

**Democratic Services Section
Legal and Civic Services Department
Belfast City Council
City Hall
Belfast
BT1 5GS**



**Belfast
City Council**

11th March, 2026

MEETING OF THE LICENSING COMMITTEE

Dear Alderman/Councillor,

The above-named Committee will meet in the Lavery Room, City Hall and remotely via Teams on Wednesday, 18th March, 2026 at 5.15 pm, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

John Walsh

Chief Executive

AGENDA:

1. **Routine Matters**

- (a) Apologies
- (b) Minutes
- (c) Declarations of Interest

2. **Delegated Matters**

- (a) Houses in Multiple Occupation (HMO) Licences Issued Under Delegated Authority (Pages 1 - 6)
- (b) Licences Issued Under Delegated Authority (Pages 7 - 10)

3. **Houses in Multiple Occupation (HMO) Applications**

- (a) Application for a New Licence to operate a House of Multiple Occupation for 41 Claremont Street (Pages 11 - 32)
- (b) Application for a New Licence to operate a House of Multiple Occupation for 32b Candahar Street (Pages 33 - 54)

4. **Entertainment Licence Applications**
 - (a) Application for the Variation of 7-Day Annual Entertainments Licence for Margot, 18 Donegal Square East (Pages 55 - 64)
5. **Review of Street Trading Licensing Fees - result of consultation exercise**
(Pages 65 - 96)



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| Subject: | Houses in Multiple Occupation (HMO) Licences Issued Under Delegated Authority |
| Date: | 18 March 2026 |
| Reporting Officer: | Kevin Bloomfield, NIHMO Manager |
| Contact Officers: | Kevin Bloomfield, NIHMO Manager Helen Morrissey, City Protection Manager |

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| Restricted Reports | |
| Is this report restricted? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| If Yes, when will the report become unrestricted? | |
| After Committee Decision | <input type="checkbox"/> |
| After Council Decision | <input type="checkbox"/> |
| Some time in the future | <input type="checkbox"/> |
| Never | <input type="checkbox"/> |

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|---------------------------------------|---|
| Call-in | |
| Is the decision eligible for Call-in? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |

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| 1.0 | Purpose of Report or Summary of main Issues |
| 1.1 | Under the Scheme of Delegation, the Director of City & Neighbourhood Services Department is responsible for exercising all powers in relation to the issue and variation, but not refusal, of HMO Licences, excluding provisions relating to the issue of HMO Licences where adverse representations have been made. Those applications which were dealt with under the Scheme are listed below. |
| 2.0 | Recommendations |
| 2.1 | The Committee is requested to note the applications that have been issued under the Scheme of Delegation during February 2026. |

| 3.0 | Main report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3.1 | <p data-bbox="236 226 392 255"><u>Key Issues</u></p> <p data-bbox="236 293 1474 353">Under the terms of the Houses in Multiple Occupation Act (Northern Ireland) 2016 the following HMO Licences were issued during February 2026.</p> <table border="1" data-bbox="236 389 1426 1962"> <thead> <tr> <th data-bbox="236 389 512 495">Premise Name</th> <th data-bbox="512 389 799 495">Licensee</th> <th data-bbox="799 389 1007 495">Ward</th> <th data-bbox="1007 389 1214 495">Housing Management Areas (HMAs)</th> <th data-bbox="1214 389 1426 495">Licence Type</th> </tr> </thead> <tbody> <tr> <td>65 Sandhurst Drive</td> <td>Ms Teresa Short</td> <td>STRANMILLIS</td> <td>STRANMILLIS HMA 2/19</td> <td>Renewal Application</td> </tr> <tr> <td>76 Tates Avenue</td> <td>Mr David Allison</td> <td>WINDSOR</td> <td>EDINBURGH ST HMA 2/08</td> <td>Renewal Application</td> </tr> <tr> <td>Flat 2, 14 Wolseley Street</td> <td>Mr Desmond Lynas</td> <td>CENTRAL</td> <td>HOLYLAND, HMA 2/22</td> <td>Renewal 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HMA 2/09 | Renewal Application | Flat 1, 1 Malone Avenue | Miss Maire McCandless | WINDSOR | EGLANTINE HMA 2/09 | Renewal Application | 44 Broadway | Ms Brigitte Heim | FALLS | NONE | Renewal Application | Flat 2, 18 Camden Street | Mrs Elizabeth Farley | WINDSOR | FITZWILLIAM HMA 2/10 | Renewal Application | Flat 1, 18 Camden Street | Mrs Elizabeth Farley | WINDSOR | FITZWILLIAM HMA 2/10 | Renewal Application | 11a Cameron Street | Seaforth Property Development Company Limited | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application | Flat 2, 23 Rugby Avenue | Mr Patrick McKillop | ORMEAU | NONE | Renewal Application | Flat 1, 23 Rugby Avenue | Mr Patrick McKillop | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application | 9 Ashley Avenue | Mrs Caryl MacRandal | WINDSOR | ULSTERVILLE HMA 2/21 | Renewal Application | Flat B, 43 Fitzwilliam Street | Mr Kevin McArdle | WINDSOR | FITZWILLIAM HMA 2/10 | Renewal Application | 41c Dunluce Avenue | Mr John Albert Montgomery | WINDSOR | ULSTERVILLE HMA 2/21 | Renewal Application | 41b Dunluce Avenue | Mr John Albert Montgomery | WINDSOR | ULSTERVILLE HMA 2/21 | Renewal Application | 56 Sandymount Street | Mr Connor Paul Kieran | STRANMILLIS | SANDYMOUNT HMA 2/17 | Renewal Application | 2 Stranmillis Gardens | Mr Thomas Lenehan | CENTRAL | STRANMILLIS HMA 2/19 | Renewal Application | Flat 2, 10 Lawrence Street | Mr John Lynch | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application | Flat 1, 10 Lawrence Street | Mr John Lynch | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application | Flat 1, 8 Lawrence Street | Mr John Lynch | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| Premise Name | Licensee | Ward | Housing Management Areas (HMAs) | Licence Type | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 65 Sandhurst Drive | Ms Teresa Short | STRANMILLIS | STRANMILLIS HMA 2/19 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 76 Tates Avenue | Mr David Allison | WINDSOR | EDINBURGH ST HMA 2/08 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flat 2, 14 Wolseley Street | Mr Desmond Lynas | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flat 2, 1 Malone Avenue | Miss Maire McCandless | WINDSOR | EGLANTINE HMA 2/09 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flat 1, 1 Malone Avenue | Miss Maire McCandless | WINDSOR | EGLANTINE HMA 2/09 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 44 Broadway | Ms Brigitte Heim | FALLS | NONE | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flat 2, 18 Camden Street | Mrs Elizabeth Farley | WINDSOR | FITZWILLIAM HMA 2/10 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flat 1, 18 Camden Street | Mrs Elizabeth Farley | WINDSOR | FITZWILLIAM HMA 2/10 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11a Cameron Street | Seaforth Property Development Company Limited | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flat 2, 23 Rugby Avenue | Mr Patrick McKillop | ORMEAU | NONE | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flat 1, 23 Rugby Avenue | Mr Patrick McKillop | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 Ashley Avenue | Mrs Caryl MacRandal | WINDSOR | ULSTERVILLE HMA 2/21 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flat B, 43 Fitzwilliam Street | Mr Kevin McArdle | WINDSOR | FITZWILLIAM HMA 2/10 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 41c Dunluce Avenue | Mr John Albert Montgomery | WINDSOR | ULSTERVILLE HMA 2/21 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 41b Dunluce Avenue | Mr John Albert Montgomery | WINDSOR | ULSTERVILLE HMA 2/21 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 56 Sandymount Street | Mr Connor Paul Kieran | STRANMILLIS | SANDYMOUNT HMA 2/17 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Stranmillis Gardens | Mr Thomas Lenehan | CENTRAL | STRANMILLIS HMA 2/19 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flat 2, 10 Lawrence Street | Mr John Lynch | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flat 1, 10 Lawrence Street | Mr John Lynch | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flat 1, 8 Lawrence Street | Mr John Lynch | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 5 Agincourt Avenue | Mr Stephen Calvert | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| Flat 2, 110 Fitzroy Avenue | Mr Dairmid Laird | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 24 Eblana Street | Mrs Mary McElduff | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 18 Westminster Street | Mr William Walsh | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| Apartment C, 68 Fitzroy Avenue | Mr Christopher McCann | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 41 Sandymount Street | Mr James McGovern | STRANMILLIS | SANDYMOUN T HMA 2/17 | Renewal Application |
| Flat 2, 18 Lawrence Street | Mrs Stephanie Hanna | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| Flat 3, 30 Wolseley Street | Mr Eugene McGurk | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 9 Stranmillis Street | Mr Richard Megaw | STRANMILLIS | STRANMILLIS HMA 2/19 | Renewal Application |
| 35 St Albans Gardens | Ms Fiona Hanna | STRANMILLIS | SANDYMOUN T HMA 2/17 | New Application |
| Flat 2, 30 Canterbury Street | L & E Properties Limited | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 72b Earlswood Road | Methodist Church In Ireland | KNOCK | NONE | Renewal Application |
| Flat 3, 51 Camden Street | Mr Richard Smyth | WINDSOR | FITZWILLIAM HMA 2/10 | Renewal Application |
| Flat 2, 51 Camden Street | Mr Richard Smyth | WINDSOR | FITZWILLIAM HMA 2/10 | Renewal Application |
| Flat 1, 51 Camden Street | Mr Richard Smyth | WINDSOR | FITZWILLIAM HMA 2/10 | Renewal Application |
| Flat B 9 India Street | Genova Properties Limited | CENTRAL | HOLYLAND, HMA 2/22 | New Application |
| Flat 1, 81 Eglantine Avenue | Genova Properties Limited | WINDSOR | EGLANTINE HMA 2/09 | New Application |
| 47 Palestine Street | Mr James Mavitty | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| Flat 3, 110 Fitzroy Avenue | Mr Dairmid Laird | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 128 Agincourt Avenue | Mr James McGovern | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| Flat 2, 30 Wolseley Street | Mr John Leo McGurk | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 144 Agincourt Avenue | Mr James McGovern | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 74 Stranmillis Gardens | L & E Properties Limited | CENTRAL | STRANMILLIS HMA 2/19 | Renewal Application |
| 87 Donegall Avenue | Mrs Laura Vanderburg | BLACKSTAFF | NONE | New Application |
| 79 Agincourt Avenue | University Area Properties Ltd | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |

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| 129 Ulsterville Avenue | Mr Stephen Crooke | WINDSOR | ULSTERVILLE HMA 2/21 | Renewal Application |
| 55 Sandhurst Gardens | Mr David Bell | STRANMILLIS | STRANMILLIS HMA 2/19 | Renewal Application |
| 63 Melrose Street | Mrs Anne Murphy | WINDSOR | EDINBURGH ST HMA 2/08 | Renewal Application |
| 26 Stranmillis Park | Mr Garry Crawford | CENTRAL | STRANMILLIS HMA 2/19 | Renewal Application |
| 109 Wellesley Avenue | Mr Dermot McCrystal | WINDSOR | EGLANTINE HMA 2/09 | Renewal Application |
| Flat 3, 61 Fitzwilliam Street | Ms Roisin Convery | WINDSOR | FITZWILLIAM HMA 2/10 | Renewal Application |
| Flat 1, 61 Fitzwilliam Street | Ms Roisin Convery | WINDSOR | FITZWILLIAM HMA 2/10 | Renewal Application |
| 12 Cadogan Street | Mr Andrew Hogg | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 25 Fitzroy Avenue | Mr Ignatius Trainor | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 29 Damascus Street | Mrs Teresa McQuade | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 80a Stranmillis Road | Bramley Apple Bakery Ltd | CENTRAL | STRANMILLIS HMA 2/19 | New Application |
| Flat 6, 122 Eglantine Avenue | Croob Properties Ltd | WINDSOR | EGLANTINE HMA 2/09 | Renewal Application |
| 7 Agincourt Avenue | Mr Adrian McAlinden | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 23 Stranmillis Gardens | Croob Properties Ltd | STRANMILLIS | STRANMILLIS HMA 2/19 | Renewal Application |
| 126 Agincourt Avenue | Mr Adrian Loughran | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 31 Fitzwilliam Street | Mr Stephen Gunning | WINDSOR | FITZWILLIAM HMA 2/10 | Renewal Application |
| Flat 3, 122 Eglantine Avenue | Croob Properties Ltd | WINDSOR | EGLANTINE HMA 2/09 | Renewal Application |
| 1 Sandhurst Gardens | Mr John Martin | STRANMILLIS | STRANMILLIS HMA 2/19 | Renewal Application |
| 64 Agincourt Avenue | Ms Denise Magill | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| Flat 2, 30 Fitzroy avenue | Mrs Maria McAllister | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| Apartment 7, 122 Eglantine Avenue | Croob Properties Ltd | WINDSOR | EGLANTINE HMA 2/09 | Renewal Application |
| Flat 5, 122 Eglantine Avenue | Croob Properties Ltd | WINDSOR | EGLANTINE HMA 2/09 | Renewal Application |
| 15 Stranmillis Park | Mr John Martin | CENTRAL | STRANMILLIS HMA 2/19 | Renewal Application |
| Flat 2, 44 Wolseley Street | Mr Bernard Kelly | CENTRAL | HOLYLAND, HMA 2/22 | New Application |
| Flat 2, 2 Canterbury Street | Mr Bradley Hanna | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |

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| 32 Magdala Street | Brightlife Property Limited | CENTRAL | HOLYLAND, HMA 2/22 | New Application |
| 32 Canterbury Street | Mr Patrick McPeake | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 46 Sandhurst Gardens | Mr Michael Grant | CENTRAL | STRANMILLIS HMA 2/19 | Renewal Application |
| 4 Westminster Street | Mrs Pauline Ballantine | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 82 Carmel Street | NIPATO LIMITED | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 3 Westminster Street | Ms Patricia O'Rourke | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 40 Ulsterville Gardens | Mr Liam Young | WINDSOR | ULSTERVILLE HMA 2/21 | Renewal Application |
| 48 Stranmillis Gardens | Derrylodge Property Management Limited | CENTRAL | STRANMILLIS HMA 2/19 | Renewal Application |
| 3 Meadowbank Street | Mrs Grainne McKay | WINDSOR | MEADOWBAN K HMA 2/15 | Renewal Application |
| 10 Pretoria Street | Crosscavanagh Limited | CENTRAL | STRANMILLIS HMA 2/19 | New Application |
| 70 Agincourt Avenue | Clonlara Investments Ltd | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 45 Fitzroy Avenue | Mr Paul O'Hare | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| Flat 2, 111 Fitzroy Avenue | Mr Raymond King | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 13 Hallidays Road | Mr Barry Rooney | NEW LODGE | NONE | Renewal Application |
| 38 Sandymount Street | Mr Michael Hennebry | STRANMILLIS | SANDYMOUNT HMA 2/17 | Renewal Application |
| 10 Ardenlee Green | Ms Catherine Caulfield | RAVENHILL | NONE | New Application |
| 56 The Boulevard | Castleshane Investments Ltd | ROSETTA | NONE | Renewal Application |
| 28 Stranmillis Park | Mr Conal Treacy | CENTRAL | STRANMILLIS HMA 2/19 | Renewal Application |
| Flat 2, 37 South Parade | Mrs Emer McWilliams | ORMEAU | SOUTH PARADE HMA 2/18 | Renewal Application |
| 2 Meadowbank Street | MCK Property Management Limited | WINDSOR | MEADOWBAN K HMA 2/15 | New Application |
| Apartment 3, 18 Cromwell Road | University Area Properties Ltd | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 152 Dunluce Avenue | Mr Basil Irwin | WINDSOR | ULSTERVILLE HMA 2/21 | Renewal Application |
| 13 Rugby Avenue | Mr Joseph Gibson | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| 18 Wellington Park Avenue | Mr Lisle Halkett | WINDSOR | EGLANTINE HMA 2/09 | Renewal Application |
| Flat 2, 57 Fitzwilliam Street | Glenwherry Investments Ltd | WINDSOR | FITZWILLIAM HMA 2/10 | Renewal Application |

| | | | | | |
|-----|--|----------------------------|-------------|----------------------|---------------------|
| | Flat 2, 14 Ashley Avenue | Mrs Barbara Blundell | WINDSOR | ULSTERVILLE HMA 2/21 | Renewal Application |
| | 268 Ravenhill Avenue | JRS NI Investments Limited | WOODSTOCK | NONE | New Application |
| | 59 Portallo Street | JRS NI Investments Limited | BEERSBRIDGE | NONE | New Application |
| | 17 Wolseley Street | Kendale Limited | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| | 53 Damascus Street | Mr David Coffey | CENTRAL | HOLYLAND, HMA 2/22 | Renewal Application |
| | <u>Financial & Resource Implications</u> | | | | |
| 3.2 | None | | | | |
| | <u>Equality or Good Relations Implications/Rural Needs Assessment</u> | | | | |
| 3.3 | There are no issues associated with this report. | | | | |



| | |
|---------------------------|--|
| Subject: | Licences Issued Under Delegated Authority |
| Date: | 18 March 2026 |
| Reporting Officer: | Kate Bentley, Director of Planning & Building Control, Ext. 2300 |
| Contact Officer: | Stephen Hipkins, Building Control Manager, Ext. 2435 |

