



FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME

February 2003

BELFAST CITY COUNCIL PUBLICATION SCHEME

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Freedom of Information Act 2000

Belfast City Council Publication Scheme

1 Background

Belfast City Council is a local government district council established under the Local Government Act (Northern Ireland) 1972. It is the largest of the twenty-six Councils in Northern Ireland and is responsible for the delivery of key services such as those relating to refuse collection and disposal, street cleansing, building control and environmental health, community development, indoor and outdoor leisure, parks and recreational facilities and support for the arts, tourism and economic development. To meet these responsibilities, Belfast City Council spends in excess of £104 million each year and employs approximately 2400 people.

For local government purposes the City is made up of nine Electoral Areas created so as to achieve an equitable spread of representation and reflecting the distribution of its population density. Each Electoral Area is comprised of between five and seven Council Wards which return 51 elected members to the Council. At present the City is represented in the local devolved government of the Northern Ireland Assembly by 24 Members across its four Parliamentary constituencies.

As a public authority the Council is required under the Freedom of Information Act to adopt and maintain a Publication Scheme setting out the classes of information it holds, the manner in which it publishes/intends to publish the information and the charges it intends to make for the information.

As a public body Belfast City Council is committed to the highest standards of accountability and openness and this Publication Scheme has been prepared to enable the Council to fulfil its obligations under the legislation and to help the public to know what information the Council makes available. The information referred to in the Scheme will be made available to individuals on request under the terms indicated in the Scheme.

Under the Freedom of Information Act an individual has the right to request information which is not included in this Publication Scheme. However this does not come into force until January 2005.

Overall responsibility for this Publication Scheme rests with the Assistant Chief Executive of the Council. The Publication Scheme is maintained on a day to day basis by the Records Manager. Both of these staff can be contacted at Belfast City Council, City Hall, Belfast, BT1 5GS.

2 Notes on Using the Scheme

This Publication Scheme sets out the information that Belfast City Council will publish, how and when it will do so, and whether this information will be available free of charge or on payment. The classes of information to be published are set out under clearly defined headings which reflect the categories of information provided by Belfast City Council.

Publication does not refer solely to printed material. Publication has been interpreted as broadly as possible to include, for example, electronic documents, information included on the website, minutes of meetings, reports and leaflets.

It is intended, as far as possible, to make material available on the Belfast City Council website on an ongoing basis (www.belfastcity.gov.uk). If an individual does not have access to the internet a single print-out of a specific page will be provided on request.

3 Requesting Information

3.1 Information published through this Publication Scheme

Where information is available on the website, the home page will assist individuals to access it direct. Information may also be available by the other methods indicated. Once you have identified the information you require, you may telephone or write to the Section of the Council shown in the column headed 'Availability' for the document or for a print-out of the web information if you do not have access to the internet. Please also note that some of our corporate documents - such as the Council Minutes and Corporate Plan - are also available in the main public libraries in Belfast and some leaflets can be found in leisure centres etc. as well as in the reception areas of our main administrative buildings.

3.2 Information not listed in this Publication Scheme (not applicable until January 2005)

From 1 January 2005 the Act allows for an individual to ask for information not readily accessible via this Publication Scheme. To do so you should submit a written (or e-mail) request including your name, address and a description of the information requested. You should provide as much detail as possible to help us identify the information you are seeking. Requests should be addressed to the relevant Section of the Council. The address for all of the Council's main offices, including the postcode, is shown in the Scheme at the end of Section 8.7. Many of the Sections have an e-mail address shown on the Council's website (www.belfastcity.gov.uk) and the Council's A-Z Directory of Services will help you find which Council Section you should write to or e-mail for the information you require.

If we can not provide the information within 20 working days we will advise you.

Please remember that under the Freedom of Information Act an individual's right to access information in addition to what is included in this Publication Scheme does not come into force until January 2005.

4 Charging and Copyright Issues

The Council has determined four categories for charging for information requested under this Scheme as follows:

- 1 **Free of Charge** This includes general facts and information on the services offered to the public as well as information published on the Council's website (for those without internet access, a single print-out of the specific website content can be requested). It also includes answering telephone queries, providing copies of free leaflets and inspection of reference materials at Council Offices.
- 2 **Priced Publications** Where the information required is available in a priced publication details of the publication, its cost and where it will be supplied.
- 3 **Photocopying and postage costs** This covers information which has already been prepared which we can photocopy or print from a computerised record or, where the information is only available on our website, can provide a single printed copy of the information. Where the cost of photocopying and/or postage of material is likely to exceed £20, the Council reserves the right to charge the estimated amount and to require payment of this amount in advance of carrying out the work.

4 Professional charges for locating and preparing information for release When after 1 January 2005 preparing or gathering the required material to answer an individual's request can only be done by specialists or other professionals at a charge to the Council, a written estimate will be given of the cost of providing such information. The cost will have to be paid in advance. When we have received your payment, we will keep you informed about when the information will be sent to you. No charges will be made where a request for information is refused. There will be no charge to appeal against a refusal to supply requested information. Nor will there be a charge to appeal against any charges made for requested information.

Where the information falls within a charging category shown above, details of how charges are calculated can be found in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000 which is included in this Publication Scheme. On the basis that the provision of information is a service which the Council provides, VAT will be charged in accordance with VAT legislation.

Belfast City Council owns the copyright to the information it produces. If information is to be reused or reproduced, commercially or otherwise, written approval must be obtained from the office of the Chief Executive or his/her nominee.

5 Exempt Information

The Freedom of Information Act 2000 sets out a series of exemptions where the disclosure of confidential or other information needs to be protected to prevent prejudice to the interests of others.

The classes of information which the Council has specified in this Scheme as being classes of information which it publishes or intends to publish may in some cases contain material which we consider to contain exempt information, as defined in Part II of the Act. Accordingly, any such information is excluded from this Publication Scheme. Where this occurs we outline which information has been withheld and explain what exemption has been applied and why.

Examples of exempt information under Part II of the Act include:

- 1 Information supplied by, or relating to, bodies dealing with security matters
- 2 Investigations and proceedings conducted by public authorities
- 3 Information likely to prejudice law enforcement
- 4 Court records including records of tribunals and inquiries
- 5 Information likely to endanger the health and safety of any individual
- 6 Personal data or information
- 7 Information provided in confidence
- 8 Information in respect of which a claim to legal professional privilege could be maintained
- 9 Commercial interests and trade secrets

It should also be noted that from 1 January 2005 information is exempt from the Act if it is reasonably accessible to you by other means. One example where information would qualify for this exemption is where it is made available via the Council's Publication Scheme. In instances where you make a written request for information which is already available via this Publication Scheme, we will refer you to the Scheme.

Where the Council invokes the exemption provisions to withhold information, you may seek a review of the decision.

6 Complaints/ Review Procedure

If you are dissatisfied with how the Council has handled your request for information in this Publication Scheme you may use the Council's Corporate Complaints Procedure. We suggest that you first of all contact the Section or Department from which you requested the information and tell the person you are dealing with that you wish to make a complaint. Further information on the Complaints Procedure is available at all Council properties and from our website (www.belfastcity.gov.uk). Or you can contact the Central Complaints Helpline, telephone (028) 9027 0270 (or e-mail complaints@belfastcity.gov.uk).

After 1 January 2005, when the individual right to request information comes in to place, if you are dissatisfied with how the Council has handled your request for information (or, for example, the response from the Council is not issued within 20 days) you may use the Council's Corporate Complaints Procedure. Complaints of this nature will be investigated at Stage 2 initially, with further appeal to a Chief Officer under Stage 3 if required. In the first instance, you should contact the Service Complaints Officer within the Section from which the information was originally sought. If you require assistance with identifying the most appropriate person or further information on the complaints procedure generally, you should contact the Central Complaints Helpline, telephone (028) 9027 0270 or (e-mail complaints@belfastcity.gov.uk).

