

**Publication Scheme**

**(Draft)**

# 1.0 Introduction

Under the Freedom of Information Act 2000, every public authority must publish and maintain a Publication Scheme which sets out the information they routinely make available to the public.  
  
Our Publication Scheme follows the model scheme for all public authorities which was developed by the Information Commissioner who is responsible for monitoring and enforcing compliance with the Freedom of Information Act.  
  
It details the 'classes' of information which are available from the Council and you should be able to find all of this information on our web site.  
  
If the information you require is not included in this Publication Scheme, you may request the information by submitting a request to [foi@lisburncastlereagh.gov.uk](mailto:foi@lisburncastlereagh.gov.uk). If you require assistance in making your request you can call 028 9244 7300.

This Scheme commits Lisburn & Castlereagh City Council:

* To publish or otherwise make available as a matter of routine, information, including environmental information which is held by the Council and falls within the classifications set out in section 2.
* To specify the information which is held by the Council and falls within the classifications set out in section 2.
* To publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
* To publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
* To review and update on a regular basis, the information the Council makes available under this scheme.
* To produce a schedule of any fees charged for access to information which is made proactively available.
* To make this publication scheme available to the public.

# 2.0 Classes of Information

The Council will provide information classified in the following seven categories:

# Who we are and what we do

Organisational information, locations and contacts, constitution and legal governance.

# What we spend and how we spend it

Financial information relating to projected and actual income and expenditure and tender opportunities.

# What our priorities are and how are we doing

Strategy and performance, plans, assessment, inspections and reviews.

# How we make decisions

Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations.

# Policies and Procedures

Current written protocols for delivering our functions and responsibilities.

# Lists and registers

Information held in registers required by laws and other lists and registers relating to the functions of the authority.

# The services we offer

A description of the services offered, including advice and guidance, publications, transactions and media releases.

The classes of information will not generally include:

* + Information, the disclosure of which is prevented by law, is exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
  + Information in draft form.
  + Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

# 3.0 How will this information be made available?

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where practical, information will be provided on the website [www.lisburncastlereagh.gov.uk.](http://www.lisburncastlereagh.gov.uk/)

Where it is not possible to make information available on a website or when an individual cannot access the information via the website, the Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information can be arranged within a reasonable timescale.

Information will be provided in the language in which it was produced. If required in another language the Council will make every effort to accommodate where possible.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

# 4.0 Charges which may be made for information published under this Scheme

The purpose of this Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the Council’s website will be provided free of charge.

Charges may be made for actual disbursements incurred such as photocopying, postage and packaging and the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information. The Council has determined four categories for charging for information requested under this Scheme as follows:

* **Free of charge.** This includes general facts and information on the services offered to the public as well as information published on the Council’s website. It also includes answering telephone queries, providing copies of free leaflets and inspection of reference materials at Council Offices.
* **Priced publications.** Where the information required is available in a priced publication details of the publication, its cost and where to obtain it will be supplied.
* **Photocopying costs and postage (plus a small administrative charge).** This covers information which has already been prepared which the Council can photocopy or provide a printout. This includes copies of entries in public registers, copies of the Council’s internal guidance documents and explanatory material on dealing with the public. The Council will not charge for photocopying less than 25 A4 pages. Any photocopying which exceeds this 25 limit maybe charged 15p per page for all the information requested.
* **Charges for re-usable datasets.** If the Council incurs a cost when making any data sets (or part of a data set) available for reuse, a charge may be levied for the provision of such data set.
* **Professional charges for locating and preparing information for release.** Where preparing or gathering the required material can only be done by specialists or other professionals at a charge to the Council, a written estimate will be given of the cost of providing such information. The cost will have to be paid in advance. The Council will then aim to provide the information within a target of 20 days.

No charges will be made where a request for information is refused. There will be no charge to appeal against a refusal to supply requested information. Nor will there be a charge to appeal against any charges made for requested information.

Lisburn & Castlereagh City Council owns the copyright to the information it produces.

