

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



**Belfast
City Council**

16th April, 2026

MEETING OF THE LICENSING COMMITTEE

Dear Alderman/Councillor,

The above-named Committee will meet in the Lavery Room, City Hall, and remotely via Microsoft Teams on Wednesday, 22nd April, 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 - 12)
- (c) Application for a New Licence to operate a House of Multiple Occupation for 167 Dunluce Avenue (Pages 13 - 40)
- (d) Consideration of Street Trading Designation for Glen Road (Pages 41 - 66)
- (e) Review of Street Trading Licensing Fees - Result of consultation exercise (Pages 67 - 98)

3. **Non-Delegated Matters**

- (a) Quarter 4 (2025-26) statistics on the public level of engagement with the HMO website (Pages 99 - 102)
- (b) NIHMO Service Activity Update 2025/26 (Pages 103 - 108)



Subject:	Houses in Multiple Occupation (HMO) Licences Issued Under Delegated Authority
Date:	22 April 2026
Reporting Officer:	Kevin Bloomfield, NIHMO Manager
Contact Officers:	Kevin Bloomfield, NIHMO Manager Helen Morrissey, City Protection Manager

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"/>

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

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 March 2026.

3.0	Main report				
3.1	<u>Key Issues</u>				
	Under the terms of the Houses in Multiple Occupation Act (Northern Ireland) 2016 the following HMO Licences were issued during March 2026.				
	Premise name	Licensee	Ward	Housing Management Area (HMA)	Licence type
	8 Eblana Street	Mrs Una McElroy	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	4 Harrogate Street	Mr Brian Meegan	CLONARD	NONE	Renewal Application
	31 Colenso Parade	Mrs Maura Carolan	CENTRAL	STRANMILLIS HMA 2/19	Renewal Application
	Flat 3, 8 Cameron Street Belfast Antrim BT7 1GU	Mr Michael Holmes	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Flat 1, 9 Fountainville Avenue	Methodist Church In Ireland	WINDSOR	FITZWILLIAM HMA 2/10	Renewal Application
	74 Agincourt Avenue	Mr Peter Calvert	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Flat 2, 22 Westminster Street	Mr Desmond McAuley	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	5 Keadyville Avenue	Genova Properties Limited	DUNCAIRN	NONE	New Application
	92 Agincourt Avenue	Mr John Anderson	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	Flat 2, 14 Canterbury Street	Stegar Estates Ltd	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	71 Agincourt Avenue	Mr Malachy Martin	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	16 The Cloisters	Mrs Mairead McAloon	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	34 Agincourt Avenue	Mr Michael Collins	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
	92 Dunluce Avenue	Mrs Clarerose McDermott	WINDSOR	ULSTERVILLE HMO 2/21	Renewal Application
	40 Nansen Street	Mr Ronan Heenan	FALLS	NONE	Renewal Application
	33 Castlereagh Street	CMPH PROPERTIES LTD	BEERSBRIDGE	NONE	New Application
	Apartment 4, 18 India Street	Derrylodge Property Management Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
58 Pretoria Street	Mr Ivan Waide	CENTRAL	STRANMILLIS HMA 2/19	New Application	
Apartment 3, 1a Dudley Street	Ms Sarah Haire	CENTRAL	HOLYLAND HMA 2/22	Renewal Application	
7 College Place North	Mr Aidan Rooney	FALLS	NONE	Renewal Application	

57 Wellesley Avenue	Mr Joseph Murphy	WINDSOR	EGLANTINE HMA 2/09	Renewal Application
18 Sandymount Street	Cleland Family Partnership	STRANMILLIS	SANDYMOUNT HMA 2/17	Renewal Application
74 Rugby Road	Mr Richard Crane	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
73 Sandhurst Drive	Mr Liam McQuillan	STRANMILLIS	STRANMILLIS HMA 2/19	Renewal Application
54 Ashley Avenue	Mr Stuart Johnston	WINDSOR	ULSTERVILLE HMO 2/21	Renewal Application
22 Colenso Parade	Mr Paul McKeever	STRANMILLIS	STRANMILLIS HMA 2/19	Renewal Application
25 Colenso Parade	McHugh Developments Limited	CENTRAL	STRANMILLIS HMA 2/19	Renewal Application
20 Riverview Street	Mrs Joanne Capper	STRANMILLIS	STRANMILLIS HMA 2/19	Renewal Application
54 Tates Avenue	Hogg Contracts Ltd	WINDSOR	EDINBURGH ST HMA 2/08	New Application
1 Colenso Parade	Dr Alasdair McDonnell	CENTRAL	STRANMILLIS HMA 2/19	Renewal Application
91 Connsbrook Avenue	Saint Meryl Holdings Limited	CONNSWATER	NONE	New Application
118 Donnybrook Street	Mrs Avril Bruce	WINDSOR	EDINBURGH ST HMA 2/08	Renewal Application
14 Eblana Street	Mrs Teresa Shaw	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
16 Eblana Street	Mr Andrew Eakins	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
51 Agincourt Avenue	Mrs Paula Clarke	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
60 Agincourt Avenue	Dr Jacqueline Bates-Gaston	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
170 Dunluce Avenue	Mr Brian McLeigh	WINDSOR	ULSTERVILLE HMO 2/21	Renewal Application
40 Elaine Street	Mr Robert Anthony Curry	CENTRAL	STRANMILLIS HMA 2/19	Renewal Application
Flat 2, 9 Fountainville Avenue	Trustees of the Methodist Church in Ireland	WINDSOR	FITZWILLIAM HMA 2/10	Renewal Application
13 Stranmillis Street	Ms Fionnuala Oliver	STRANMILLIS	STRANMILLIS HMA 2/19	Renewal Application
53 Ashley Avenue	Mrs Mary McIntyre	WINDSOR	ULSTERVILLE HMO 2/21	Renewal Application
7 Clifton Crescent	Mr Brendan McAleavey	WATERWORKS	NONE	Renewal Application
134 Fitzroy Avenue	Mr Steven McKenna	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
42 Ulsterville Gardens	Mr Richard Lindsay	WINDSOR	ULSTERVILLE HMO 2/21	Renewal Application
11b Cameron Street	Seaforth Property Development Company Limited	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
81 Agincourt Avenue	Mr Jerome McGinnity	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
83 Agincourt Avenue	Mr Stephen McGinnity	CENTRAL	HOLYLAND HMA 2/22	Renewal Application

Flat 2, 24 Wolseley Street	Mrs Fiona McCoy	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
Flat 2, 59 Fitzwilliam Street	Mr Anthony Tohill	WINDSOR	FITZWILLIAM HMA 2/10	Renewal Application
84 University Avenue	Mr Paul Conlon	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
Flat 2, 1 Wolseley Street	Mr Dermot Murphy	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
Flat 2, 9 Lawrence Street	Mr Michael McGowan	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
9 Lawrence Street	Mr Michael McGowan	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
6 Ardenlee Way	Mr Brian Flanagan	RAVENHILL	NONE	Renewal Application
15 Strandview Street	Mrs Diane Thom	STRANMILLIS	STRANMILLIS HMA 2/19	Renewal Application
Flat 2, 12 Camden Street	Mr Paul McCusker	WINDSOR	FITZWILLIAM HMA 2/10	Renewal Application
Flat 2, 48 College Park Avenue Belfast Antrim BT7 1LR	Mr Colm McCandless	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
92 Sunnyside Street	Mr Callum Young	ORMEAU	NONE	New Application
290 Donegall Road	Mr David Hutchinson	BLACKSTAFF	NONE	Renewal Application
286 Donegall Road	Mr David Hutchinson	BLACKSTAFF	NONE	Renewal Application
Flat 1, 59 Fitzwilliam Street	Mr Anthony Tohill	WINDSOR	FITZWILLIAM HMA 2/10	Renewal Application
9 Penrose Street	Genova Properties Limited	CENTRAL	HOLYLAND HMA 2/22	New Application
2 Lawrence Street	Mr Dairmid Laird	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
Flat 2, 8 Lawrence Street	Mr John Lynch	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
123 Shore Road	Genova Properties Limited	DUNCAIRN	NONE	New Application
Flat 2, 150 University Street	Mr Richard Smyth	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
134 Agincourt Avenue	Mr James McGovern	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
Flat 4, 110 Fitzroy Avenue Belfast Antrim BT7 1HX	Mr Dairmid Laird	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
34 Eblana Street	Newtown Holdings Limited	CENTRAL	HOLYLAND HMA 2/22	New Application
29 St Aubyn Street	Genova Properties Limited	DUNCAIRN	NONE	New Application
209 New Lodge Road	Genova Properties Limited	NEW LODGE	NONE	New Application
24 Rathcool Street	Mr Richard Smyth	WINDSOR	ADELAIDE HMA 2/01	Renewal Application
47 Damascus Street	Mr Alastair Clerkin	CENTRAL	HOLYLAND HMA 2/22	Renewal Application