If you remain dissatisfied with how the Council has handled your request, you can seek an independent review from the Information Commissioner. Requests for an independent review should be made in writing to: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Tel: 01625 545 700; Fax: 01625 545 510; E-mail: data@dataprotection.gov.uk). The Information Commissioner has indicated that an internal review must normally be completed before an appeal may be made for an independent review.

7 Feedback on this Publication Scheme

We shall be reviewing this Publication Scheme from time to time and value your assistance in identifying ways to improve it. If you have any comments or suggestions relating to the structure or content of the Scheme, please forward these to:

The Records Manager
Belfast City Council
City Hall
Belfast
BT1 5GS
Tel: (028) 9027 0639 • Fax: (028) 9027 0600
E-mail: records@belfastcity.gov.uk

8 Categorisation of Classes of Information

The following pages describe the various classes of information, relevant publications, their availability and whether there is a charge. The classes are listed under the following management headings:

- **Corporate Management**
- **Elected Members**
- **Personnel and Recruitment**
- **Financial Performance**
- **Procurement Practices**
- **Licensing and Approvals**
- **Services Provided**

At the end of this Section we have set out information on the main Council Offices referred to under the column headed 'Availability' for each class - their addresses, telephone numbers and opening hours. We have also set out information about other locations where you can obtain a copy of our documents.

Published by Belfast City Council, City Hall, Belfast, BT1 5GS

Tel: (028) 9032 0202

<http://www.belfastcity.gov.uk>

E-mail: records@belfastcity.gov.uk

This document is available in alternative formats on request.

8.1 Corporate Management

Information on how the Council manages its business - the structure of the Council; its committee system; its business plans and principal policies; reports commissioned on behalf of the Council; and its equality scheme.

Charges: Information is provided free of charge unless a (£) symbol appears beside the document's name. Where the symbol is shown the cost is at the rate shown in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000.

Availability Column: Documents can be obtained from the Section of the Council shown below on request by post or telephone during office hours. The addresses, telephone numbers and opening hours of our main office locations are listed at the end of Section 8.7, together with information about other locations where you can obtain a copy of our documents.

Class of Information	Description	Relevant Publications	Availability
Management Structure	Who's who in the management of the Council - the elected members during the current electoral term; the Clerk/Chief Executive, Directors and other senior managers. Information on membership of other public bodies where senior officers represent the Council's interests.	Document: Corporate Plan	Policy Services, City Hall and Belfast Public Libraries
		Document: Annual Report (not published for 2001/2002)	Policy Services, City Hall and Belfast Public Libraries
		Document: List of outside bodies on which senior staff represent the Council	Chief Executive's Office, City Hall (List not available until August 2003)
		Web page: www.belfastcity.gov.uk	Website
Committee and Sub-Committee Structure	The committees and sub-committees of the Council during the current electoral term - their membership and the responsibilities of each Committee/ Sub-Committee. (For information on the District Policing Partnership see 'District Policing Partnerships' class.) Information on how to ask a Committee or the Council to meet a deputation; and information on public access to meetings of the Council.	Document: Corporate Plan	Policy Services, City Hall and Belfast Public Libraries
		Document: Annual Report (not published for 2001/ 2002)	Policy Services, City Hall and Belfast Public Libraries
		Document: Members' Booklet	Members' Support Office, City Hall
		Document: Know your Councillors	Members' Support Office, City Hall
		Document: Standing Orders	Committee Services Unit, City Hall
		Document: Public Access and Deputations to Council/ Committee meetings	Committee Services Unit, City Hall
		Web page: www.belfastcity.gov.uk	Website
Business Plans	The coming year's business objectives and targets for the main services provided by the Council during the current and immediately preceding financial years; also its longer term vision and strategic plan.	Document: Corporate Plan	Policy Services, City Hall and Belfast Public Libraries
		Web page: www.belfastcity.gov.uk	Website

Events Planned for the Current Financial Year	Major events and promotions organised by the Council to be held during the current financial year, including contact details.	Document: Booklet produced four times each year giving details of Spring, Summer, Halloween and Christmas/ New Year programmes respectively	Events Unit, Development Department, The Cecil Ward Building
		Document: What's On	Events Officer, Parks and Amenities Section, The Cecil Ward Building and Belfast Public Libraries
		Document: Belfast City Marathon Pack	Community and Leisure Section, The Cecil Ward Building
		Web page: www.belfastcity.gov.uk	Website
Equality Scheme	How the Council will fulfil its duty under Section 75 and Schedule 9 of the Northern Ireland Act by putting equality and good relations at the heart of policy decisions; annual report on progress for the last two financial years; and individual Equality Impact Assessments.	Document: Equality Scheme	Policy Services, City Hall
		Document: Equality Scheme: Executive Summary	Policy Services, City Hall
		Document: Annual progress report submitted to Council	Policy Services, City Hall
		Document: Equality Impact reports	Policy Services, City Hall
		Document: Equality Scheme Training Resource Pack (£)	Policy Services, City Hall and Human Resources, The Cecil Ward Building
		Web page: www.belfastcity.gov.uk	Website
Economic Development Strategy	The Council's economic development strategy including information on partnerships with other major stakeholders.	Document: Economic Development Strategy	Economic Development Unit, The Cecil Ward Building (Strategy not available until April 2003)
Culture and Arts	Culture and Arts Plan identifying the range of programmes and initiatives which the Council will implement between 2003 and 2006.	Document: Culture and Arts: The Spirit of the City	Culture and Arts Unit, The Cecil Ward Building and Belfast Visitor & Convention Bureau (Plan not available until March 2003)
		Web page: www.belfastcity.gov.uk	Website
Cultural Tourism Strategy	The Council's Cultural Tourism Development Strategy indicating vision, aims and objectives and action plan.	Document: Cultural Tourism: Developing Belfast's Opportunity	Tourism Development Unit, The Cecil Ward Building
		Document: Tourism and Our City	Tourism Development Unit, The Cecil Ward Building
		Web page: www.belfastcity.gov.uk	Website
Good Relations Strategy	The Council's current Good Relations Strategy and the annual report on progress for the last two financial years.	Document: Good Relations Strategy	Policy Services, City Hall (Strategy not available until June 2003)
		Document: Annual progress report submitted to Council	Policy Services, City Hall (Progress report not available until June 2004)
		Web page: www.belfastcity.gov.uk	Website

Community Development Strategy	The Council's community development strategy and other policies for community-based activities.	Document: Community Services Support Plan	Community and Leisure Section, The Cecil Ward Building (Plan not available until April 2003)
		Document: Play Policy	Play Development Officer, Community and Leisure Section, The Cecil Ward Building
		Document: Playcentre Pre-School Playgroup Policy	Play Development Officer, Community and Leisure Section, The Cecil Ward Building
		Web page: www.belfastcity.gov.uk	Website
Sustainable Development Strategy	The Council's current sustainable development strategy, including information on partnerships with other major stakeholders and performance reports for the last two financial years.	Document: Sustainable Development in Belfast	Policy Services, City Hall
		Document: Annual progress report submitted to Council	Policy Services, City Hall
		Web page: www.belfastcity.gov.uk	Website
External Relations Strategy	The Council's current External Relations Strategy which sets out how it proposes to develop new partnerships and improve existing ones, together with an annual report on performance for the last two financial years.	Document: External Relations Strategy	Chief Executive's Office, City Hall
		Document: Annual progress report submitted to Council	Chief Executive's Office, City Hall (As the Strategy has not yet been implemented, annual progress reports are not available at present)
		Web page: www.belfastcity.gov.uk	Website
Belfast Metropolitan Area Plan	Information on the Council's response to the consultations regarding the development of a new Belfast Metropolitan Area Plan for the period to 2015.	Document: Becoming a better place	Development Department, The Cecil Ward Building
		Web page: www.belfastcity.gov.uk	Website
Annual Report for the preceding three financial years	The Annual Report includes the Annual Accounts and details progress against the Council's corporate objectives and targets throughout the past year.	Document: Annual Report (not published for 2001/2002)	Policy Services, City Hall and Belfast Public Libraries
		Web page: www.belfastcity.gov.uk	Website
Best Value	Information on what Best Value means in terms of improving service quality for citizens, what progress the Council is making in Best Value and annual indicators of performance.	Document: Annual Report (not published for 2001/2002)	Policy Services, City Hall and Belfast Public Libraries
		Document: Corporate Performance Improvement Plan	Business Improvement, City Hall
		Document: Annual advertisement in Belfast Telegraph, Irish News, Newsletter	Policy Services, City Hall
		Web page: www.belfastcity.gov.uk	Website

