made DRD will consult you to identify a suitable operational date for the order to come into being. Should you be in the position to install your gates, you can do so once this date has been reached.

Step 11 - Using the entry and environmental improvements

It is important now to decide what you are going to do with your secured space. In Belfast, gating groups have painted their alleyways and put hanging baskets on the wall. The options are endless! Be sure to include all residents in these decisions.



YOUR PATHWAY TO SUCCESS...



7. The Role of Roads Service

GUIDANCE NOTES FOR PROMOTERS OF ALLEYGATING SCHEMES

Introduction

It is not permissible to erect gates without legal permission on adopted alleys or entries. Where communities wish to erect gates on alleys there are two options available, abandonment and alleygating.

Option 1 - Abandonment

If the alley is not required for road traffic purposes, the public right of way over the alley could be extinguished by means of an Abandonment Order. Once abandoned the alley ceases to be part of the public road network and Roads Service is no longer responsible for its maintenance. The residents could then erect gates to restrict entry to the alley with the permission of the relevant landowner(s)/ frontagers and the Planning Service.

The abandonment procedure consists of the following:

- Applicant to submit a written request to Roads Service, including 18 copies of a location plan at a scale 1/1250 showing the alleyway to be abandoned
- Roads Service will consult statutory bodies, both internal and external, to determine if there are any objections to abandonment
- Roads Service will erect signs on site to advise the community of the proposals
- Roads Service will advise the applicant of responses received. It is then the responsibility of the applicant to communicate directly with such bodies to seek to resolve any objections or outstanding matters
- If all such objections or reservations are resolved and confirmed by Roads Service, a submission for abandonment will be forwarded to Roads Service Headquarters to request formal abandonment
- Roads Service Headquarters will prepare the legal Order for abandonment. The proposal is then advertised in the newspapers and on site and after all objections have been overcome, the alley will be abandoned

If objections cannot be overcome, the alley will not be abandoned. Option 2 will still be available.

Option 2 - Alleygating.

Alleygating is aimed at improving the amenity of the area through which the alley or entry runs by reducing the risk of anti-social behaviour or crime. Given that all alleys do not facilitate crime or anti-social behaviour, it is important that schemes are properly targeted. The Promoter must be able to demonstrate that a scheme is justified, that it will lead to an improvement in the amenity of the area and not lead to a decrease in the amenity of another area. This analysis of the problem is referred to as an Amenity Impact Assessment.

What is Alleygating?

Alleygating is a method of restricting access to alleys or entries at the side or rear of people's homes whilst still allowing access to the residents, emergency services, service providers and other authorised persons. The restriction on access is given legal force by means of a Traffic Regulation Order and access controlled by the installation of a security gate or gates at the entrance(s) to the alley or entry.

To advance an alleygating scheme requires a great deal of pre-planning. The stages include: the consultation process with the local community, obtaining legal consent from homeowners (and landlords), consulting with the emergency services, statutory bodies, utilities and other interested parties, periods of "due notice", securing funding, erection of the gates, issuing and management of keys and putting in place mechanisms for dispute resolution, etc. Experience would suggest that this pre-planning process could take on average 9-12 months.

This note is intended to provide guidance on the practical issues that need to be addressed to advance an alleygating scheme.

Formal Application to Roads Service

The Promoter must, should he wish to proceed, submit the scheme details to Roads Service for consideration. This will include: -

- a location plan (minimum scale 1/1250) showing the alleyway and the position of the proposed gate(s)
- an evaluation of amenity impact
- details of the consultation process
- a schedule of owners and occupiers
- consent forms signed by owners, occupiers, emergency services, service providers, etc
- details of agreed access and locking arrangements
- details of agreed dispute mechanism
- an evaluation of any human rights or equality implications
- an evaluation of any regulatory impact
- certification of safety and fitness for purpose (see section on Gates)
- details of on-going insurance cover (see section on Gates)
- details of his arrangements for monitoring the effectiveness of the scheme (see section on Monitoring Arrangements)

Where

'Adopted' alleys or entries to the rear or side of houses. 'Adopted' means forming part of the public road network maintained by Roads Service.

Who

Whilst it is open to anyone to initiate an alleygating scheme, the involvement of the community as a whole will be required to bring about a successful scheme. Therefore, the initiative is likely to come from a group within the local community such as a residents group, voluntary body or a community safety partnership, perhaps working in partnership with a statutory agency. The person or group who initiates the scheme is referred to as the 'Promoter'. The Promoter must be, or nominate a person to act as, the single point of contact with Roads Service to deal with any queries or complaints that may arise during the planning, implementation and post-implementation stages.

Getting Started

Roads Service need to be consulted at the outset to confirm that the alleyway is 'adopted' and to obtain its agreement in principle to the scheme. If the alleyway is not 'adopted' Roads Service will not be involved in facilitating the scheme.

The residents' desire to improve the amenity of their area by reducing crime and anti-social behaviour needs to be carefully balanced against the public

interest in retaining rights of passage. Roads Service may have reservations from a road safety or traffic management viewpoint. The contact is the appropriate Roads Service Section Office. If Roads Service does not agree in principle to the scheme, the scheme will not proceed.

The Promoter must arrange for a comprehensive consultation with all local residents and property owners who will be affected by the scheme. Residents in the vicinity may also need to be consulted if they use the alleyway as a through route to shops, schools etc. The form of the consultation process is left to the discretion of the Promoter. It may take the form of letter drops, public meetings, door-to-door visits etc or a combination of such measures. However, a notice should be given to each resident/property owner explaining the details of the scheme, including the proposed access arrangements and the arrangements for resolving disputes. They should also be asked for their agreement in writing to the scheme including an undertaking that no work will be carried out in the alleyway that may hinder access, eg. the erection of greenhouses, sheds etc. Alleyways must be left clear for access by all residents, service providers and the emergency services at all times. A sample form of agreement is shown at the end of this section.

Roads Service will continue to have access for inspection and maintenance purposes. Others needing access, apart from local residents, must be identified to ensure that gates are opened at designated times, eg. for refuse collection purposes, through a nominated person identified through the consultation process.

Consultations

There is also a need to consult with service providers (eg. BT, NIE, Water Service etc), the emergency services and other persons who may require access and to seek their agreement to the proposal. Some of these may require unrestricted access to the alley and this can be achieved via keys being allocated to the appropriate personnel within that service.

Assistant Director of Operations

Northern Ireland Ambulance Service
Headquarters
Knockbracken Healthcare Park Saintfield Road
Belfast
BT8 8SG.

The Chief Fire Officer

Northern Ireland Fire Brigade
1 Seymour Street
Lisburn
BT27 4SX

Consultations with the Police Service for Northern Ireland should be made at local Divisional level. The consultation process is likely to be time consuming and not without its difficulties. There may be problems in identifying the owners of property or those persons, other than residents, who require access. However, the importance of undertaking a thorough and comprehensive consultation cannot be stressed too strongly. Failure to properly consult at the outset may jeopardise the scheme at a later stage.