# 5.0 Written requests for information outside the scope of the publication scheme

Information held by the Council that is not published under this scheme can be requested in writing. Requests will be considered in accordance with the provisions of the Freedom of Information Act. The Council has a responsibility to provide a response within 20 working days.

Any such requests will be considered in line with the Council’s statutory obligations.

# 6.0 Exempt information

To protect confidential or other information where its disclosure may prejudice the interests of others, the Freedom of Information Act 2000 sets out a series of exemptions.

The classes of information which the Council has specified in this scheme as being classes of information which it publishes or intends to publish, may in some cases contain material it considers to contain exempt information, as defined in Part II of the Act. Accordingly, any such information is excluded from this publication scheme.

Where this occurs the Council will outline which information has been withheld and explain what exemption has been applied and why.

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

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

Full details of all exemptions within the Freedom of Information legislation can be found at [www.ico.org.uk](http://www.ico.org.uk/)

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

# 7.0 Complaints/review procedure

Any member of the public who is dissatisfied with the Council’s handling of a request for information is entitled to seek an internal review by emailing [foi@lisburncastlereagh.gov.uk](mailto:foi@lisburncastlereagh.gov.uk)

If the applicant remains dissatisfied, he/she can seek an independent review from the Information Commissioner. Requests for a review by the Information Commissioner should be made in writing directly to: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF (Tel: 01625 545 700; Fax: 01625 545 510).

**8.0 Lisburn & Castlereagh City Council Publication Scheme**

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| **Who we are and what we do** | | | |
| **Category** | **Description** | **Where can this found?** | **Contact Details (if applicable)** |
| Contact Methods | * Corporate HQ details * Ways to contact the council | https://www.<https://www.lisburncastlereagh.gov.uk/contact>.gov.uk/contact |  |
| About us | General information on:   * District Electoral Areas * [Elected Members & their contact details](https://www.lisburncastlereagh.gov.uk/council-and-performance/councillors-and-committees) * [Positions of responsibility](https://www.lisburncastlereagh.gov.uk/council-and-performance/councillors-and-committees#committees) * [Office of the Mayor](https://www.lisburncastlereagh.gov.uk/w/office-of-mayor) * [Council and committee meeting schedules](https://www.lisburncastlereagh.gov.uk/council-and-performance/meetings-and-minutes) * [Council departments](https://www.lisburncastlereagh.gov.uk/w/council-departments) | <https://www.lisburncastlereagh.gov.uk/council-and-performance> |  |
| Council Constitution | Council Constitution including:   * Scheme of Delegation * Standing Orders * Financial Regulations * Scheme of Allowances for Elected Members * Code of Conduct * Code of Governance | <https://www.lisburncastlereagh.gov.uk/council-and-performance/policies-and-publications> |  |
| Attendance Records | Records of attendance at Council meetings *(information can found within minutes of meetings)* | <https://www.lisburncastlereagh.gov.uk/council-and-performance/meetings-and-minutes/previous-meetings>.gov.uk | **Members Services**  **Tel: 028 9244 7279** |
| Election Results | 2023 local government election results | <https://www.lisburncastlereagh.gov.uk/w/local-government-elections-2023> | **Corporate Communications & Administration**  **Tel: 028 9244 7329** |
| Job Vacancies | Current job vacancies | <https://www.lisburncastlereagh.gov.uk/job-opportunities> | **HR&OD**  **Tel: 028 944 7302** |

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| **What we spend and how we spend it** | | | |
| **Category** | **Description** | **Where can this found?** | **Contact Details** |
| Annual Statement of Accounts and Annual Report | Analysis of spend. | <https://www.lisburncastlereagh.gov.uk/w/financial-reports> |  |
| Annual Budgets | Planned income and expenditure by service line for the current financial year. | Available on request | **Finance**  **Tel: 028 9244 7257** |
| District Rates | The rates applicable to businesses and householders in the current financial year. | <https://www.lisburncastlereagh.gov.uk/w/rates-2024-5> |  |
| Pay and Grading Structure | The pay structure for grades of staff within the council. | Available on Request | **HR&OD**  **Tel: 028 9244 7302** |
| Tendering Opportunities | Procedures and guidelines used in the tendering process for council products and services. | <https://www.lisburncastlereagh.gov.uk/council-and-performance/tenders> | **Assets**  **Tel: 028 9244 7268** |