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| Restricted Reports | |
| Is this report restricted? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted. | |
| Insert number <input type="checkbox"/> | |
| <ol style="list-style-type: none"> 1. Information relating to any individual 2. Information likely to reveal the identity of an individual 3. Information relating to the financial or business affairs of any particular person (including the council holding that information) 4. Information in connection with any labour relations matter 5. Information in relation to which a claim to legal professional privilege could be maintained 6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction 7. Information on any action in relation to the prevention, investigation or prosecution of crime | |
| If Yes, when will the report become unrestricted? | |
| After Committee Decision After Council Decision Sometime in the future Never | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

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| Call-in | |
| Is the decision eligible for Call-in? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

| 1.0 | Purpose of Report or Summary of main Issues | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---------------------|-----------|--|------------------------|---|---|------------------------|---------------|--|------------------------|---|---|------------------------|-----------------------------------|--|------------------------|--|--|------------------------|-------------------------------------|--|------------------------|---|---|------------------------|--|---|---------------------------|--------------|---|------------------------|---|--|------------------------|--------------|
| 1.1 | Under the Scheme of Delegation, the Director of Planning and Building Control is responsible for exercising all powers in relation to the issue, but not refusal, of Permits and Licences, excluding provisions relating to the issue of Licences where adverse representations have been made. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.0 | Recommendations | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | The Committee is requested to note the applications that have been issued under the Scheme of Delegation. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.0 | Main report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <u>Key Issues</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 | Under the terms of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985 the following Entertainments Licences were issued since your last meeting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>Premises and Location</th> <th>Type of Application</th> <th>Applicant</th> </tr> </thead> <tbody> <tr> <td>Balmoral Golf Club, 518 Lisburn Road, Malone Lower, Belfast, BT9 6GX</td> <td>Renewal - 7 Day Annual</td> <td>Kim Axon, Balmoral Golf Club Limited</td> </tr> <tr> <td>Belvoir Park Golf Club, 73-75 Church Road, Belfast, BT8 7AN</td> <td>Renewal - 7 Day Annual</td> <td>Gerard Wilson</td> </tr> <tr> <td>Fratelli Belfast, Andras House, 60 Great Victoria Street, Belfast, BT2 7BB</td> <td>Renewal - 7 Day Annual</td> <td>Colin Johnston, Fratelli (Belfast) Ltd</td> </tr> <tr> <td>Grand Central Hotel, Grand Central Hotel, 9-15 Bedford Street, Belfast, BT2 7EG</td> <td>Renewal - 7 Day Annual</td> <td>Peter Gibson, HHG No1. Limited</td> </tr> <tr> <td>Grove Park, 3 Jellicoe Avenue, Belfast, BT15 3FZ</td> <td>Renewal - 7 Day Annual</td> <td>Stephen Leonard, Belfast City Council</td> </tr> <tr> <td>Kelly's Cellars, 30-32 Bank Street, Belfast, BT1 1HL</td> <td>Renewal - 7 Day Annual</td> <td>Henry Downey, Eagle-Glen Limited</td> </tr> <tr> <td>Memorial Hall, 32 Townsend Street, Belfast, BT13 2ES</td> <td>Renewal - 7 Day Annual</td> <td>Auveen Sands, Ulster Orchestra Society Limited</td> </tr> <tr> <td>Olympia Leisure Centre, 10 Windsor Way, Belfast, BT12 6HR</td> <td>Renewal - 7 Day Annual</td> <td>Aaron Mc Glone, Greenwich Leisure Limited</td> </tr> <tr> <td>Shaw's Bridge Sports Association Marquee, 123 Milltown Road, Belfast, BT8 7XP</td> <td>Grant - Occasional 14 Day</td> <td>Sam Loughrey</td> </tr> <tr> <td>Spectrum Centre, 331-333 Shankill Road, Belfast, BT13 3AA</td> <td>Renewal - 7 Day Annual</td> <td>Nicola Verner, GSP Property Development Co Ltd</td> </tr> <tr> <td>St Johns GAC Social Club, 93 Whiterock Road, Belfast, BT12 7PG</td> <td>Renewal - 7 Day Annual</td> <td>Ronan Heenan</td> </tr> </tbody> </table> | Premises and Location | Type of Application | Applicant | Balmoral Golf Club, 518 Lisburn Road, Malone Lower, Belfast, BT9 6GX | Renewal - 7 Day Annual | Kim Axon, Balmoral Golf Club Limited | Belvoir Park Golf Club, 73-75 Church Road, Belfast, BT8 7AN | Renewal - 7 Day Annual | Gerard Wilson | Fratelli Belfast, Andras House, 60 Great Victoria Street, Belfast, BT2 7BB | Renewal - 7 Day Annual | Colin Johnston, Fratelli (Belfast) Ltd | Grand Central Hotel, Grand Central Hotel, 9-15 Bedford Street, Belfast, BT2 7EG | Renewal - 7 Day Annual | Peter Gibson, HHG No1. Limited | Grove Park, 3 Jellicoe Avenue, Belfast, BT15 3FZ | Renewal - 7 Day Annual | Stephen Leonard, Belfast City Council | Kelly's Cellars, 30-32 Bank Street, Belfast, BT1 1HL | Renewal - 7 Day Annual | Henry Downey, Eagle-Glen Limited | Memorial Hall, 32 Townsend Street, Belfast, BT13 2ES | Renewal - 7 Day Annual | Auveen Sands, Ulster Orchestra Society Limited | Olympia Leisure Centre, 10 Windsor Way, Belfast, BT12 6HR | Renewal - 7 Day Annual | Aaron Mc Glone, Greenwich Leisure Limited | Shaw's Bridge Sports Association Marquee, 123 Milltown Road, Belfast, BT8 7XP | Grant - Occasional 14 Day | Sam Loughrey | Spectrum Centre, 331-333 Shankill Road, Belfast, BT13 3AA | Renewal - 7 Day Annual | Nicola Verner, GSP Property Development Co Ltd | St Johns GAC Social Club, 93 Whiterock Road, Belfast, BT12 7PG | Renewal - 7 Day Annual | Ronan Heenan |
| Premises and Location | Type of Application | Applicant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Balmoral Golf Club, 518 Lisburn Road, Malone Lower, Belfast, BT9 6GX | Renewal - 7 Day Annual | Kim Axon, Balmoral Golf Club Limited | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Belvoir Park Golf Club, 73-75 Church Road, Belfast, BT8 7AN | Renewal - 7 Day Annual | Gerard Wilson | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fratelli Belfast, Andras House, 60 Great Victoria Street, Belfast, BT2 7BB | Renewal - 7 Day Annual | Colin Johnston, Fratelli (Belfast) Ltd | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Olympia Leisure Centre, 10 Windsor Way, Belfast, BT12 6HR | Renewal - 7 Day Annual | Aaron Mc Glone, Greenwich Leisure Limited | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shaw's Bridge Sports Association Marquee, 123 Milltown Road, Belfast, BT8 7XP | Grant - Occasional 14 Day | Sam Loughrey | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Premises and Location | Type of Application | Applicant |
|---|------------------------|---|
| Templemore Baths, 96 Templemore Avenue, Belfast, BT5 4FW | Renewal - 7 Day Annual | Paul Mc Farland, Greenwich Leisure Ltd |
| The Errigle Inn, 312-320 Ormeau Road, Belfast, BT7 2GE | Renewal - 7 Day Annual | Philip Mc Gurran, T.J. Mcgurran Limited |
| W5, Odyssey Pavilion, 2 Queens Quay, Belfast, BT3 9QQ | Renewal - 7 Day Annual | Adrian Doyle |
| Windsor Lawn Tennis Club, 37 Windsor Avenue, Belfast, BT9 6EJ | Renewal - 7 Day Annual | Maxine Pauley |

3.2 Under the terms of the Betting, Gaming, Lotteries and Amusements (Northern Ireland) Order 1985 no Amusement Permits were issued since your last meeting.

3.3 Under the terms of the Cinemas (Northern Ireland) Order 1991 the following Cinema Licences were issued since your last meeting.

| Premises and Location | Type of Application | Applicant |
|--|---------------------|---|
| Movie House Cinemas Yorkgate, 100-150 York Street, Belfast, BT15 1WA | Renewal Application | Laura Dysart, Moviehouse Cinemas (Yorkgate) Limited |

3.4 Under the terms of the Petroleum Consolidation Act 1929 the following Petroleum Licences were issued since your last meeting.

| Premises and Location | Type of Application | Applicant |
|---|---------------------|-----------------------------|
| Mace Mount Alverno, 703-705 Springfield Road, Belfast, BT12 7FP | Renewal Application | Brendan Nugent, BN Hire Ltd |

3.5 Under the terms of the Street Trading Act (Northern Ireland) 2001 no Street Trading Licences were issued since your last meeting.

3.6 Under the terms of the Road Traffic Regulation (Northern Ireland) Order 1997 the following Road Closure Orders were issued since your last meeting.

| Location | Type of Activity | Date and Hours permitted | Applicant |
|--|------------------|---|-----------------|
| Queen's 5K Race: Annadale Embankment, Stranmillis Embankment, Kings Bridge, Ormeau Bridge | Club Run | Wednesday 11 March 2026 18:30 – 20:30 | Mrs Teresa Reid |

3.7 Under the terms of the Licensing of Pavement Cafés Act (Northern Ireland) 2014 no Pavement Café Licences were issued since your last meeting.

3.8 **Financial & Resource Implications**

None.

3.9 **Equality or Good Relations Implications/Rural Needs Assessment**

There are no issues associated with this report.



| | |
|---------------------------|--|
| Subject: | Application for a New Licence to operate a House of Multiple Occupation for 41 Claremont Street, Belfast, BT9 6AP |
| Date: | 18 March 2026 |
| Reporting Officer: | Kevin Bloomfield HMO Unit Manager |
| Contact Officer: | Kevin Bloomfield HMO Unit Manager Kevin McDonnell, Divisional Solicitor |

| | |
|---|--|
| Restricted Reports | |
| Is this report restricted? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| <p>Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.</p> <p>Insert number <input style="width: 150px; height: 20px;" type="text"/></p> <ol style="list-style-type: none"> 1. Information relating to any individual 2. Information likely to reveal the identity of an individual 3. Information relating to the financial or business affairs of any particular person (including the council holding that information) 4. Information in connection with any labour relations matter 5. Information in relation to which a claim to legal professional privilege could be maintained 6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction 7. Information on any action in relation to the prevention, investigation or prosecution of crime | |
| If Yes, when will the report become unrestricted? | |
| <p>After Committee Decision</p> <p>After Council Decision</p> <p>Sometime in the future</p> <p>Never</p> | <input style="width: 30px; height: 20px;" type="checkbox"/> <input style="width: 30px; height: 20px;" type="checkbox"/> <input style="width: 30px; height: 20px;" type="checkbox"/> <input style="width: 30px; height: 20px;" type="checkbox"/> |
| Call-in | |
| Is the decision eligible for Call-in? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

| 1.0 | Purpose of Report or Summary of main Issues | | | | | | | | |
|--|---|------------------|-----------------|--------------|-----------------|--|-------|------------------|------|
| 1.1 | <p>To consider an application for a Licence permitting the use of premises as a House in Multiple Occupation (HMO).</p> <table border="1"> <thead> <tr> <th>Premises</th> <th>Application No.</th> <th>Applicant(s)</th> <th>Managing Agents</th> </tr> </thead> <tbody> <tr> <td>41 Claremont Street, Belfast, BT9 6AP</td> <td>12921</td> <td>Mrs Emma Convery</td> <td>None</td> </tr> </tbody> </table> <p>Members are reminded that licences are issued for a 5-year period with standard conditions. Where it is considered necessary to do so, the Committee can also impose special conditions.</p> | Premises | Application No. | Applicant(s) | Managing Agents | 41 Claremont Street, Belfast, BT9 6AP | 12921 | Mrs Emma Convery | None |
| Premises | Application No. | Applicant(s) | Managing Agents | | | | | | |
| 41 Claremont Street, Belfast, BT9 6AP | 12921 | Mrs Emma Convery | None | | | | | | |
| 2.0 | Recommendations | | | | | | | | |
| 2.1 | <p>Taking into account the information presented Committee is asked to hear from the Applicant and make a decision to either:</p> <ul style="list-style-type: none"> (i) Grant the application, with or without any special conditions; or (ii) Refuse the application. <p><u>Notice of proposed decision</u></p> | | | | | | | | |
| 2.2 | <p>On the 26 February 2026, pursuant to Paragraph 9 of Schedule 2 of the Houses in Multiple Occupation Act (Northern Ireland) 2016 (“the 2016 Act”), officers issued a Notice of Proposed Decision. Appendix 2</p> | | | | | | | | |
| 3.0 | Particulars of the application | | | | | | | | |
| | <p><u>Background</u></p> <p>3.1 The property had the benefit of an HMO licence issued by the Council with a start date of 02 December 2020 with an expiry date of 02 December 2025.</p> <p>3.2 The ownership of the property transferred to Emma Convery with a transfer date of the 02 May 2021. The Council was not made aware of the change of ownership at that time.</p> <p>3.3 In accordance with Section 28 “Change of ownership: effect on licence” of the 2016 Act the licence in the name of the previous owner ceased to have effect on the date of transfer.</p> <p>3.4 An application for a new HMO licence was received from Mrs Emma Convery on the 29 November 2025.</p> <p>3.5 An application for a Temporary Exemption Notice (“TEN”) was received on the 03 December 2025 and granted on the 08 December 2025 with an expiry date of 08 March 2026, the TEN has been extended until 08 June 2026.</p> | | | | | | | | |

Key Issues

- 3.6 Pursuant to the 2016 Act, the Council may only grant a licence if it is satisfied that:
- a) the occupation of the living accommodation as an HMO would not constitute a breach of planning control;
 - b) the owner, and any managing agent of it, are fit and proper persons;
 - c) the proposed management arrangements are satisfactory);
 - d) the granting of the licence will not result in overprovision of HMOs in the locality;
 - e) the living accommodation is fit for human habitation and—
 - (i) is suitable for occupation as an HMO by the number of persons to be specified in the licence, or
 - (ii) can be made so suitable by including conditions in the licence.

Planning

- 3.7 As this is a new application the Council's Planning Service was consulted. It confirmed that a Certificate of Lawful Existing Use or Development ("CLEUD") was granted on 3 March 2026 with the planning reference LA04/2025/2175/CLEUD.

Fitness

- 3.8 When considering the fitness of an applicant the Council must have regard to any offences concerning fraud/ dishonesty, violence, drugs, human trafficking, firearms, sexual offences, unlawful discrimination in, or in connection with, the carrying on of any business; or any provision of the law relating to housing or of landlord and tenant law. It also permits the Council to take into account any other matter which the council considers to be relevant.

- 3.9 The NIHMO Unit has consulted with the following units within the Council's City and Neighbourhood Services Department –

- (a) Environmental Protection Unit ("EPU") - who have confirmed that in relation to night-time noise there has been no relevant enforcement action required in respect of the HMO in the last 5 years,
- (b) Environmental Protection Unit ("EPU") - who have confirmed that in relation to day-time noise there has been no relevant enforcement action required in respect of the HMO in the last 5 years,
- (c) Public Health and Housing Unit ("PHHU") - who have confirmed that in relation to rubbish accumulation/filthy premises, there has been no relevant enforcement action required in respect of the HMO in the last 5 years,
- (d) Enforcement Unit ("EU") - who have confirmed that in relation to litter and waste, there has been no relevant enforcement action required in respect of the HMO in the last 5 years,

- 3.10 The EPU, PHHU and EU, solely in respect of their statutory functions, have confirmed that there are no relevant, previous convictions in respect of the Applicant, Managing Agent or occupants.