Planning Approval

The Promoter is responsible for obtaining any planning permission that may be needed in connection with the proposed gates.

Amenity Impact Assessment

The Amenity Impact Assessment will justify the scheme and also be used to help prioritise schemes. The Amenity Impact Assessment should set out-

- the nature and scale of the problems that the scheme is intended to address. This should include police data and an analysis of recorded crimes and incidents and/or evidence of community surveys/consultations etc
- how the scheme will improve the amenity of the area and not lead to a decrease in the amenity of adjoining areas

Equality/Human Rights

Following the consultation exercise, the Promoter will need to consider the Equality impacts or Human Rights issues involved.

Equality impacts

Section 75 of the Northern Ireland Act 1998 requires the Department, in carrying out its functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity:

- between persons of different religious belief
- between persons of different political opinion
- between persons of different race
- between persons of different age
- between persons of different marital status
- between persons of different sexual orientation
- between men and women generally
- between persons with a disability and persons without; and
- between persons with dependents and persons without

These groupings are conveniently referred to as the Section 75 categories.

In addition, without prejudice to the above obligations, the Department must also, in carrying out its functions, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or race. The Department's Equality Scheme, which can be accessed on the Department's Internet website: www.drdni.gov.uk sets out the Department's plans for fulfilling those obligations.

In taking forward an alleygating scheme, the Promoter needs to determine if there are any Equality impacts involved and whether an Equality Impact Assessment ("EQIA") is required. An EQIA is a thorough and systematic analysis of a policy or proposal. The process includes formal consultation. If an EQIA is required, the organisations consulted must include those identified in the Department's Equality Scheme. Further information on EQIAs can be found in the Equality Commission's publication Practical Guidance on Equality Impact Assessment, which can be downloaded from the Commission's website: www.equalityni.org

As a first step, the alleygating scheme should be 'screened' by the Promoter, using the following criteria, to determine if there is a need for a full EQIA to be undertaken:

- (a) Is there any evidence of higher or lower participation or uptake by any of the different Section 75 categories listed above?
- (b) is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the proposal?
- (c) is there opportunity to better promote equality of opportunity or good relations by altering the proposal or working with others in Government or the community at large?
- (d) have consultations in the past with the relevant representative, organisations or individuals within any of the Section 75 categories indicated that alleygating schemes create problems that are specific to them?

If the answer to any of these questions is "Yes" then a full EQIA will be required.

In carrying out the screening exercise the Promoter must take into account any available evidence/statistics that will enable him to come to a decision on whether or not the scheme may have/not have a differential impact on any of the Section 75 categories.

Human Rights

The Human Rights Act 1998 incorporates the European Convention on Human Rights into Northern Ireland domestic law.

As the Department has no power to do anything which is incompatible with the Convention rights, the Promoter, taking into account the responses to the consultation exercise, should consider if any individual's rights under the Convention would be threatened by the proposed alleygating scheme.

Regulatory Impact Assessment

The Promoter must consider if the proposed alleygating scheme will impose costs on business, charities or voluntary organisations. Details about such impacts are likely to emerge during the consultation stage and it is particularly important that any small businesses likely to be affected by the proposal are consulted. If the scheme does have an impact, a Regulatory Impact Assessment may be required.

A Regulatory Impact Assessment is a short, structured document that is published with the Traffic Regulation Order. It briefly describes the issue that has given rise to the need for the Traffic Regulation Order, the options considered, the costs and benefits of each option and who will be affected. A Regulatory Impact Assessment is not required if a proposal has a negligible impact on business, charities or voluntary bodies.

Further guidance on Regulatory Impact Assessments is contained in the Cabinet Office publication *Good Policy Making: A Guide to Regulatory Impact Assessments*, which can be accessed, from the Cabinet Office's Regulatory Impact Unit website www.cabinet-office.gov.uk/regulation

Roads Service's Role

Roads Service's role is to facilitate the promotion of alleygating schemes by making a Traffic Regulation Order to give legal force to the restriction on access. As a first step, Roads Service will wish to satisfy itself that all the necessary information has been provided to enable it to consider the scheme and, secondly, that a robust case has been made.

As part of the Order making process Roads Service is required to-

- Notify the district council
- Consult with the Police Service for Northern Ireland
- Seek the approval of the Minister for Regional Development
- Consult with the Assembly's Regional

Development Committee

- Notify those persons most likely to be affected by the making of the Order
- Publish a Notice giving details of the proposed Order and invite objections or representations

Roads Service will consider any objections or other representations received and, as a result, it may decide to proceed with the Order, not to proceed with the Order (in which case the alleygating scheme would have to be abandoned), or it may decide to hold a public inquiry. Each case will be judged on its merits.

Overall, the Order making process is likely to take a minimum of 5 months and significantly longer if a public inquiry is deemed necessary.

Gates

The Promoter is responsible for providing the gates and arranging for their installation. The Promoter is also responsible for the future maintenance of the gates. With this in mind, the Promoter must take out adequate insurance cover in the event of any public liability claims arising in connection with the presence or operation of the gates. The Promoter must provide Roads Service with confirmation from Insurers that the gate(s) and any associated structures are covered, for the period of their erection, by Third Party Liability Insurance to a minimum value of £5,000,000 (five million pounds). Care should be taken in the design of the gates to ensure that they are-

- robust
- not easily breached or climbed
- user friendly, taking into account the needs of disabled persons
- give unrestricted views of the alley when closed
- open inward so as not to obstruct any adjacent road or footpath
- require little maintenance
- not displeasing to the eye

The design and erection procedures must be checked by a Chartered Civil / Structural Engineer and certified as safe and fit for purpose. The certification must include the structure(s) that the gate(s) are to be erected on.

If the erection of the gates or any associated structures involve excavations in or breaking up the surface of the road a separate consent under Article 78 of the Roads (NI) Order 1993 will be required for this aspect of the work. This will include the payment of a monetary deposit, which is refundable on the satisfactory completion of the works. An application form can be obtained from the Section Engineer.

Before making the Order Roads Service will consult with the Promoter as to when the Order should be brought into operation so that arrangements are put in place for the gate(s) to be installed by the same date.

Locks and Keys

The Promoter is responsible for providing the locks and keys and for their distribution. Roads Service will require a master key capable of opening all gates included in the alleygating scheme to enable it to carry out its routine maintenance inspections of the alley(s). Once a scheme has been implemented the residents must not change the lock or the pattern of the operating key, except with Roads Service's approval. Damaged locks must be replaced by locks which accept an identical key to the original.

Funding

Roads Service will meet the cost of making the Traffic Regulation Order and for the erection of any necessary traffic signs. The Promoter is responsible for the cost of the gates, locks, keys and all other expenses involved.

Appeals

If at any stage of the process Roads Service decides not to facilitate an alleygating scheme the Promoter may submit an appeal to the Divisional Roads Manager and may request a subsequent meeting. After considering any further representations, the Divisional Roads Manager will make a final decision on behalf of Roads Service.