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| **What our priorities are and how we are doing** | | | |
| **Category** | **Description** | **Where can this found?** | **Contact Details** |
| Corporate Plan | The Council’s Corporate Plan which outlines our vision, themes and key priorities. | <https://www.lisburncastlereagh.gov.uk/w/corporate-plan-and-ambitions-24-28> |  |
| Performance Improvement | Information on statutory performance improvement including:   * Performance Improvement Objectives * Performance Improvement Report * Consultations | <https://www.lisburncastlereagh.gov.uk/w/performance-improvement> | **HR&OD**  **028 9244 7415** |
| Community Plan | The council’s Community Plan for the area, in line with its Community Planning statutory obligation. | <https://www.lisburncastlereagh.gov.uk/w/lisburn-castlereagh-community-plan> | **Communities**  **Tel: 028 9244 7513** |
| Citywide Publication | Council magazine for ratepayers and businesses. | [lisburncastlereagh.gov.uk](https://www.lisburncastlereagh.gov.uk/citywide)  Hard copies available on request and from local facilities | **Corporate Communications Tel: 028 9244 7221** |
| NI Auditors Annual Letter and Report | Use of council resources. | <https://www.lisburncastlereagh.gov.uk/w/financial-reports> | **Finance**  **028 9244 7257** |

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| **How we make decisions** | | | |
| **Category** | **Description** | **Where can this found?** | **Contact Details** |
| Schedule of Council meetings | A full schedule of Council and Committee meetings including:   * Agendas * Reports * Minutes & Audio Recordings * Membership of Committees | <https://www.lisburncastlereagh.gov.uk/council-and-performance/meetings-and-minutes/previous-meetings> |  |
| Planning Decision Documents | * Planning Protocol * Planning Scheme of Delegation * Planning Enforcement Strategy | <https://www.lisburncastlereagh.gov.uk/planning> | **Planning**  **Tel: 028 9244 7597** |

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| **Our policies and procedures** | | | |
| **Category** | **Description** | **Where can this found?** | **Contact Details** |
| Code of Conduct | Code of Conduct for Staff | Available on request | **HR & OD**  **Tel: 028 9244 7302** |
| Complaints Policy and Procedures | How to:   * Make a complaint * Make a comment * Make a suggestion | https://www.<https://www.lisburncastlereagh.gov.uk/complaint-comment-or-compliment>.gov.uk/information/customer-care | **HR & OD**  **Tel: 028 9244 7559** |
| Management of Information | * Freedom of Information * Retention & Disposal Schedule * Publication Scheme * Data Protection Policy * Privacy Statements | <https://www.lisburncastlereagh.gov.uk/w/access-to-information> | **Corporate Communications**  **Tel: 028 9244 7300** |
| Street Naming & Postal Numbering Policy | How the Council will fulfil its duty under Section 11 of The Local Government (Miscellaneous Provisions)(Northern Ireland) Order 1995 | [https://www.lisburncastlereagh.gov.uk/w/street-naming-and-numbering](https://www.lisburncastlereagh.gov.uk/w/street-naming-and-numbering?p_l_back_url=%2Fsearch%3Fq%3Dstreet%2Bnumbering) | **Building Control**  **Tel: 028 9244 7352** |
| Equality Scheme | How the Council will fulfil its duty under Section 75 and Schedule 9 of the Northern Ireland Act including:   * Equality Policy * Equality Screening Reports * Annual Progress Reports * Disability Action Plans * Equality Action Plans | <https://www.lisburncastlereagh.gov.uk/council/publications/equality-section-75> | **HR & OD**  [Equality@lisburncastlereagh.gov.uk](mailto:Equality@lisburncastlereagh.gov.uk) |
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| **Lists and Registers** | | | |
| **Category** | **Description** | **Where can this found?** | **Contact Details** |
| Assets Register | A list of the Council’s key assets. | Available for inspection on request. | **Communications & Administration Tel: 028 9244 7279** |
| Register of Members interests | This register provides details on Members Interests. *Each member’s register of interests can be found under their profile.* | [https://www.lisburncastlereagh.gov.uk/council-and-performance/councillors](https://www.lisburncastlereagh.gov.uk/council-and-performance/councillors-and-committees#councillors) |  |
| Register of Disclosure & Declaration of Interests | The register provides information on any pecuniary and non-pecuniary interest declared by Members. (*information can also found within minutes of meetings)* | Available for inspection on request  [https://www.lisburncastlereagh.gov.uk/minutes](https://www.lisburncastlereagh.gov.uk/council-and-performance/meetings-and-minutes/previous-meetings) | **Members Services Unit**  **028 9244 7274** |
| Register of Gifts and Hospitality | This register provides information on gifts and hospitality declared by Members. | Available for inspection on request  To be published on website – link to be added (per CMT 07/09/23) | **Members Services Unit**  **028 9244 7274** |
| Council Bye Laws | List of Council bye laws. | [https://www.lisburncastlereagh.gov.uk/council-bye-laws](https://www.lisburncastlereagh.gov.uk/web/guest/w/council-bye-laws?p_l_back_url=https%3A%2F%2Fwww.lisburncastlereagh.gov.uk%2F) |  |
| Statutory Returns | Annual monitoring report on the composition of workforce by grade, gender, perceived religious affiliation in accordance with current legislation. | Available for inspection on request | **HR&OD**  **Tel: 028 9244 7302** |