74 Alexandra Park Avenue	Genova Properties Limited	DUNCAIRN	NONE	New Application
Flat 4, 83 Eglantine Avenue	Genova Properties Limited	WINDSOR	EGLANTINE HMA 2/09	New Application
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Flat 1, 83 Eglantine Avenue	Genova Properties Limited	WINDSOR	EGLANTINE HMA 2/09	New Application
Flat 3, 81 Eglantine Avenue	Genova Properties Limited	WINDSOR	EGLANTINE HMA 2/09	New Application
Flat 2, 81 Eglantine Avenue	Genova Properties Limited	WINDSOR	EGLANTINE HMA 2/09	New Application
Flat 3, 83 Eglantine Avenue	Genova Properties Limited	WINDSOR	EGLANTINE HMA 2/09	New Application
19 Agincourt Avenue	Ms Frances McGovern	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
5 Elaine Street	Mrs Anne Foreman	CENTRAL	STRANMILLIS HMA 2/19	Renewal Application
1 Harrow Street	Genova Properties Limited	CENTRAL	HOLYLAND HMA 2/22	New Application
Flat 1, 150 University Street	Mr Richard Smyth	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
Flat 1, 142 Agincourt Avenue	Mr James McGovern	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
28 Stranmillis Street	O'Hare Properties Limited	STRANMILLIS	STRANMILLIS HMA 2/19	Renewal Application
3 Rugby Parade	Mr John Connolly	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
37 Claremont Street	Mr Gareth Purvis	WINDSOR	FITZWILLIAM HMA 2/10	Renewal Application
143b University Avenue	MCK Property Management Limited	CENTRAL	HOLYLAND HMA 2/22	New Application
70 Malone Avenue	Mr Peter Collins	WINDSOR	EGLANTINE HMA 2/09	Renewal Application
43 Claremont Street	Ms Karen O'Hare	WINDSOR	FITZWILLIAM HMA 2/10	Renewal Application
8 Rugby Parade	Mrs Mary Stewart	CENTRAL	HOLYLAND HMA 2/22	Renewal Application
Apartment 2, 25 Stranmillis Gardens	Mr Bernard Fitzpatrick	CENTRAL	STRANMILLIS HMA 2/19	Renewal Application
22 Rathcool Street	Mrs Noreen Taggart	WINDSOR	ADELAIDE HMA 2/01	Renewal Application
Flat 2, 15 Landseer Street	Mr Bernard Fitzpatrick	CENTRAL	STRANMILLIS HMA 2/19	Renewal Application
2 Ulsterville Gardens	Ms Mary Fegan	WINDSOR	ULSTERVILLE HMO 2/21	Renewal Application
27 Colenso Parade	Mr John Martin	CENTRAL	STRANMILLIS HMA 2/19	New Application
30 Stranmillis Gardens	Mr Neil Rafferty	CENTRAL	STRANMILLIS HMA 2/19	Renewal Application
Flat 2, 28 Canterbury Street	Mr Desmond McAuley	CENTRAL	HOLYLAND HMA 2/22	Renewal Application

	Flat 2, 97 Wellesley Avenue	Mr Stephen McNulty	WINDSOR	EGLANTINE HMA 2/09	Renewal Application
	48 Melrose Street	Silk Swallow Limited	WINDSOR	EDINBURGH ST HMA 2/08	Renewal Application
	2 Elaine Street	Mrs Marion Hood	CENTRAL	STRANMILLIS HMA 2/19	Renewal Application
	85 Dunluce Avenue	Mr Swee Kiang Fong	WINDSOR	ULSTERVILLE HMO 2/21	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:	22nd April, 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 <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"/>

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.																																				
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	<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>Aras Mhic Reachtain, 283-289 Antrim Road, Belfast, BT15 2GZ</td> <td>Renewal - 7 Day Annual</td> <td>Ferdia Niall Carson, Cumann Culturtha Mhic Reachtain</td> </tr> <tr> <td>Beechlawn House Hotel, 4 Dunmurry Lane, Belfast, BT17 9RR</td> <td>Renewal - 7 Day Annual</td> <td>John McIlhone, Ethril Ltd</td> </tr> <tr> <td>Belvoir Activity Centre, 100 Belvoir Drive, Belfast, BT8 7DT</td> <td>Renewal - 7 Day Annual</td> <td>Laura McCartney, Greenwich Leisure Ltd</td> </tr> <tr> <td>Belvoir Players Rehearsal Studio, 94 Belvoir Drive, Belfast, BT8 7FR</td> <td>Renewal - 7 Day Annual</td> <td>Roger Dane, Belvoir Players Amateur Dramatic Society</td> </tr> <tr> <td>Botanic Gardens Marquee, College Park, Belfast, BT7 1LP</td> <td>Renewal - 7 Day Annual</td> <td>Stephen Leonard, BCC City and Neighbourhoods Department</td> </tr> <tr> <td>Botanic Gardens, College Park, Belfast, BT7 1LP</td> <td>Renewal - 7 Day Annual</td> <td>Stephen Leonard, BCC City and Neighbourhoods Department</td> </tr> <tr> <td>Boucher Road Playing Fields Marquee, Boucher Road, Belfast, BT12 6E</td> <td>Renewal - 7 Day Annual</td> <td>Stephen Leonard, BCC City and Neighbourhoods Department</td> </tr> <tr> <td>Cafe Parisien, 3a Donegall Square North, Belfast, BT1 5GA</td> <td>Renewal - 7 Day Annual</td> <td>Colin Johnston, Cafe Parisien (Belfast) Limited</td> </tr> <tr> <td>Carlisle Memorial Church, 8 Carlisle Circus, Belfast, BT14 6AT</td> <td>Renewal - 7 Day Annual</td> <td>Shane Quinn, Belfast Buildings Trust</td> </tr> <tr> <td>Cliftonville Bowling & Social Club, 13-23, Knutsford Drive, Belfast, BT14 6LZ</td> <td>Renewal - 7 Day Annual</td> <td>Thomas Joseph Boyle</td> </tr> <tr> <td>Cosy Bar, 44-46 Omeath Street, Belfast, BT6 8ND</td> <td>Renewal - 7 Day Annual</td> <td>Colin Bell, Hillhall Ltd</td> </tr> </tbody> </table>	Premises and Location	Type of Application	Applicant	Aras Mhic Reachtain, 283-289 Antrim Road, Belfast, BT15 2GZ	Renewal - 7 Day Annual	Ferdia Niall Carson, Cumann Culturtha Mhic Reachtain	Beechlawn House Hotel, 4 Dunmurry Lane, Belfast, BT17 9RR	Renewal - 7 Day Annual	John McIlhone, Ethril Ltd	Belvoir Activity Centre, 100 Belvoir Drive, Belfast, BT8 7DT	Renewal - 7 Day Annual	Laura McCartney, Greenwich Leisure Ltd	Belvoir Players Rehearsal Studio, 94 Belvoir Drive, Belfast, BT8 7FR	Renewal - 7 Day Annual	Roger Dane, Belvoir Players Amateur Dramatic Society	Botanic Gardens Marquee, College Park, Belfast, BT7 1LP	Renewal - 7 Day Annual	Stephen Leonard, BCC City and Neighbourhoods Department	Botanic Gardens, College Park, Belfast, BT7 1LP	Renewal - 7 Day Annual	Stephen Leonard, BCC City and Neighbourhoods Department	Boucher Road Playing Fields Marquee, Boucher Road, Belfast, BT12 6E	Renewal - 7 Day Annual	Stephen Leonard, BCC City and Neighbourhoods Department	Cafe Parisien, 3a Donegall Square North, Belfast, BT1 5GA	Renewal - 7 Day Annual	Colin Johnston, Cafe Parisien (Belfast) Limited	Carlisle Memorial Church, 8 Carlisle Circus, Belfast, BT14 6AT	Renewal - 7 Day Annual	Shane Quinn, Belfast Buildings Trust	Cliftonville Bowling & Social Club, 13-23, Knutsford Drive, Belfast, BT14 6LZ	Renewal - 7 Day Annual	Thomas Joseph Boyle	Cosy Bar, 44-46 Omeath Street, Belfast, BT6 8ND	Renewal - 7 Day Annual	Colin Bell, Hillhall Ltd
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Premises and Location	Type of Application	Applicant
Crown Jesus Ministries, Britannia House, 7, Calvin Street, Belfast, BT5 4NS	Grant - Occasional 14 Day	Crawford Thompson, Crown Jesus Ministries
Crusaders Football Club, 16 St Vincent Street, Belfast, BT15 3QG	Renewal - Occasional 14 Day	Bernard Thompson
Drumglass Park, Lisburn Road, Belfast, BT9 6JF	Renewal - Occasional 14 Day	Stephen Leonard, BCC City and Neighbourhoods Department
Falls Park Marquee, Falls Road, Belfast, BT12 6AN	Renewal - Occasional 14 Day	Stephen Leonard, BCC City and Neighbourhoods Department
Highfield Rangers Supporters Club, 9-15 Highgate Terrace, Belfast, BT13 3RQ	Renewal - 7 Day Annual	William John Mc Quiston
Holy Cross Boys Pitch, Butler Walk, Belfast, BT14 7NY	Renewal - 7 Day Annual	Niamh Burns, Ardoyne Association
Irish National Foresters, 14-28 Albert Street, Belfast, BT12 4HB	Renewal - 7 Day Annual	Gerry Lappin
Knock Methodist Centre, 17 Knock Road, Belfast, BT5 6LA	Renewal - Occasional 14 Day	Fiona McCrea
Ligoniel Sports and Social Club, 186a, Ligoniel Road, Belfast, BT14 8DT	Renewal - 7 Day Annual	James Forbes
Linen Hall Library, 17 Donegall Square North, Belfast, BT1 5GB	Variation - 7 Day Annual	Julie Andrews
Longfellows Bar, 115-119 My Ladys Road, Belfast, BT6 8FE	Renewal - 7 Day Annual	Maxwell Swain, The Longfellow Bar Ltd
Lower Crescent Open Space, Lower Crescent, Belfast, BT7 1NS	Renewal - 7 Day Annual	Stephen Leonard, BCC City and Neighbourhoods Department
McHughs Bar, 29 Queens Square, Belfast, BT1 3FG	Renewal - 7 Day Annual	Henry Downey, Eagle-Glen Limited
Moxy Belfast City, 4 Clarence Street West, Belfast, BT2 7GP	Grant - 7 Day Annual	Gemma Connor, MHL Hospitality Limited
National Club, 19 Queen Street, Belfast, BT1 6EA	Renewal - 7 Day Annual	Jim Mulholland
National Football Stadium, Windsor Park, Donegall Avenue, Belfast, BT12 6LU	Renewal - 7 Day Annual	Anita Hamilton, Irish Football Association
Ormeau Park Marquee, Ormeau Road, Belfast, BT7 3GG	Renewal - Occasional 14 Day	Stephen Leonard, BCC City and Neighbourhoods Department
Pavilion Bar, 296-298 Ormeau Road, Ormeau, Belfast, BT7 2GB	Renewal - 7 Day Annual	Bernard Lavery, Lavery Limited
Portside Inn, 1 Dargan Road, Belfast, BT3 9JU	Renewal - 7 Day Annual	Alan Simms, Simms Inns LLP
Royal British Legion, 13 Sandbrook Gardens, Belfast, BT4 1NH	Renewal - 7 Day Annual	Alexander Scott

