Antrim and Newtownabbey Borough Council

CCTV Grant Programme

Guidance Notes

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SECTION 1 - INTRODUCTION

1.1 Background

Antrim and Newtownabbey Borough Council (ANBC) is offering businesses in the Borough's town centres, villages and commercial areas (eg local centres, industrial estates and areas with high concentrations of commercial establishments) the opportunity to apply for financial assistance towards the installation of external, public facing CCTV and supporting equipment at their commercial premises across the Borough.

1.2 Purpose of the CCTV Grant Programme

The CCTV Grant Programme is designed to improve the security and safety of our Borough, making town centres, villages and commercial or retail areas more welcoming and attractive.

1.3 Level of Award

The maximum grant award is £2,500 at a grant rate of up to 75%. Any cost beyond this amount must be contributed by the business itself. Grant aid will be paid on the net cost of invoices for businesses that are VAT registered and the gross cost of invoices for businesses that are not VAT registered.

Examples

VAT Registered Business:

Invoice cost = £3,000 net (£3,600 gross)

Ineligible cost = £600 as this is recovered at 100% through HMRC

75% grant award = £2,250

Business contribution = £750

Non-VAT Registered Business

Total CCTV cost = £3,600

75% of eligible cost = £2,700

Grant award at maximum = £2,500

Business contribution = £1,100

1.4 Terms & Conditions

1. The property owner and tenant (if any) are jointly and severally liable in relation to the application and any acceptance of the terms and conditions.

2. The applicant undertakes to cover the costs necessary to successfully maintain and operate the CCTV system.

3. The applicant shall comply with all relevant laws and regulatory requirements relating to CCTV systems operated by businesses and complete a Privacy Impact Assessment if required (see point 2.1 of this Guidance document).

4. Signs must be mounted which clearly state that CCTV surveillance is in operation.

5. The applicant shall register their details with the Information Commissioners Office (ICO) and pay the required fee as per The Data Protection (Charges and Information) Regulations 2018. For more information, see the link below and section 2.1 of this Guidance document:

   https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-fee/

6. The applicant shall be responsible for obtaining all necessary statutory consents, approvals, authorisations, licences and permissions for the operation of CCTV. This includes planning permission as covered in **point 2.2**.

7. The applicant will share images and media content with relevant authorities, such as the PSNI, if they request them.

8. Ensure the date and time are set correctly, in case any footage is needed by the PSNI or used as evidence in court.

9. Footage must be saved for a minimum of 30 days.

10. After installation the applicant will indemnify the Council for any claims in relation to the works to install CCTV equipment and for any claims arising in respect of the operation or installation of CCTV equipment and will obtain or include this in a policy of insurance to an adequate value which will be made available to the Council upon request;

11. If the CCTV equipment is to be dismantled or disposed of within the duration of the scheme (2 years) the prior written consent of the Council is required.

12. All statutory approvals must be in place before any expenditure on the project is incurred, and copies of these may be requested prior to the grant being paid.

SECTION 2 – PRACTICALITIES

2.1 Data Protection - CCTV

Organisations using CCTV systems need to comply with the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

CCTV Operators must register their details with the Information Commissioners Office (ICO) and pay the required fee as per The Data Protection (Charges and Information) Regulations 2018*. The Information Commissioners Officer has published specific guidance on CCTV. For further information, see link below;

https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/cctv-and-video-surveillance/guidance-on-video-surveillance-including-cctv/

Large businesses: https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/cctv-and-video-surveillance/

Small businesses: https://ico.org.uk/for-organisations/advice-for-small-organisations/whats-new/blogs/installing-cctv-things-you-need-to-do-first/

The Council **will not cover the cost of the fee payable to the ICO as part of this grant programme.*

2.2 Planning Permission

CCTV cameras can be installed to shopfronts under Part 22 of the Permitted Development rights. However, businesses within a Conservation Area (Antrim and Randalstown) are not covered by Permitted Development and full planning permission is required. Where statutory permissions are required for the work, these must be obtained and funded by the applicant before the commencement of works; the fee associated with a full application is anticipated to be £185 for each application*.