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|  | **The Services we Offer** | | | |
| **Class of Information** | **Category** | **Description** | **Where can this found?** | **Contact Details** |
| **The Services we Offer** | Information for Residents | The Council will provide information for residents in relation to all the activities it provides including:   * [Bins and Recycling](https://www.lisburncastlereagh.gov.uk/bins-and-recycling/household-waste) * [Registration of Births, Deaths, Marriages and Civil Partnerships](https://www.lisburncastlereagh.gov.uk/births-deaths-and-ceremonies) * [Citizenship Ceremonies](https://www.lisburncastlereagh.gov.uk/w/citizenship) * [Cemetery Services](https://www.lisburncastlereagh.gov.uk/web/guest/w/cemeteries?p_l_back_url=https%3A%2F%2Fwww.lisburncastlereagh.gov.uk%2F) * [Dog Control and Animal Welfare Service](https://www.lisburncastlereagh.gov.uk/environmental-health/resident) * [Environmental Health](https://www.lisburncastlereagh.gov.uk/environmental-health) * [Planning](https://www.lisburncastlereagh.gov.uk/planning) * [Community Planning](https://www.lisburncastlereagh.gov.uk/community/community-planning) * [Facility Opening Hours and Contact Numbers](https://www.lisburncastlereagh.gov.uk/resident/lisburn-castlereagh-city-council-facilities-opening-hours-and-contact-numbers-1) * [Building Control](https://www.lisburncastlereagh.gov.uk/building-control) * [Policing and Community Safety Partnership](https://www.lisburncastlereagh.gov.uk/community/policing-and-community-safety-partnership) * [Useful Contacts](https://www.lisburncastlereagh.gov.uk/contact) * [Communities](https://www.lisburncastlereagh.gov.uk/community/) * Rural Development * [Parks and Open Spaces](https://www.lisburncastlereagh.gov.uk/parks-and-open-spaces) * [Rates Information](https://www.lisburncastlereagh.gov.uk/w/rates-2024-5) | [lisburncastlereagh](https://www.lisburncastlereagh.gov.uk).gov.uk | **Civic Headquarters Tel 028 9244 7300** |
| **The Services we Offer** | Information for Businesses | The Council will provide information for local Businesses including:   * [Business and Regeneration](https://www.lisburncastlereagh.gov.uk/business-and-investment) * [Labour Market Partnership](https://www.lisburncastlereagh.gov.uk/business-and-investment/labour-market-partnership) * [Health and Safety at Work](https://www.lisburncastlereagh.gov.uk/w/health-and-safety) * [Food Control](https://www.lisburncastlereagh.gov.uk/environmental-health/business/food-safety) * [Entertainment Licensing](https://www.lisburncastlereagh.gov.uk/w/entertainment-licences) * [Trade and Commercial Waste](https://www.lisburncastlereagh.gov.uk/bins-and-recycling/trade-waste?p_l_back_url=%2Fsearch%3Fq%3Dtrade%2Bwaste) * [Building Control](https://www.lisburncastlereagh.gov.uk/building-control) * [Planning](https://www.lisburncastlereagh.gov.uk/planning) * [Invest Lisburn Castlereagh](https://www.investlisburncastlereagh.com/) | [lisburncastlereagh](https://www.lisburncastlereagh.gov.uk).gov.uk  investlisburncastlereagh.com | **Civic Headquarters Tel 028 9244 7300**  **Economic Development Unit Tel: 028 9244 7480**  **Environmental Health Unit Tel: 028 9244 7397** |