Premises and Location	Type of Application	Applicant
Salisbury Bowling Club, 49 Salisbury Avenue, Belfast, BT15 5DZ	Renewal - 7 Day Annual	Kevin O'Neill, Salisbury Bowling Club Ltd
Sandy Row Rangers Club, 37-39 Donegall Road, Belfast, BT12 5JL	Renewal - 7 Day Annual	Daniel Bloomer
Shamrock Sports & Social Club, Flax Street, Belfast, BT14 7EJ	Renewal - 7 Day Annual	Paul Carson
Shu Restaurant, 253-255 Lisburn Road, Belfast, BT9 7EN	Renewal - 7 Day Annual	Alan Reid, Fine Foods Lisburn Road Limited
SS Nomadic, Hamilton Dock, Queens Road, Belfast, BT3 9DT	Renewal - 7 Day Annual	Judith Owens, Titanic Belfast Limited
St Comgalls, Divis Street, Belfast, BT12 4AQ	Renewal - 7 Day Annual	Gerry Mc Conville, Falls Community Council
Stranmillis College Drama Theatre, Central Building, 187, Stranmillis Road, Belfast, BT9 5DT	Renewal - 7 Day Annual	Gerard Lamb, Stranmillis University College
Stranmillis College Scholars Bar, Refectory, 187, Stranmillis Road, Belfast, BT9 5DT	Renewal - 7 Day Annual	Gerard Lamb, Stranmillis University College
The Dirty Onion and Yard Bird, 3 Hill Street, Belfast, BT1 2LA	Renewal - 7 Day Annual	James Sinton, Cathedral Leisure Limited
The Fitzwilliam Hotel Belfast, 1-3 Great Victoria Street, Belfast, BT2 7BQ	Renewal - 7 Day Annual	Cian Landers, Graffan Properties Limited
The Sanctuary Theatre, Mountpottinger Non-subscribing Presbyterian Church, 1a, Castlereagh Street, Belfast, BT5 4NE	Renewal - 7 Day Annual	Trevor Gill, Bright Umbrella Drama Company Limited
The Stadium Bar, 346-348 Shankill Road, Belfast, BT13 3AB	Renewal - 7 Day Annual	Warren Mc Adam, Lucia Rose Properties Limited
Tullycarnet Community And Resource Centre, 49b, Kinross Avenue, Belfast, BT5 7GE	Renewal - 7 Day Annual	Yvonne Coyle, BCC Community Services
Ulster Museum, 4 Stranmillis Road, Belfast, BT9 5AB	Renewal - 7 Day Annual	Debbie McCamphill, National Museums Northern Ireland Enterprises Limited
Ulster University, Blocks BC and BD, York Street, Belfast, BT15 1ED	Renewal - 7 Day Annual	Cathy Gormley-Heenan
Westbourne Supporters of Glentoran, 3 Solway Street, Belfast, BT4 1HN	Renewal - 7 Day Annual	Curtis Harvey
Whites Tavern, 2-6 Winecellar Entry, Belfast, BT1 1QN	Renewal - 7 Day Annual	Paul Langsford, Clover Pubs NI NO.3 Limited
Writer's Square, Donegall Street, Belfast, BT1 1ZZ	Renewal - 7 Day Annual	Gary Hammond, Department for Communities

3.2

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

3.4 Under the terms of the Cinemas (Northern Ireland) Order 1991 no Cinema Licences were issued since your last meeting.

3.5 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
Centra Foxes Glen Service Station, 228-232, Stewartstown Road, Dunmurry, BT17 0LB	Renewal Application	Connor Fitzgerald, Musgrave Retail Stores NI Limited

3.6 Under the terms of the Street Trading Act (Northern Ireland) 2001 the following Street Trading Licences were issued since your last meeting.

Location	Type of Application	Commodity	Hours Licensed	Applicant
Site #31, Opposite Donegall Arcade, Castle Place, Belfast	Stationary (renewal)	Cookies, Brownies, Chocolate Tarts, Cookie Dough	Mon – Sat 11:00 – 21:30 Sun 1300 – 18:00	Craig Manders
Site #68, #1, Queens Quay, Belfast	Stationary (renewal)	Artwork, Clothing, Cold Food, Hot beverages, Groceries, Flowers and plants, Souvenirs	Mon – Sun 07:00 – 23:00	Aine McBeth
Site #69, #2, Queens Quay, Belfast	Stationary (renewal)	Hot and cold food, hot and cold beverages, jewellery, clothes.	Mon – Sun 07:00 – 23:00	Aine McBeth
Site #72, Writers Square #3, Donegall Street, Belfast	Stationary (renewal)	Hot and cold food and hot and cold beverages.	Mon – Sun 11:00 – 21:00	Bobby Quinn

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
Blue Lights Season 4: Massey Court	Grant Application	25/03/2026 09:00 – 22:00	Robert Huffam, Two Cities (Blue Lights S4) Limited
Blue Lights Season 4: Glenties Drive	Grant Application	12/03/2026 09:00 – 19:00	Robert Huffam, Two Cities (Blue Lights S4) Limited
Blue Lights Season 4 Clarence Street, Joy Street, Massey Court	Grant Application	23/03/2026 10:00 – 00:00 25/03/2026 09:00 – 22:00 26/03/2026 09:00 – 22:00	Robert Huffam, Two Cities (Blue Lights S4) Limited
Blue Lights Season 4: Colinview Street	Grant Application	16/03/2026 09:00 – 23:00 18/03/2026 07:00 – 20:00 19/03/26 08:00 – 22:00	Robert Huffam, Two Cities (Blue Lights S4) Limited

Location	Type of Activity	Date and Hours permitted	Applicant
Blue Lights Season 4: Beechmount Drive, Ballymurphy Street, Beechmount Parade	Grant Application	02/03/2026 – 06/03/2026 07:00 – 20:00	Robert Huffam, Two Cities (Blue Lights S4) Limited
St Patrick's Day Music Festival Village: Academy Street, Curtis Street, Donegall Street, Exchange Street West	Grant Application	17/03/2026 12:30 – 18:00	Patricia Murray, Belfast Summer School of Traditional Music

3.7

Under the terms of the Licensing of Pavement Cafés Act (Northern Ireland) 2014 the following Pavement Café Licences were issued since your last meeting.