Monitoring Arrangements

Once the gates are up the Promoter should put in place arrangements for monitoring the effectiveness of the scheme and maintaining the gates, locks and keys. Roads Service will also assess the on-going arrangements and will remove the gates where it is clear that the access arrangements are unsatisfactory.

Failure to Maintain Gates

The Promoter should include arrangements for ongoing maintenance and repair of the gates, fittings, locks and keys. If gates are not maintained and fall into a state of disrepair, Roads Service will remove such gates.

Further Information

For further information on alleygating and other crime reduction initiatives visit the Crime Reduction website www.crimereduction.gov.uk/gating

Sample Form

Residents/ Property Owners Agreement

I am the occupier/owner/owner-occupier* of-

(* Delete as appropriate)

Property Address _____

Post Code _____

- I agree to the installation of the security gates onto the ends of the alleyways located at the rear / side of my property.
- I also agree to the security gates being attached to my property (where applicable).

Following the installation of the gates I will ensure that no permanent obstructions are placed in the alleyway directly outside my property.

Name _____

Address (if different from above) _____

Post Code _____

Signature _____

Date _____



YOUR PATHWAY TO SUCCESS...



8 Issues after Installation

Keys

Every resident requiring access to the entry must be issued with a key.

Bins

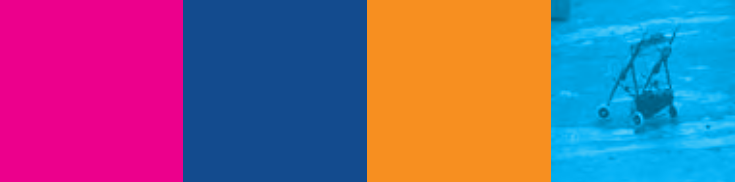
You will need to ensure gates are opened by residents to allow for waste collection, (on bin day) and other services at appropriate times. Agreement should be reached as to who will be responsible for this. Your community can nominate one person or put a system in place to take turns doing so.

Deliveries

Oil and coal deliveries should be considered when planning to install the gates. Check with the companies who make deliveries, they can facilitate delivery as the width of the entry for access for vehicles will be reduced in size. Some oil companies will have a smaller vehicles and a longer hose to overcome the reduction in width of the entry.

Fire Escape Routes

Please consider the safety of residents, ensure all residents are aware of the escape routes. Consult your local fire service for further advice.
(see Section 10 for contact details)



YOUR PATHWAY TO SUCCESS...



9. Glossary of terms

Alleyway: the piece of land that runs behind your house that gives you rear access to your home. These may be adopted or unadopted by Roads Service.

Adopted: This means that the Roads Service has the responsibility for maintaining your alleyway. Being adopted also means that your alleyway is a public right of way and is part of the roads network.

Amenity Impact Assessment: A survey of your neighbourhood that examines environmental conditions, fear of crime, actual crime and anti-social behaviour. Everyone in the affected area should complete this survey. This will prove the need for gating the alleyways.

Consent: This is a returnable deposit, paid to the Roads Service before the installation of the gates. This will cover any damage caused by the contractor. Currently this charge is £300 per gate.

DRD: Department for Regional Development. The Government department in Northern Ireland that has responsibility for the roads network.

Entry: the piece of land behind your house, that gives you rear access to your home. These may be adopted or unadopted by Roads Service.

Notice of Intention: This is a legal document produced by Roads Service and published in local and national papers. This is to notify the general public of Roads Service's intention to stop access to the alleyway for the general public.

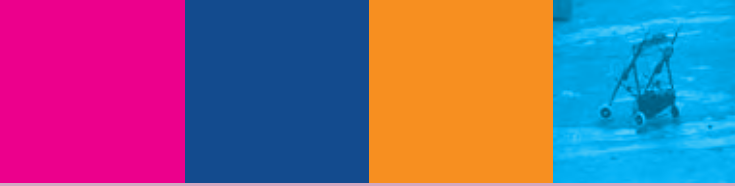
Promoter: The person who is going to lead the alleygating scheme and the point of contact for statutory organisations.

Regulatory Impact Assessment: This is similar to the impact assessment but is directed at local businesses and voluntary/community groups. This will examine whether gating will have a negative effect.

Roads Service: A department within the DRD that has responsibility for the upkeep and maintenance of the existing roads network.

Road Traffic Order: This is the legal order that officially prohibits access to the alleyway by the general public and gives Roads Service's full consent.

Unadopted: This means that Roads Service does not have responsibility for the maintenance of your alleyway.



YOUR PATHWAY TO SUCCESS...



10. Useful Contacts

Belfast City Council
Health and Environmental
Services Department
The Cecil Ward Building
4-10 Linenhall Street
Belfast, BT2 8BP
028 9032 0202
www.belfastcity.gov.uk

Belfast Community Safety
Partnership
Belfast City Council
The Cecil Ward Building
4-10 Linenhall Street
Belfast, BT2 8BP
028 9032 0202
www.saferbelfast.org

Belfast Regeneration Office
Brookmount Buildings,
42 Fountain Street
Belfast
BT1 5EE
028 9025 1455
www.dsdni.gov.uk/index/urcdg-urban_regeneration/belfast_regen_office.htm

Bryson Charitable Group
28 Bedford Street
Belfast, BT2 7FE
028 9032 5835
www.brysonhouse.co.uk/

BT
5 Lanyon Place
Belfast
BT1 3BT
028 9032 7327
www.bt.com

CARR (Cavehill and Antrim Road
Regeneration)
545 Antrim Road
Belfast
BT15 3BS
028 9077 1806

Community Technical Aid
445 Ormeau Road
Belfast
028 9064 2227
www.communitytechnicalaid.org

DRD Roads Service
Local Roads Service Section
Office can be found in Yellow
Pages under
• Government Offices
• Roads
• Section Offices
www.roadsni.gov.uk

Greater Shankill Alternatives
64 Woodvale Road
Belfast
BT13 3BT
028 9031 1420
www.extern.org/restorative/Alternatives.htm

HandyVan Service (for door and
window locks etc. for over 60's)
01255 473999
Or e-mail handyvan@helptheaged.org.uk

Land Registry
Lincoln Buildings
27-45 Great Victoria Street
Belfast
BT2 7SL
028 9025 1555
www.lrni.gov.uk

NICVA
Duncairn Gardens
Belfast, BT15 2GB
028 9087 7777
www.nicva.org

NI Federation of Housing
Associations
38-42 Hill Street
Belfast
BT1 2LB
028 9023 0446
www.nifha.org

NITAP
NI Tenants Action Project
PO Box 131
Ballymena
BT43 6BD
028 2564 5676
www.nitap.org

Northern Ireland Ambulance
Service
Headquarters
Knockbracken Healthcare Park
Saintfield Road
Belfast
BT8 8SG
028 9040 0999
www.niamb.co.uk