| **The Services we Offer** | Things to Do | The Council will provide information on Things to do in the Lisburn & Castlereagh Area.  **Locations**   * [Dundonald International Ice Bowl](https://www.theicebowl.com/) * [Lagan Valley LeisurePlex](https://www.theleisureplex.com/) * [ISLAND Arts Centre](https://islandartscentre.com/) * [Irish Linen Centre & Lisburn Museum](https://www.lisburnmuseum.com/) * [Visitor Information Centres](https://www.visitlisburncastlereagh.com/) * [Aberdelghy Golf Course](https://www.aberdelghygolfcourse.co.uk/) * [Castlereagh Hills Golf Course](https://www.castlereaghhills.com/) * [Lough Moss Leisure Centre](https://www.lisburncastlereagh.gov.uk/things-to-do/lough-moss-leisure-centre) * [Lagan Valley Island](https://www.laganvalleyisland.co.uk/)   **Activity Centres**   * + [Glenmore Activity Centre](https://www.lisburncastlereagh.gov.uk/w/glenmore-activity-centre)   + [Kilmakee Activity Centre](https://www.lisburncastlereagh.gov.uk/w/kilmakee-activity-centre)   **Community Centres**   * + [Ballyoran Community Centre](https://www.lisburncastlereagh.gov.uk/w/ballyoran-community-centre)   + [Bridge Community Centre](https://www.lisburncastlereagh.gov.uk/w/bridge-community-centre)   + [Enler Community Centre](https://www.lisburncastlereagh.gov.uk/w/enler-community-centre)   + [Moneyreagh Community Centre](https://www.lisburncastlereagh.gov.uk/w/moneyreagh-community-centre) | [lisburncastlereagh](https://www.lisburncastlereagh.gov.uk).gov.uk | **Contact numbers available on relevant websites** |
|  |  | The Council will provide information on Online Services   * [Amenity Collections](https://www.lisburncastlereagh.gov.uk/w/bulky-collections) * [Additional Garden Waste Collection Service](https://www.lisburncastlereagh.gov.uk/w/help-with-waste-collections) * [Additional or Larger Bin](https://www.lisburncastlereagh.gov.uk/w/help-with-waste-collections) * [Back Door Bin Collection Service / Assisted Lift](https://www.lisburncastlereagh.gov.uk/w/help-with-waste-collections) * [Building Notice Application](https://council.direct/) – Building control * [Buy a RADAR key](https://www.lisburncastlereagh.gov.uk/national-key-scheme?p_l_back_url=%2Fsearch%3Fq%3DRADAR) [Caravan Camping Site Licence](https://www.lisburncastlereagh.gov.uk/w/caravan-camping-and-glamping-licences?p_l_back_url=%2Fsearch%3Fq%3Dcaravan%2Bsite) * [Citizenship Ceremonies](https://www.lisburncastlereagh.gov.uk/w/citizenship) * [Civil Marriage Approval (1 day)](https://www.lisburncastlereagh.gov.uk/w/licences-for-marriage-and-civil-partnerships) * [Civil Marriage Approval (3 years)](https://www.lisburncastlereagh.gov.uk/w/licences-for-marriage-and-civil-partnerships) * [Civil Partnership Approval (1 day)](https://www.lisburncastlereagh.gov.uk/w/licences-for-marriage-and-civil-partnerships) * [Civil Partnership Approval (3 years)](https://www.lisburncastlereagh.gov.uk/w/licences-for-marriage-and-civil-partnerships) * [Comments / complaints (submit