Premises and Location	Type of Application	Applicant
Bootleggers, 46 Church Lane, Belfast, BT1 4QN	Grant Application	Chris Wolsey, Lane Inn Limited
Cafe Corbeau, Easyhotel Belfast, 24-26, Howard Street, Belfast, BT1 6PA	Grant Application	Kevin Baird, Belfast Hotel Group Ltd
Muriel's, 12-14 Church Lane, Belfast, BT1 4QN	Grant Application	Janine Kane, JK Pubs Ltd

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 167 Dunluce Avenue, Belfast, BT9 7AX
Date:	22 April 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: 25px;" 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: 40px; height: 25px;" type="checkbox"/> <input style="width: 40px; height: 25px;" type="checkbox"/> <input style="width: 40px; height: 25px;" type="checkbox"/> <input style="width: 40px; height: 25px;" 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" data-bbox="252 322 1458 461"> <thead> <tr> <th>Premises</th> <th>Application No.</th> <th>Applicant(s)</th> <th>Managing Agents</th> </tr> </thead> <tbody> <tr> <td>167 Dunluce Avenue, Belfast, BT9 7AX</td> <td>12930</td> <td>Mr Matthew Baskin</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	167 Dunluce Avenue, Belfast, BT9 7AX	12930	Mr Matthew Baskin	None
Premises	Application No.	Applicant(s)	Managing Agents						
167 Dunluce Avenue, Belfast, BT9 7AX	12930	Mr Matthew Baskin	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 30 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								
3.1	<p><u>Background</u></p> <p>3.1 The property had the benefit of an HMO licence issued by the Council with an expiry date of 01 August 2023.</p> <p>3.2 The ownership of the property transferred to Mr. Matthew Baskin in May 2023. 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 inspection of the property took place on the 04 December 2025 at which time it was established that the property was being occupied as an unlicensed HMO. Appendix 3</p> <p>3.5 An application for a new HMO licence was received from Mr Matthew Baskin on the 04 December 2025.</p> <p>An application for a Temporary Exemption Notice (“TEN”) was received on the 05 January 2026 and granted on the 20 January 2026 with an expiry date of 20 April 2026.</p>								

	<p><u>Key Issues</u></p> <p>3.6 Pursuant to the 2016 Act, the Council may only grant a licence if it is satisfied that:</p> <ul style="list-style-type: none"> • the occupation of the living accommodation as an HMO would not constitute a breach of planning control; • the owner, and any managing agent of it, are fit and proper persons; • the proposed management arrangements are satisfactory); • the granting of the licence will not result in overprovision of HMOs in the locality; • the living accommodation is fit for human habitation and— • is suitable for occupation as an HMO by the number of persons to be specified in the licence, or • can be made so suitable by including conditions in the licence. <p><u>Planning</u></p> <p>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 15 March 2022 with the planning reference LA04/2022/0235/LDE.</p> <p><u>Fitness</u></p> <p>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.</p> <p>3.9 The NIHMO Unit has consulted with the following units within the Council’s City and Neighbourhood Services Department –</p> <ul style="list-style-type: none"> • 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, • 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, • 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, • 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, <p>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.</p> <p>3.11 Details of the action taken in relation to the occupation of the accommodation as an unlicensed HMO are contained at Appendix 3.</p>
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Overprovision

- 3.12 For the purpose of Section 12(2) of the 2016 Act. The Council has determined the locality of the accommodation, **167 Dunluce Avenue, Belfast, Antrim, BT9 7AX** as being Housing Management Areas (HMA) "HMA 2/21 Ulsterville" 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:
- the number and capacity of licensed HMOs in the locality
 - 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."*
- **The number and capacity of licensed HMOs in the locality**
- 3.17 On the date of assessment, 30 March 2026, 67% of all dwelling units in policy area "HMA 2/21 Ulsterville" 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 250 (22%) licensed HMOs with a capacity of 1074 persons in policy area HMA 2/21 Ulsterville.
- **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 1160 dwelling units in HMA 2/21 Ulsterville.
- 3.19 On 30 March 2026 out of 214 premises available for rent within the BT9 area on the website propertyNews.com there were 93 licensed HMOs which from the information presented on the website represented 392 bed spaces. The HMO accommodation was available immediately until 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

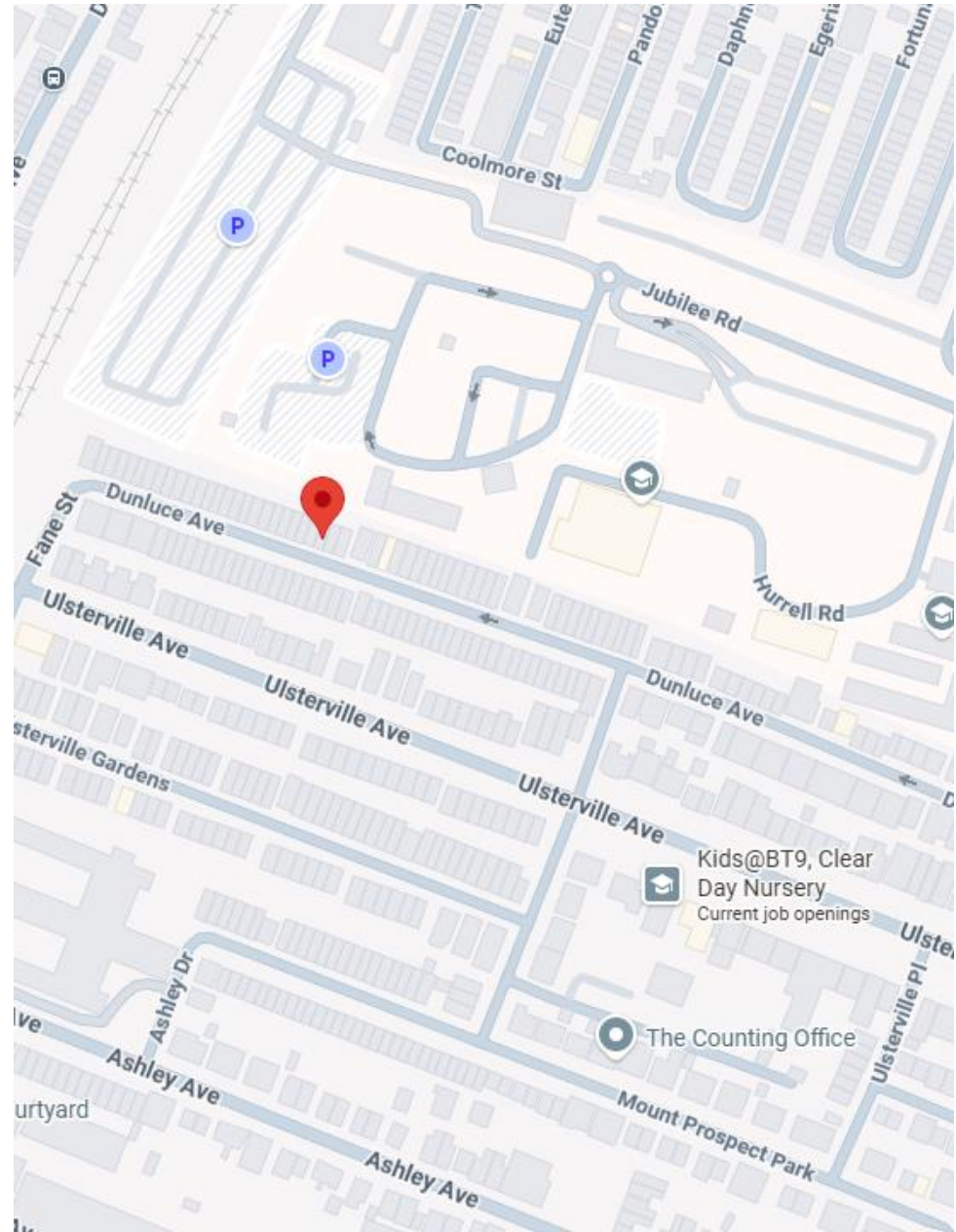
	<p>accommodation options within the private rented sector, play an important role in meeting the housing needs of people who are single, who have temporary employment, students, low-income households and, more recently, migrant workers.</p>
3.22	<p>In September 2017 the Housing Executive published the 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.”</p> <p>Students moving out of HMO accommodation.</p>
3.23	<p>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.”</p>
3.24	<p>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.</p>
3.25	<p>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.</p>
3.26	<p>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.</p> <p>Section 8(2)(d) of the 2016 Act</p>
3.27	<p>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.</p> <p><u>Objections</u></p>
3.28	<p>No objections were received in relation to this application.</p> <p><u>Attendance</u></p>
3.29	<p>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.</p> <p><u>Suitability of the premises</u></p>
3.30	<p>The accommodation was inspected on the 22 January 2026 at which time it complied with the physical standards for a 5 persons HMO.</p>