- 3.11 Officers are not aware of any other issues relevant to the fitness of the applicant.

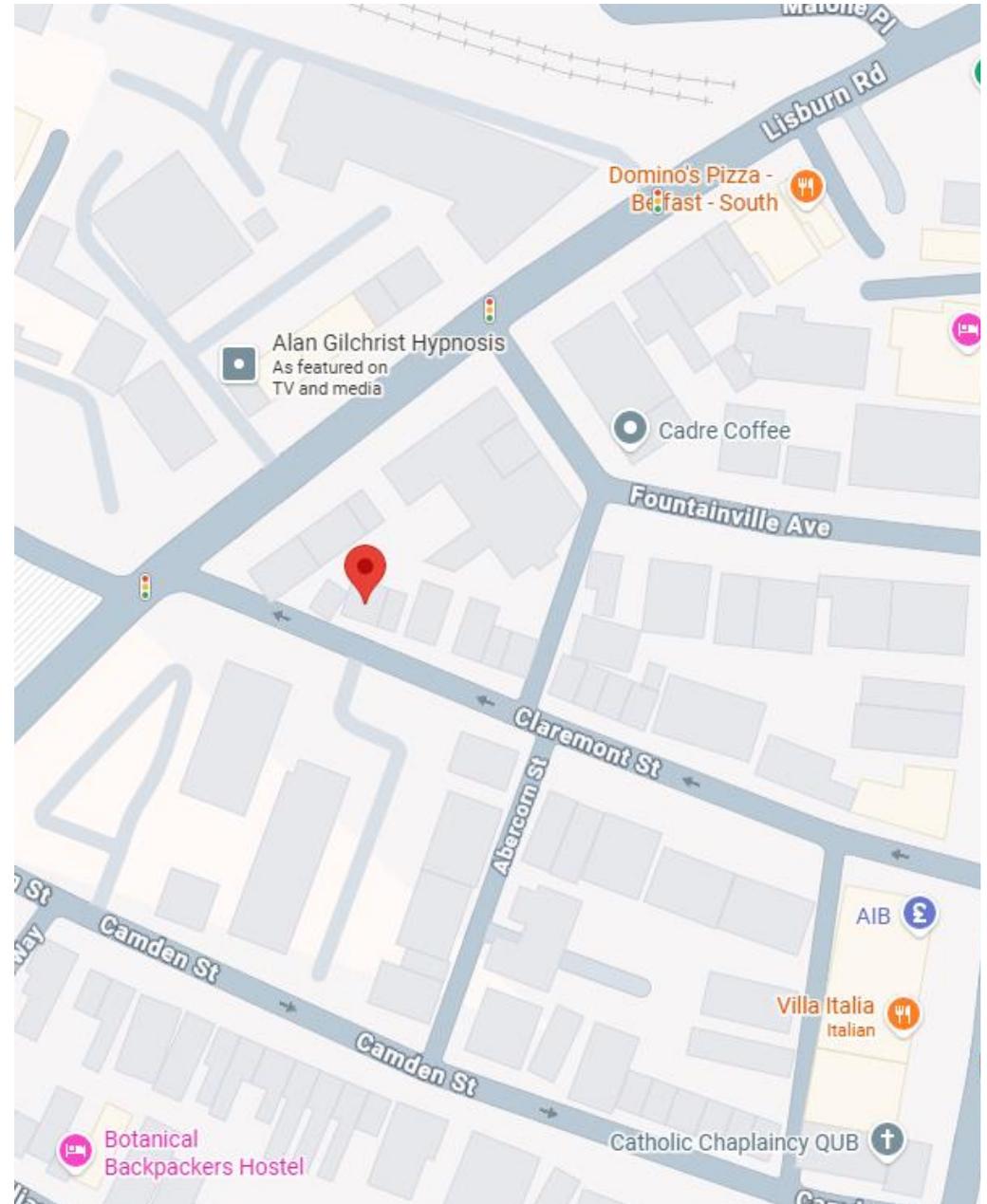
Overprovision

- 3.12 For the purpose of Section 12(2) of the 2016 Act. The Council has determined the locality of the accommodation, **41 Claremont Street, Belfast, BT9 6AP** as being Housing Management Areas (HMA) "HMA 2/10 Fitzwilliam" as defined in the document Belfast City Council's Local Development Plan Strategy "2023 Strategy" which was formally adopted on the 2 May 2023.
- 3.13 Legal Services has advised that there is a clear requirement in section 8 of the 2016 Act upon the Council to be satisfied that the granting of a licence will not result in overprovision.
- 3.14 In making this decision the Council has had regard to:
- (a) the number and capacity of licensed HMOs in the locality
 - (b) the need for housing accommodation in the locality and the extent to which HMO accommodation is required to meet that need.
- 3.15 To inform the Council in its consideration of the above provisions, the Council has taken account of the 2023 Strategy given that *"Nurturing sustainable and balanced communities is a fundamental aim of the LDP's housing policies."*
- In particular, the Council has considered Policy HOU10:-
- 3.16 HOU10 states – *"Within designated HMAs, planning permission will only be granted for Houses in Multiple Occupation (HMOs) and/or flats/apartments where the total number of HMOs and flats/apartments combined would not as a result exceed 20% of all dwelling units within an HMA."*
- (a) The number and capacity of licensed HMOs in the locality**
- 3.17 On the date of assessment, 18 February 2026, 97% of all dwelling units in policy area HMA 2/10 Fitzwilliam was made up of HMOs and (intensive forms of accommodation) flats/apartments, which in turn exceeds the 20% development limit as set out at Policy HOU10. There are 74 (16%) licensed HMOs with a capacity of 363 persons in HMA 2/10 Fitzwilliam.
- (b) The need for housing accommodation in the locality and the extent to which HMO accommodation is required to meet that need.**
- 3.18 The total number of dwelling units in a HMA is measured by Ordnance Survey's Pointer database. There are a total of 466 dwelling units in HMA 2/10 Fitzwilliam.
- 3.19 On 18 February 2026 out of 226 premises available for rent within the BT9 area on the website propertyNews.com there were 121 licensed HMOs which from the information presented on the website represented 479 bed spaces. The HMO accommodation was available immediately to September 2026.
- 3.20 The fact that the use of the property as an HMO is permitted for planning purposes is a relevant consideration in determining whether the grant of this licence will result in overprovision.
- 3.21 The Council recognises that there is a need for intensive forms of housing and to meet this demand, HMOs are an important component of this housing provision. HMOs, alongside other accommodation options within the private rented sector, play an important role in meeting the

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| | housing needs of people who are single, who have temporary employment, students, low-income households and, more recently, migrant workers. |
| 3.22 | In September 2017 the Housing Executive published the document “Housing Market Analysis Update – Belfast City Council Area” which states “HMOs form an important element of the PRS, particularly for younger people on low incomes and for single people, under the age of 35, affected by the limitation of housing benefit to the shared room rate. Anecdotal evidence also indicates that this has been a popular sector with migrant workers.” |
| | Students moving out of HMO accommodation. |
| 3.23 | On the 7 December 2022 Ulster University Director of Campus Life told members of the Council’s City Growth and Regeneration Committee that there was an “increase in competition for HMO’s particularly from NIHE, Immigration Services and statutory agencies and there were increasing accommodation issues across the housing sector which required a holistic view and should include the consideration of international students, families and graduates looking for professional accommodation.” |
| 3.24 | However, QUB Director of Student Plus confirmed to members that the current trend indicated a significant move of students to purpose-built student accommodation blocks. She told members that there were 7,000 purpose built managed student accommodation (PBMSA) rooms in the city – the majority built since 2018 and approximately 5,000 in the city centre. |
| 3.25 | November 2025 monitoring information produced by the Council’s Planning Services for PBMSA indicates that 6306 bedspaces have been completed since September 2016, a further 2806 bedspaces are currently under construction, with a further 3263 bedspaces having received planning approval but have not commenced the construction phase. |
| 3.26 | With the continued expansion of the PBMSA sector and students transitioning from private rentals to PBMSAs, it is too early to tell whether the increased competition from non-students for HMOs is a temporary problem (which can be managed by the contraction in students residing in existing HMO accommodation within the locality) or evidence of an emerging long-term supply issue. |
| | Section 8(2)(d) of the 2016 Act |
| 3.27 | In assessing the number and capacity of licensed HMOs as well as the need for HMO accommodation in the locality, officers cannot be satisfied that the granting of the HMO licence will not result in overprovision of HMO accommodation in the locality of the accommodation for the purpose of section 8(2)(d) of the 2016 Act. |
| | <u>Objections</u> |
| 3.28 | No objections were received in relation to this application. |
| | <u>Attendance</u> |
| 3.29 | The owners of the HMO and/or their representatives will be available to discuss any matters relating to the licence application should they arise during your meeting. |
| | <u>Suitability of the premises</u> |
| 3.30 | The accommodation was inspected on the 22 January 2026 at which time it complied with the physical standards for a 5 persons HMO. |

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| | <p><u>Notice of proposed decision</u></p> |
| 3.31 | <p>On the 26 February 2026, pursuant to Paragraph 9 of Schedule 2 of the Houses in Multiple Occupation Act (Northern Ireland) 2016, Officers issued a Notice of Proposed Decision to the Applicant setting out the terms of the proposed licence. Appendix 2</p> <p>The Notice of Proposed Decision stated that the Council proposed to refuse the licence on the grounds of overprovision. A statement of reasons for the proposal was included in the Notice of Proposed Decision.</p> |
| | <p><u>Applicant's response</u></p> |
| 3.32 | <p>On the 01 March 2026 the applicant emailed the office in response to the issue of the Notice of Proposed Decision indicating that he opposed the decision and wished to appear before the committee to make oral representations. Appendix 3</p> |
| 4.0 | Financial and Resource Implications |
| 4.1 | <p>None. The cost of assessing the application and officer inspections is provided for within existing budgets.</p> |
| | <p><u>Equality and Good Relations Implications</u></p> |
| 4.2 | <p>There are no equality or good relations issues associated with this report.</p> |
| 5.0 | Equality or Good Relations Implications / Rural Needs Assessment |
| 5.1 | <p>There are no equality or good relations issues associated with this report.</p> |
| 6.0 | Appendices – Documents Attached |
| | <p>Appendix 1 – Location Map Appendix 2 – Notice of Proposed Decision. Appendix 3 – Representations following the issue of the Notice of Proposed Decision.</p> |

Appendix 1 – External Photograph and Location Map – 41 Claremont Street, Belfast, BT9 6AP



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By virtue of paragraph(s) 1 of Part 1 of Schedule 6
of the Local Government Act (Northern Ireland) 2014.

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By virtue of paragraph(s) 1 of Part 1 of Schedule 6
of the Local Government Act (Northern Ireland) 2014.

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| | |
|---------------------------|--|
| Subject: | Application for a New Licence to operate a House of Multiple Occupation for 32b Candahar Street, Belfast, Down, BT7 3AR |
| Date: | 18 March 2026 |
| Reporting Officer: | Kevin Bloomfield HMO Unit Manager |
| Contact Officer: | Kevin Bloomfield HMO Unit Manager Kevin McDonnell, Divisional Solicitor |

| | |
|---|--|
| Restricted Reports | |
| Is this report restricted? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| <p>Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.</p> <p>Insert number <input style="width: 150px; height: 20px;" type="text"/></p> <ol style="list-style-type: none"> 1. Information relating to any individual 2. Information likely to reveal the identity of an individual 3. Information relating to the financial or business affairs of any particular person (including the council holding that information) 4. Information in connection with any labour relations matter 5. Information in relation to which a claim to legal professional privilege could be maintained 6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction 7. Information on any action in relation to the prevention, investigation or prosecution of crime | |
| If Yes, when will the report become unrestricted? | |
| <p>After Committee Decision</p> <p>After Council Decision</p> <p>Sometime in the future</p> <p>Never</p> | <input style="width: 30px; height: 20px;" type="checkbox"/> <input style="width: 30px; height: 20px;" type="checkbox"/> <input style="width: 30px; height: 20px;" type="checkbox"/> <input style="width: 30px; height: 20px;" type="checkbox"/> |
| Call-in | |
| Is the decision eligible for Call-in? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

| 1.0 | Purpose of Report or Summary of main Issues | | | | | | | | |
|---|--|------------------|-------------------------|--------------|-----------------|---|-------|------------------|-------------------------|
| 1.1 | <p>To consider an application for a Licence permitting the use of premises as a House in Multiple Occupation (HMO).</p> <table border="1"> <thead> <tr> <th>Premises</th> <th>Application No.</th> <th>Applicant(s)</th> <th>Managing Agents</th> </tr> </thead> <tbody> <tr> <td>32b Candahar Street, Belfast, Down, BT7 3AR</td> <td>13202</td> <td>Norton Cross Ltd</td> <td>Macfarlane and Smyth</td> </tr> </tbody> </table> <p>Members are reminded that licences are issued for a 5-year period with standard conditions. Where it is considered necessary to do so, the Committee can also impose special conditions.</p> | Premises | Application No. | Applicant(s) | Managing Agents | 32b Candahar Street, Belfast, Down, BT7 3AR | 13202 | Norton Cross Ltd | Macfarlane and Smyth |
| Premises | Application No. | Applicant(s) | Managing Agents | | | | | | |
| 32b Candahar Street, Belfast, Down, BT7 3AR | 13202 | Norton Cross Ltd | Macfarlane and Smyth | | | | | | |
| 2.0 | Recommendations | | | | | | | | |
| 2.1 | <p>Taking into account the information presented Committee is asked to hear from the Applicant and make a decision to either:</p> <ul style="list-style-type: none"> (i) Grant the application, with or without any special conditions; or (ii) Refuse the application. <p><u>Notice of proposed decision</u></p> | | | | | | | | |
| 2.2 | <p>On the 03 March 2026, pursuant to Paragraph 9 of Schedule 2 of the Houses in Multiple Occupation Act (Northern Ireland) 2016 (“the 2016 Act”), officers issued a Notice of Proposed Decision. Appendix 2</p> | | | | | | | | |
| 3.0 | Particulars of the application | | | | | | | | |
| | <p><u>Background</u></p> <p>3.1 The property had the benefit of an HMO licence issued by the Council with a start date of 11 January 2021 and with an expiry date of 11 January 2026 in the name of the existing owner Norton Cross Ltd.</p> <p>3.2 A reminder letter was sent to the owner on the 3 December 2025 informing them that they are required to renew the HMO licence before the expiry of the existing licence on 11 January 2026. Appendix 3.</p> <p>3.3 An application for a new HMO licence was received from Norton Cross Ltd on the 23 January 2026.</p> <p>3.4 An application for a Temporary Exemption Notice (“TEN”) was received on the 26 January 2026 and granted on the 27 January 2026 with an expiry date of 27 April 2026.</p> <p><u>Key Issues</u></p> <p>3.5 Pursuant to the 2016 Act, the Council may only grant a licence if it is satisfied that:</p> <ul style="list-style-type: none"> a) the occupation of the living accommodation as an HMO would not constitute a breach of planning control; | | | | | | | | |

- b) the owner, and any managing agent of it, are fit and proper persons;
- c) the proposed management arrangements are satisfactory);
- d) the granting of the licence will not result in overprovision of HMOs in the locality;
- e) the living accommodation is fit for human habitation and—
 - (i) is suitable for occupation as an HMO by the number of persons to be specified in the licence, or
 - (ii) can be made so suitable by including conditions in the licence.

Planning

3.6 As this is a new application the Council’s Planning Service was consulted. It confirmed that a Certificate of Lawful Existing Use or Development (“CLEUD”) was granted on 08 April 2025 with the planning reference LA04/2025/0553/CLEUD.

Fitness

3.7 When considering the fitness of an applicant the Council must have regard to any offences concerning fraud/ dishonesty, violence, drugs, human trafficking, firearms, sexual offences, unlawful discrimination in, or in connection with, the carrying on of any business; or any provision of the law relating to housing or of landlord and tenant law. It also permits the Council to take into account any other matter which the council considers to be relevant.