<p>Council Standing Orders</p>	<p>The Council's current Standing Orders which apply to committees, sub-committees, Council officials, their agents and subcontractors, and elected members. These documents define the way the Council and Committees conduct business; the duties of Committees and regulations about tendering. (The Standing Orders for the District Policing Partnership are included in the 'District Policing Partnerships' class.)</p>	<p>Document: Standing Orders Web page: www.belfastcity.gov.uk</p>	<p>Committee Services Unit, City Hall Website</p>
<p>District Policing Partnerships</p>	<p>The Standing Orders of the Belfast District Policing Partnership and its sub-groups.</p>	<p>Document: Belfast District Policing Partnership's Standing Orders</p>	<p>Committee Services Unit, City Hall (Standing Orders not available until May 2003)</p>
	<p>Information on who the current members of the Belfast District Policing Partnership and its sub-groups are. Information on the work of the DPPs.</p>	<p>Document: Members' Booklet</p>	<p>Members' Support Office, City Hall</p>
	<p>Quarterly reports on the work of the Belfast DPP and its sub-groups.</p>	<p>Document: The Code of Practice on Functions and Responsibilities</p>	<p>Committee Services Unit, City Hall</p>
	<p>Annual Report of the Belfast DPP for the current and preceding financial year.</p>	<p>Document: Monthly Council Minute Book (£)</p>	<p>Reception, City Hall (charge only levied at this location - current month's book only available), Belfast Public Libraries, Queen's University Belfast Library and Linen Hall Library</p>
	<p>(Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information provided in confidence or personal data or information.)</p>	<p>Document: Annual Report of the Belfast DPP</p>	<p>Committee Services Unit, City Hall (first Annual Report published in June 2004)</p>
		<p>Web page: www.belfastdpp.org.uk</p>	<p>Website</p>
		<p>Web page: www.belfastcity.gov.uk</p>	<p>Website</p>

Council Minutes and Agendas	A comprehensive record of the proceedings of the meetings of the Council and its Standing Committees and Sub-Committees. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information provided in confidence.)	Document: Monthly Minute Book (£)	Reception, City Hall (charge only levied at this location - current month's book only available), Committee Services Unit, City Hall, Belfast Public Libraries, Queen's University Belfast Library and Linen Hall Library
		Web page: www.belfastcity.gov.uk	Website
			(Not published in August each year as the Council does not normally meet in that month)
Reports and Investigations Commissioned by Council during the preceding two financial years	From time to time the Council commissions various studies and investigations for the benefit of its citizens. These are the published reports produced as a result. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information provided in confidence.)	Document: Biennial Public Consultation Report	Policy Services, City Hall
		Document: Annual Baseline Profile of the Council's area	Policy Services, City Hall
		Document: Tourism and Our City	Tourism Development Unit, The Cecil Ward Building
		Web page: www.belfastcity.gov.uk	Website
Complaints Policy and Procedures	Information on how to make a complaint on any aspect of the Council's services or facilities and information on performance for the last two financial years.	Document: Unhappy with our service? leaflet	All Council properties
		Document: Corporate Complaints Procedure	Central Complaints Officer, City Hall
		Document: Annual progress report submitted to Council	Central Complaints Officer, City Hall
		Document: Annual performance report	Central Complaints Officer, City Hall
		Web page: www.belfastcity.gov.uk	Website
Charging Structure for Information provided under the Freedom of Information Act 2000	Charges, if any, for information supplied by the Council.	Document: Charging Structure for Information provided under the Freedom of Information Act 2000	Records Manager, City Hall
		Web page: www.belfastcity.gov.uk	Website

Council Emergency Plan	Information on how the Council currently will co-ordinate a multi-agency response to a major emergency within its area. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information supplied by, or relating to, bodies dealing with security matters, information likely to endanger the health and safety of any individual, personal data or information or information provided in confidence.)	Document: Emergency Plan	Health & Safety Division, The Cecil Ward Building
Civic Hospitality Policy and Procedures	Information on the current criteria the Council uses to assess applications for civic hospitality and on how to apply.	Document: Council policy on Civic Hospitality	Lord Mayor's Office, City Hall (This document will not be available until June 2003)
		Document : How to apply for Civic Hospitality	Lord Mayor's Office, City Hall (This document will not be available until June 2003)
	Information on the number of civic functions held during the current and previous financial years; the number of attendees and the costs of catering and entertainment provided.	Document: Reports submitted to Council	Lord Mayor's Office, City Hall
		Web page: www.belfastcity.gov.uk	Website
Corporate communication with the public	Media statements on specific issues and public newsheets on Council-wide information issued during the current and preceding financial years.	Document: Media statements on various subjects	Corporate Communications, City Hall
		Document: City Matters	Corporate Communications, City Hall

8.2 Elected Members

Information on the Councillors; the Code of Conduct they operate within; the payments due to them for various activities and mayoral engagements.

Charges: Information is provided free of charge unless a (£) symbol appears beside the document's name. Where the symbol is shown the cost is at the rate shown in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000.

Availability Column: Documents can be obtained from the Section of the Council shown below on request by post or telephone during office hours. The addresses, telephone numbers and opening hours of our main office locations are listed at the end of Section 8.7, together with information about other locations where you can obtain a copy of our documents.

Class of Information	Description	Relevant Publications	Availability
Information on Members	Names and contact details for elected members during the current four year electoral term including the current membership of committees and sub-committees. Information on which elected members represent the Council on those public bodies on which the Council has representation. (This does not include those organisations in which individual Councillors are involved within their constituency or areas of interest.) (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information.)	Document: Members' Booklet (published within 4 months of an election and revised at periodic intervals during the electoral term)	Members' Support Office, City Hall
		Document: Know your Councillors (published at least once during the electoral term)	Members' Support Office, City Hall
		Web page: www.belfastcity.gov.uk	Website
Code of Conduct for Councillors	The current Code of Conduct provided for the guidance of Councillors. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information protected under legal professional privilege.)	Document: NI Code of Local Government Conduct	Members' Support Office, City Hall
		Web page: www.belfastcity.gov.uk	Website

Rates and Allowances	Schedule of rates and allowances payable to Councillors while undertaking Council business during the current and immediately preceding financial years. This class does not include personal claims made by Councillors - see records of payments to Councillors below. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information.)	Document: Relevant circular issued by the Department of the Environment (NI)	Members' Support Office, City Hall
		Web page: www.belfastcity.gov.uk	Website
Travelling and Subsistence Payments to Councillors	Records of travelling and subsistence payments made to Councillors while undertaking Council business during the current and immediately preceding financial years. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information.)	Document: Under the Travelling and Subsistence Allowances to Councillors Regulations (SR & O) No.366/1973) this information can only be made available to an elector for the District	On written application to the Members' Support Office, City Hall
Records of Councillor attendance payments claimed	Records of payments claimed during the current and immediately preceding financial years by Councillors for attendance at Council meetings, including committee and sub-committee meetings or the carrying out of approved duties. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information.)	Document: Under the Local Government (Payments to Councillors) Regulations (NI) 1999 (SR & O No.499/1999) this information can only be made available to an elector for the District.	On written application to the Members' Support Office, City Hall

<p>Mayoral Engagements</p>	<p>Information on the number of Mayoral engagements organised by the Lord Mayor's Office in six-monthly periods over the current and immediately preceding financial years. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information.)</p>	<p>Document: Six monthly performance report submitted to the Council</p>	<p>Lord Mayor's Office, City Hall</p>
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8.3 Personnel and Recruitment

Information on how Council staff are recruited; their roles and responsibilities; rates of pay and expected standards of behaviour.