	<p><u>Notice of proposed decision</u></p> <p>3.31 On the 30 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</p> <p>3.32 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> <p>3.32 On the 13 April 2026 the applicant responded to the notice of proposed decision Appendix 4 stating</p> <ol style="list-style-type: none"> 1. At no stage was I made aware that the Council considered there to be an overprovision of HMO properties within the BT9 area, nor that this would be a determining factor in refusal 2. The property supports individuals on modest incomes who face structural barriers in the private rental market 3. It provides secure, well-maintained accommodation where alternatives are limited. 4. The rental offering is priced at an accessible level in the context of the current cost-of-living pressures. <p><u>Officer's comments in relation to the applicant's response</u></p> <p>3.33 Officers would comment as follows to the point raised by the applicant.</p> <ol style="list-style-type: none"> 1. The notes linked to the application form which the applicant confirmed that he had read and understood sets out the factors which the Council are required to have regard of when determining an application, these include overprovision. 2. The 2016 Act does not allow the Council to have regard the profile of the current tenants as set out in the applicant's response. 3. The accommodation meets the physical standards for usage as a 4 persons HMO; however, officers cannot be satisfied that the granting of the HMO licence will not result in overprovision of HMO accommodation in the locality. 4. The 2016 Act does not allow the Council to have regard to the rent being charged.
4.0	Financial and Resource Implications
4.1	None. The cost of assessing the application and officer inspections is provided for within existing budgets.
5.0	Equality or Good Relations Implications / Rural Needs Assessment
5.1	There are no equality or good relations issues associated with this report.

6.0	Appendices – Documents Attached
	<p>Appendix 1 – Location Map Appendix 2 – Notice of Proposed Decision. Appendix 3 – 04 December 2025 inspection and outcome. Appendix 4 – Applicant’s response to the notice of proposed decision.</p>

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Appendix 1 – External Photograph and Location Map – 167 Dunluce Avenue, Belfast, BT9 7AX



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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:	Consideration of Designating Resolution for Street Trading Site at 44E Glen Road
Date:	22 April 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"/>

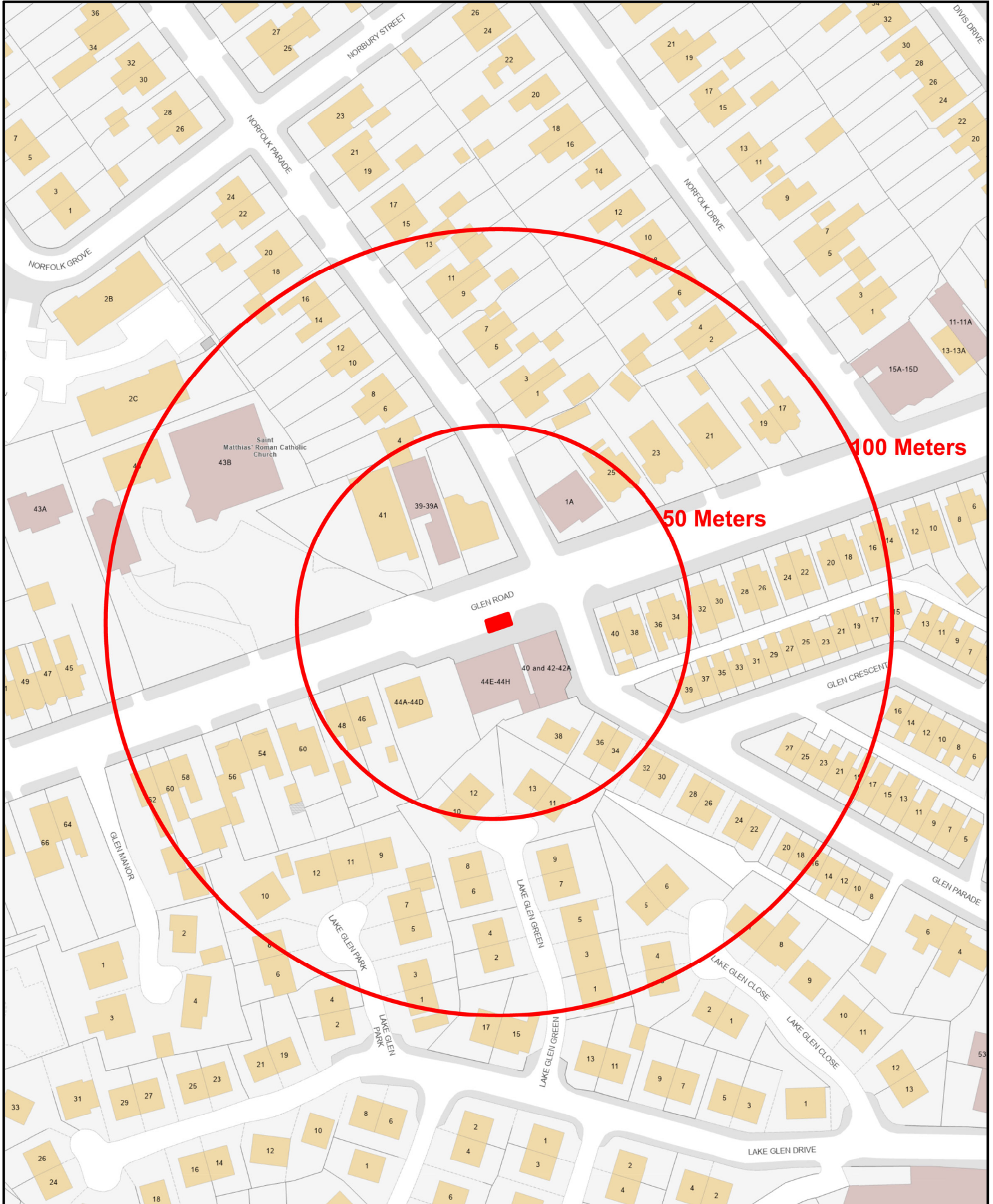
Call-in

Is the decision eligible for Call-in? Yes No

1.0	Purpose of Report
1.1	Committee will recall that, at your meeting of 17 September 2025, you gave approval to initiate the statutory public notice consultation process for the designation of a site outside 44e Glen Road, for the sale of hot and cold food and non-alcoholic drinks.
1.2	This site had been identified as a result of an application received requesting designation to allow trade from this location. A location map is attached as appendix 1.
1.3	The statutory designation process involved seeking comments from the relevant statutory bodies and from the public through a public notice placed in two newspapers, with a statutory 28 day period for representations to be made to the Council.
1.4	The purpose of this report is to enable the Committee to now consider the designation proposal in conjunction with the representations received and to make a decision on whether or not to pass the designation resolution and designate the proposed site.
2.0	Recommendations
2.1	The Committee is requested to consider the representations received as a result of the public notice consultation process and reconsider the proposal. On the basis of the objections received and consultation responses from PSNI and DfI (Roads) it is recommended that the committee: <ul style="list-style-type: none"> - Determine not to pass a designation resolution.
2.2	However, should members be minded to pass a Designating Resolution it is recommended that: <ul style="list-style-type: none"> - Only the part of the street, specifically the proposed site should be designated so the Council may allocate a street trading pitch; - An operational date of 1 June 2026 is agreed for the resolution to take effect (This must be not less than one month from the date of passing the resolution); - Members consider and confirm that they wish to include only hot and cold food and non-alcoholic drinks as the designated commodities; and - Members consider any other reasonable conditions that should be applied to any subsequent stationary street trading licence issued for the designated site, such as days and hours of trade or duration of licence.
3.0	Main Report
	<u>Background</u>
3.1	Under the provisions of the Street Trading Act (NI) 2001 a district council has powers to designate and rescind the designation of specific streets or parts of streets as being suitable for street trading. The Act also allows a council to include the commodities or services to be supplied in the designation resolution, and to vary a previous designating resolution in relation to these.
3.2	If a street has not been designated under the Act the Council cannot issue a licence for street trading from a stationary position in that street.