Please see below contact details for the Planning Department;

Telephone: 0300 123 4568 (select option 5)

Email Address: planning@antrimandnewtownabbey.gov.uk

The Council **will not cover the cost of the Planning application as part of this grant programme*

2.3 Statutory Consents

It is the applicant's responsibility to ascertain if any statutory consents are required and ensure the relevant applications are made e.g. planning, licences and permissions for the operation of CCTV. If a building is listed and protected further permissions will be required before any equipment can be installed on exterior walls.

It is the responsibility of the applicant to ensure that all approvals are legally complied with. A 'Certificate of Lawful use or Development' may be requested to prove that planning consent is not required if there is any uncertainty.

2.4 Property Owner/Landlord Consent

Applications must be signed by the applicant/tenant and counter-signed by the property owner/landlord to demonstrate owner's consent.

2.5 Who can apply

Private sector businesses trading from commercial premises within;
(a) A designated town centre

- Antrim
- Ballyclare
- Crumlin
- Glengormley
- Randalstown

(b) The designated local centres of;

URBAN

Newtownabbey

- Abbots Cross
- Ballyduff
- Beverley Road
- Carmoney
- Cloughfern
- Jennings Park
- Kings Park/ Kings Crescent
- Mallusk
- Mayfield
- Merville Garden Village
- Monkstown
- Mossley West
- Richmond
- The Diamond (Rathcoole)

Antrim

- Greystone
- Parkhall

RURAL

- Ballynure
- Doagh
- Parkgate
- Templepatrick
- Toome

as identified in Appendix G of Evidence Paper 4 within the draft Antrim and Newtownabbey Local Development Plan 2030, Draft Plan Strategy, available here.

(c) Commercial premises within urban Newtownabbey

(d) The designated district centres of Northcott and Whiteabbey Village;

(e) Commercial premises at strategic Industrial areas:
- Mallusk
- Global Point
- Nutts Corner
- Greystone Road

Due to the nature of this open call, applications will be considered for assistance on a first-come first-serve basis, based on the availability of funding.

Please note that only one grant per business address is eligible.

The following are ineligible to apply:

- Businesses outside the stipulated areas.
- Businesses operating from a residential property.
- Farms

2.6 What can be funded?

Eligible Costs
Expenditure relating to the purchase and installation of high quality, external, public facing CCTV camera(s)and supporting equipment at commercial premises.

This may include:
- **Cameras** - e.g. Dome CCTV Cameras, Bullet CCTV Cameras, C-Mount CCTV Cameras, PTZ Pan Tilt & Zoom Cameras, Day/Night CCTV Cameras, Infrared/night vision CCTV Cameras, Network/IP CCTV Cameras, Wireless CCTV Cameras
- **Power supplies and connections** - cables / battery / other
- **Hardware** – e.g. storage devices, hard drives, monitors etc.
- **Signage** – e.g. "CCTV in operation" signage

This is an indicative list and should not be considered exhaustive.

2.7 What cannot be funded?

Ineligible Costs
The following will **not** be eligible for funding:

- Costs incurred prior to a Letter of Offer from Council (retrospective funding).
- Any costs or projects which are clearly another statutory agency's responsibility or costs that can be claimed back from elsewhere.
- Internal CCTV Cameras*
- VAT on all invoices, if the applicant is VAT registered. If the applicant is not VAT registered, the gross cost is eligible.

- Repairs to or replacement of existing CCTV equipment is ineligible however, upgrades to existing systems (eg, improved cameras) will be considered
- Dummy CCTV Cameras
- Google Nest cameras or similar (eg Ring Doorbell, Blink, Arlo, Eufy) or other poor quality outdoor camera solutions
- Costs which are not clearly linked to the project.
- Costs that are assessed as poor value for money, or that are purchased without following Council procurement guidelines.
- **Professional and statutory fees** including planning consents, building control and legal fees or any costs incurred in obtaining quotes in preparation of grant application.
- **Data Protection Fee** to the Information Commissioners Office.