Charges: Information is provided free of charge unless a (£) symbol appears beside the document's name. Where the symbol is shown the cost is at the rate shown in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000.

Availability Column: Documents can be obtained from the Section of the Council shown below on request by post or telephone during office hours. The addresses, telephone numbers and opening hours of our main office locations are listed at the end of Section 8.7, together with information about other locations where you can obtain a copy of our documents.

Class of Information	Description	Relevant Publications	Availability
Codes of Conduct for Staff	Information on the conduct which is expected of staff in the performance of their duties; and the Council's disciplinary and grievance procedures. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include personal data or information.)	Document: Current Code of Conduct for Staff based on code produced by the Local Government Staff Commission for Northern Ireland	Human Resources, The Cecil Ward Building (Council code not available until June 2003)
		Document: Equal Opportunities Policy	Human Resources, The Cecil Ward Building
		Document: Neutral and Harmonious Working Environment Policy	Human Resources, The Cecil Ward Building
		Document: Disciplinary Procedure	Human Resources, The Cecil Ward Building
		Document: Grievance Procedure	Human Resources, The Cecil Ward Building
		Document: Child Protection Policy	Play Development Officer, Community and Leisure Section, The Cecil Ward Building
Recruitment and Selection	Information about the procedures adopted by the Council to recruit staff.	Document: Current Code of Procedures on Recruitment and Selection based on code produced by the Local Government Staff Commission for Northern Ireland.	Human Resources, The Cecil Ward Building
Job Roles	Documents detailing the duties and responsibilities required of each job role within the Council.	Document: Job Descriptions (released when vacancy advertised)	Human Resources, The Cecil Ward Building, Press and/or Job Centres
Pay and Grading Structure	The pay scales and terms and conditions for grades of staff within the Council.	Document: Salary scales for Chief Executive and Chief Officers	Human Resources, The Cecil Ward Building
		Document: Joint Negotiating Committee for Clerks/ Chief Executives to Local Authorities	Human Resources, The Cecil Ward Building
		Document: National Joint Council Salary Scales	Human Resources, The Cecil Ward Building
		Document: National Agreement on Pay and Conditions of Service produced by the National Joint Council for Local Government Services	Human Resources, The Cecil Ward Building

Pay and Grading Structure cont'd		Document: Craft and Associated Employees National Agreement on Pay and Conditions of Service produced by the National Joint Council for Local Authorities	Human Resources, The Cecil Ward Building
		Document: Job vacancy details (released when vacancy advertised)	Human Resources, The Cecil Ward Building, Press and/or Job Centres
Job Vacancies	Current job vacancies.	Document: Job vacancy details (including job description, employee specification and conditions of employment)	Human Resources, The Cecil Ward Building, Press and/or Job Centres
		Document: Job Opportunities for Everyone	Human Resources, The Cecil Ward Building
Statutory Returns	Annual reports on the composition of staff in accordance with current legislation.	Document: Executive summary of the triennial Article 55 review submitted to the Council	Human Resources, The Cecil Ward Building
		Web page: www.belfastcity.gov.uk	Website

8.4 Financial Performance

Financial data showing the Council's income and expenditure.

Charges: Information is provided free of charge unless a (£) symbol appears beside the document's name. Where the symbol is shown the cost is at the rate shown in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000.

Availability Column: Documents can be obtained from the Section of the Council shown below on request by post or telephone during office hours. The addresses, telephone numbers and opening hours of our main office locations are listed at the end of Section 8.7, together with information about other locations where you can obtain a copy of our documents.

Class of Information	Description	Relevant Publications	Availability
Summary Accounts	Summary financial data by Department.	Document: Annual Report (not published for 2001/2002)	Policy Services, City Hall and Belfast Public Libraries
		Document: Corporate Plan	Policy Services, City Hall and Belfast Public Libraries
		Document: Monthly Minute Book for February each year (£)	Reception, City Hall (charge only levied at this location - current month's book only available), Belfast Public Libraries, Queen's University Belfast Library and Linen Hall Library
		Web page: www.belfastcity.gov.uk	Website
Annual Revenue Budgets	Planned income and expenditure for each Department for the next financial year.	Document: Annual Report (not published for 2001/2002)	Policy Services, City Hall and Belfast Public Libraries
		Document: Corporate Plan	Policy Services, City Hall and Belfast Public Libraries
		Document: Monthly Minute Book for February each year (£)	Reception, City Hall (charge, only levied at this location - current month's book only available), Belfast Public Libraries, Queen's University Belfast Library and Linen Hall Library
		Web page: www.belfastcity.gov.uk	Website
District and Regional Rates	The rates applicable to businesses and householders in the current financial year.	Document: Monthly Minute Book (£)	Reception, City Hall (charge only levied at this location - current month's book only available), Belfast Public Libraries, Queen's University Belfast Library and Linen Hall Library
		Web page: www.belfastcity.gov.uk	Website

8.5 Procurement Practices

Information on how the Council procures products and services from suppliers.

Charges: Information is provided free of charge unless a (£) symbol appears beside the document's name. Where the symbol is shown the cost is at the rate shown in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000.

Availability Column: Documents can be obtained from the Section of the Council shown below on request by post or telephone during office hours. The addresses, telephone numbers and opening hours of our main office locations are listed at the end of Section 8.7, together with information about other locations where you can obtain a copy of our documents.

Class of Information	Description	Relevant Publications	Availability
Tendering Procedures	Information on the Council's purchasing arrangements including tendering procedures.	Document: Standing Orders	Committee Services Unit, City Hall
		Document: Selling to Belfast: An 'ease of access' guide to Belfast City Council purchasing	Procurement Unit, The Cecil Ward Building
		Document: Supplier Charter	Procurement Unit, The Cecil Ward Building
		Document: Take the Green Route to Purchasing	Procurement Unit, The Cecil Ward Building
		Document: Environmental Purchasing Policy: A supplier's perspective	Procurement Unit, The Cecil Ward Building
		Document: Green Success Stories from Belfast: Striving towards a better future	Procurement Unit, The Cecil Ward Building
		Web page: www.belfastcity.gov.uk	Website
Tender Reports	Summary reports on each tender awarded by the Council. (Some of the information in this class is derived from documents considered to contain exempt information. See Section 5 'Exempt Information' above. For example, this class may include information provided in confidence or covered by commercial interest and trade secrets.)	Document: Monthly Minute Book (£)	Reception, City Hall (charge only levied at this location - current month's book only available), Belfast Public Libraries, Queen's University Belfast Library and Linen Hall Library
		Web page: www.belfastcity.gov.uk	Website

8.6 Licensing and Approvals

Information on how to apply to the Council to obtain various licences and approvals etc. under relevant legislation; standards and procedures for building control approvals and environmental health issues; and general Council Bye Laws.

Charges: Information is provided free of charge unless a (£) symbol appears beside the document's name. Where the symbol is shown the cost is at the rate shown in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000.

Availability Column: Documents can be obtained from the Section of the Council shown below on request by post or telephone during office hours. The addresses, telephone numbers and opening hours of our main office locations are listed at the end of Section 8.7, together with information about other locations where you can obtain a copy of our documents.