3.8 The NIHMO Unit has consulted with the following units within the Council’s City and Neighbourhood Services Department –

- (a) Environmental Protection Unit (“EPU”) - who have confirmed that in relation to night-time noise there has been no relevant enforcement action required in respect of the HMO in the last 5 years,
- (b) Environmental Protection Unit (“EPU”) - who have confirmed that in relation to day-time noise there has been no relevant enforcement action required in respect of the HMO in the last 5 years,
- (c) Public Health and Housing Unit (“PHHU”) - who have confirmed that in relation to rubbish accumulation/filthy premises, there has been no relevant enforcement action required in respect of the HMO in the last 5 years,
- (d) Enforcement Unit (“EU”) - who have confirmed that in relation to litter and waste, there has been no relevant enforcement action required in respect of the HMO in the last 5 years,

3.9 The EPU, PHHU and EU, solely in respect of their statutory functions, have confirmed that there are no relevant, previous convictions in respect of the Applicant, Managing Agent or occupants.

3.10 Officers are not aware of any other issues relevant to the fitness of the applicant.

Overprovision

3.11 For the purpose of Section 12(2) of the 2016 Act. The Council has determined the locality of the accommodation, **32b Candahar Street, Belfast, Down, BT7 3AR** as being Housing Management Areas (HMA) “HMA 2/03 Ballynafeigh” as defined in the document Belfast City Council’s Local Development Plan Strategy “2023 Strategy” which was formally adopted on the 2 May 2023.

| | |
|------|---|
| 3.12 | Legal Services has advised that there is a clear requirement in section 8 of the 2016 Act upon the Council to be satisfied that the granting of a licence will not result in overprovision. |
| 3.13 | <p>In making this decision the Council has had regard to:</p> <p>(a) the number and capacity of licensed HMOs in the locality</p> <p>(b) the need for housing accommodation in the locality and the extent to which HMO accommodation is required to meet that need.</p> |
| 3.14 | To inform the Council in its consideration of the above provisions, the Council has taken account of the 2023 Strategy given that <i>“Nurturing sustainable and balanced communities is a fundamental aim of the LDP’s housing policies.”</i> |
| 3.15 | <p>In particular, the Council has considered Policy HOU10:-</p> <p>HOU10 states – <i>“Within designated HMAs, planning permission will only be granted for Houses in Multiple Occupation (HMOs) and/or flats/apartments where the total number of HMOs and flats/apartments combined would not as a result exceed 20% of all dwelling units within an HMA.”</i></p> <p>(a) The number and capacity of licensed HMOs in the locality</p> |
| 3.16 | <p>On the date of assessment, 02 March 2026, 26% of all dwelling units in policy area HMA 2/03 Ballynafeigh was made up of HMOs and (intensive forms of accommodation) flats/apartments, which in turn exceeds the 20% development limit as set out at Policy HOU10. There are 66 (4%) licensed HMOs with a capacity of 294 persons in HMA 2/03 Ballynafeigh.</p> <p>(b) The need for housing accommodation in the locality and the extent to which HMO accommodation is required to meet that need.</p> |
| 3.17 | The total number of dwelling units in a HMA is measured by Ordnance Survey’s Pointer database. There are a total of 1642 dwelling units in HMA 2/03 Ballynafeigh. |
| 3.18 | On 02 March 2026 out of 422 premises available for rent within the BT7 area on the website propertyNews.com there were 291 licensed HMOs which from the information presented on the website represented 1160 bed spaces. The HMO accommodation was available immediately to September 2026. |
| 3.19 | The fact that the use of the property as an HMO is permitted for planning purposes is a relevant consideration in determining whether the grant of this licence will result in overprovision. |
| 3.20 | The Council recognises that there is a need for intensive forms of housing and to meet this demand, HMOs are an important component of this housing provision. HMOs, alongside other accommodation options within the private rented sector, play an important role in meeting the housing needs of people who are single, who have temporary employment, students, low-income households and, more recently, migrant workers. |
| 3.21 | In September 2017 the Housing Executive published the document “Housing Market Analysis Update – Belfast City Council Area” which states “HMOs form an important element of the PRS, particularly for younger people on low incomes and for single people, under the age of 35, |

affected by the limitation of housing benefit to the shared room rate. Anecdotal evidence also indicates that this has been a popular sector with migrant workers.”

Students moving out of HMO accommodation.

3.22 On the 7 December 2022 Ulster University Director of Campus Life told members of the Council’s City Growth and Regeneration Committee that there was an “increase in competition for HMO’s particularly from NIHE, Immigration Services and statutory agencies and there were increasing accommodation issues across the housing sector which required a holistic view and should include the consideration of international students, families and graduates looking for professional accommodation.”

3.23 However, QUB Director of Student Plus confirmed to members that the current trend indicated a significant move of students to purpose-built student accommodation blocks. She told members that there were 7,000 purpose built managed student accommodation (PBMSA) rooms in the city – the majority built since 2018 and approximately 5,000 in the city centre.

3.24 November 2025 monitoring information produced by the Council’s Planning Services for PBMSA indicates that 6306 bedspaces have been completed since September 2016, a further 2806 bedspaces are currently under construction, with a further 3263 bedspaces having received planning approval but have not commenced the construction phase.

3.25 With the continued expansion of the PBMSA sector and students transitioning from private rentals to PBMSAs, it is too early to tell whether the increased competition from non-students for HMOs is a temporary problem (which can be managed by the contraction in students residing in existing HMO accommodation within the locality) or evidence of an emerging long-term supply issue.

Section 8(2)(d) of the 2016 Act

3.26 In assessing the number and capacity of licensed HMOs as well as the need for HMO accommodation in the locality, officers cannot be satisfied that the granting of the HMO licence will not result in overprovision of HMO accommodation in the locality of the accommodation for the purpose of section 8(2)(d) of the 2016 Act.

Objections

3.27 No objections were received in relation to this application.

Attendance

3.28 The owners of the HMO and/or their representatives will be available to discuss any matters relating to the licence application should they arise during your meeting.

Suitability of the premises

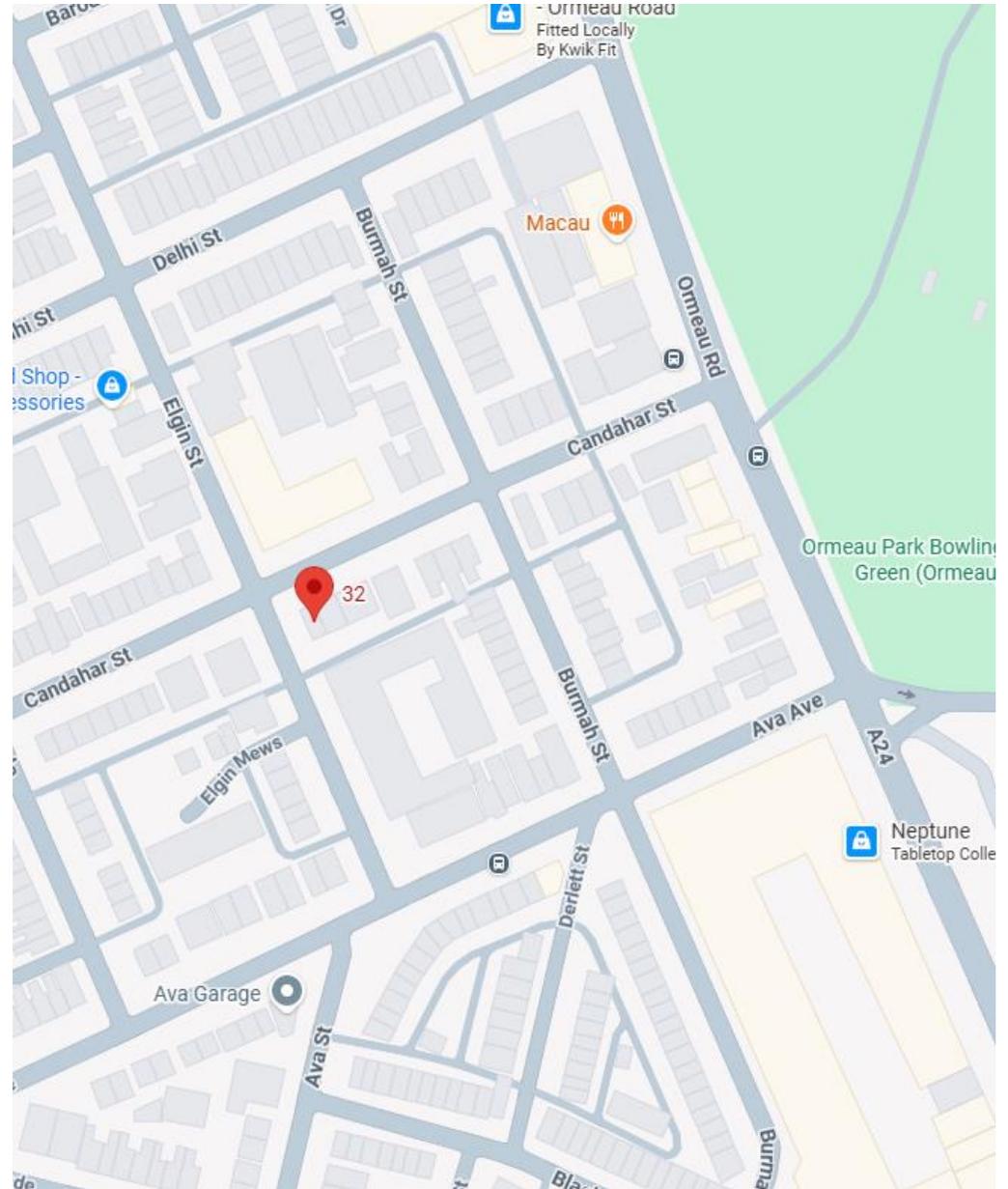
3.29 The accommodation was inspected on the 22 January 2026 at which time it complied with the physical standards for a 5 persons HMO.

Notice of proposed decision

3.30 On the 03 March 2026, pursuant to Paragraph 9 of Schedule 2 of the Houses in Multiple Occupation Act (Northern Ireland) 2016, Officers issued a Notice of Proposed Decision to the Applicant setting out the terms of the proposed licence. **Appendix 2**

| | |
|------------|---|
| 3.31 | <p>The Notice of Proposed Decision stated that the Council proposed to refuse the licence on the grounds of overprovision. A statement of reasons for the proposal was included in the Notice of Proposed Decision.</p> <p><u>Applicant's response</u></p> |
| 3.32 | <p>On the 04 March 2026 Mr Richard Smyth of Macfarlane and Smyth phoned the HMO Unit in response to the issue of the Notice of Proposed Decision indicating that he opposed the decision and wished to appear on behalf of the applicant before the committee to make oral representations.</p> |
| 4.0 | Financial and Resource Implications |
| 4.1 | <p>None. The cost of assessing the application and officer inspections is provided for within existing budgets.</p> <p><u>Equality and Good Relations Implications</u></p> |
| 4.2 | <p>There are no equality or good relations issues associated with this report.</p> |
| 5.0 | Equality or Good Relations Implications / Rural Needs Assessment |
| 5.1 | <p>There are no equality or good relations issues associated with this report.</p> |
| 6.0 | Appendices – Documents Attached |
| | <p>Appendix 1 – Location Map Appendix 2 – Notice of Proposed Decision. Appendix 3 – Reminder letter.</p> |

Appendix 1 – External Photograph and Location Map – 32b Candahar Street, Belfast, BT7 3AR



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NI Houses in Multiple Occupation Unit

Application number: 13202
Date: 03 March 2026



NI Houses in Multiple Occupation

[Redacted]
[Redacted]
[Redacted]
[Redacted]

Dear [Redacted]

Further to an HMO licence application for **32b Candahar Street, Belfast, Down, BT7 3AR** please review the attached documentation and action as appropriate.

Yours sincerely,

Kevin Bloomfield
HMO Manager

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NI Houses in Multiple Occupation Unit

Belfast City Council, The Cecil Ward Building, 4-10 Linenhall Street, Belfast, BT2 8BP
Telephone: 028 9027 0414 | Text Relay for people with a hearing loss: (18001) 028 9027 0414
| SignVideo for Sign Language users: <https://www.belfastcity.gov.uk/signvideo> | Email:
nihmo@belfastcity.gov.uk | Web: www.belfastcity.gov.uk/nihmo

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HOUSES IN MULTIPLE OCCUPATION ACT (NORTHERN IRELAND) 2016

PARAGRAPH 9 OF SCHEDULE 2

APPLICATION FOR AN HMO LICENCE - NOTICE OF PROPOSED DECISION.

Belfast City Council has received an application for an HMO licence in relation to accommodation known as **32b Candahar Street, Belfast, Down, BT7 3AR**

This notice is served by the Council under Paragraph 9 of Schedule 2 of the Houses in Multiple Occupation Act (Northern Ireland) 2016.

The Council proposes to refuse the licence.

Schedule 1 of this notice sets out the main terms of the proposed licence and any terms which differ from those applied for.

Schedule 2 of this notice states the reasons for the proposed decision (including any proposed differences).

A copy of any valid representations received by the Council in response to a Notice of Application published under regulations as set out in paragraph 2 of Schedule 2 of the 2016 Act have been appended to this notice.

If you wish to make any representation in relation to this proposed decision you should do so in writing within **14 days** of the date below to:

NI HMO Manager
Belfast City Council
The Cecil Ward Building
4-10 Linenhall Street
Belfast
BT2 8BP
Email: nihmo@belfastcity.gov.uk

Date: 03 March 2026

Signed:



Kevin Bloomfield
HMO Manager

Schedule 1:

The reasons for the proposed decision:

The Council is not satisfied that:

- i. The granting of the licence will not result in overprovision of HMOs in the locality in which the living accommodation is situated.

Overprovision

In accordance with Section 12 of the Houses in Multiple Occupation Act (Northern Ireland) 2016 “2016 Act” the Council is satisfied that the granting of the HMO licence will result in overprovision of HMO accommodation in the locality of the accommodation, for the purpose of section 8(2)(d) of the 2016 Act.

For the purpose of Section 12(2) of the 2016 Act. The Council has determined the locality of the accommodation, **32b Candahar Street, Belfast, Down, BT7 3AR** as being Housing Management Areas (HMA) “HMA 2/03 Ballynafeigh” as defined in the document Belfast City Council’s Local Development Plan Strategy “2023 Strategy” which was formally adopted on the 2 May 2023.

In making this decision the Council has had regard to:

- (a) the number and capacity of licensed HMOs in the locality
- (b) the need for housing accommodation in the locality and the extent to which HMO accommodation is required to meet that need.

To inform the Council in its consideration of the above provisions, the Council has taken account of the 2023 Strategy given that “Nurturing sustainable and balanced communities is a fundamental aim of the LDP’s housing policies.”

In particular, the Council has considered Policy HOU10:-

HOU10 states – “Within designated HMAs, planning permission will only be granted for Houses in Multiple Occupation (HMOs) and/or flats/apartments where the total number of HMOs and flats/apartments combined would not as a result exceed 20% of all dwelling units within an HMA.”

(a) The number and capacity of licensed HMOs in the locality

On the date of assessment, 02 March 2026, 26% of all dwelling units in policy area “HMA 2/03 Ballynafeigh” were made up of HMOs and flats/apartments, which in turn exceeds the 20% development limit as set out at Policy HOU10.

There are 66 (4%) licensed HMOs with a capacity of 294 persons in HMA 2/03 Ballynafeigh.

The need for housing accommodation in the locality and the extent to which HMO accommodation is required to meet that need.

The total number of dwelling units in a HMA is measured by Ordnance Survey's Pointer database. There are a total of 1642 dwelling units in HMA 2/03 Ballynafeigh.

On 02 March 2026 out of 422 premises available for rent within the BT7 area on the website propertyNews.com there were 291 licensed HMOs which from the information presented on the website represented 1160 bed spaces. The HMO accommodation was available immediately until September 2026.

Students moving out of HMO accommodation.

On the 7 December 2022 Ulster University Director of Campus Life told members of the Council's City Growth and Regeneration Committee that there was an "increase in competition for HMO's particularly from NIHE, Immigration Services and statutory agencies and there were increasing accommodation issues across the housing sector which required a holistic view and should include the consideration of international student families and graduates looking for professional accommodation."