* If your project includes both internal and external cameras, grant support can only be used to support the cost of the external element. Therefore, quotations must be sufficiently detailed, differentiating between the internal and external elements.

2.8 <u>Application Process</u>

It is in the applicant's best interest to ensure that all required information is supplied with the application form to ensure it is assessed quickly. Applications that do **not** include the necessary information can **not** be assessed until **ALL** required information is received. The following must be submitted before your application will be processed:

- Completed and signed application form.
- The minimum number of price checks or quotes as per point **2.10**.

2.9 Assessment Process

Only those applications answering 'yes' to all criteria below will proceed to assessment stage;

	Yes	No
1. The application has been completed in full.		
2. Business is located in the stipulated areas as per guidance and occupies a location facing a public road, street or footpath.		
3. The applicant is eligible under the programme criteria.		
4. The proposed expenditures are eligible under the programme guidance.		
5. Price checks have been undertaken or the adequate number of quotes have been submitted.		
6. Written permission from property owner has been received.		
7. The work has not commenced.		
8. All costs represent value for money.		

Due to the fixed amount of funding available, applications will be assessed on the following criteria;

- Location: In line with the population density
- Need: Against the information provided regarding issues with anti-social Behaviour and criminal activity
- Priority: Priority areas in the Borough, as identified by the PSNI

Funding will be awarded based on the total score achieved across these criteria and the level of funding remaining.

2.10 Procurement

Applicants must demonstrate value for money has been obtained when purchasing CCTV equipment.

- Applicant should carry out their own price checks and seek their own quotations; avoid suppliers who approach you directly or use tactics such as "cold calling" or canvassing.
- You should seek the required number of price checks or quotes based on the thresholds below - the threshold is the value of the full item. For example, if you

are procuring a number of cameras, the value will be the **total** cost, not an individual cost.

- You must follow the thresholds for each item or service that you are sourcing.
- You must ensure that the price checks undertaken or quotations obtained are 'like for like'.
- The grant request should be based on the lowest quotation received.
- Price checks and quotes must be submitted with this application.
- Email quotes are acceptable for all value of items and should include any covering email.
- Quotes must be dated prior to application submission and contain the supplier's name, address and contact details.
- Internet searches (items costing less than £5,000) should be saved as a screen-print or printed and sent with your application –website addresses / links to websites will not be accepted. The submission must clearly show the website used and the cost of the item.
- Evidence of all suppliers/companies asked to quote should be submitted with this application.

Please note: As part of Antrim and Newtownabbey Borough Council's audit and fraud prevention checks, Council Officers and Programme auditors may undertake supplier verification checks to verify quotation(s)/ invoice(s) at grant application and claim stage. Any quotation/invoice that cannot be verified by the supplier will be passed to the Council's Internal Audit Department for further investigation.

Grant funding will not be paid out for items that have been purchased without following this procurement process. The Council will base any Letter of Offer on the cost of the lowest quotation or the quotation offering the best value for money.

Number of Quotations Required		**Quotation Thresholds (£)**
1	No quotations required but, to ensure value for money, **complete price check form in Section 2A of application**	Up to £4,999
2	Minimum of 3 written/email quotations **Please complete Section 2B of application**	£5,000 – £14,999
3	Minimum of 4 written/email quotations **Please complete Section B of application**	£15,000 – £49,999

As part of our local sourcing ambitions, we encourage businesses to source services from suppliers based inside the ANBC Borough.

It is mandatory that any company undertaking works must be Security Systems and Alarms Inspection Board (SSAIB) or National Security Inspectorate (NSI) approved.