Class of Information	Description	Relevant Publications	Availability
Entertainment and Trading Licences	Procedures regarding the granting of licences for entertainment; amusement; street trading; and petroleum retailing. Also allocation of temporary street trading locations. How to apply for such licences or permits.	Document: Guide to the New Street Trading Legislation	Regulatory Services Division, The Cecil Ward Building
		Document: Street Trading Application Pack	Regulatory Services Division, The Cecil Ward Building
		Document: Shops (Sunday Trading &c.) (Northern Ireland) Order 1997 Guide	Regulatory Services Division, The Cecil Ward Building
		Document: Temporary Street Trading Licence Policy	Regulatory Services Division, The Cecil Ward Building
		Document: Street Trading Fee	Regulatory Services Division, The Cecil Ward Building
		Document: Street Trading Designation Policy	Regulatory Services Division, The Cecil Ward Building
		Document: Licensing of Places of Entertainment Application Form	Building Control Service, City Hall
		Document: Application for Amusement/Pleasure Permit Application Form	Building Control Service, City Hall
		Document: Application for Cinema Licence Application Form	Building Control Service, City Hall
		Document: Application for a Licence to keep petroleum spirit Application Form	Building Control Service, City Hall
		Web page: www.belfastcity.gov.uk	Website
Building Control	Standards and procedures regarding building control approval and how to go about applying.	Document: Building Regulations Full Plan Submission Domestic Works Application Form	Building Control Service, City Hall
		Document: Building Regulations Full Plan Submission Non-Domestic Works Application Form	Building Control Service, City Hall
		Document: Building Regulations Regularisation Domestic Works Application Form	Building Control Service, City Hall

Building Control cont'd		Document: Building Regulations Regularisation Non-Domestic Application Form	Building Control Service, City Hall
		Document: Building Regulations Building Notice Domestic Works Application	Building Control Service, City Hall
		Document: How to make a Full Plans Domestic Application Guidance Note 7	Building Control Service, City Hall
		Document: How to make a Non-Domestic Application Guidance Note 10	Building Control Service, City Hall
		Web page: www.belfastcity.gov.uk	Website
Building Control Approvals	Number of Building Control applications received and the number of approvals granted and rejections issued in the immediately preceding financial year.	Document: Annual Building Control Statistical Summary	Building Control Service, City Hall
Environmental Health	Standards and procedures for the public and businesses and guidelines on environmental health matters. Council's enforcement policy in relation to breaches of legislation.	Document: Health and Safety Enforcement Policy	Health & Safety Division, The Cecil Ward Building
		Document: What to Expect when a Health and Safety Inspector calls	Health & Safety Division, The Cecil Ward Building
		Document: Enforcement Policy	Pollution Control Division, The Cecil Ward Building
		Document: Smoke Control Grant Application Form	Pollution Control Division, The Cecil Ward Building
		Document: Notification of Proposed Plant Installation	Pollution Control Division, The Cecil Ward Building
		Document: Application for Authorisation under Industrial Pollution Order for Unloading of Petrol into Storage Service Stations	Pollution Control Division, The Cecil Ward Building
		Document: General Applications for Authorisation under Industrial Pollution Order - AP4	Pollution Control Division, The Cecil Ward Building
		Document: Application form to register a food premises	Food Safety Division, The Cecil Ward Building
		Document: Application form for licensing of a butcher's shop	Food Safety Division, The Cecil Ward Building
		Document: Application form for approval of a meat products premises	Food Safety Division, The Cecil Ward Building
		Document: Food Safety Enforcement Policy	Food Safety Division, The Cecil Ward Building
		Document: Food Standards Enforcement Policy	Food Safety Division, The Cecil Ward Building
		Web page: www.belfastcity.gov.uk	Website
Dog Licensing	Procedure for applying for a dog licence and fees involved.	Document: Dog Licence Application Form	Dog Licensing Office, The Cecil Ward Building and Ulster Society for Prevention of Cruelty to Animals
Council Bye Laws	Bye laws currently enforced by the Council.	Document: List of current Council Bye laws Web page: www.belfastcity.gov.uk	Legal Services Department, City Hall Website

8.7 Services Provided

Information on a range of services and facilities available from the Council. (The Council's A-Z Directory of Services, available on-line at www.belfastcity.gov.uk, lists all of our services.)

Charges: Information is provided free of charge unless a (£) symbol appears beside the document's name. Where the symbol is shown the cost is at the rate shown in the Council's Charging Structure for Information provided under the Freedom of Information Act 2000.

Availability Column: Documents can be obtained from the Section of the Council shown below on request by post or telephone during office hours. The addresses, telephone numbers and opening hours of our main office locations are listed at the end of Section 8.7, together with information about other locations where you can obtain a copy of our documents.

Class of Information	Description	Relevant Publications	Availability
Council Offices	Information on Council offices, addresses, opening hours, main telephone numbers and other contact details.	Document: Directory of Council Offices	Chief Executive's Office, City Hall
		Document: Parks and Amenities Section Handbook	Parks and Amenities Section, The Cecil Ward Building and Conservation/Education Officer, Malone House
		Document: Contract Services Handbook	Contract Services Department, Duncrue Complex, Leisure Centres and Cleansing Depots
		Document: Health & Environmental Services Department Handbook	Health Promotion and Training Division, The Cecil Ward Building
		Web page: www.belfastcity.gov.uk	Website
Arts and Cultural Facilities	Information on Council provided arts and cultural facilities including addresses, opening hours, fees and charges, main telephone numbers and other contact details.	Document: Belfast Waterfront Hall: A Centre of Excellence	Sales Department, The Belfast Waterfront Hall
		Document: Performance	Box Office, The Belfast Waterfront Hall, Council properties, Belfast Public Libraries and Tourist Information Centres
		Document: Belfast Waterfront Hall: Gift Shop	Box Office, The Belfast Waterfront Hall
		Document: Ulster Hall Events Programme	Ulster Hall
		Document: Group Theatre Events Programme	Ulster Hall and Box Office, Group Theatre
		Document: Scale of Charges	Directorate Support, Client Services Department, The Cecil Ward Building
		Web page: www.waterfront.co.uk	Website
		Web page: www.ulsterhall.co.uk	Website
Web page: www.belfastcity.gov.uk	Website		

Tourism	Information on Council provided tourist facilities and services including (where applicable) addresses, opening hours, fees and charges, main telephone numbers and other contact details. (See also 'Parks and Grounds' class.)	Document: Belfast City Hall Tours	Information Office, City Hall, Reception, City Hall, Belfast Public Libraries and Belfast Visitor & Convention Bureau
		Document: City Hall Belfast	Reception, City Hall and Belfast Visitor & Convention Bureau
		Document: City Hall Postcards	Reception, City Hall
		Document: Statues, Monuments and Features in the City Hall Grounds Belfast	Information Office, City Hall, Reception, City Hall, Belfast Public Libraries and Belfast Visitor & Convention Bureau
		Document: Belfast On the Hoof: A walking guide to the City's culture	Tourism Development Unit, The Cecil Ward Building and Belfast Visitor & Convention Bureau
		Document: Historic Belfast: A guide to the City's landmark buildings	Tourism Development Unit, The Cecil Ward Building and Belfast Visitor & Convention Bureau
		Web page: www.belfastcity.gov.uk	Website
Leisure Facilities and Services	Information on Council provided leisure facilities including addresses, opening hours, fees and charges, main telephone numbers and other contact details.	Document: Contract Services Handbook	Contract Services Department, Duncrue Complex, Leisure Centres and Cleansing Depots
		Document: Membership Information Pack	Contract Services Department, Duncrue Complex and Leisure Centres
		Document: Scale of Charges	Directorate Support, Client Services Department, The Cecil Ward Building
		Web page: www.belfastcity.gov.uk	Website
Community Centres and Services	Information on Council provided community centres and outreach facilities and services including addresses, opening hours, fees and charges, main telephone numbers and other contact details.	Document: Play Policy	Play Development Officer, Community and Leisure Section, The Cecil Ward Building
		Document: Playcentre Pre-School Playgroup Policy	Play Development Officer, Community and Leisure Section, The Cecil Ward Building
		Document: Playwork Code of Practice	Play Development Officer, Community and Leisure Section, The Cecil Ward Building
		Document: Order Form for Playright Training Pack	Play Development Officer, Community and Leisure Section, The Cecil Ward Building
		Document: Playright Training Pack (£)	Play Development Officer, Community and Leisure Section, The Cecil Ward Building
		Document: Playcentres	Play Development Officer, Community and Leisure Section, The Cecil Ward Building
		Document: Community Services Summer Schemes	Play Development Officer, Community and Leisure Section, The Cecil Ward Building