Northern Ireland Fire Brigade
The Chief Fire Officer
1 Seymour Street
Lisburn
BT27 4SX
028 9266 4221
www.nifrs.org

Northern Ireland Office
Community Safety Unit
4th Floor
Millennium House
Great Victoria Street
Belfast
BT2 7AQ
028 9082 8555
www.communitysafetyni.gov.uk

NTL
209 Airport Road West
Belfast
BT3 9EZ
028 90206413

Ordnance Survey of Northern
Ireland
Colby House
Stranmillis Court
Malone Lower
Belfast
BT9 5BJ
Paper Map Sales
028 9025 5774
www.osni.gov.uk

Phoenix Natural Gas Ltd.
Business Support
197 Airport Road west
Belfast
BT3 9ED
08454 555 555
www.phoenix-natural-gas.co.uk

The Planning Service
Headquarters
Millennium House, 19-25 Great
Victoria Street
Belfast, BT2 7BN
028 9041 6700
www.planningni.gov.uk

PSNI Crime Prevention Officer
Contact via Police Exchange
0845 600 8000
www.psni.police.uk/pg_crime_p_officers

Water Service
Headquarters
Northland House
3-5a Frederick Street
Belfast
BT1 2NR
028 9024 4711
www.waterni.gov.uk

Appendices

- Appendix A - Example of agreement in principle letter and map
- Appendix B - Example of Alleygate survey
- Appendix C - Example of community consultation form
- Appendix D - Examples of amenity impact/equality questions
- Appendix E - Examples of community leaflets and information
- Appendix F - Belfast City Council gating specification
- Appendix G - Waivers
- Appendix H - Example of key agreements and key management system
- Appendix I - The Belfast Alleygating Project
- Appendix J - Example enquiry letter regarding the legal status of alleyways
- Appendix K - Role of community volunteers

Appendix A

Sample letter to Roads Service

Roads Service
Belfast North Section Office
148 - 158 Corporation Street
Belfast
BT1 3DH

(Date)

Dear Sir / Madam

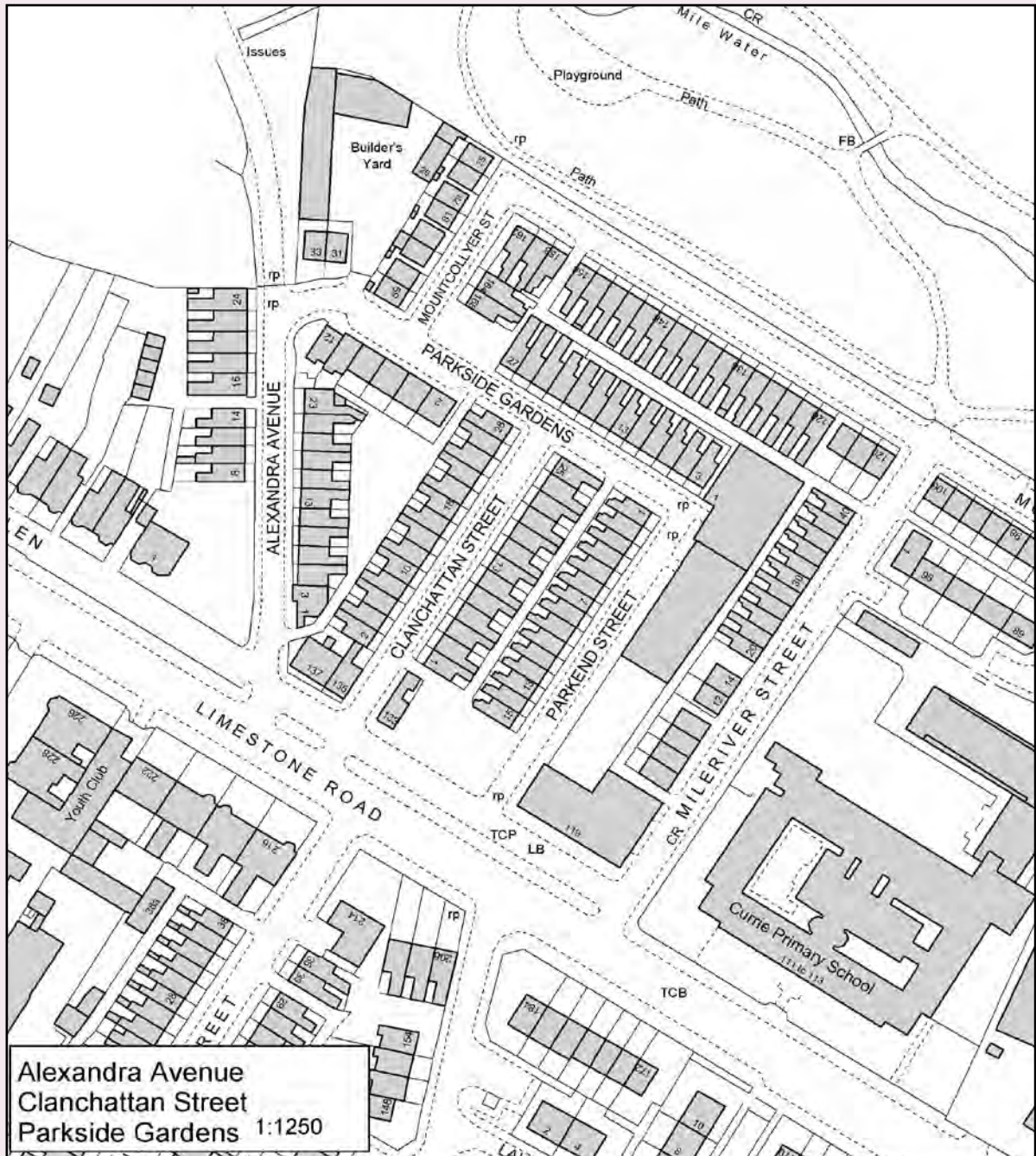
I am writing to you regarding "Agreement in Principle" to the possible gating of an alleyway in XXXXX Belfast. This alleyway is located between XXXXXX Street, XXXXXX Gardens and XXXXX Avenue off XXXXXX Road.

Please find enclosed a map of the proposed area and a brochure from the company that we have approached to provide the gates. We have requested written authorization from the NIHE District Manager as they have properties on these streets, we are awaiting a reply. The community consultation process will follow Roads Service guidelines. Should you have any queries or wish to discuss this please contact me on: 028 XXXX XXXX.