You can search for approved companies on the below websites:

- SSAIB: https://supplier.ssaib.org/security-provider-search

- NSI: https://www.nsi.org.uk/company-finder

2.11 Fraudulent procurement

The Council is committed to the prevention and detection of fraud and the promotion of an anti-fraud culture.

The Council operates a zero tolerance attitude to fraud and corruption, whether from internal or external sources. The Council requires staff and individuals/organisations that it deals with, to act with honesty and integrity, to safeguard the public resources and to report all suspicions of fraud and corruption.

Every case of alleged or suspected fraud will be thoroughly investigated in accordance with the Anti-Fraud and Corruption Policy, and where appropriate, referred to the Police Service of Northern Ireland (PSNI). The Council will also seek to recover any loss suffered as a result of fraud and if appropriate, will take civil, and/or disciplinary action.

2.12 Successful Applications

A Letter of Offer will be issued to successful applicants with time bound completion dates.

Do not commence work, pay deposits or confirm the purchase of any CCTV Equipment until a Letter of Offer has been signed and returned to the Council. **The Council will not retrospectively fund projects**.

2.13 Grant Claim Process

Once expenses have been incurred a grant claim must be completed and returned including the following documentation:

1. Signed claim form detailing the items to be claimed, supplier/s and value.
2. Invoice(s) for the CCTV equipment, supporting equipment and any works required (e.g. installation).
3. Copy of relevant bank/credit card statement(s) showing payment clearing your account. Electronic banking printouts will be sufficient for these purposes (irrelevant information can be redacted);
4. Evidence of works complete (photograph of the equipment installed).

Submission of the evidence detailed above is essential for your grant to be administered and paid to you.

CASH EXPENDITURE WILL NOT BE ELIGIBLE FOR THE PURPOSES OF THIS FUND.

Payment of grant will be made to the applicant via direct BACS payment. No cash or cheque payments will be made.

All projects must be completed as soon as practically possible after receiving a Letter of Offer, and by the end date stated in your Letter of Offer.

Section 3 – How to Apply

3.1 Next steps

Step 1	Ensure that your proposed expenditure is deemed eligible and can be funded. Refer to sections **2.6** and **2.7.** Seek the minimum number of price checks or quotes from contractors/suppliers for items or planned activity and insert details into section 2 of the application form. Price checks may be written quotes, email quotations or internet quotes. The number and type of quotes will depend on the cost thresholds for your expenditure. Please refer to Section **2.10.**
Step 2	Return your application form and your quotations to the Council by emailing regeneration@antrimandnewtownabbey.gov.uk. Funding will be allocated on a first-come, first-served basis, and the Council will close the programme when the budget has been exhausted.

After receiving a Letter of Offer, all projects must be completed as soon as practically possible and before the end date stated in your Letter of Offer.

If you have any queries, please contact the Regeneration Team by email at regeneration@antrimandnewtownabbey.gov.uk or contact Tara McCormick on 0300 123 4568.

SECTION 4 – ADDITIONAL INFORMATION FOR APPLICANTS

1. Publication of Data

If your application is successful and your project is awarded funding, please note that the Council may publicise details of all financial support awarded/paid out to beneficiaries. This will include the name of the beneficiary, their postal town, their post code and the total amount of financial support received by the beneficiary. Details of applications (successful and unsuccessful) will be submitted to Council and applicant details will be published as part of the Council report, which are accessible to the public.

2. Data Protection Act

We will use the information you give us on the application form during assessment and

for the life of any grant we award you to administer and analyse grants and for our own research.

We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

3. Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at www.ico.gov.uk

4. General Data Protection Regulations (GDPR)

When you apply for the CCTV Grant Programme we will ask for some personal information for example, your personal email address or telephone number is used on the applicant organisation's behalf. When you provide this information it is processed in adherence with the GDPR, Data Protection Act 2018 to enable us to communicate with you about the application and vouch costs associated with the funding.

We take care to ensure that any personal information supplied is dealt with in a way which complies with the requirements of the Data Protection Act