Community Centres and Services cont'd		Document: A Guide to Grant Aid	Grants Officer, Community and Leisure Section, The Cecil Ward Building
		Document: Scale of Charges	Directorate Support, Client Services Department, The Cecil Ward Building
		Web page: www.belfastcity.gov.uk	Website
Travelling People	Information on the Council's policies towards Travelling People, the facilities available and contact details.	Document: Support for the Travelling Community in Belfast	Travellers' Liaison Officer, Community and Leisure Section, The Cecil Ward Building (Document not available until April 2003)
		Document: A Community Development Strategy for working with the Travelling Community in Belfast	Travellers' Liaison Officer, Community and Leisure Section, The Cecil Ward Building (Strategy not available until April 2003)
Access to Countryside	Information on the Council's approach to resolving 'rights of way' disputes including contact details.	Document: Rights of Way	Countryside Officer, Malone House and Conservation/Education Officer, Malone House
Parks and Grounds	Information on Council provided parks and grounds including addresses, opening hours, fees and charges, telephone numbers and other contact details. (See also 'Tourism' class.)	Document: Parks and Amenities Section Handbook	Parks and Amenities Section, The Cecil Ward Building and Conservation/Education Officer, Malone House
		Document: Contract Services Handbook	Contract Services Department, Duncrue Complex, Leisure Centres and Cleansing Depots
		Document: What's On	Events Officer, Parks and Amenities Section, The Cecil Ward Building and Belfast Public Libraries
		Document: Scale of Charges	Directorate Support, Client Services Department, The Cecil Ward Building
		Document: Bowling in Belfast	Parks and Amenities Section, The Cecil Ward Building
		Document: Parks of Belfast	Conservation/Education Officer, Malone House
		Document: Belfast Castle	Conservation/Education Officer, Malone House
		Document: Belfast Castle Estate	Conservation/Education Officer, Malone House
		Document: Cave Hill Country Park	Conservation/Education Officer, Malone House
		Document: Cave Hill Adventurous Playground	Conservation/Education Officer, Malone House
		Document: Cave Hill Country Park: Waymarked Trails	Conservation/Education Officer, Malone House
		Document: Botanic Gardens	Conservation/Education Officer, Malone House
		Document: The Palm House	Conservation/Education Officer, Malone House
		Document: The Tropical Ravine	Conservation/Education Officer, Malone House
Document: Victoria Park	Conservation/Education Officer, Malone House		
Document: Lagan Meadows	Conservation/Education Officer, Malone House		

Parks and Grounds cont'd		Document: Malone House	Conservation /Education Officer, Malone House
		Document: Barnett Demesne	Conservation/Education Officer, Malone House
		Document: The Barnett Trail	Conservation/Education Officer, Malone House
		Document: Barnett Demesne Daffodil Garden	Conservation/Education Officer Malone House
		Document: Ormeau Park	Conservation/Education Officer, Malone House
		Document: Sir Thomas and Lady Dixon Park	Conservation/Education Officer, Malone House
		Document: City of Belfast International Rose Garden	Conservation/Education Officer, Malone House
		Document: Grovelands	Conservation/Education Officer, Malone House
		Document: City Cemetery	Conservation//Education Office, Malone House
		Document: Clifton Street Graveyard	Conservation/Education Officer, Malone House
		Document: Shankill Rest Garden	Conservation/Education Officer, Malone House
		Document: Nature Study Centre: Sir Thomas and Lady Dixon Park	Conservation/Education Officer, Malone House
		Document: Schools Nature Trail - Lagan Meadows	Conservation/Education Officer, Malone House
		Document: Wildlife Walks	Conservation/Education Officer, Malone House
		Document: Bird Observation Gallery - Victoria Park	Conservation/Education Officer, Malone House
		Document: Birdwatching - Waterworks	Conservation/Education Officer, Malone House
		Document: Local History	Conservation/Education Officer, Malone House
		Document: Tropical Rainforest Experience - Botanic Gardens	Conservation/Education Officer, Malone House
		Document: Belfast Zoo (Booklet) (£)	Reception, Belfast Zoo
		Document: Belfast Zoo (Leaflet)	Reception, Belfast Zoo
Document: Zoo Crack	Reception, Belfast Zoo		
Web page: www.belfastzoo.co.uk	Website		
Webpage: www.belfastzoo.gov.uk	Website		
Markets	Information on St George's and Smithfield markets.	Document: St George's Market: Conditions of Hire of Facilities	Markets Unit, The Cecil Ward Building and St George's Market
		Document: St George's Market: Event Management and Risk Assessment Guidelines	Markets Unit, The Cecil Ward Building and St George's Market
		Web page: www.belfastcity.gov.uk	Website
Registration of Births, Deaths and Marriages	Information on offices, addresses, opening hours, main telephone numbers and other contact details; and guidance.	Document: Bride & Groom Magazine: A guide for planning your wedding	Registrar's Office, City Hall
		Document: Information regarding persons being married in a foreign country	Registrar's Office, City Hall
		Document: Information for a British citizen intending to marry a foreign citizen	Registrar's Office, City Hall
		Document: Information to assist people married in a foreign country	Registrar's Office, City Hall
		Document: Guidance rules on Divorce Decrees	Registrar's Office, City Hall

Registration of Births, Deaths and Marriages cont'd		Document: Guidance on Marriage Procedures in Northern Ireland	Registrar's Office, City Hall and General Register Office
		Document: Registration of Deaths in Northern Ireland	Registrar's Office, City Hall and General Register Office
		Document: Registration of Births in Northern Ireland	Registrar's Office, City Hall and General Register Office
		Document: Access to Birth Records: Information for adopted people in Great Britain and Northern Ireland	Registrar's Office, City Hall and General Register Office
		Web page: www.belfastcity.gov.uk	Website
Street Naming, Postal Numbering and Property Certificates	Information on how to apply for Street Naming, Postal Numbering and Property Certificates, including addresses, telephone numbers and other contact details.	Document: Naming Streets Application Form	Building Control Service, City Hall
		Document: Property Certificate Application Form	Building Control Service, City Hall
Building Control	Information on the full range of functions carried out by the Council's Building Control Service including Dangerous Buildings and Structures.	Document: Building Control and Consultancy Service	Building Control Service, City Hall
		Document: Belfast Building Control Service and Consultancy	Building Control Service, City Hall
		Document: About Building Regulations Guidance Note 1	Building Control Service, City Hall
		Document: Dangerous Structure Open and Vacant Properties Guidance Note 2	Building Control Service, City Hall
		Document: Domestic Garages Guidance Note 3	Building Control Service, City Hall
		Document: Roofspace Conversion Guidance Note 4	Building Control Service, City Hall
		Document: Fitting Smoke Detectors in Dwellings Guidance Note 5	Building Control Service, City Hall
		Document: Procedural Guidance (Fire Safety Liaison) Guidance Note 6	Building Control Service, City Hall
		Document: How to make a Full Plans Domestic Application Guidance Note 7	Building Control Service, City Hall
		Document: Conveyancing Services Guidance Note 8	Building Control Service, City Hall
		Document: Safe Entertainment Risk Analysis Guidance Note 9	Building Control Service, City Hall
		Document: How to make a Non-Domestic Application Guidance Note 10	Building Control Service, City Hall
		Document: Building Regulation Applications Guidance Note 11	Building Control Service, City Hall
Document: Conservatories/Porches/Greenhouses Guidance Note 12	Building Control Service, City Hall		