However, QUB Director of Student Plus confirmed to members that the current trend indicated a significant move of students to purpose-built student accommodation blocks. She told members that there were 7,000 purpose built managed student accommodation (PBMSA) rooms in the city – the majority built since 2018 and approximately 5,000 in the city centre.

November 2025 monitoring information produced by the Council's Planning Services for PBMSA indicates that 6306 bedspaces have been completed since September 2016, a further 2806 bedspaces are currently under construction, with a further 3263 bedspaces having received planning approval but have not commenced the construction phase.

With the continued expansion of the PBMSA sector and students transitioning from private rentals to PBMSAs, it is too early to tell whether the increased competition from non-students for HMOs is a temporary problem (which can be managed by the contraction in students residing in existing HMO accommodation within the locality) or evidence of an emerging long-term supply issue.

Section 8(2)(d) of the 2016 Act

In assessing the number and capacity of licensed HMOs as well as the need for HMO accommodation in the locality, officers cannot be satisfied that the granting of the HMO licence will not result in overprovision of HMO accommodation in the locality of the accommodation for the purpose of section 8(2)(d) of the 2016 Act.

Notes:

Statutory References are to the Houses in Multiple Occupation Act (Northern Ireland) 2016 unless otherwise stated

Houses in Multiple Occupation

Applications for HMO licences: requirements and procedure

SCHEDULE 2

1—(1) An application for an HMO licence must be in writing and in such form as the council may specify by general notice.

(2) The application must include the following information—

- (a) the address of the living accommodation in question,
- (b) if the owner is an individual, the owner's name and address,
- (c) if the owner is a body, the information set out in sub-paragraph (3),
- (d) if there is to be a managing agent of the HMO—
 - (i) if the agent is an individual, the agent's name and address, or
 - (ii) if the agent is a body, the information set out in sub-paragraph (3),
- (e) the name and address of any person (other than the owner) who has a relevant interest in the HMO (see sub-paragraph (4)),
- (f) the maximum number of persons who it is proposed will occupy the accommodation as their only or main residence at any one time,
- (g) any other information which the Department may by regulations require to be set out in such applications, and
- (h) any other information which the council may specify by general notice.

(3) The information referred to in sub-paragraph (2)(c) and (d)(ii) is—

- (a) the name of the body,
- (b) the address of its main office or place of business,
- (c) the name and address of each of its directors or partners, or other persons involved in its management.

(4) In sub-paragraph (2)(e), a “relevant interest” is—

- (a) a freehold estate;
- (b) a leasehold estate, unless the unexpired term of the lease is 3 years or less;
- (c) a mortgage, charge or lien.

(5) The council may require the application to be accompanied by a fee fixed by the council (see also section 84 in relation to such fees).

(6) Sub-paragraph (5) is subject to paragraph 7(2).

PUBLICATION OF APPLICATION

Regulations regarding notice of application

2—(1) The Department must make regulations providing for the giving of notice of the making of applications for an HMO licence.

(2) Regulations under sub-paragraph (1) may in particular—

(a) require the applicant to cause notice of an application to be displayed on or near the HMO in question, or to cause such notice to be published in one or more newspapers circulating in the locality of the HMO;

(b) permit or require the council to cause such notice to be displayed or published, either at the council's expense or at the applicant's expense;

(c) specify information which must be displayed or published in or together with notice of an application, which may include notice of a right to make representations about the application and of the manner and period in which such representations must be made;

(d) specify requirements as to the form and manner of notice of an application, and the period for which it must be displayed or published;

(e) provide (subject to such conditions as may be specified in the regulations) for exceptions from any requirement to display or publish notice, in particular where the council is satisfied that displaying or publishing a notice would be likely to jeopardise the safety or welfare of any persons or the security of any premises;

(f) provide for the consequences of failing to comply with requirements imposed by the regulations (and such consequences may include permitting or requiring the council to cease to consider the application in question).

Notice to statutory authorities

3 The council must send a copy of any application for an HMO licence to the statutory authorities.

Representations in response to notices

4—(1) A representation made in response to a notice under regulations under paragraph 2 is valid only if it—

(a) is made in writing,

(b) sets out the name and address of the person making the representation, and

(c) is made on or before the deadline for making written representations.

(2) The deadline for making written representations is to be set out in, or determined under, regulations made by the Department.

REFUSAL OF APPLICATION: BREACH OF PLANNING CONTROL

5 Paragraphs 6 and 7 apply where the council is not satisfied that the occupation of the living accommodation as an HMO would not constitute a breach of planning control (within the meaning given by section 131 of the Planning Act (Northern Ireland) 2011).

6—(1) The council must serve on the applicant a notice which—

- (a) states that the council has decided to refuse the application,
- (b) sets out the reason for the decision, and
- (c) sets out the effect of paragraph 7.

(2) The notice must be served on the applicant before the end of the period of 28 days beginning with the day on which the application is made.

(3) The council must send a copy of the notice to the statutory authorities.

7—(1) This paragraph applies if, after the council has refused an application under paragraph 6, the applicant obtains—

- (a) planning permission under Part 3 of the Planning Act (Northern Ireland) 2011, or
- (b) a certificate of lawfulness of use or development under section 169 or 170 of that Act,

in respect of the occupation of the living accommodation as an HMO.

(2) If—

- (a) the applicant makes a further application for an HMO licence in respect of the living accommodation, and
- (b) does so before the end of the period of 28 days beginning with the date on which the applicant obtains the permission or certificate,

no fee may be charged in respect of that application.

CONSIDERATION OF APPLICATION AND HEARINGS

8 Paragraphs 9 to 13 apply where the council does not consider that occupation of the living accommodation would constitute a breach of planning control (within the meaning given by section 131 of the Planning Act (Northern Ireland) 2011).

Notice of proposed decision

9—(1) The council must serve a notice under this paragraph on—

- (a) the applicant, and
- (b) each relevant person.

(2) A notice under this paragraph must state which of the following the council proposes to do—

- (a) grant the licence in the terms applied for;
- (b) grant the licence in terms different from those applied for;
- (c) refuse the licence.

(3) A notice under this paragraph must also—

(a) if the council proposes to grant the licence, set out the main terms of the proposed licence and any terms which differ from those applied for,

(b) state the reasons for the proposed decision (including any proposed differences), and

(c) specify the date by which written representations by the recipient of the notice must be made.

(4) The date specified under sub-paragraph (3)(c) must be not less than 14 days after the date on which the notice is served.

(5) The notice must be accompanied by a copy of any valid representations received by the council in response to a notice under regulations under paragraph 2.

(6) In this Schedule, a “relevant person” is any of the following (other than the applicant)—

(a) a person named in the application in accordance with paragraph 1(2)(d) or (e) (managing agents and persons having an estate in the HMO);

(b) a person who is not so named but who, to the knowledge of the council—

(i) is or is proposed to be a managing agent of the HMO, or

(ii) has a relevant interest in it (see sub-paragraph (7));

(c) a person who is proposed to be named in the licence as a person on whom a restriction or obligation is imposed under section 14.

(7) In sub-paragraph (6)(b), a “relevant interest” is—

(a) a freehold estate;

(b) a leasehold estate, unless the unexpired term of the lease is 3 years or less;

(c) a mortgage, charge or lien.

Hearings

10—(1) This paragraph applies if the council decides (whether on a submission by the applicant or a relevant person, or on its own initiative) to hear oral representations about the application.

(2) The council must serve notice of the hearing on—

(a) the applicant,

(b) every relevant person,

(c) every person who made valid representations in response to a notice under regulations under paragraph 2, and

(d) any other person the council considers appropriate.

(3) The notice must state the date, time and place of the hearing.

(4) The notice must be served not less than 7 days before the date of the proposed hearing.

(5) "Relevant person" has the meaning given by paragraph 9(6).

Consideration of application

11 In determining whether to grant the licence (and in what terms) the council must consider—

- (a) any valid representations made in response to a notice under regulations under paragraph 2,
- (b) any written representations made by a recipient of a notice under paragraph 9 before the date specified under paragraph 9(3)(c), and
- (c) any oral representations made at a hearing under paragraph 10.

Time limit for determining application

12—(1) The council must decide whether to grant or refuse an application for an HMO licence before the end of the period of 3 months beginning with the date on which the council received it.

(2) A court of summary jurisdiction may extend the period mentioned in sub-paragraph (1) in the case of a particular HMO application.

(3) An order under sub-paragraph (2) is to be made on an application made by the council before the end of the period mentioned in sub-paragraph (1).

(4) The applicant for the licence is entitled to be a party to any proceedings on an application under sub-paragraph (3).

(5) The decision of a court on an application under sub-paragraph (3) is to be final.

(6) If the council does not determine an application for an HMO licence before the end of the period mentioned in sub-paragraph (1) (or that period as extended), the applicant is to be treated as having been granted a licence in the terms applied for.

(7) Sub-paragraph (6) does not prevent the council from varying or revoking a licence which is treated as having been granted in accordance with that sub-paragraph.

Notice of determination

13—(1) The council must serve notice of its decision on an application for an HMO licence on—

- (a) the applicant,
- (b) each relevant person (within the meaning given by paragraph 9(6)), and
- (c) the statutory authorities.

(2) The notice must—

- (a) state the council's decision,
- (b) if the decision is to grant a licence, be accompanied by a copy of the licence,
- (c) if the licence is granted in terms different from those applied for, include a statement of the reasons for that difference, and
- (d) state the date on which the decision was made.

(3) The notice must be served before the end of the period of 7 days beginning with the day on which the decision is made.

FALSE OR MISLEADING INFORMATION

14—(1) A person commits an offence if—

- (a) the person provides information in connection with an application for an HMO licence,
- (b) the information is false or misleading in a material particular, and
- (c) the person knows that it is, or is reckless as to whether it is, false or misleading.

(2) A person guilty of an offence under sub-paragraph (1) is liable on summary conviction to a fine not exceeding level 2 on the standard scale.

Appeals

Section 67

67—(1) This section applies to the following decisions of a council—

- (a) to issue a household notice;
- (b) to refuse to cancel a continuation notice;
- (c) to grant an HMO licence (including any decision as to its terms or any conditions included in it);
- (d) to refuse an application for an HMO licence, unless the refusal is solely because the council is not satisfied as mentioned in section 8(2)(a) (planning control);
- (e) to issue a temporary exemption notice (including any decision as to the inclusion of safety and security requirements under section 17);
- (f) to refuse an application for a temporary exemption notice;
- (g) to revoke a temporary exemption notice, or to refuse to grant an extension of one;
- (h) to renew an HMO licence (including any decision as to its terms or any conditions included in it as from its renewal);
- (i) to refuse an application to renew an HMO licence;
- (j) to vary an HMO licence, or to refuse an application to vary one;
- (k) to revoke an HMO licence;
- (l) to refuse to extend the period for which a licence has effect under section 29 (death of sole licence holder);
- (m) to issue a rectification notice (including any decision as to the terms of it), or to refuse to revoke such a notice;
- (n) to issue a Part 4 notice (including any decision as to the terms of it);
- (o) to vary or revoke a Part 4 notice, or to refuse an application to vary or revoke one;
- (p) to demand recovery of expenses under paragraph 9 of Schedule 3.

(2) An appeal may be made to the county court against any decision to which this section applies.

(3) An appeal may be made only by a person on whom notice is required to be served under the provision of this Act in question.

(4) An appeal must be made before—

(a) the end of the period of 28 days beginning with the date on which notice was served on the person, or

(b) if later, the end of the period of 7 days beginning with date on which reasons for the decision were served under section 68.

(5) But the court may allow an appeal to be made after that date, if it considers that there are special circumstances which make it just to do so.

(6) Where—

(a) a person makes an application, in accordance with this Act, for a decision to which this section applies (except an application for an HMO licence or for the renewal of one), and

(b) the council does not notify the applicant of its decision within the period of 35 days beginning with the date on which the application was made (or such further period as the applicant may in writing allow),

the applicant may make an appeal under this section as if the council had refused the application.

(7) In this section, references to the service of notice are—

(a) in the case of a decision to issue a notice, to the service of that notice;

(b) otherwise, to service of notice of the decision.

Advice:

If you want independent advice about your rights and obligations, you should go to a Citizens Advice Bureau, Housing Advice Centre, Law Centre or a Solicitor.

NI Houses in Multiple Occupation Unit

03 December 2025



NI Houses in Multiple Occupation

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Addressee only

Dear Mr McCusker

Address of Property: 32b Candahar Street, Belfast, Down, BT7 3AR

As the owner for the above named property, you are required to renew your HMO licence before the expiry of the existing licence: 11 January 2026, you are therefore required to submit an online application at www.belfastcity.gov.uk/nihmo. Please satisfy yourself that the accommodation is defined as a HMO in accordance with Part 1 of the Houses in Multiple Occupation Act (Northern Ireland) 2016 before submitting your application.

Your application will not be considered unless the fee is paid in full at the time of the application. Before your application is considered complete you must submit all the documents as detailed in the application. If you fail to renew the licence of the property by the expiry date and the property remains in HMO usage you will be liable on summary conviction of a fine not exceeding £20,000 and if convicted will result in you having a criminal record or a fixed penalty fine of £5,000.

Furthermore, if you do not submit the application before the existing licence expires any future application will be treated as a New Application. And the council may only grant the licence if it is satisfied that the occupation of the accommodation as an HMO would not constitute a breach of planning control or would result in overprovision of HMOs in the locality. If you no longer own this property you should let us know immediately and provide details on who currently owns the property and the date of transfer.

Yours sincerely

Geraldine Moore
Senior Case Officer

NI Houses in Multiple Occupation Unit

Belfast City Council, The Cecil Ward Building, 4-10 Linenhall Street, Belfast, BT2 8BP
Telephone: 028 9027 0414 | Text Relay for people with hearing loss: (18001) 028 9027 0414
| SignVideo for Sign Language users: <https://www.belfastcity.gov.uk/signvideo> | Email: nihmo@belfastcity.gov.uk | Web: www.belfastcity.gov.uk/nihmo

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| | |
|---------------------------|---|
| Subject: | Application for the Variation of 7-Day Annual Entertainments Licence for Margot, 18 Donegal Square East. |
| Date: | 18 March 2026 |
| Reporting Officer: | Kate Bentley, Director of Planning and Building Control, Ext. 2300 |
| Contact Officer: | Stephen Hipkins, Building Control Manager, Ext. 2435 |