3.3	<p>The process of considering and reviewing the designation of streets is therefore an essential part of the legal framework within which the Council is enabled to regulate street trading in the City.</p>
	<p><u>Key Issues</u></p>
3.4	<p>The Street Trading Act (NI) 2001 sets out the designation public notice consultation process.</p>
3.5	<p>The Council must consult with the PSNI and with the Department for Infrastructure (Roads) and may also consult such other persons as it considers appropriate. Such consultees may include local residents, business and commercial premises in the street or in vicinity of the proposed designated site.</p>
3.6	<p>Comments from the public must be sought through a public notice placed in two newspapers, with a statutory 28 day period for representations to be made to the Council.</p>
3.7	<p>A synopsis of the comments received as a result of this consultation process is provided below.</p>
	<p>PSNI Response</p>
3.8	<p>The PSNI did not object but request that the application is further considered by Belfast City Council to ensure there are no public safety issues if the layby is restricted as many shops and business in the immediate area will be operating as usual. See Appendix 2.</p>
	<p>DfI (Roads) Response</p>
3.9	<p>DfI (Roads) have no objection to the proposal but commented that any vehicle/stall must not be positioned in such a way as to compromise road safety or traffic progression.</p>
	<p>Published 28 day Notice and Resident Letter Drop</p>
3.10	<p>As a result of the public notice and residential letter drop 14 responses were received all of which were opposing the creation of a trading pitch. The predominant concerns were road / pedestrian safety and increased traffic congestion.</p>
3.11	<p>Issues raised were:</p> <ul style="list-style-type: none"> - Increased road traffic risks entering onto Glen Road - Increased traffic - Noise / Litter - Impact on Aesthetic - Obstructing the pavement - Reduced available parking for existing business - Damage being caused to residential parked vehicles by congested vehicle movements.
3.12	<p>Copies of the responses are attached as Appendix 4.</p>
3.13	<p>Members are reminded that the designation process is about the principle of a street trading pitch being at the location. Matters regarding the suitability of a particular person, the stall and the ability to manage the site are considered as part of the subsequent street trading licensing process.</p>
3.14	<p>The person requesting a site to be designated, is merely a 'trigger' for the process and they may not be the person who is ultimately granted the street trading licence to operate at the</p>

<p>3.15</p> <p>3.16</p>	<p>site. Members are reminded that on occasions the Committee has considered multiple competing licence applications for a single designated street trading site.</p> <p>If Members pass a Designation resolution, a public notice to that effect must be published for two consecutive weeks in two or more newspapers circulating in the district, the first of which must be published at least 28 days before the date when the resolution is to take effect.</p> <p>A copy of the notice must also be sent to any person who made representations relating to the proposed resolution.</p>
<p>4.0</p>	<p>Financial and Resource Implications</p> <p>None.</p>
<p>5.0</p>	<p>Equality and Good Relations Implications/Rural Needs Assessment</p> <p>There are no issues associated with this report.</p>
<p>6.0</p>	<p>Appendices – Documents Attached</p> <ul style="list-style-type: none"> • Appendix 1 – Location Map • Appendix 2 – PSNI response • Appendix 3 – Dfl response • Appendix 4 – Public representations received (Restricted)



Drawn By: **M Treacy**
Date: **04/09/2024**

Page 467
**Proposed Designated Site
44E Glen Road**

Scale: **1:1,250 @ A4**

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

5th March 2026

Dear [REDACTED]

**Re: Statutory Consultation on the Designation of a Street Trading Pitch
Lay-by outside 44E Glen Road, Belfast BT11 8BG**

Police request that the application is further considered by Belfast City Council to ensure there are no public safety issues if the layby is restricted as many shops and business in the immediate area will be operating as usual. Please confirm that the local business' and residents in the area have been consulted also.

If the Street Trading Pitch is approved police would expect any applicants comply with the Street Trading Act (Northern Ireland) 2001 and the Road Traffic (Northern Ireland) Order 1981.

Forwarded for your attention.

A handwritten signature in black ink, appearing to be 'J. Bell', written over a white background.

Kind Regards

[REDACTED]
Licensing Officer, Musgrave Station, Belfast

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**Consultation Response from DfI (Roads)
on designation of street trading site outside 44e Glen Road**

From: [REDACTED]@infrastructure-ni.gov.uk>
Sent: 13 February 2026 13:02
To: [REDACTED]@BelfastCity.gov.uk>
Cc: [REDACTED]@infrastructure-ni.gov.uk>
Subject: [EXTERNAL]RE: Your Reference: 24603

CAUTION: This email originated from outside our organisation. Do not click links, open attachments, or enter any details unless you recognise the sender and know the content is safe. If you think the email is suspicious please complete the Suspicious email form on interlink.

Hi [REDACTED]

After looking at the map, we have no objection to this application. However, any vehicle/stall must not be positioned in such a way as to compromise road safety or traffic progression; that trading is restricted to being conducted on the footway side of the vehicle/stall only; and that the consent holder must observe and comply with all relevant Traffic Regulation Orders.

Kind regards,

[REDACTED]
Civil Engineer Apprentice
Traffic Management 1 | Department for Infrastructure
Hydebank House | 4a Hospital Road | Belfast BT8 8JJ



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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:	Review of Street Trading Licensing Fees - result of consultation exercise (deferred report with amended proposals)
Date:	22 April 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
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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	At the Committee meeting of the 16 April 2025 it was agreed that consultation on revised street trading fees should be undertaken on the basis of a fee increase that was a calculated mid way increase between an inflationary increase and an increase to reflect cost recovery of processing street trading applications. Minutes of 16 April 2025 Licensing Committee meeting are included as Appendix 1.																					
1.2	At your meeting of the 18 March 2026, the Committee considered representations on the proposed fees for street trading licences, which had been received in response to the consultation process as set out in the Street Trading Act N.I. 2001.																					
1.3	At that meeting, Members agreed to defer a decision on the report and asked that offices bring forward revised proposals for an initial inflationary increase with staged further increases.																					
1.4	This report once again details the consultation and representations received for further consideration and provides the requested amended fee proposals for Members to consider.																					
2.0	Recommendations																					
2.1	The Committee is requested to consider the contents of the report and recommended to: <ul style="list-style-type: none"> 1. Agree to the initial inflationary uplift in year 1 as set out in paragraph 3.19 for Street Trading Licences, effective from the 1 June 2026, and 2. Agree that in April 2027 and April 2028 an inflationary uplift will be added as well as a further 10% increase in fees. 																					
3.0	Main Report																					
	<u>Key Issues</u>																					
3.1	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.																					
3.2	Below is a summary of the current fees and the fees the Committee agreed should be consulted on, following consideration of three fee options, at your meeting of 16 April 2025.																					
	<table border="1"> <thead> <tr> <th>STATIONARY LICENCE</th> <th>Current fee</th> <th>fee consulted on</th> </tr> </thead> <tbody> <tr> <td>Application Fee - Non refundable</td> <td>150</td> <td>£290</td> </tr> <tr> <td>Licensed for Monday to Friday</td> <td>800</td> <td>£1,225</td> </tr> <tr> <td>Licensed for one day (Mon-Fri)</td> <td>300</td> <td>£395</td> </tr> <tr> <td>Licensed for Monday to Saturday</td> <td>1000</td> <td>£1,390</td> </tr> <tr> <td>Licensed for Monday to Sunday</td> <td>1250</td> <td>£1,640</td> </tr> <tr> <td>Licensed for Saturday</td> <td>520</td> <td>£1,010</td> </tr> </tbody> </table>	STATIONARY LICENCE	Current fee	fee consulted on	Application Fee - Non refundable	150	£290	Licensed for Monday to Friday	800	£1,225	Licensed for one day (Mon-Fri)	300	£395	Licensed for Monday to Saturday	1000	£1,390	Licensed for Monday to Sunday	1250	£1,640	Licensed for Saturday	520	£1,010
STATIONARY LICENCE	Current fee	fee consulted on																				
Application Fee - Non refundable	150	£290																				
Licensed for Monday to Friday	800	£1,225																				
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Licensed for Monday to Saturday	1000	£1,390																				
Licensed for Monday to Sunday	1250	£1,640																				
Licensed for Saturday	520	£1,010																				