enquiry)](https://www.lisburncastlereagh.gov.uk/complaint-comment-or-compliment) * [Cooling Towers Application](https://www.lisburncastlereagh.gov.uk/web/guest/w/business-registrations?p_l_back_url=https%3A%2F%2Fwww.lisburncastlereagh.gov.uk%2F) * [Dog Licence Application](https://council.direct/) * Dry Cleaning PPC Application * [Entertainment Licence Application](https://www.lisburncastlereagh.gov.uk/w/entertainment-licences) * [Environmental Health service requests](https://www.lisburncastlereagh.gov.uk/environmental-health/residents/report-an-environmental-issue) * [Fitness Inspection Application](https://www.lisburncastlereagh.gov.uk/environmental-health/business/landlords-of-tenant-housing/apply-for-a-certificate-of-fitness) * [Fixed Penalty Notice](https://www.lisburncastlereagh.gov.uk/pay-a-fixed-penalty-notice) * [Food Business Establishment Approval](https://www.lisburncastlereagh.gov.uk/w/registering-your-food-business) * [Food Premises Registration](https://register.food.gov.uk/new/lisburn-and-castlereagh) * [Freedom of Information (submit enquiry)](https://www.lisburncastlereagh.gov.uk/en/council-and-performance/make-a-freedom-of-information-request) * [Hairdressers Application](https://www.lisburncastlereagh.gov.uk/web/guest/w/business-registrations?p_l_back_url=https%3A%2F%2Fwww.lisburncastlereagh.gov.uk%2F) * [Lagan Valley LeisurePlex online booking](https://www.theleisureplex.com/book-online) * [Pay an Invoice](https://www.lisburncastlereagh.gov.uk/pay-an-invoice) * [Petroleum Licence Application](https://www.lisburncastlereagh.gov.uk/w/petroleum-licences) * PPC Permit Application * [Property Certificates](https://www.lisburncastlereagh.gov.uk/w/property-certificates?p_l_back_url=%2Fsearch%3Fq%3Dproperty%2Bcertificates) * Registration of Guard Dog Kennels * [Regularisation Application](https://www.lisburncastlereagh.gov.uk/w/regularisation-application) – Building control * [ReportIt](https://www.lisburncastlereagh.gov.uk/reportit) * [Skin Piercing Procedures](https://www.lisburncastlereagh.gov.uk/web/guest/w/business-registrations?p_l_back_url=https%3A%2F%2Fwww.lisburncastlereagh.gov.uk%2F) * [Street Naming and Numbering](https://www.lisburncastlereagh.gov.uk/web/guest/w/street-naming-and-numbering?p_l_back_url=https%3A%2F%2Fwww.lisburncastlereagh.gov.uk%2F) * [Street Trading](https://www.lisburncastlereagh.gov.uk/web/guest/w/street-trading?p_l_back_url=https%3A%2F%2Fwww.lisburncastlereagh.gov.uk%2F) * [Trade Waste Collections Payment](https://www.lisburncastlereagh.gov.uk/bins-and-recycling/trade-waste/trade-waste-collection-payment) * [Waste Management – Additional Brown Bin – Annual Renewal Payment](https://www.lisburncastlereagh.gov.uk/bins-and-recycling/household-waste/bins-and-boxes/order-a-bin-box-caddy-or-composter/additional-brown-bin-annual-renewal) * [Waste Management – Waste Transfer Note – Annual Renewal Payment](https://www.lisburncastlereagh.gov.uk/bins-and-recycling/trade-waste/waste-transfer-note-annual-renewal) | [lisburncastlereagh](https://www.lisburncastlereagh.gov.uk).gov.uk | **Civic Headquarters Tel 028 9244 7300** |