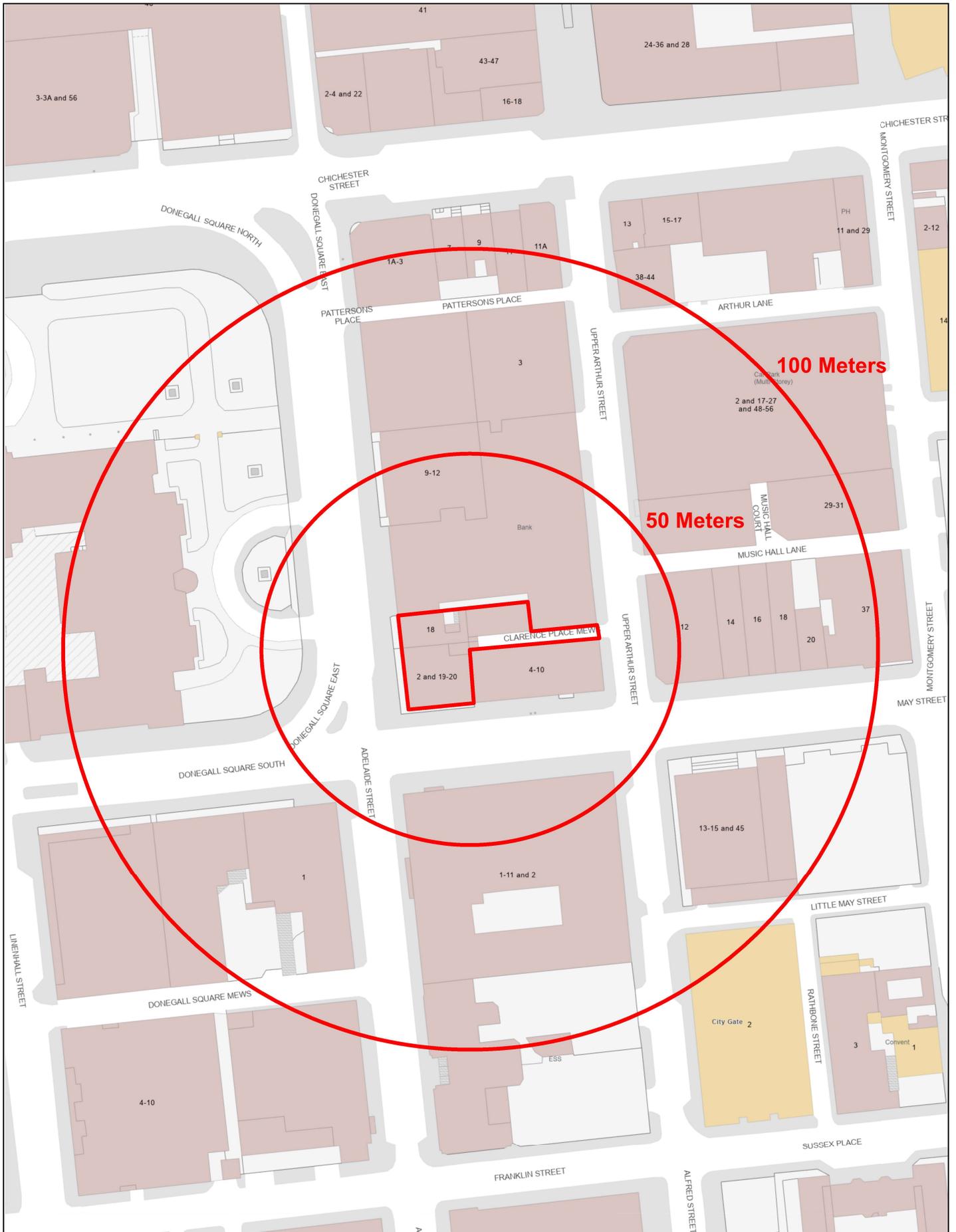
| | |
|--|--|
| Restricted Reports | |
| Is this report restricted? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| <p>Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.</p> <p>Insert number <input style="width: 30px;" type="text"/></p> <ol style="list-style-type: none"> 1. Information relating to any individual 2. Information likely to reveal the identity of an individual 3. Information relating to the financial or business affairs of any particular person (including the council holding that information) 4. Information in connection with any labour relations matter 5. Information in relation to which a claim to legal professional privilege could be maintained 6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction 7. Information on any action in relation to the prevention, investigation or prosecution of crime | |
| If Yes, when will the report become unrestricted? | |
| <p>After Committee Decision</p> <p>After Council Decision</p> <p>Sometime in the future</p> <p>Never</p> | <input style="width: 30px; height: 20px;" type="checkbox"/> <input style="width: 30px; height: 20px;" type="checkbox"/> <input style="width: 30px; height: 20px;" type="checkbox"/> <input style="width: 30px; height: 20px;" type="checkbox"/> |

| | |
|--|---|
| Call-in | |
| Is the decision eligible for Call-in? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

| | | | | | | | |
|--|--|--|-----------------|------------------|--|--------------|--|
| 1.0 | Purpose of Report or Summary of main Issues | | | | | | |
| 1.1 | To consider an application for the variation of a 7-Day Annual Indoor Entertainments Licence to extend the hours during which entertainment may be provided at Margot based on the Council's Standard Conditions to provide music, singing, dancing or any other entertainment of a like kind. | | | | | | |
| | <table border="0"> <tr> <td data-bbox="336 421 596 454">Area and Location</td> <td data-bbox="724 421 836 454">Ref. No.</td> <td data-bbox="1007 421 1139 454">Applicant</td> </tr> <tr> <td data-bbox="336 461 660 589">Margot 18 Donegal Square East Belfast BT1 5HD</td> <td data-bbox="724 461 919 495">LN/200200147</td> <td data-bbox="1007 461 1362 562">Mr Paul Langsford Clover Clarence Chambers OPCO Limited,</td> </tr> </table> | Area and Location | Ref. No. | Applicant | Margot 18 Donegal Square East Belfast BT1 5HD | LN/200200147 | Mr Paul Langsford Clover Clarence Chambers OPCO Limited, |
| Area and Location | Ref. No. | Applicant | | | | | |
| Margot 18 Donegal Square East Belfast BT1 5HD | LN/200200147 | Mr Paul Langsford Clover Clarence Chambers OPCO Limited, | | | | | |
| 1.2 | A location map is attached as Appendix 1. | | | | | | |
| 2.0 | Recommendations | | | | | | |
| 2.1 | <p>Taking into account the information presented, and any representations made in respect of the application you are required to make a decision to either:</p> <ul style="list-style-type: none"> a) Approve the application for the variation of the 7-Day Annual Entertainments Licence to vary the hours during which entertainment may be provided as requested, or b) Approve the application for the variation with special conditions, or c) Refuse the application for the variation of the 7-Day Annual Entertainments Licence. | | | | | | |
| 2.2 | If an application is refused, or special conditions are attached to the licence to which the applicant does not consent, then the applicant may appeal the Council's decision within 21 days of notification of that decision to the County Court. In the case that the applicant subsequently decides to appeal, entertainment may not be provided to the later hours requested until any such appeal is determined. | | | | | | |
| 3.0 | Main report | | | | | | |
| | <u>Key Issues</u> | | | | | | |
| 3.1 | <p>The areas currently Licensed to provide indoor entertainment and their maximum occupancies are:</p> <ul style="list-style-type: none"> • Lower Ground floor - Lounge – 100 persons, Main Bar – 185 persons, VIP – 30 persons, Snug 1 – 20 persons, Snug 2 – 25 persons • Upper Ground floor – Cocktail Bar – 50 persons, Hallway 1 – 40 persons, Hallway 2 – 30 persons, Lounge – 40 persons, Main Bar – 70 persons, Rear Bar – 80 persons. | | | | | | |
| 3.2 | <p>The days and hours during which entertainment may be provided under the terms of the current indoor Entertainments Licence are:</p> <ul style="list-style-type: none"> • Monday to Thursday: 11.30am to 1.00am the following morning, • Friday and Saturday: 11.30am to 3.00am the following morning, and • Sunday: 12.30pm to 1.00am the following morning | | | | | | |

| | |
|------------|---|
| 3.3 | The variation application relates to a proposed extension to the hours during which entertainment can be provided Monday to Thursday and Sunday to 3.00am the following morning. |
| 3.4 | Members are reminded that applications to provide indoor entertainment beyond 1.00am are subject to consideration by Committee. |
| 3.5 | The licensee has requested the variation to extend permitted hours until 3.00am, indicating that that the premises is an integral part of Belfast's nightlife and that part of the recent major fit-out was the opening of Rudi, a late bar/nightclub, and the proposed changes in hours are to keep them in line with similar venues in the vicinity, allowing them to compete within the sector, which is essential for the commercial success of the business. |
| | <u>Representations</u> |
| 3.6 | Public notice of the application has been placed in the newspaper, and no written representation has been lodged as a result of the advertisement. |
| | <u>PSNI</u> |
| 3.7 | The Police Service of Northern Ireland have been consulted and have confirmed that they have no objection to the variation application. A copy of their response is included as Appendix 2 to this report. |
| | <u>NIFRS</u> |
| 3.8 | The Northern Ireland Fire and Rescue Service have been consulted in relation to the application and have confirmed that they have no objection to the variation application. |
| | <u>Health, safety and welfare</u> |
| 3.9 | The premises has been subject to inspections as part of the licensing application process and all technical requirements and associated operational and management procedures have been checked and are satisfactory. |
| | <u>Noise</u> |
| 3.10 | No noise complaints have been received by the Service in the past 12 months in relation to the venue. |
| 3.11 | Members are reminded that the Clean Neighbourhood and Environment Act 2011 gives the council additional powers in relation to the control of entertainment noise after 11.00 pm. |
| | <u>Applicant</u> |
| 3.12 | The applicant, and/or their representative will be available at your meeting to answer any queries you may have in relation to the applications. |
| 4.0 | Financial & Resource Implications |
| 4.1 | None |

| | |
|------------|--|
| 5.0 | Equality or Good Relations Implications/Rural Needs Assessment |
| 5.1 | There are no issues associated with this report. |
| 6.0 | Appendices – Documents Attached |
| | <ul style="list-style-type: none">• Appendix 1 – Location map• Appendix 2 – PSNI Response |



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Building Control Service
Ground Floor
Cecil Ward Building
4-10 Linenhall Street
Belfast
BT2 8BP

23rd February 2026

Dear [REDACTED]

RE:- Entertainment Licence renewal, transfer and variation

Margot, 18 Donegall Square East, Belfast, Antrim, BT1 5HD

Please note that District Councils are the lead organisation for Entertainment Licensing and the provisions of the Order under Schedule 1 allows for the application, regulation and restriction following consideration by the licensing authority.

The Order allows for the granting of a licence with conditions with the overarching aim of maximising safety and minimise risk and impact that may result from the granting of a licence.

The role of the Police Service in consideration of entertainment licences is limited however I would highlight current regulatory practice:

- Private Security Industry Act 2001 – covers the requirement for the provision of licensed activities that may impact this application.
- **Responsible retailing code (NI) – covers the responsible promotion and retail of alcohol.**
- The Registration of Clubs (NI) Order 1996
- The Licensing (NI) Order 1996
- The Licensing and Registration of Clubs (amendment) Act (Northern Ireland) 2021.

There are no current grounds for PSNI objections to the above application for an entertainment licence renewal, transfer and variation and request it is **further considered by Belfast City Council, residents, other local business and NIFRS and the following special conditions be considered for inclusion on the licences to ensure the peaceful and orderly conduct of the area and that the appropriate number of committee persons or SIA approved only doorstaff be deployed within the licenced premises.**

- **The licence holder to take positive steps to manage the premises responsibly in a peaceful and orderly manor**
- Robust complaints procedure in place for dealing with residents' concerns expeditiously
- APPENDIX E – Safer Dancing / Reduction in the supply of drugs within the BCC Rules of Management be complied with ASAP

If the Entertainment Licence application is granted in due course police note that **APPENDIX E – Safer Dancing / Reduction in the supply of drugs within the BCC Rules of Management it is the responsibility of the licence holder. Any breaches or non-compliance should be managed by Belfast City Council.**

Please note if a Pavement Café area is included within the Entertainment Licence, an application under the permanent scheme should be made to Belfast City Council ASAP as any existing temporary Pavement Café Licence will no longer be valid.

Please forward police a copy of the above Entertainment Licence with any special conditions or restrictions with confirmation that all Belfast City Council requirements and conditions including all Building Regulations approvals have been adhered to and that the Licensing (NI) Order 1996 will be adhered to by the licence holder.

Can you please also ensure that the applicant has registered the premises with the ongoing 'Ask for Angela' campaign as we continue to raise awareness for this simple, yet effective initiative that allows those who may find themselves in a vulnerable situation, with a quick and discreet way to access the help they need. Please feel free to share and encourage your applicants to registered and appear on the province wide map.



The Police Service of Northern Ireland has developed a short training package, in partnership with Hospitality Ulster for the 'Ask for Angela' safeguarding initiative across Northern Ireland. People who feel unsafe, vulnerable or

threatened can discreetly seek help by approaching venue staff. Asking for 'Angela' will indicate to trained staff that this person requires help in

the form of; reuniting them with a friend, seeing them to a taxi, or by calling venue security and/or Police. The training package for the scheme is now available to access on the Hospitality Ulster website here: <https://hospitalityulster.org/askforangela> or on the Northern Ireland Hotel Federation website here: <https://www.nihf.co.uk/ask-for-angela/> Any venue that wishes to take part must **first register via the link** above to sign up to the scheme and then they will be given access to the bespoke training package for their staff and promotional materials for their venue.

Once venues have signed up they will be added to a map that has been designed to make the public aware of what once venues have signed up they will be added to a map that has been designed to make the public aware of what venues are involved.

██████████
Licensing Constable
Belfast City

Extension: 21812

Mobile: ██████████

Email: ██████████ [@psni.police.uk](mailto:██████████@psni.police.uk) Musgrave Police Station • 60
Victoria Street • Belfast • BT1 3GL

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| | |
|---------------------------|--|
| Subject: | Review of Street Trading Licensing Fees - result of consultation exercise |
| Date: | 18 March 2026 |
| Reporting Officer: | Kate Bentley, Director of Planning & Building Control, Ext. 2300 |
| Contact Officer: | Stephen Hipkins, Building Control Manager, Ext. 2435 |

Restricted Reports

Is this report restricted? Yes No

Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.

Insert number

1. Information relating to any individual
2. Information likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the council holding that information)
4. Information in connection with any labour relations matter
5. Information in relation to which a claim to legal professional privilege could be maintained
6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction
7. Information on any action in relation to the prevention, investigation or prosecution of crime

If Yes, when will the report become unrestricted?

| | |
|---------------------------------|--------------------------|
| After Committee Decision | <input type="checkbox"/> |
| After Council Decision | <input type="checkbox"/> |
| Sometime in the future | <input type="checkbox"/> |
| Never | <input type="checkbox"/> |

Call-in

Is the decision eligible for Call-in? Yes No

| 1.0 | Purpose of Report | | | | | | | | | | | | | | | | | | |
|---|---|---------------------------|---------------------|--|------|---|--|-------------------------------|--------|--------------------------------|------|---------------------------------|--------|-------------------------------|--------|-----------------------|--------|---------------------|--------|
| 1.1 | To report on the outcome of the statutory consultation exercise undertaken on the proposed fees for Street Trading Licences and for a decision as to whether the fees should be implemented as proposed. | | | | | | | | | | | | | | | | | | |
| 1.2 | Members will recall that, at your meeting of the 16 April 2025 regarding the review of Street Trading Licence Fees the Committee decided on the proposed fees from three options provided and agreed that consultation as set out in the Street Trading Act N.I. 2001 could be commenced. | | | | | | | | | | | | | | | | | | |
| 2.0 | Recommendations | | | | | | | | | | | | | | | | | | |
| 2.1 | <p>The Committee is requested to consider the contents of the report and recommended to:</p> <ol style="list-style-type: none"> 1. Set the proposed fees for Street Trading Licences at the level consulted on, effective from the 6 April 2026. 2. Where the proposed fees are not agreed, Committee are requested: <ul style="list-style-type: none"> • To set the fees for Street Trading Licences at an alternative level; or • To not change the existing fees; or • To request that further options for Street Trading Licence fees be developed and presented at a future meeting. | | | | | | | | | | | | | | | | | | |
| 3.0 | Main Report | | | | | | | | | | | | | | | | | | |
| 3.1 | <p><u>Key Issues</u></p> <p>Members are reminded that the Street Trading Act N.I. 2001 gives the Council powers that it may charge such fees as may be sufficient to cover any reasonable administrative or other costs in connection administering the Street Trading Licence Scheme.</p> <p>Below is a summary of the proposed fees the Committee agreed should be consulted on, following consideration of three fees options, at your meeting of 16 April 2025. (See Appendix 1 for minutes of your meeting and Appendix 2 for the fee options presented)</p> <table data-bbox="383 1512 1252 1960" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Stationary Licence</th> <th style="text-align: right;">Proposed fee</th> </tr> </thead> <tbody> <tr> <td>Application Fee - <i>Nonrefundable</i></td> <td style="text-align: right;">£290</td> </tr> <tr> <td colspan="2">Licence Fee (paid annually for 3 year duration of licence):</td> </tr> <tr> <td>Licensed for Monday to Friday</td> <td style="text-align: right;">£1,225</td> </tr> <tr> <td>Licensed for one day (Mon-Fri)</td> <td style="text-align: right;">£395</td> </tr> <tr> <td>Licensed for Monday to Saturday</td> <td style="text-align: right;">£1,390</td> </tr> <tr> <td>Licensed for Monday to Sunday</td> <td style="text-align: right;">£1,640</td> </tr> <tr> <td>Licensed for Saturday</td> <td style="text-align: right;">£1,010</td> </tr> <tr> <td>Licensed for Sunday</td> <td style="text-align: right;">£1,080</td> </tr> </tbody> </table> | Stationary Licence | Proposed fee | Application Fee - <i>Nonrefundable</i> | £290 | Licence Fee (paid annually for 3 year duration of licence): | | Licensed for Monday to Friday | £1,225 | Licensed for one day (Mon-Fri) | £395 | Licensed for Monday to Saturday | £1,390 | Licensed for Monday to Sunday | £1,640 | Licensed for Saturday | £1,010 | Licensed for Sunday | £1,080 |
| Stationary Licence | Proposed fee | | | | | | | | | | | | | | | | | | |
| Application Fee - <i>Nonrefundable</i> | £290 | | | | | | | | | | | | | | | | | | |
| Licence Fee (paid annually for 3 year duration of licence): | | | | | | | | | | | | | | | | | | | |
| Licensed for Monday to Friday | £1,225 | | | | | | | | | | | | | | | | | | |
| Licensed for one day (Mon-Fri) | £395 | | | | | | | | | | | | | | | | | | |
| Licensed for Monday to Saturday | £1,390 | | | | | | | | | | | | | | | | | | |
| Licensed for Monday to Sunday | £1,640 | | | | | | | | | | | | | | | | | | |
| Licensed for Saturday | £1,010 | | | | | | | | | | | | | | | | | | |
| Licensed for Sunday | £1,080 | | | | | | | | | | | | | | | | | | |