Yours faithfully

XXXX XXXXX

Appendix A continued



Appendix B

Example of Alleygate survey

DATE: 02-03-05
STREET: Vancouver Drive
ADJACENT TO HOUSE NUMBER: No 1
GENERAL OBSERVATIONS: None
LEVELNESS: Level
ALLEY WIDTH: 2680 mm
GATE TYPE: Pedestrian

Right Hand OR Left Hand HINGE: LH

POSITION OF GATE IF SET BACK / ANGLED & REASON

1.1 Slight rise so there will be the possibility of setting gate back

OTHER COMMENTS:

Low wall next to No 1 Vancouver (approximately 1750 mm high). May need to be built up to 2.4m

1.2 No identified services

1.3 Soil surface problems

SURVEYED BY: Gavin Bell

Appendix C

Example of COMMUNITY CONSULTATION FORM

Name of Householder _____

Address _____

Post Code _____

Contact number(s) _____

Resident status: Home owner / Private rental / NIHE / Housing Association _____

If private landlords name: _____

Owner Contact details (if different from above: _____

If Housing Association which one? _____

Tenant/Owner Authorisation

I agree I do not agree to the installation of the gates onto the ends of the alleyways located at the rear/side of my property.

I also agree that following gating, no permanent structure will be erected in the alleyway that will cause an obstruction to access and I will abide by all current regulations.

All other residents residing in this block are guaranteed free access along the alleyway to the rear of my property.

I would like I would not like to take part in cleaning and greening of the alleyway.

I understand that all Statutory / Service Providers and their contractors, agents and any other authorised persons have access over the passageway at all times for the purpose of carrying out their statutory/service

I agree that I will not leave black bags/boxes in the alleyway before bin collection day.

I understand that a gating committee will be set up by local residents and that I will be informed of the conditions set by the gating committees regarding the operation of the security gates and the general access agreements.

Property owner/Tenant signature _____

Date _____

Thank you for taking part in this questionnaire.

Please note that this information will only be shared with Roads Service for proof of your agreement. Should you require further information please contact XXXXX XXXX at 029 90XX XXXX.

Appendix D

EXAMPLE OF AMENITY IMPACT/Equality Questions

1. How long have you lived at this address:

0-12 months 1-3 years 3 years+

2. Has your property been burgled in the last 12 months?

Yes No

If yes, how many times: _____

Where was the point of entry?

Front Rear Side of property

Was this reported?

Yes No

3. Has there been an attempted burglary in the last 12 months?

Yes No If yes how many times? _____

Where was the point of attempted entry?

Front Rear Side of property

Was this reported?

Yes No

4. Have you been the victim of anti-social activities/crime in your alleyway during the last 12 months?

Yes No

If yes, please state:

Secondary fires Mugging Vandalism

Youths causing annoyance Drugs/alcohol problems Dog fouling

5. Which of the following best describes how you feel about your safety at home?

Safe Occasionally safe Unsafe Very Unsafe

6. Does anti-social behavior/fear of crime have a negative effect on your health?

Yes No

7. If you have been a victim of crime, would you like information on who to contact for help?

Yes No

8. Do you think that the installation of gates would:

(Tick as many as you think are true)

- Make you feel safer
- Reduce fear of crime/anti-social behaviour
- Improve your quality of life
- Increase use of community facilities
- Improve your neighbourhood

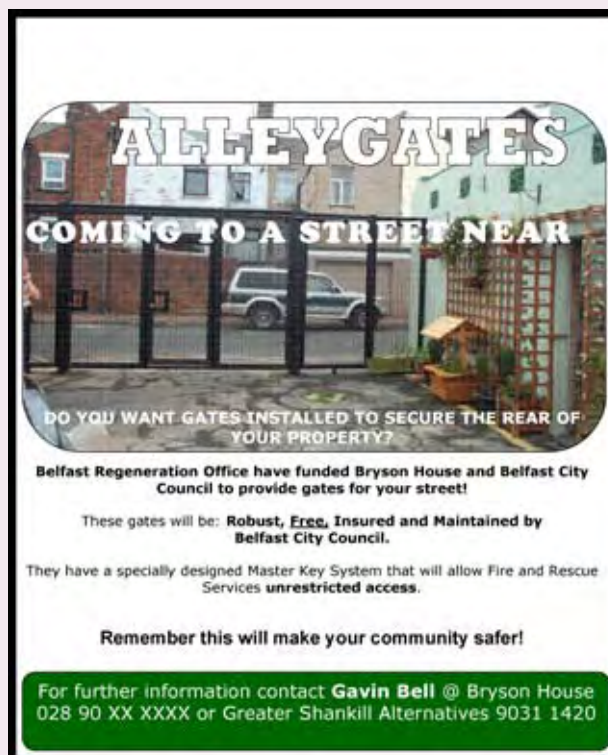
9. Do you think the proposed gating programme will have a negative impact on any of the groups listed?

- Persons of different religious belief
- Persons of different political opinion
- Persons of different racial groups
- Persons of different age groups
- Persons of different marital status or sexual orientation
- Persons with a disability and persons without
- Persons with dependants and persons without
- Men and women generally

Yes No If yes please specify how

Appendix E

Sample Community Leaflets



Dear Resident

'Alleygating is coming to your area.'

Next week we will be in your street to conduct a survey regarding crime/community safety issues within the area and we will call at your home. The reason for the survey will be to find out the level of support amongst all residents for the installation of security gates in your area.

Alleygating is an innovative, community based crime prevention initiative achieved by the installation of high quality, durable security gates to the rear of your property, thus creating a safer and cleaner local environment. The main purpose of the security gates will be to remove the ease at which the opportunist thief can gain access to the rear of your home.

The actual survey should take you no longer than two or three minutes. If we do not find you in you will be supplied with a Freepost envelope to return the survey. Should you require help to complete your survey an advisor can call at your home to help you.

Please note that these schemes can only proceed when there is full agreement with local residents and a 100% response rate is desirable.

These Alleygating schemes have been established in cities in the UK and have had successful results. Not only have the security gates significantly reduced the number of burglaries to terraced properties, the Fire Brigade have had a noticeable reduction of fires in alleys.

Gating has led to a cleaner and safer environment for residents.

Should you require further information please contact:

XXXXXX at XXXXXX Group, Tel No: **028 90XX XXXX**

Appendix F

Belfast City Council Gating Specification

FENCES, MARKERS & INDICATOR POSTS, GATES AND GATE POSTS

Single Leaf Gates	Gates, as shown on Drawing Number 5719.20/106B, to stand 2.4m above ground level comprising the appropriate SHS gate posts and concrete bases as outlined below:
Ground Clearance -	Maximum of 75mm from the bottom of the gate to ground level.
Overall Height -	The height of the gate from ground level, including anti climb rollers, should be a maximum of 2400mm.
Clear Opening -	The minimum clear opening width is 2135mm, with the exception of alleys having widths that do not allow this.
Gate Posts -	Gate posts must be a minimum of 120mm x 120mm x 5mm thick SHS. Each gate post to include a welded cap (5mm fillet weld) at the top, to match the post dimensions and thickness (minimum of 120mm x 120mm x 5mm thick).
Gate Frames -	The outer frame assembly must be a minimum of 50mm x 50mm x 5mm thick SHS. Gate frames to include welded caps (5mm fillet weld) at the top where required, to match the post dimensions and thickness (minimum of 50mm x 50mm x 5mm thick).
Post Foundations -	The gate posts will not be attached to any wall or structure but will be secured in the ground at a minimum depth of 850mm.
Gate Panels -	The gate panel will be fabricated using an expanded metal mesh infill, approved by the Engineer, which is to be galvanized to BS EN ISO 1461:1999 and polyester powder coated to BS 6497:1984. Mesh panel to be affixed by following process; 35x5mm flat metal to be welded to centreline of SHS gate frame (5mm fillet weld @ 300mm centres), mesh panel welded to 30x5mm flat metal (5mm fillet weld @ 300mm centres), the two flat metal strips are then to be bolted together using M8 security bolts with the mesh infill secured in between the metal strips. The clear openings within the expanded metal mesh infill must not allow use as a hand or toe hold (infill to follow a 'lip' pattern with max. vertical opening of 9mm and max. horizontal opening of 70mm).
Hinges -	The hinges must be fully adjustable and fitted to ensure that the gate panel cannot be removed when in the open position. It must be possible for the gate panel to be held in the open position to allow wheelchairs ease of access. With the gate closed, it must be impossible for the hinges to be used as footholds for ease of climbing over the gate.
Anti-Climb Rollers -	An anti-climb roller device must be integrated into the gate, above the mesh infill panel, as shown on drawing number 5719.20/108A. The device is to be fixed to the post using a metal pin (min dia 20mm) and rotate about hard wearing nylon disc (min 40mm thick and min 76mm dia). Galvanized and powder coated hollow steel tubes with a minimum outer diameter of 76mm and wall thickness of 3mm will rotate about this nylon disc. The device must consist of segments/rollers that are independent of each other. Each roller is to have a length not exceeding 100mm. It must be possible to replace individual segments/rollers only, not the whole device, if damage occurs.

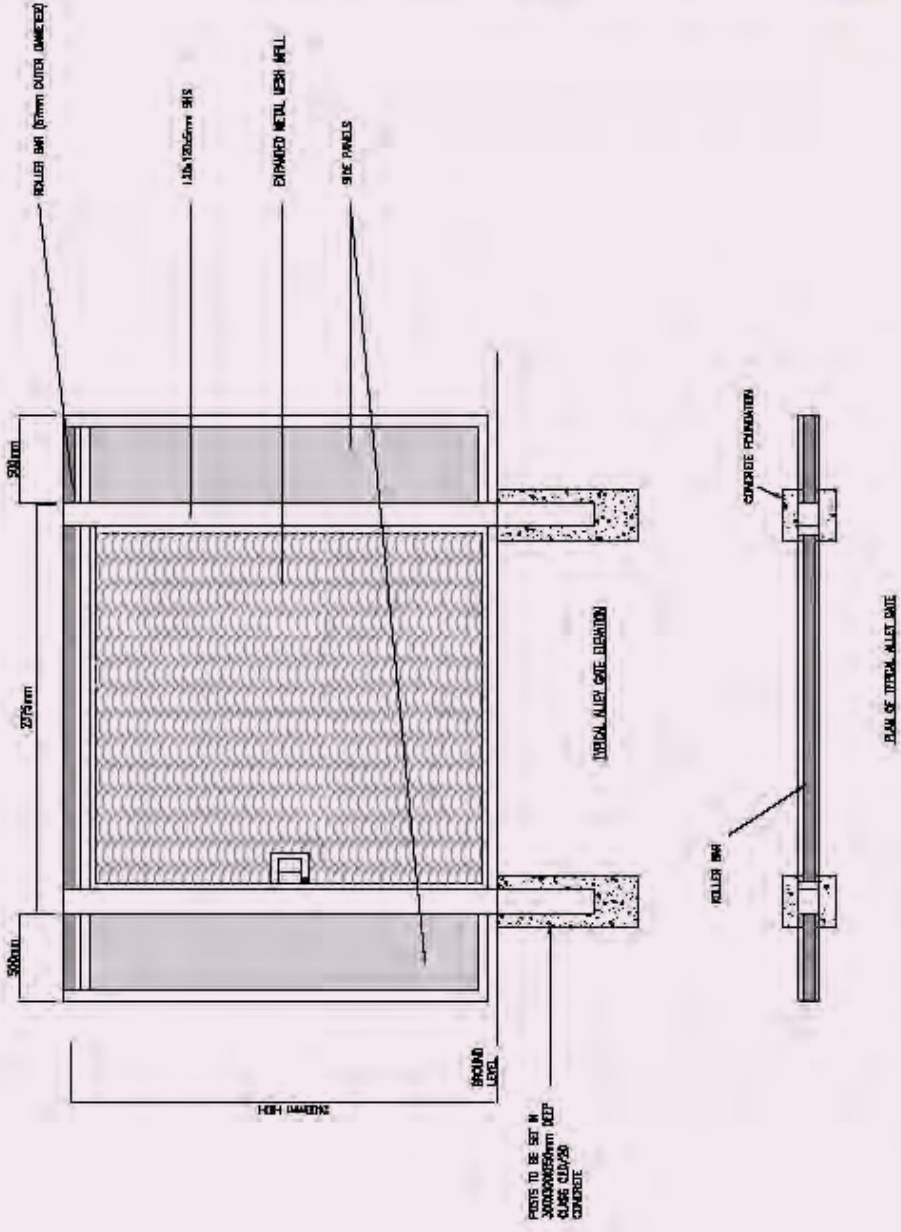
Side Panels -	Side panels may be required in wider alleys consisting of expanded metal mesh infill, 5mm thick, and extending to match the height of the gate. Side panels will be made to fit, leaving a maximum allowable clear space of 75mm between existing wall and extent of side panel or gate. Support posts for the side panels are to be a minimum of 50mm x 50mm x 5mm thick SHS. Side panels will also include an anti-climb roller device to match the gate. The side panels will be bolted to the gate posts using M8 security bolts with minimum length 100mm.
Anti-wear Devices -	Hardwearing nylon and/or brass washers will be used on all working/moving parts including anti-climb device and hinges, to avoid premature breakdown of paint and galvanized finishes.
Fittings -	Any fittings required must be stainless steel with round head and hexagonal screw heads or alternatively with snap-off heads. All nuts are to be Nylocs with the appropriate zinc plated washers.
Welding -	The welding process and qualification should be in accordance with BS4871, BS4872, EN287 and EN288.
Finish -	All elements to be galvanized to BS729.
Painting -	All components to be top coated in a textured finish - semi gloss external use only polyester powder finish, to a minimum thickness of 60 microns. The paint colour will be confirmed to a RAL colour.
Accuracy -	All assemblies must be manufactured to a tolerance of +/- 2.5mm.