Licensed for Sunday	580	£1,080
MOBILE LICENCE		
Application Fee - Non refundable	180	£310
Licensed for Monday to Friday	550	£955
Licensed for one day (Mon-Fri)	300	£395
Licensed for Monday to Saturday	800	£1,175
Licensed for Monday to Sunday	1100	£1,450
Licensed for Saturday	300	£795
Licensed for Sunday	380	£875
TEMPORARY LICENCE		
Application Fee - Non refundable	180	£310
Licensed for Monday to Friday, per day	40	£91
Licensed for Saturday	50	£132
Licensed for Sunday or Public holiday	70	£175
Variation of Licence Particulars	100	£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 2.
- 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 Summary of points raised in responses

- Understand need for increase – but proposals not fair or appropriate

	<ul style="list-style-type: none"> • 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 3.
	<u>Revised proposals</u>
3.12	At the meeting in March 2026, The Committee agreed to defer a decision on an uplift in fees for one month and requested that officers submit a report outlining a short-term inflationary rise of the current Street Trading fees, with proposed future staged increases, for the Committee to consider at its next meeting.
3.13	In order to calculate a short term inflationary rise as requested by the Committee, the Inflation figures were updated using the Bank of England inflation calculator, based on the latest available Consumer Price Index (CPI) inflation data from Office for National Statistics.
3.14	The inflation figure from 2017 (when fees last set) to Feb 2026 has therefore been calculated at 35.4%
3.15	To calculate future staged increases and to start moving towards cost-recovery, annual ten percent increases over a further two year period were considered a reasonable approach. Therefore, it is proposed that in years two and three the CPI percentage increase is added to the proposed 10 percent annual increase.
3.16	The percentage CPI inflation figures for 12 months up to September 2025 was 3.8% and the latest available figure for percentage CPI inflation is for the 12 months up to February 2026 which is 3%. In the example fee calculations provided CPI for years 2 and 3 has been taken at 3%, whilst obviously this could be higher.
3.17	It would be the Building Control Service's intention to bring a further review of the street trading fees to Committee before the end of the third year, comparing the then current fees to a calculated cost recovery level for the work involved in street trading licensing applications and on-site monitoring, with the overall aim of moving closer towards cost-recovery.
3.18	It should also be noted that the application fee is paid on first grant and every 3 years on renewal, while the licence fee is paid annually. However, the annual licence fee is set at the time of the licence being issued. Therefore, for many street traders there will be a delay before they must pay an increased fee of either type.
3.19	Fee Uplift Proposal:

	Current fee	fee consulted on	Year 1 = Inflation 2017-Feb 2026 = 35.4%	year 2 = + 10% + CPI (eg 3%)	year 3 = + 10% + CPI (eg 3%)
STATIONARY LICENCE					
Application Fee - Non refundable	150	£290	203.10	229.50	259.34
Licensed for Monday to Friday	800	£1,225	1083.20	1224.02	1383.14
Licensed for one day (Mon-Fri)	300	£395	406.20	459.01	518.68
Licensed for Monday to Saturday	1000	£1,390	1354.00	1530.02	1728.92
Licensed for Monday to Sunday	1250	£1,640	1692.50	1912.53	2161.15
Licensed for Saturday	520	£1,010	704.08	795.61	899.04
Licensed for Sunday	580	£1,080	785.32	887.41	1002.78
MOBILE LICENCE					
Application Fee - Non refundable	180	£310	243.72	275.40	311.21
Licensed for Monday to Friday	550	£955	744.70	841.51	950.91
Licensed for one day (Mon-Fri)	300	£395	406.20	459.01	518.68
Licensed for Monday to Saturday	800	£1,175	1083.20	1224.02	1383.14
Licensed for Monday to Sunday	1100	£1,450	1489.40	1683.02	1901.81
Licensed for Saturday	300	£795	406.20	459.01	518.68
Licensed for Sunday	380	£875	514.52	581.41	656.99
TEMPORARY LICENCE					
Application Fee - Non refundable	180	£310	243.72	275.40	311.21
Licensed for Monday to Friday, per day	40	£91	54.16	61.20	69.16
Licensed for Saturday	50	£132	67.70	76.50	86.45
Licensed for Sunday or Public holiday	70	£175	94.78	107.10	121.02
Variation of Licence Particulars	100	£250	135.40	153.00	172.89
3.20	The legislation does not require a new consultation exercise to be carried out if the Committee decides to set fees different to those that were previously consulted on. However, if the Committee decides to set fees set out in paragraph 3.19 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 implications 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	<p>Equality and Good Relations Implications/Rural Needs Assessment</p> <p>There are no issues associated with this report.</p>
6.0	<p>Appendices – Documents Attached</p> <ul style="list-style-type: none"> • Appendix 1 - Minutes of 16 April 2025 Licensing Committee • Appendix 2– Copy of written responses received (restricted) • Appendix 3– Comparison with fees charged in other Council areas • Appendix 4– 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

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

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							refund £50			DC &S		
TEMPORARY STREET TRADING LICENCE	Current	Proposed	LCC	A&ND	M&EA	MU	F&O	CC&G	ABC		NM&D	A&N
Application Fee - Non refundable	£ 180	£310	£170 £70 additional to max4	Temp licence £20	Temp £110	Temp £58 paid on application	£50 £2.50 per occasion for charity	£100	£134	£60	£88 single +£55 each additional application to max 4	Fee of £87.50 for 7 consecutive days or less.
Licence Fee:										£5 per 9sqm /day (Council Stewarded Events = £20/day)	£142 for Double pitch (Standard 5m x 2m)	
Licensed for a Monday to Friday, per day	£40	£91										
Licensed for a Saturday	£50	£132										
Licensed for a Sunday or Public holiday	£70	£175										
APPLICATION FOR THE VARIATION OF LICENCE PARTICULARS	£100	£250	£75	£60	£60	£74	£10	£45	£80	Nil	n/a	

2020
 10/10/20

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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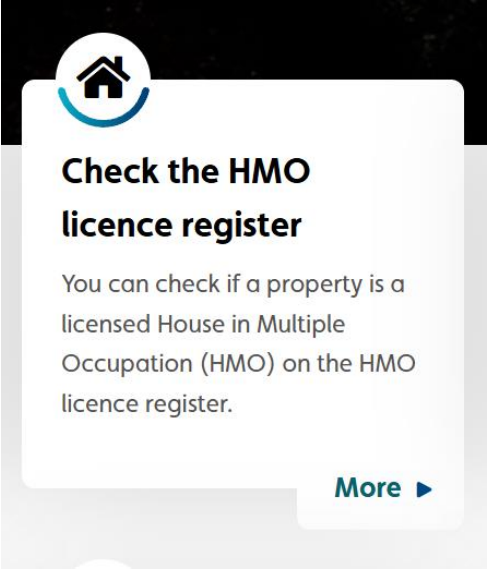


Subject:	Quarter 4 (2025/26) statistics on the public level of engagement with the HMO website and the “check your HMO is licenced” campaign.
Date:	22 April 2026
Reporting Officer:	Kevin Bloomfield, NIHMO Manager
Contact Officers:	Kevin Bloomfield, NIHMO Manager Helen Morrissey, City Protection Manager

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"/>

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	Members at their November 2025 meeting requested that officers provide statistics on the public level of engagement with the HMO section on the Council’s website on a quarterly basis.
1.2	To highlight the publicity campaign which ran from the 26 January to 6 February 2026 which coincided with the commencement of the letting season for students looking new accommodation for the 2026/27 academic year.

2.0	Recommendations						
2.1	The Committee is requested to note the engagement with the HMO section via the website during quarter 4 of the financial year 2025/26.						
2.2	The Committee is requested to note the advertising campaign “check your HMO is licensed” which ran from 26 January – 6 February 2026, with communications directing to www.belfastcity.gov.uk/checkhmolicence .						
	 <p>The image shows a website banner with a dark background. At the top left is a circular icon containing a white house symbol. Below the icon, the text reads: "Check the HMO licence register". Underneath this, in smaller text, it says: "You can check if a property is a licensed House in Multiple Occupation (HMO) on the HMO licence register." At the bottom right of the banner, there is a blue button with the text "More" and a right-pointing arrow.</p>						
3.0	Main report						
	<u>Key Issues</u>						
3.1	From 1 January 2026 – 31 March 2026 the HMO section of the Council’s website received the following level of engagement.						
	<table border="1" data-bbox="236 1294 1477 1397"> <thead> <tr> <th data-bbox="236 1294 852 1330">Webpage</th> <th data-bbox="852 1294 1477 1330">Views</th> </tr> </thead> <tbody> <tr> <td data-bbox="236 1330 852 1361">NIHMO</td> <td data-bbox="852 1330 1477 1361">4,233</td> </tr> <tr> <td data-bbox="236 1361 852 1397">Know your rights: A guide for HMO tenants</td> <td data-bbox="852 1361 1477 1397">144</td> </tr> </tbody> </table>	Webpage	Views	NIHMO	4,233	Know your rights: A guide for HMO tenants	144
Webpage	Views						
NIHMO	4,233						
Know your rights: A guide for HMO tenants	144						
3.2	During the campaign period of 26 January – 6 February 2026, the Check the HMO licence register (www.belfastcity.gov.uk/checkhmolicence) web page received 338 views, representing a 55.8% increase compared to the previous two-week period, which had 217 views.						
	Check your HMO licence campaign						
3.3	The ‘check your HMO licence’ campaign ran from 26 January – 6 February 2026, with communications directing to www.belfastcity.gov.uk/checkhmolicence . It encouraged students and other prospective tenants to check that their next shared rental is licensed as a house of multiple occupancy (HMO).						
3.4	Officers used boosted social media adverts, website pop-ups / banners, a press release and an article on Interlink to promote the campaign.						
3.5	News release is available at https://www.belfastcity.gov.uk/News/Council-reminds-tenants-to-use-free-online-guide-a						