Building Control cont'd		Document: Appeals procedure for rejected plans to the Department of the Environment Guidance Note 13	Building Control Service, City Hall
		Document: Domestic Heating Appliances and Heating System Installations Guidance Note 14	Building Control Service, City Hall
		Document: Building Notice Application for Domestic Works Guidance Note 15	Building Control Service, City Hall
		Document: Guidance Notes on Regularisation Certificates Guidance Note 16	Building Control Service, City Hall
		Document: Guidance Notes on Changes to the Building Regulations Guidance Note 17	Building Control Service, City Hall
		Document: Fees Ready Reckoner (Calculating Fees)	Building Control Service, City Hall
		Document: Choosing Your Builder	Building Control Service, City Hall
		Document: General Information and Guidance Notes	Building Control Service, City Hall
		Web page: www.belfastcity.gov.uk	Website
Environmental Heath	Information on the range of functions carried out by the Department under the core headings of Food Safety, Health and Safety at Work, Consumer Protection, Pollution and Noise Control, Licensing and Regulatory and General Environmental Health matters	Document: What is Consumer Safety?	Consumer Safety Division, The Cecil Ward Building
		Document: Consumer Protection Information Bookmark	Consumer Safety Division, The Cecil Ward Building
		Document: Guidance notes for auctioneers and suppliers of second-hand goods	Consumer Safety Division, The Cecil Ward Building
		Document: Guidance notes for letting agents and landlords of furnished premises	Consumer Safety Division, The Cecil Ward Building
		Document: Advice on starting a Food Business	Food Safety Division, The Cecil Ward Building
		Document: Safe Catering - Your Guide to Hazard Analysis (£)	Food Safety Division, The Cecil Ward Building
		Document: Safety Pays: Health and Safety Information Pack; includes a booklet and over 20 loose leaf inserts to advise small businesses how to manage health and safety.	Health & Safety Division, The Cecil Ward Building
		Document: How can we help you?: Information leaflet for Public Health and Housing Division	Public Health & Housing Division, The Cecil Ward Building
		Document: Public Health Notices and Repair Grants: Advice to Landlords of Dwelling Houses	Public Health & Housing Division, The Cecil Ward Building
		Document: Public Health Notices and Repair Grants: Advice to Owner Occupiers of Dwelling Houses	Public Health & Housing Division, The Cecil Ward Building
		Document: Good Practice Guidelines for Private Rented Student Housing	Public Health & Housing Division, The Cecil Ward Building

Environmental Heath cont'd	Document: Pollution Report for Belfast 2001	Pollution Control Division, The Cecil Ward Building
	Document: Briefing Sheet - Enjoying the Party	Pollution Control Division, The Cecil Ward Building
	Document: Briefing Sheet - Noise from Barking Dogs	Pollution Control Division, The Cecil Ward Building
	Document: Briefing Sheet - Noise from Stereos, Radios and Televisions	Pollution Control Division, The Cecil Ward Building
	Document: Briefing Sheet - Noise from 'Do-it-yourself' building works	Pollution Control Division, The Cecil Ward Building
	Document: Noise from small scale building works	Pollution Control Division, The Cecil Ward Building
	Document: Noise from washing machines, vacuum cleaners and other domestic appliances	Pollution Control Division, The Cecil Ward Building
	Document: Entertainment noise from pubs and clubs	Pollution Control Division, The Cecil Ward Building
	Document: Advice note for construction and demolition sites	Pollution Control Division, The Cecil Ward Building
	Document: Noise Hotline	Pollution Control Division, The Cecil Ward Building, Consumer Advice Centre, Dog Licensing Office, The Cecil Ward Building and local Police Stations
	Document: First stage review and assessment of local air quality	Pollution Control Division, The Cecil Ward Building
	Document: Ozone	Pollution Control Division, The Cecil Ward Building
	Document: Carbon Monoxide	Pollution Control Division, The Cecil Ward Building
	Document: Nitrogen Dioxide	Pollution Control Division, The Cecil Ward Building
	Document: Particulate Matter	Pollution Control Division, The Cecil Ward Building
	Document: Sulphur Dioxide	Pollution Control Division, The Cecil Ward Building
	Document: Black Smoke	Pollution Control Division, The Cecil Ward Building
Document: Lead and Heavy Metals	Pollution Control Division, The Cecil Ward Building	

Environmental Heath cont'd	Document: Smoke Hotline Flyer	Pollution Control Division, The Cecil Ward Building
	Document: Noise Hotline Poster	Pollution Control Division, The Cecil Ward Building and local Police Stations
	Document: General information for process operators under Industrial Pollution Control Order - AP3	Pollution Control Division, The Cecil Ward Building
	Document: General Guidance for completion of application form under Industrial Pollution Control Order - AP5	Pollution Control Division, The Cecil Ward Building
	Document: Radiation Monitoring and Meteorology Data	Pollution Control Division, The Cecil Ward Building
	Document: Air Quality Data	Pollution Control Division, The Cecil Ward Building
	Document: Smoke Control Grant Application Form	Pollution Control Division, The Cecil Ward Building
	Document: Notification of Proposed Plant Installation	Pollution Control Division, The Cecil Ward Building
	Document: Application for Authorisation under Industrial Pollution Order for Unloading of Petrol into Storage Service Stations	Pollution Control Division, The Cecil Ward Building
	Document: General Applications for Authorisation under Industrial Pollution Order - AP4	Pollution Control Division, The Cecil Ward Building
	Document: Cigarette Sales to Children, Let's Stop It	Regulatory Services Division, The Cecil Ward Building
	Document: Illegal to sell tobacco to under 16s poster	Regulatory Services Division, The Cecil Ward Building
	Document: Not on the Street Alcohol Bye Law Poster	Regulatory Services Division, The Cecil Ward Building
	Document: Double Glazing	Consumer Advice Centre
	Document: Washing Symbols	Consumer Advice Centre
	Document: Consumer Advice Centre: What we Do	Consumer Advice Centre
	Document: Consumer Advice Centre: 20 Years of Consumer Advice	Consumer Advice Centre
	Document: How to Deal with a Complaint	Consumer Advice Centre
	Document: Information about the Consumer Advice Centre	Consumer Advice Centre
	Document: Consumer Affairs	Consumer Advice Centre
Document: Consumer Protection Service - Bookmark	Consumer Advice Centre and Belfast Public Libraries	