Double Leaf Gates	Gates, as shown on Drawing Number 5719.20/107B, to stand 2.4m above ground level comprising the appropriate SHS gate posts and concrete bases as outlined within the specification for single leaf gates above. The following additional specifications either overwrite or are in addition to the specification of the single leaf gates:
Clear Opening -	The minimum clear opening width is 2980mm.
Gate Posts -	Gate posts and outer frame assembly must be a minimum of 120mm x 120mm x 6mm thick SHS. Each gate post to include a welded cap (5mm fillet weld) at the top, to match the post dimensions and thickness (minimum of 120mm x 120mm x 6mm thick).
Gate Stops -	Gate stops, to be provided with rubber stops and gravity catch, will be required to prevent the gate from striking the wall and to hold the gate open for vehicular access, as shown on Drawing Number 5719.20/108A. The size, colour and material to be used, is to be agreed with the engineer prior to erection.
Drop Bolt -	The leaf to which the locking mechanism latches will incorporate a lockable drop bolt, ground socket and slip bolt for padlock, as shown on Drawing Number 5719.20/108A. Drop bolts are required to penetrate a minimum of 150mm into the ground in both the locked gate and open gate position. 2 No. drop bolt sockets are required per gate and should be 33.7mm Outside Diameter CHS set within the ground and finishing flush with the ground surface. When the gate is closed, it should not be possible for the drop bolt to be raised from outside the gate, by affixing a metal plate to the locking gate (grade and dimensions of metal plate to be approved by Engineer).

Locking Mechanism	The locking mechanism on both types of gate (single and double leaf) should be compatible with the Belfast City Council key management system (applies to Belfast only) and comprise the following:
Lock Assembly -	The lock case shall be a mortice dead latching lock assembly, as ABLOY 4193 or similar approved. With the latch bar being manufactured from solid stainless steel bar grade 316, and projecting from the lock assembly a minimum of 21mm. The lock must automatically lock when the gate is in the closed position. The lock must be fitted with stainless steel countersunk security screws.
Cylinder Removal -	Anti-knock out plates must be fitted internally within the gate assembly to ensure that the cylinder cannot be hammered out. The lock assembly must also have extra protection measures included to prevent the lock and cylinder from being forced open with a crow bar and/or wedges.
Anti-vandal plates -	Anti-drill plates, hardened to a minimum "Rockwell 60" grade, or similar approved, must be incorporated into the gate assembly to protect the lock from being drilled out from the front of the assembly.
Key System -	The cylinder must be Euro-Profile, or similar approved, and be of a Double Key Profile System. The cylinder must have been tested and accredited to withstand a minimum of a 10 minute drill and anti pick test to the appropriate European/British Standard. The cylinder must be available on a triple-tiered Master Key System, with the key profile blanks only being available from one nominated source.

NOTES

SINGLE LEAF GATES:
 GATES SHALL BE 2400mm HIGH WITH A MINIMUM CLEAR
 OPENING SPACE OF 2130mm.
 SEE SPEC. SERIES A01.
 MESH PANELS:
 EACH GATE WILL INCORPORATE AN EXPANDED METAL
 MESH INFILL.
 MESH INFILL:
 SEE SPEC. SERIES B01.
 LUGGING MECHANISM:
 EACH GATE WILL INCORPORATE A MANUAL PROOF LUGGING
 MECHANISM.
 SEE SPEC. SERIES B01.



KEY	DESCRIPTION	BY	CHECK
		DATE	DATE
	DRAWN BY P.M.M.	CHECK BY D.L.	APPROVED A.R.
	DATE: J.A. 05	DATE: J.A. 05	DATE: J.A. 05
	PLAT SCALE	RE-RELEASES	SHEET SIZE
	N.T.S.		A3

CLIENT: BELFAST CITY COUNCIL

PROJECT: BCC ALLEY GATING (1263)

TITLE: PROPOSED SINGLE LEAF ALLEY GATES

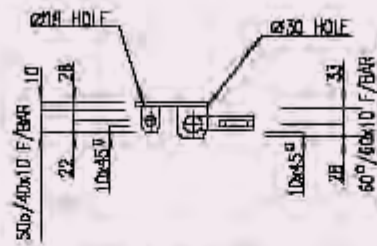
RPS *Risk Management*

CONSTRUCTION

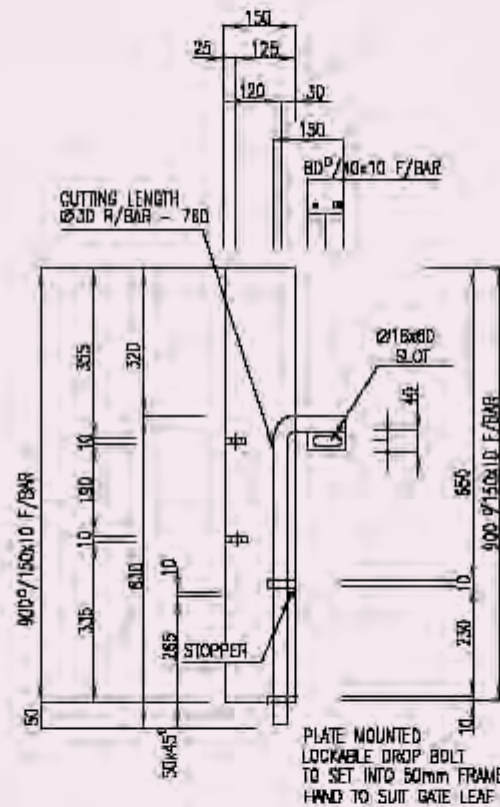
100% COMPLETE

ARCHITECT: 5719.20/105

NO.	DATE	BY	REVISION
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



PLAN OF DROP BOLT



ELEVATION OF DROP BOLT

TITLE DROP BOLT DETAILS

PROJECT PALMERSTON ROAD HRC EXTENSION

CLIENT BELFAST CITY COUNCIL

RPS Kirk McClure Morton
CONSULTING ENGINEERS

LONDON OFFICE
100, BROADWAY
LONDON EC4A 3DF

TEL: 020 8000 7814
FAX: 020 8000 4299
www.kirkmccluremorton.com

PLOT SCALE NTS

DRAWN P.McM.
DATE JUL 05

CHECKED D.L.
DATE JUL 05

APPROVED A.B.
DATE JUL 05

DWG No. 5719.20/108

Appendix G

WAIVERS (Sample)

Waiver

Identified Structural Problems / Risks

I, (Print name) _____, am aware the contractor / engineer have some concerns in relation to the stability of the wall to the rear of my yard which were outlined to me on

I agree with the work proceeding and will accept liability in the event that vibration from installation of the gate posts causes any damage to my wall.

Address _____

Postcode _____

Signature _____

Date _____

[Sample Plan attached]

(Sample)

Waiver

Rear Yard Door

I, (Print name) _____, agree to the alley gates being positioned as shown on the attached plan and confirm I agree

_____ (organisation responsible for insurance)
shall have no liability to me in respect of any personal injury, loss or damage sustained by any person as a result of accidents which may occur when the gates are in the open position.