3.6	<p>Interlink article is available at https://belfastcitycouncil.sharepoint.com/sites/intranet/intranet/Pages/news/4563-hmos-jan-2026.aspx</p> <p><u>Financial & Resource Implications</u></p>
3.7	<p>The funding of the advertising campaign is meet from HMO licence fee income and does not place a financial burden on the rate payer.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p>
3.8	<p>There are no issues associated with this report.</p>

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Subject:	2025/26 – NIHMO service activity update
Date:	22 April 2026
Reporting Officer:	Kevin Bloomfield, NIHMO Manager
Contact Officers:	Kevin Bloomfield, NIHMO Manager Helen Morrissey, City Protection Manager

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"/>

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	The report is intended to give members an update on the activity of the NIHMO service during the financial year 2025/26.
1.2	Belfast City Council's NIHMO service, on behalf of each of the 11 Northern Ireland Councils is responsible for managing the HMO Licensing Scheme application process, which includes processing all licence requests, validating the requests, checks and inspections of HMO properties, issuing enforcement notices and dealing with breaches of licensing conditions.
1.3	The granting, refusal, variation or revocation of an HMO licence rests with the individual Council.

2.0	Recommendations																																																				
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3.1	Table 1 provides a summary of the number of HMO's licensed on 31 March 2026																																																				
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Grand Total	3609	15950																																																			
3.2	Table 2 provides a summary of the number of licenses granted and renewed during the financial year 2025/26.																																																				
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	<table border="1"> <thead> <tr> <th>Row Labels</th> <th>New Applications</th> <th>Renewal Application</th> <th>Total by Council Area</th> </tr> </thead> <tbody> <tr> <td>Antrim and Newtownabbey</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Ards and North Down</td> <td>0</td> <td>1</td> <td>1</td> </tr> <tr> <td>Armagh City Banbridge and Craigavon</td> <td>12</td> <td>5</td> <td>17</td> </tr> <tr> <td>Belfast</td> <td>150</td> <td>578</td> <td>728</td> </tr> <tr> <td>Causeway Coast and Glens</td> <td>16</td> <td>44</td> <td>60</td> </tr> <tr> <td>Derry City and Strabane</td> <td>44</td> <td>33</td> <td>77</td> </tr> <tr> <td>Fermanagh and Omagh</td> <td>0</td> <td>1</td> <td>1</td> </tr> <tr> <td>Lisburn and Castlereagh</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Mid and East Antrim</td> <td>4</td> <td>0</td> <td>4</td> </tr> <tr> <td>Mid Ulster</td> <td>2</td> <td>0</td> <td>2</td> </tr> <tr> <td>Newry Mourne and Down</td> <td>0</td> <td>1</td> <td>1</td> </tr> <tr> <td>Grand Total</td> <td>228</td> <td>663</td> <td>891</td> </tr> </tbody> </table>	Row Labels	New Applications	Renewal Application	Total by Council Area	Antrim and Newtownabbey	0	0	0	Ards and North Down	0	1	1	Armagh City Banbridge and Craigavon	12	5	17	Belfast	150	578	728	Causeway Coast and Glens	16	44	60	Derry City and Strabane	44	33	77	Fermanagh and Omagh	0	1	1	Lisburn and Castlereagh	0	0	0	Mid and East Antrim	4	0	4	Mid Ulster	2	0	2	Newry Mourne and Down	0	1	1	Grand Total	228	663	891
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Note: New applications include those properties which had a license in the name of a different licensee and were subsequently sold / transferred.

3.3 Table 3 provides a summary of the number of HMO licence applications that have not been successful (by reason) during the financial year 2025/26

Table 3

Council	Not received from owner	Breach of planning control	Documentation	Notice of Publication	Overprovision Fee not Paid	Fit & proper person	Grand total
Antrim and Newtownabbey	0	0	0	0	0	2	2
Ards and North Down	0	0	0	0	0	0	0
Armagh City Banbridge and Craigavon	0	0	0	0	0	0	0
Belfast	0	4	10	3	0	5	22
Causeway Coast and Glens	1	0	0	2	2	0	5
Derry City and Strabane	0	0	1	3	1	0	5
Fermanagh and Omagh	0	0	0	0	0	0	0
Lisburn and Castlereagh	0	0	0	0	0	0	0
Mid and East Antrim	0	0	0	0	0	0	0
Mid Ulster	0	0	0	0	0	0	0
Newry Mourne and Down	0	0	0	0	0	0	0
Grand Total	1	4	11	8	3	5	34

HMO Inspections

3.4 Table 4 provides a summary of the number of inspections (by type) undertaken during the financial year 2025/26

Table 4

Council	No Access	Licensing Inspections	Interim (WIP)	Final	Enforcement	Grand Total
Antrim and Newtownabbey	2	3	0	1	22	28
Ards and North Down	0	6	1	2	6	15
Armagh City Banbridge and Craigavon	1	13	1	5	32	52
Belfast	37	869	12	262	235	1415
Causeway Coast and Glens	0	71	0	24	6	101
Derry City and Strabane	13	95	3	48	16	175
Fermanagh and Omagh	1	1	0	0	4	6
Lisburn and Castlereagh	0	2	0	1	7	10
Mid and East Antrim	1	6	1	1	23	32
Mid Ulster	0	5	0	1	8	14
Newry Mourne and Down	3	17	0	2	11	33
Grand Total	58	1088	18	347	370	1881

HMO Enforcement

Table 5 provides a summary of enforcement action taken in Belfast by ward.

3.5

Table 5

	Section 30(1)	Section 30(2)	Section 31(1)	Section 33(1)	Section 33(2)	Section 5(2)	Section 5(5)	Section 71	Section 72	Section 73	Section 78	Grand Total
Row Labels												
BALLYGOMARTIN	1											1
BEECHMOUNT						1			1			2
BLACKSTAFF						1	1		1		1	4
BLOOMFIELD						1						1
CENTRAL	2			1	1	1		5	15	4	4	33
CHICHESTER PARK	1			1						2		4
CLIFTONVILLE						1			1			2
CONNSWATER				1		1	1	4	4			11
DUNCAIRN						1		4	4			9
FALLS PARK								4	4	7		15
FINAGHY						1			1			2
INNISFAYLE						1	1		1		1	4
MALONE								1	1			2
ORMEAU	1	1										2
ROSETTA									2			2
STRANMILLIS	1			1	1							3
SYDENHAM	1					1	1		1		1	5
WATER WORKS	1											1
WINDSOR	5	2	1					4	8			20
Grand Total	13	3	1	4	2	10	4	22	44	13	7	123

Key

Section 30(1) – Non licensed HMO (owner) - £5000 fixed penalty notice

Section 30(2) – Non licensed HMO (agent) - £5000 fixed penalty notice

Section 31(1) – Exceeding permitted occupancy - £5000 fixed penalty notice

Section 33(1) – Breach of licensing conditions - £2500 fixed penalty notice

Section 33(2) – Agent not named on the licence - £2500 fixed penalty notice

Section 5(2) – Evidence of household notice

Section 5(5) – Household notice

Section 71 – Power to obtain information from persons connected to the premises - £200 fixed penalty notice

Section 72 – Power to require persons connected to the premises to produce documents

Section 73 – Additional supporting documents

Section 78 – Powers of entry without warrant

3.6

During the financial year 2025/26 a total of £175,600 was paid following the issue of fixed penalties notices across all Northern Ireland Councils of which £120,200 relates to fixed penalty notices served in Belfast.

4.0	Financial and Resource Implications
4.1	None. The cost of assessing HMO application and officer inspections is provided for within existing budgets.
5.0	Equality or Good Relations Implications / Rural Needs Assessment
5.1	There are no equality or good relations issues associated with this report.

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