Environmental Heath cont'd		Document: Stain Removal	Consumer Advice Centre
		Document: Barbecue Safety	Consumer Advice Centre
		Document: Holiday Guidelines	Consumer Advice Centre
		Web page: www.belfastcity.gov.uk	Website
Refuse Collection, Waste Disposal and Recycling (Domestic and Trade)	Information on refuse collection, 'bulky' collection services, landfill sites, skip sites, depots including (where appropriate) addresses, opening hours, fees and charges, main telephone numbers and other contact details; details of the Council's recycling policy and facilities; and where to obtain refuse containers and 'wheelie bins'. Information on which day domestic bins in each street in the City will be scheduled for collection.	Document: Contract Services Handbook	Contract Services Department, Duncrue Complex, Leisure Centres and Cleansing Depots
		Document: Health & Environmental Services Department Handbook	Health Promotion and Training Division, The Cecil Ward Building
		Document: Recycling	Waste Management Service, The Cecil Ward Building
		Document: Register of licences to dispose of waste	Waste Management Service, The Cecil Ward Building
		Document: Dargan Road Landfill Site - Users Guide	Waste Management Service, The Cecil Ward Building
		Document: Transfer station - Information Pack	Waste Management Service, The Cecil Ward Building
		Document: Waste Management Plan (£)	Waste Management Service, The Cecil Ward Building
		Document: Domestic Refuse Collection - Changes to Service	Waste Management Service, The Cecil Ward Building
		Document: Waste Management Charges	Waste Management Service, The Cecil Ward Building
		Document: Application for Account to Dispose of Waste at Dargan Road Landfill Site	Waste Management Service, The Cecil Ward Building
		Document: Commercial Waste Contract	Waste Management Service, The Cecil Ward Building
		Document: Waste Management Enforcement Policy	Waste Management Service, The Cecil Ward Building
		Document: Regulatory Services Policy - Site Licensing	Waste Management Service, The Cecil Ward Building
		Document: Schedule of domestic bin collections by individual streets	Cleansing Section, Duncrue Complex (Schedule not available until April 2004)
		Web page: www.cobweb.quantisci.co.uk/arc21	Website
Web page: www.belfastcity.gov.uk	Website		

Street Cleansing and Litter Control	Information on the Council's street cleansing and litter control services including contact details. Information on which day each street in the City is scheduled for cleansing.	Document: Contract Services Handbook	Contract Services Department, Duncrue Complex, Leisure Centres and Cleansing Depots
		Document: Litter Information	Waste Management Service, The Cecil Ward Building
		Document: Schedule of street cleansing by individual streets	Cleansing Section, Duncrue Complex (Schedule not available until April 2004)
		Web page: www.belfastcity.gov.uk	Website
Public Conveniences	Locations, charges (if any) and contact details for further queries.	Document: Health & Environmental Services Department Handbook	Health Promotion and Training Division, The Cecil Ward Building
		Web page: www.belfastcity.gov.uk	Website
Cemetery and Cremation Services	Information on Council provided cemetery and cremation services and facilities including addresses, opening hours, fees and charges, telephone numbers and other contact details; and guidance and information on cemetery maintenance.	Document: Parks and Amenities Section Handbook	Parks and Amenities Section, The Cecil Ward Building and Cemeteries Office, City Hall
		Document: Contract Services Handbook	Contract Services Department, Duncrue Complex, Leisure Centres and Cleansing Depots
		Document: Scale of Charges	Directorate Support, Client Services Department, The Cecil Ward Building
		Document: Rules relating to Cemeteries	Cemeteries Office, City Hall
		Document: Charter for the Bereaved	Reception, Crematorium
		Document: Guide to arranging a cremation at the City of Belfast Crematorium	Reception, Crematorium
		Document: City of Belfast Crematorium	Reception, Crematorium
		Document: City of Belfast Crematorium User's Charter	Reception, Crematorium
		Document: Cremation: Questions People Ask	Reception, Crematorium
		Document: Roselawn Cemetery and Crematorium: Memorial Tree Scheme	Reception, Crematorium
		Document: Books of Remembrance at City of Belfast Crematorium	Reception, Crematorium
		Document: Ecological Coffins	Reception, Crematorium
		Web page: www.belfastcrematorium.co.uk	Website
Web page: www.belfastcity.gov.uk	Website		
Dog Warden Service	Information on how the Council deals with stray dogs, the enforcement of dog fouling laws and investigations into dog attacks on other animals and people, charges, telephone numbers and other contact details.	Document: Guide to Responsible Dog Ownership	Dog Licensing Office, The Cecil Ward Building
		Document: About Fouling	Dog Licensing Office, The Cecil Ward Building
		Document: About Barking	Dog Licensing Office, The Cecil Ward Building
		Document: About Your Dog	Dog Licensing Office, The Cecil Ward Building
		Document: About Straying	Dog Licensing Office, The Cecil Ward Building
		Web page: www.belfastcity.gov.uk	Website

Contact Details

The addresses, telephone numbers and opening hours of the main offices of Belfast City Council, together with information about other locations, referred to in this Publication Scheme are listed below.

Belfast City Council

City Hall
BELFAST
BT1 5GS
Tel: (028) 9032 0202
Office Hours: (Mon-Thurs) 8.30am-5.00pm
(Fri) 8.30am-4.30pm

The Cecil Ward Building
4-10 Linenhall Street
BELFAST
BT2 8BP
Tel: (028) 9032 0202
Office Hours: (Mon-Thurs) 8.30am-5.00pm
(Fri) 8.30am-4.30pm

Duncrue Complex
Duncrue Road
BELFAST
BT3 9BP
Tel: (028) 9032 0202
Office Hours: (Mon-Thurs) 8.30am-5.00pm
(Fri) 8.30am-4.30pm

Ulster Hall
Bedford Street
BELFAST
BT2 7FF
Tel: (028) 9032 3900
Office Hours: (Mon-Fri) 12.00 noon -3.00pm

Group Theatre
Bedford Street
BELFAST
BT2 7FF
Tel: (028) 9032 3900
Tel: (028) 9032 9685 (Box Office)
Office Hours: (Mon-Fri) 12.00 noon-3.00pm

The Belfast Waterfront Hall
2 Lanyon Place
BELFAST
BT1 3WH
Tel: (028) 9033 4400
Office Hours: (Mon-Fri) 10.00am-6.00pm

Malone House
Barnett Demesne
BELFAST
BT9 5PB
Tel: (028) 9068 1246
Office Hours: (Mon-Sat) 9.00am-5.00pm
(Sun) 11.00am-5.00pm

City of Belfast Zoological Gardens (Belfast Zoo)
Antrim Road
BELFAST
BT36 7PN
Tel: (028) 9077 6277
Office Hours: (Mon-Sun) 10.00am-5.00pm (Apr-Sep)
(Mon-Sun) 10.00am-2.30pm (Oct-Mar)

City of Belfast Crematorium
129 Ballygowan Road
Crossnacreevy
BELFAST
BT5 7TZ
Tel: (028) 9044 8342
Office Hours: (Mon-Fri) 9.00am-4.00pm
(Sat) 9.00am-12.00 noon

St. George's Market
12-20 East Bridge Street
BELFAST
BT1 3NQ
Tel: (028) 9043 5704
Office Hours: (Mon-Fri) 8.30am-4.30pm

Consumer Advice Centre
6 Callender Street
BELFAST
BT1 5BN
Tel: (028) 9032 8260
Office Hours: (Mon, Tues & Thurs) 9.30am-4.30pm
(Wed) 9.30am-2.00pm
(Fri) 9.30am-4.15pm

Other Locations

Belfast Visitor & Convention Bureau
(including Tourist Information Centre)
47 Donegall Place
BELFAST
BT1 5AD
Tel: (028) 9023 9026

General Register Office
Oxford House
49-55 Chichester Street
BELFAST
BT1 4HL
Tel: (028) 9025 2036

Linen Hall Library
17 Donegall Square North
BELFAST
BT1 5GB
Tel: (028) 9032 1707

The Library
Queen's University Belfast
University Square
BELFAST
BT7 1LS
Tel: (028) 9027 3613

Ulster Society for Prevention of Cruelty to Animals
11 Drumview Road
LISBURN
BT27 6YF
Tel: (028) 9081 4391

and
28 Benvarden Road
BALLYMONEY
BT53 8AF
Tel: (028) 2074 2788

Details about where to contact Belfast Public Libraries, Job Centres, Tourist Information Centres and local Police Stations are available in the BT telephone book.