Mobile Licence

| | |
|---|--------|
| Application Fee - <i>Nonrefundable</i> | £310 |
| Licence Fee (paid annually for 3 year duration of licence): | |
| Licensed for Monday to Friday | £955 |
| Licensed for one day (Mon-Fri) | £395 |
| Licensed for Monday to Saturday | £1,175 |
| Licensed for Monday to Sunday | £1,450 |
| Licensed for Saturday | £795 |
| Licensed for Sunday | £875 |

Temporary Licence

| | |
|--|------|
| Application Fee - <i>Nonrefundable</i> | £310 |
| Licence Fee: | |
| Licensed for Monday to Friday, per day | £91 |
| Licensed for Saturday | £132 |
| Licensed for Sunday or Public holiday | £175 |

Variation of Licence Particulars £250

Consultation/Public Notice

- 3.3 Consultation on the proposed fees was for the statutory public notice 28 day period, as required by the Act. The public notice period closed on 18 February 2026.
- 3.4 Notice of the consultation was published in the two newspapers as required by the Act, specifically the Belfast Telegraph and the Irish News.
- 3.5 We also published the proposed fees on the Council's website to coincide with the newspaper public notice period, explaining how representations could be made and that a statement outlining how the proposed fees were prepared was available on request.
- 3.6 We also sent letters to individuals who are a current licensed street trader or have recently held or applied for a street trading licence, notifying them of the proposed fees and the closing date of the consultation period and seeking their views.

Responses

- 3.7 As a result of the consultation a total of five responses were received. A copy of the written responses received is attached as Appendix 3.
- 3.8 Four responses were received from mobile street trading licence holders (ice cream vans). This was four responses from a total 12 mobile street trading licences.
- 3.9 The other response received was from a stationary street trading licence holder, who holds licences in two locations. Therefore, this could be considered two out of 26 current stationary street trading licences.

| | |
|------------|--|
| 3.10 | <p><u>Summary of points raised in responses</u></p> <ul style="list-style-type: none"> • Understand need for increase – but proposals not fair or appropriate • Would adversely affect the service provided to residents, which is of value to communities • Austerity and rising living costs already downtown as people make cutbacks on luxury/treat items like ice cream • Increased Operating Costs – Fuel, staffing, product. • Weather Dependency & Seasonal Trading especially for ice cream trade–restricted revenue opportunities • Increased Competition – concession units operating within parks and tourist locations • Increased costs of product together with applicable rates cannot be passed onto consumer • Would be a barrier to people joining the industry • Wouldn't be able to apply for temporary licence as if weather bad couldn't cover cost • Fees in other Council areas are significantly less |
| 3.11 | As the comparison with fees in other council areas was made within responses, a list of these fees alongside the existing and proposed Belfast fees for comparison is given in Appendix 4. |
| 3.12 | If the Committee decides to set new fees the legislation requires that notice of the decision is published in two newspapers along with the implementation date and that all current street trading licence holders also be notified. |
| 4.0 | Financial and Resource Implications |
| 4.1 | There are significant financial and resource implication associated with this report. |
| 4.2 | The proposed Street Trading Licence fees will ensure the cost of the operational and administration processes are proportionate to the licensing scheme. Details outlining the costings associated with administering street trading licences are attached as Appendix 4. |
| 5.0 | Equality and Good Relations Implications/Rural Needs Assessment |
| | There are no issues associated with this report. |
| 6.0 | Appendices – Documents Attached |
| | <ul style="list-style-type: none"> • Appendix 1 - Minutes of 16 April 2025 Licensing Committee • Appendix 2 - Overview of Street Trading Fee Options • Appendix 3 – Copy of written responses received. • Appendix 4 – Comparison with fees charged in other Council areas • Appendix 5 – Costs associated with administering street trading licences. |

Industry, Department for Communities, Department for Infrastructure Planning, Police Service of N. Ireland, CommunityNI on Gambling, Gamblers Anonymous Ireland and various interested parties and organisations.

4.0 Financial and Resource Implications

4.1 None associated with this report.

**5.0 Equality or Good Relations Implications/
Rural Needs Assessment**

5.1 A review of the equality screening exercise undertaken in 2012 is being carried out and a full equality screening and rural needs assessment will be undertaken prior to consultation and implementation of the amended policy.”

The Chairperson welcomed Dr. T. Quinn, Braniff Associates, to the meeting. He had been involved in formulating the initial policy and had also been involved in updating it. He provided the Committee with further details on the rationale behind the amendments.

In response to a Member’s question, the Principal Building Control Surveyor advised the Committee that, while the Council issued Amusement Permits, the PSNI was responsible for enforcement of the legislation and did not inform the Council of any specific actions taken against any Amusement Permit holder.

The Committee considered the amended Amusement Permit policy and agreed that consultation on it be commenced.

Review of Street Trading Licence Fees

The Senior Licensing Officer presented the following report to the Committee:

“1.0 Purpose of Report or Summary of main Issues

1.1 Section 15 of the Street Trading Act (NI) 2001 gives the Council the power to set sufficient fees to allow it to recover the full costs of administering the Street Trading Licence Scheme. The Act, prescribes the range of circumstances in which the Council may charge a fee:

1. For the grant or renewal of a Street Trading Licence,
2. For the grant of a Temporary Licence; and
3. For varying the conditions on a Licence at the request of the licence holder.

1.2 The Act also limits the maximum amount of the fee to that required to cover the Council’s costs in administering the scheme. The Council is, therefore, denied the right to use the Street Trading Licensing system to raise revenue.

- 1.3 The EU Services Directive, the Provision of Services Regulation 2009 and the Hemming V Westminster City Council court case have provided clarity about the specific requirements that apply to the charging of licence fees. Charges must be reasonable and proportionate to the cost of the processes associated with a licensing scheme and councils must not use fees to make a profit or act as an economic deterrent to certain business types from operating within an area.

Procedure for fee setting

- 1.4 The Act states the procedures which the Council must follow in setting the fees and these stages may be summarised as follows:

1. The Council is to give notice of the proposed fees to licence holders and to publish a notice in two or more newspapers showing how the fees have been calculated.
2. The Council is required to consider any written representations concerning the proposed fees and charges.
3. The Council after reaching its final decision must inform licence holders and publish a final notice in two or more newspapers showing the new fees.
4. Furthermore, the Act allows the Council to determine the time and manner in which fees or charges are to be paid.

- 1.5 However, as a prerequisite, Members need to determine the proposed level of fee, which will allow the Council to start the statutory process for setting the fee as per stage one above.

- 1.6 As we progress, further reports will be brought before the Committee detailing the outcome of the process of consultation. At that stage Members will be able to determine the final fee you consider appropriate.

2.0 **Recommendations**

- 2.1 Members are asked to consider the three options below (in the key issues) and to determine which option to approve and authorise that option of proposed fees for publication and commence consultation with licence holders.

- 2.2 Should you not accept the proposed fees in option 1, which are set at a level to recover the cost of administering the scheme, the matter may require to be referred to the Strategic Policy and Resources Committee for further

consideration as any shortfall in income may have an impact on the rates.

- 2.3 Members are advised that the Licensing Committee does not have delegated powers in relation to policy decisions concerning licensing matters and as such your recommendation as to the appropriate fees for Street Trading Licences will be subject to ratification by Council.

3.0 **Main report**

Key Issues

- 3.1 The current Street Trading Licence fees were set in 2017. In the intervening time period, the Council has processed numerous licence applications and dealt with any associated licence holder queries. This has allowed the Service to have a better understanding of what it costs to administer the licence scheme.
- 3.2 During that period costs associated with administering an application and monitoring licence compliance have also increased, such as staff costs relating to salary, employer's National Insurance contributions, superannuation contributions, etc.
- 3.3 The process for administration and regulation of the various types of licences has been examined and the time allocated to each task has been reviewed.
- 3.4 In assessing our processes for both Stationary and Mobile Licences it has been determined that both types of Licence cost an identical amount for licence compliance. The cost for a Stationary Licence application or for the renewal of a Mobile Licence application to be processed are also identical.
- 3.5 Temporary Licences were extensively examined and, in particular, the amount of work that is required to process and ensure licence compliance. Given the nature of a Temporary Licence it is normally granted for 1 day for a one-off event, a daily charge is therefore applied.
- 3.6 The amount of work required for processing a Temporary Licence application is the same as the other types of licences; hence the cost of a Temporary Licence application is identical.
- 3.7 Members are reminded that in 2017, you decided to set a fee for a permanent trader who has a Monday – Friday licence but only trades on one day during the week at £300, on the

basis that it was one-fifth of the proposed fee of £1,500 in June 2016, which had been approved for public consultation.

- 3.8 Members are further reminded that when the Committee set the current fees in 2017, they had agreed that two site visits a year were appropriate to have no detrimental effect on compliance. The cost of compliance visits at the weekend includes an enhanced pay rate; this is particularly evident when two compliance visits are included for Weekend and Sunday only traders.
- 3.9 The detailed costs of how these fees were calculated are attached as Appendix 1.
- 3.10 The following table is a summary of the proposed fees which have been rounded to the nearest pound. (Option 1)

| STATIONARY LICENCE | Current Fee | Calculated fee |
|---|--------------------|-----------------------|
| Application Fee - Non refundable | £150 | £385 |
| | | |
| Licensed for Monday to Friday | £800 | £1,400 |
| <i>Licensed for one day (Mon-Fri)</i> | <i>£300</i> | |
| Licensed for Monday to Saturday | £1,000 | £1,470 |
| Licensed for Monday to Sunday | £1,250 | £1,600 |
| Licensed for Saturday | £520 | £1,340 |
| Licensed for Sunday | £580 | £1,400 |
| MOBILE LICENCE | Current Fee | Calculated fee |
| Application Fee - Non refundable | £180 | £385 |
| | | |
| Licensed for Monday to Friday | £550 | £1,255 |
| <i>Licensed for one day (Mon-Fri)</i> | <i>£300</i> | |
| Licensed for Monday to Saturday | £800 | £1,300 |
| Licensed for Monday to Sunday | £1,100 | £1,450 |
| Licensed for Saturday | £300 | £1,190 |
| Licensed for Sunday | £380 | £1,250 |
| | | |
| TEMPORARY LICENCE | Current Fee | Calculated fee |
| Application Fee - <i>Non refundable</i> | £ 180 | £385 |
| | | |
| Licensed for Monday to Friday, per day | £40 | £130 |
| Licensed for Saturday | £50 | £200 |

| | | |
|---------------------------------------|------|------|
| Licensed for Sunday or Public holiday | £70 | £260 |
| | | |
| Variation of Licence Particulars | £100 | £190 |

- 3.11 A further two options have been considered as outlined below, and an overview of all three fee options are attached as Appendix 2.

Option 2

- 3.12 Another option to consider would be to applying the cost of inflation to the current fees set in 2017 to determine the 2025 fees. To do this we used the Bank of England inflation calculator, this uses the Consumer Price Index (CPI) inflation data from the Office for National Statistics. The rate was calculated using figures from the Bank of England for December 2024.
- 3.13 Adopting this option will give Committee, in any future fee review exercise, a better baseline for comparison as these fees will be more relevant to present day monetary value.
- 3.14 However, this option will not address the significant shortfall in cost recovery for the licensing application process, in particular the cost of processing a grant/renewal application.

| STATIONARY LICENCE | Current fee | Inflation | Say |
|----------------------------------|-------------|-----------|--------|
| Application Fee - Non refundable | £150 | £196.72 | £200 |
| | | | |
| Licensed for Monday to Friday | £800 | £1,049.16 | £1,050 |
| Licensed for one day (Mon-Fri) | £300 | £393.43 | £395 |
| Licensed for Monday to Saturday | £1,000 | £1,311.45 | £1,310 |
| Licensed for Monday to Sunday | £1,250 | £1,639.31 | £1,640 |
| Licensed for Saturday | £520 | £681.95 | £680 |
| Licensed for Sunday | £580 | £760.64 | £760 |
| | | | |
| MOBILE LICENCE | Current fee | Inflation | Say |
| Application Fee - Non refundable | £180 | £ 236 | £ 240 |

| | | | |
|---|--------------------|------------------|------------|
| Licensed for Monday to Friday | £550 | £721 | £720 |
| Licensed for one day (Mon-Fri) | £300 | £393.43 | £395 |
| Licensed for Monday to Saturday | £800 | £1,049.16 | £1,050 |
| Licensed for Monday to Sunday | £1,100 | £1,442.59 | £1,450 |
| Licensed for Saturday | £300 | £393.43 | £400 |
| Licensed for Sunday | £380 | £498.35 | £500 |
| | | | |
| TEMPORARY LICENCE | Current fee | Inflation | Say |
| Application Fee - <i>Non refundable</i> | £ 180 | £236 | £240 |
| | | | |
| Licensed for Monday to Friday, per day | £40 | £52.46 | £52 |
| Licensed for Saturday | £50 | £65.57 | £65 |
| Licensed for Sunday or Public holiday | £70 | £91.80 | £90 |
| | | | |
| Variation of Licence Particulars | £100 | £249.18 | £250 |

Option 3

- 3.15 When Committee last determined the fees, they had asked officers to formulate an option, based around a combination of the latter two options. In calculating this option, Officers have determined the difference between the calculated fee and the cost of increase in inflation fee, split that difference and added this to the cost of the inflation fee. Where inflation is the same or higher than the calculated fee, the inflation fee is proposed.

| STATIONARY LICENCE | Current fee | Calculated fee | Inflation fee | Proposed fee |
|--|--------------------|-----------------------|----------------------|---------------------|
| Application Fee - Non refundable | £150 | £385 | £200 | £290 |
| | | | | |
| Licensed for Monday to Friday | £800 | £1,400 | £1,050 | £1,225 |
| Licensed for one day (Mon-Fri) | £300 | | £395 | £395 |
| Licensed for Monday to Saturday | £1,000 | £1,470 | £1,310 | £1,390 |
| Licensed for Monday to Sunday | £1,250 | £1,600 | £1,640 | £1,640 |
| Licensed for Saturday | £520 | £1,340 | £680 | £1,010 |
| Licensed for Sunday | £580 | £1,400 | £760 | £1,080 |
| MOBILE LICENCE | | | | |
| Application Fee - Non refundable | £180 | £385 | £ 240 | £310 |
| | | | | |
| Licensed for Monday to Friday | £550 | £1,190 | £720 | £955 |
| Licensed for one day (Mon-Fri) | £300 | | £395 | £395 |
| Licensed for Monday to Saturday | £800 | £1,300 | £1,050 | £1,175 |
| Licensed for Monday to Sunday | £1,100 | £1,450 | £1,450 | £1,450 |
| Licensed for Saturday | £300 | £1,190 | £400 | £795 |
| Licensed for Sunday | £380 | £1,250 | £500 | £875 |
| | | | | |
| TEMPORARY LICENCE | Current fee | Calculated fee | Inflation fee | Proposed fee |
| Application Fee - <i>Non refundable</i> | £ 180 | £385 | £240 | £310 |
| | | | | |
| Licensed for Monday to Friday, per day | £40 | £130 | £52 | £91 |
| Licensed for Saturday | £50 | £200 | £65 | £132 |
| Licensed for Sunday or Public holiday | £70 | £260 | £90 | £175 |
| | | | | |
| Variation of Licence Particulars | £100 | £190 | £250 | £250 |

3.16 For Members information, in order to accommodate licence holders, Mobile and Stationary Licence Fees will continue to be spread over a one year period of twelve equal instalments. The first payment must be received before the licence is issued. The remaining eleven instalments may be made by Direct Debit or eleven payments in person. For a three year licence, the trader would in effect continue to make 36 payments over the licence term.