Address _____

Postcode _____

Signature _____

Date _____

[Sample Plan attached]

Appendix H

EXAMPLE OF KEY AGREEMENTS AND KEY MANAGEMENT SYSTEMS

Tenants

I fully support the gating of the alley to the rear of my property, and will do my utmost to adhere to the following:

1. I will safeguard my key at all times and understand that should I lose same that I will be charged twenty five pounds for a replacement key.
2. I will make every effort not to allow unauthorised access to the alley.
3. I will allow access to all service providers including: Belfast City Council; Roads Service; BT etc.
4. I will not allow any dog for which I am responsible to foul in the alley.
5. I will not leave the Alleygates open at any time, unless a pre-arrangement has been made with a service provider and all other residents in my street.
6. I will not dump large bulky items in the alley. I will call the Council to arrange removal on (phone 90373047 for bulky item collection).
7. I understand that rubbish collection takes place on _____(day of week) and I will keep my rubbish in my own area until late the evening before or morning of collection.
8. I understand that if I do dump rubbish in the alley, I may incur a £50 fine.
9. I will not give or lend my key to any person who is not a resident in my property.
10. Should I sell my property, I will pass the key to the new owner only.
11. I will make every effort to monitor the gates and alleys and will inform the relevant authorities of any problems that may occur.

Notice to Tenants

Please note that while you are in occupation of your property the key will be your responsibility and you shall be liable for the costs of any replacement key.

At the end of this agreement please give the key to your landlord so that he/she may pass it to his/her next tenant

Name _____

Address _____

Key Number _____

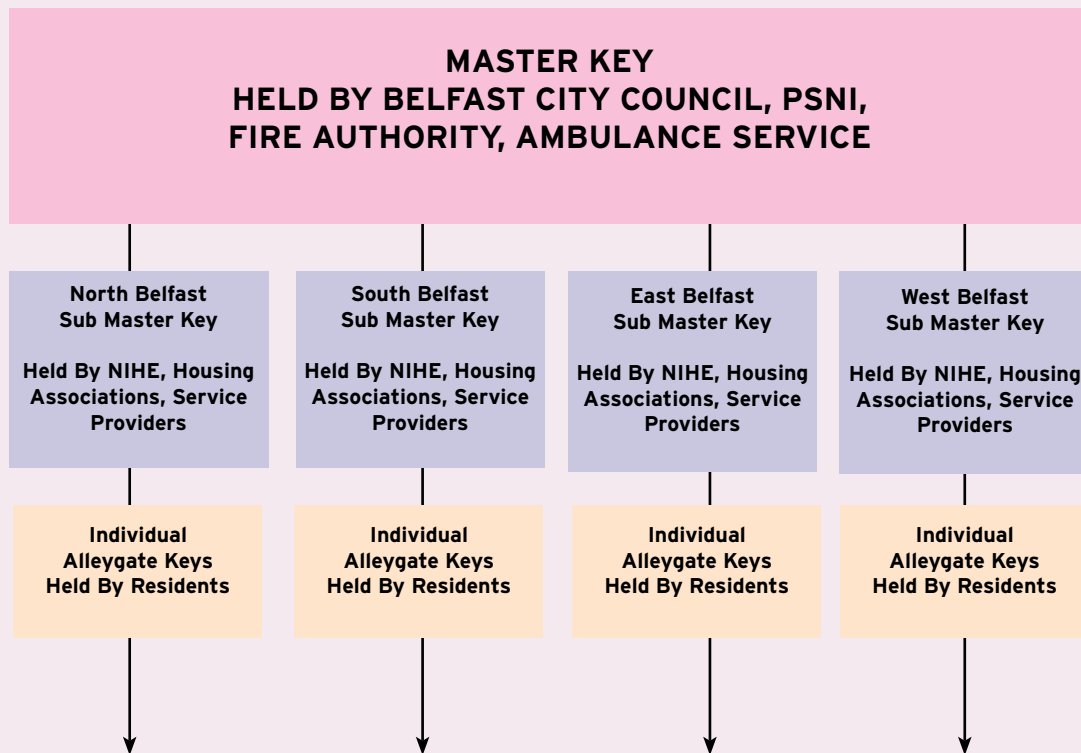
Signature _____

Date _____

You will be given a copy of this Agreement, please keep this safe.

If you have a problem with the maintenance of the gates, please phone 028 XXXX XXXX

Key Management systems



Appendix I

The Belfast Alleygating Project

The Belfast Alleygating Pilot project is a partnership between the Northern Ireland Office Community Safety Unit, Belfast Community Safety Partnership and Belfast City Council, Belfast Regeneration Office (BRO) and Bryson Charitable Group. Northern Ireland Office and Belfast Regeneration Office have provided funding to reduce burglary, tackle environmental issues and address anti-social behaviour in five areas of Belfast: Little Americas in North Belfast; Lower Windsor in South Belfast; Woodvale in North West Belfast; The Mount in East Belfast and; Colin/Cavendish in West Belfast. This has been achieved by installing gates at the entrances to communal alleyways, securing the rear of residents' properties.

The erection of gates at each end of rear alleyways in inner city residential areas has been shown to be extremely effective in other areas across Great Britain in improving the quality of life for local people by reducing crime, anti-social behaviour, fear of crime, littering and in promoting social inclusion. Local residents have formed gating committees and reclaimed these entries making them cleaner, greener and safer spaces.

Any of the communities involved in this Pilot project would be happy to speak to you about their experiences in being involved in the process of Alleygating or about the benefits the gates have brought them as a community. Contact CARR (Cavehill and Antrim Road Regeneration) or Greater Shankill Alternatives should you wish to discuss their experiences of Alleygating (see Section 10 - Useful Contacts).

Appendix J

Sample letter

Mr XXX XXXXX
Belfast South Section Office
1a Airport Road
Belfast
BT3 9DY

24.03.06

Dear XXX

I am writing to you regarding the legal status of the alleyway to the rear of Nos. 9 -15 Fisher Street and to the side of 9 Fisher Street. The Fisher Street residents are in the process of developing a gating plan for the street and we would welcome any information on the legal status.

Should this alleyway be adopted then the criteria for compliant gating schemes will be adhered to. Should you have any queries or wish to discuss this please contact me on: 028 9032 5835.

Regards

xxxx xxxxx

Appendix K

Role of the Community Volunteers

1. Speak to neighbours and shop owners to alert them to the proposed scheme
2. Deliver leaflets informing residents of any meetings
3. Conduct a door to door survey as part of the consultation process
4. Delivering update news sheets
5. Notify residents of key distributions
6. Assist in alleyway surveys before the installation of gates
7. Assist with cleaning and greening the alleyways once gates are installed
8. Deliver and collect agreement forms

Volunteers should receive training for most of the above.



YOUR PATHWAY TO SUCCESS...

prevent crime • improve your area • reduce anti-social behaviour



Belfast City Council (Community Safety)

Phone no: +44 (0)28 9032 0202

Textphone: +44(0)28 9027 0405

www.saferbelfast.org