3.17 Authorisation is sought to permit the publication of the Statutory 28 Day Notice and to commence consultation with licence holders.

4.0 Financial and Resource Implications

4.1 There are direct financial costs attached to the administration of the street trading scheme by the Council and, whilst fees have been set, the cost to administer the scheme is only partially recovered from applicants based on our information to date.

4.2 If the fee proposals as set out, based on the cost of administering the scheme, are not accepted by the Committee, the implications of the shortfall in fee income will be considered further, and may result in future growth proposals for the Service.

**5.0 Equality or Good Relations Implications/
Rural Needs Assessment**

5.1 There are no equality or good relations issues associated with this report.”

During discussion, the Senior Licensing Officer answered Members' questions in relation to the costings and he drew the Committee's attention to the two appendices which explained the processing tasks and estimated costs involved for each application.

The Director of Planning and Building Control advised the Committee that, given the points raised during discussion, it might wish to opt for Option 2 or 3.

After further discussion, it was

Moved by Councillor Ó Néill,
Seconded by Councillor McCann and

Resolved – that the Committee approves and authorises Option 3 of the proposed fees, as detailed above, and authorises the publication of the proposed fees to commence consultation with licence holders.

Chairperson

Appendix 1 - Overview of fees

| | Current fee | Option 1 Calculated fee | Option 2 Inflation fee | Option 3 Combination fee |
|---|--------------------|-----------------------------------|----------------------------------|------------------------------------|
| STATIONARY LICENCE | | | | |
| Application Fee - Non refundable | £150 | £385 | £200 | £290 |
| | | | | |
| Licensed for Monday to Friday | £800 | £1,400 | £1,050 | £1,225 |
| <i>Licensed for one day (Mon-Fri)</i> | £300 | | £395 | £395 |
| Licensed for Monday to Saturday | £1,000 | £1,470 | £1,310 | £1,390 |
| Licensed for Monday to Sunday | £1,250 | £1,600 | £1,640 | £1,640 |
| Licensed for Saturday | £520 | £1,340 | £680 | £1,010 |
| Licensed for Sunday | £580 | £1,400 | £760 | £1,080 |
| MOBILE LICENCE | | | | |
| Application Fee - Non refundable | £180 | £385 | £ 240 | £310 |
| | | | | |
| Licensed for Monday to Friday | £550 | £1,255 | £720 | £955 |
| <i>Licensed for one day (Mon-Fri)</i> | £300 | | £395 | £395 |
| Licensed for Monday to Saturday | £800 | £1,300 | £1,050 | £1,175 |
| Licensed for Monday to Sunday | £1,100 | £1,450 | £1,450 | £1,450 |
| Licensed for Saturday | £300 | £1,190 | £400 | £795 |
| Licensed for Sunday | £380 | £1,250 | £500 | £875 |
| | | | | |
| TEMPORARY LICENCE | | | | |
| Application Fee - Non refundable | £ 180 | £385 | £240 | £310 |
| | | | | |
| Licensed for Monday to Friday, per day | £40 | £130 | £52 | £91 |
| Licensed for Saturday | £50 | £200 | £65 | £132 |
| Licensed for Sunday or Public holiday | £70 | £260 | £90 | £175 |
| | | | | |
| Variation of Licence Particulars | £100 | £190 | £250 | £250 |

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By virtue of paragraph(s) 2 of Part 1 of Schedule 6
of the Local Government Act (Northern Ireland) 2014.

Document is Restricted

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| STATIONARY STREET TRADING LICENCE | | | | Current | Proposed | LCC | Ards&ND | M&EA | MU | F&O | CC&G | ABC | DC&S | NM&D | A&N | |
|--|-------------|-------------|--|-------------|----------|-----------------|--|---|--|---|--|--|---|---|--|--|
| Application Fee - Non refundable | £150 | £290 | | | | | 3yr licence £375 For multiple designated pitches £125 extra per pitch 1yr licence £300 (£300 for organised market/ Stationary for market - £10 per day/event) | Annually Paid when decision to grant/renew made | Stationary £215 paid on application Duration? | Annually £100 Plus £6 per day of refuse collection service and £3.50 per day if supplying goods with wrapping material (paper/plastic) If do not grant-refund £50 | Annually £290 (Lamas Fair £175) | Annually £389 | £100 £150 per day of week (£1050 7day annual) £200 for hot food (£1400 7day annual) | £88 (non refundable) £927 (April – March) | Annual one off fee of £232 for one location. | |
| Licence Fee (paid annually for 3 year duration of licence): | | | | Annual £620 | | | | | | | | | | | | |
| Licensed for Monday to Friday | £800 | £1,225 | | | | | | | | | | | | | | |
| Licensed for one day Monday - Friday per week | £300 | £395 | | | | | | | | | | | | | | |
| Licensed for Monday to Saturday | £1,000 | £1,390 | | | | | | | | | | | | | | |
| Licensed for Monday to Sunday | £1,250 | £1,640 | | | | | | | | | | | | | | |
| Licensed for Saturday | £520 | £1,010 | | | | | | | | | | | | | | |
| Licensed for Sunday | £580 | £1,080 | | | | | | | | | | | | | | |
| MOBILE STREET TRADING LICENCE | | | | | | | | | | | | | | | | |
| Application Fee - Nonrefundable | £180 | £310 | | | | Mobile 3yr £300 | Annual £180 | Mobile £215 paid on application | Annually £100 Plus £6 per day of refuse service and £3.50 per day if supplying goods with wrapping material. If do not grant | Annually £390 (Lamas Fair £90) | Annually £136 | Annually £100 (Excluding hot food) | Annually £88 (nonrefundable) £250 (April – March) | Annual One off fee - £136.50 for trading 7days a week | | |
| Licence Fee (paid annually for 3 year duration of licence): | | | | Annual £415 | | | | | | | | Nil - Mobile shops and ice cream vendors require little by way of inspection | | | | |
| Licensed for Monday to Friday | £550 | £955 | | | | | | | | | | | | | | |
| Licensed for one day Monday - Friday per week | £300 | £395 | | | | | | | | | | | | | | |
| Licensed for Monday to Saturday | £800 | £1,175 | | | | | | | | | | | | | | |
| Licensed for Monday to Sunday | £1,100 | £1,450 | | | | | | | | | | | | | | |
| Licensed for Saturday | £300 | £795 | | | | | | | | | | | | | | |
| Licensed for Sunday | £380 | £875 | | | | | | | | | | | | | | |

**Street Trading Act (NI) 2001
Statement of Fees**

Say

STATIONARY & MOBILE LICENCE

Application Fee - *Non refundable* £ 386.14 **£ 385**

Mobile Licence Fee

Licensed for Monday to Friday £ 1,255.26 **£ 1,255**
 Licensed for Monday to Saturday £ 1,320.82 **£ 1,300**
 Licensed for Monday to Sunday £ 1,451.94 **£ 1,450**
 Licensed for Saturday £ 1,189.70 **£ 1,190**
 Licensed for Sunday £ 1,255.26 **£ 1,250**

Stationary Licence Fee

Licensed for Monday to Friday £ 1,405.21 **£ 1,400**
 Licensed for Monday to Saturday £ 1,470.77 **£ 1,470**
 Licensed for Monday to Sunday £ 1,601.89 **£ 1,600**
 Licensed for Saturday £ 1,339.65 **£ 1,340**
 Licensed for Sunday £ 1,405.21 **£ 1,400**

Trading one day a week - Monday to Friday

TEMPORARY LICENCE

Application Fee - *Non refundable* £ 386.14 **£ 385**
 Licensed for Monday to Friday (per day) £ 131.12 **£ 130**
 Licensed for Saturday £ 196.68 **£ 200**
 Licensed for Sunday or public holiday £ 262.24 **£ 260**

Variation of Licence Particulars £ 189.39 **£ 190**

Application Processing Cost**Stationary and Mobile Street Trading Licence**

Licensing Team tasks

| Task | Hrs | Rate | Cost |
|--|-----|---------|----------------|
| Pre application discussions | 1 | £ 32.78 | £32.78 |
| Consultation letters, edit and assign to BS. | 0.5 | £ 32.78 | £16.39 |
| Assessment of response from consultees | 1 | £ 32.78 | £32.78 |
| Assessment of all relevant information relating to the application | 1 | £ 32.78 | £32.78 |
| Preparation of committee reports | 4 | £ 35.55 | £142.20 |
| Checking certification, insurance etc | 1 | £ 32.78 | £32.78 |
| Issue Licence | 0.5 | £ 35.55 | £17.78 |
| All tasks | | | £307.49 |

Business Support tasks

| Task | Hrs | Cost | |
|---|-----|--------|---------------|
| Input procedure for new application | 1 | £31.46 | £31.46 |
| Issue of letters assigned from LO | 0.5 | £31.46 | £15.73 |
| Recovery of costs procedure – calculation and invoicing | 1 | £31.46 | £31.46 |
| All tasks | | | £78.65 |

Total Cost**£386.14****Temporary Licence**

Licensing Team tasks

| Task | Hrs | Rate | Cost |
|--|-----|---------|----------------|
| Pre application discussions | 1 | £ 32.78 | £32.78 |
| Consultation letters, edit and assign to BS. | 0.5 | £ 32.78 | £16.39 |
| Assessment of response from consultees | 1 | £ 32.78 | £32.78 |
| Preparation of committee reports | 4 | £ 35.55 | £142.20 |
| Assessment of all relevant information relating to the application | 1 | £ 32.78 | £32.78 |
| Checking certification, insurance etc | 1 | £ 32.78 | £32.78 |
| Issue Licence | 0.5 | £ 35.55 | £17.78 |
| All tasks | | | £307.49 |

Business Support tasks

| Task | Hrs | Cost | |
|---|-----|--------|---------------|
| Input procedure for new application | 1 | £31.46 | £31.46 |
| Issue of letters assigned from LO | 0.5 | £31.46 | £15.73 |
| Recovery of costs procedure – calculation and invoicing | 1 | £31.46 | £31.46 |
| All tasks | | | £78.65 |

Total Cost**£386.14**

Stationary and Mobile Street Trading Licence Variation

Licensing Team tasks

| Task | Hrs | Rate | Cost |
|--|------------|-------------|-----------------|
| Pre application discussions | 0.5 | £ 35.55 | £ 17.78 |
| Consultation letters merge, edit and assign to BS. | 0.5 | £ 35.55 | £ 17.78 |
| Assessment of response from consultees | 0.5 | £ 35.55 | £ 17.78 |
| Assessment of representations received | 0.5 | £ 35.55 | £ 17.78 |
| Assessment of all relevant information relating to the application | 1 | £ 35.55 | £ 35.55 |
| Issue Licence | 1 | £ 35.55 | £ 35.55 |
| All tasks | | | £ 142.20 |

Business Support tasks

| Task | Hrs | Cost | |
|---|------------|-------------|----------------|
| Input procedure for variation | 0.5 | £ 31.46 | £ 15.73 |
| Issue of letters assigned from LO | 0.5 | £ 31.46 | £ 15.73 |
| Recovery of costs procedure – Lodgement | 0.5 | £ 31.46 | £ 15.73 |
| All tasks | | | £ 47.19 |

Total Cost

£ 189.39

Licence Compliance Checks Cost

| Task Monday to Friday | Hrs | Cost | |
|--|------------|-------------|-----------------|
| Monitoring Compliance | | | |
| Inspection/Intervention and enforcement, compliant/queries etc | 1 | £ 32.78 | £ 32.78 |
| Input inspection report | 2 | £ 32.78 | £ 65.56 |
| Travel time | 1 | £ 32.78 | £ 32.78 |
| All tasks | | | £ 131.12 |

| Task Saturday (1.5 x OT Rate) | Hrs | Cost | |
|--|------------|-------------|-----------------|
| Monitoring Compliance | | | |
| Inspection/Intervention and enforcement, compliant/queries etc | 1 | £ 32.78 | £ 49.17 |
| Input inspection report | 2 | £ 32.78 | £ 98.34 |
| Travel time | 1 | £ 32.78 | £ 49.17 |
| All tasks | | | £ 196.68 |

| Task Sunday (2 x OT Rate) | Hrs | Cost | |
|--|------------|-------------|-----------------|
| Monitoring Compliance | | | |
| Inspection/Intervention and enforcement, compliant/queries etc | 1 | £ 32.78 | £ 65.56 |
| Input inspection report | 2 | £ 32.78 | £ 131.12 |
| Travel time | 1 | £ 32.78 | £ 65.56 |
| All tasks | | | £ 262.24 |

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The number of Compliance Visits required is based on Risk

| | | |
|--|------------------------|--|
| Licensed for Monday to Friday | <u>£ 262.24</u> | <i>2 Visits Mon to Fri</i> |
| Licensed for Monday to Saturday | <u>£ 327.80</u> | <i>2 Visits 1 (Mon to Fri) 1(Sat)</i> |
| Licensed for Monday to Sunday | <u>£ 458.92</u> | <i>2 Visits 1(Mon to Fri) 1(Sat) or 1(Sun)</i> |
| Licensed for Saturday only | <u>£ 196.68</u> | <i>1 Sat</i> |
| Licensed for Sunday only | <u>£ 262.24</u> | <i>1 Sun</i> |

Designation Cost

Licensing Team tasks

| Task | Hrs | Rate | Cost |
|--|-----|---------|------------------|
| Application queries and receipt | 10 | £ 35.55 | £ 355.50 |
| First Committee Report | 2 | £ 38.33 | £ 76.66 |
| First Notice | 2 | £ 38.33 | £ 76.66 |
| Consultation letters merge, edit and assign to BS. | 3 | £ 35.55 | £ 106.65 |
| Assessment of response from consultees | 5 | £ 35.55 | £ 177.75 |
| Site Visits and Neighbourhood consultation | 5 | £ 35.55 | £ 177.75 |
| Preparation of final Committee report | 4 | £ 38.33 | £ 153.32 |
| Final Notice | 1 | £ 38.33 | £ 38.33 |
| Updating Website and etc | 2 | £ 35.55 | £ 71.10 |
| Production of accurate maps | 3 | £ 35.55 | £ 106.65 |
| All tasks | | | £1,340.37 |

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Business Support tasks

| Task | Hrs | Cost | |
|--|-----|---------|-----------------|
| Issue of letters | 3 | £ 31.46 | £ 94.38 |
| Telephone call queries relating to Designation | 2 | £ 31.46 | £ 62.92 |
| All tasks | | | £ 157.30 |

| | | | |
|----------------------------------|----|-------------------|------------------------|
| Total officer cost | | £1,497.67 | |
| Advertisement cost | | £ 6,000.00 | |
| Total cost of Designation | | £ 7,497.67 | |
| Divided by number of Traders | 25 | £ 149.95 | <i>Cost per trader</i> |

EXPLANATORY NOTES

How was the hourly rate worked out?

The rate is based on the average cost for the Unit. The cost per hour of each officer was taken and the average rate was worked out.

| | | | | |
|--------------------------|---|--|-------|---------------------|
| Business Support | @ | SO2 (£34.56) + Scale 6 (£32.78) + Scale 3 (£27.05) | Total | £94.39 ÷ 3 = £31.46 |
| Licensing | @ | 1 Senior Licensing Officer (£38.33) + 1 Licensing Officer (£32.78) | Total | £71.11 ÷ 2 = £35.55 |
| Senior Licensing Officer | @ | £38.33 | | |
| Licensing Officer | @ | £32.78 | | |

What is the Hourly rate based on?

The Hourly rate is based on the total cost for an officer including salary, employer's National Insurance contributions, superannuation contributions.

* Advertisement of Fee - The Street Trading Act requires that the fee is advertised twice in the newspapers. The cost of those is approximately £2100. This cost is then proportioned out to each trader making the assumption that we will have 35 Stationary & Mobile licences in the year this equates to £60 per licence.

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