

Department for

**Social  
Development**

www.dsdni.gov.uk

Ms Catherine McKeown  
Belfast City Council  
Development Department  
Adelaide Exchange  
24 -26 Adelaide Street  
Belfast  
BT2 8GD

Physical Development Branch  
Belfast Regeneration Office  
Level 2 Cityside, James House  
2 - 4 Cromac Avenue  
Ormeau Road  
Belfast, BT7 2JA  
Telephone (02890) 819656  
Facsimile: (02890) 819620  
Email: stephen.dobbin@dsdni.gov.uk

Your ref:  
Our ref: CDB/57/49/12  
Date: 11<sup>th</sup> March 2013

Dear Catherine,

### **SHOP FRONTAGE SCHEME AT ORMEAU ROAD, BELFAST.**

We agreed that you would project manage the proposed project at Ormeau Road, Belfast which consists of enhancing the appearance of the Ormeau Road area through the improvement of dilapidated shop fronts and the upgrading of shop signage.

I am pleased to confirm that BRO is willing to go into partnership with Belfast City Council on the delivery of this project and is prepared to offer funding up to a maximum of £155,000.00. BRO will also assist with the management of the project and the necessary publicity arrangements.

This agreement is on the basis of the details set out above and more specifically that the project delivers the desired benefits/improvements along this road. Based on the presumption that Belfast City Council follows set internal procedures concerning contractors, receipts, follow up inspections etc, BRO will adhere to their own internal procedures in relation to requests for payments from statutory bodies.

With regard to the reimbursement of costs for work which will be undertaken for this scheme, the following documentation will be required for reimbursement:-

Telephone: 02890 819656

Fax: 02890 819620

Public Realm and Environmental Improvement

E-mail: stephen.dobbin@dsdni.gov.uk

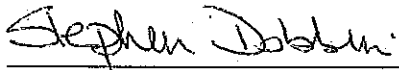
A letter headed invoice from the statutory body (BCC) which confirms:

- That work has been completed to the required standard and complies with specifications as agreed within the original contract;
- Is signed by appropriate grade (within statutory body's delegated limits) confirming percentage and amount of work completed;
- The letter clearly states the above project reference number and total amount due.

On receipt of above documentation, BRO will arrange for payment to be made to Belfast City Council.

I would be grateful if you could liaise with me about suitable publicity arrangements for this scheme at the appropriate time.

Yours sincerely,



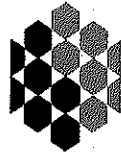
Stephen Dobbin  
Belfast Regeneration Office  
PREI Schemes

Telephone: 02890 819656

Fax: 02890 819620

Public Realm and Environmental Improvement

E-mail: [stephen.dobbin@dndni.gov.uk](mailto:stephen.dobbin@dndni.gov.uk)



Department for

**Social  
Development**

[www.dsdni.gov.uk](http://www.dsdni.gov.uk)

Physical Development Branch  
Belfast Regeneration Office  
Level 2 Cityside, James House  
2 - 4 Cromac Avenue  
Ormeau Road  
Belfast, BT7 2JA  
Telephone (02890) 819656  
Facsimile: (02890) 819620  
Email: [stephen.dobbin@dsdni.gov.uk](mailto:stephen.dobbin@dsdni.gov.uk)

Ms Catherine McKeown  
Belfast City Council  
Development Department  
Adelaide Exchange  
24 -26 Adelaide Street  
Belfast  
BT2 8GD

Your ref:  
Our ref: CDB/57/48/12  
Date: 11<sup>th</sup> March 2013

Dear Catherine

### **SHOP FRONTAGE SCHEME AT NEWTOWNARDS ROAD, BELFAST.**

We agreed that you would project manage the proposed project at Newtownards Road, Belfast which consists of enhancing the appearance of the Newtownards Road area through the improvement of dilapidated shop fronts and the upgrading of shop signage.

I am pleased to confirm that BRO is willing to go into partnership with Belfast City Council on the delivery of this project and is prepared to offer funding up to a maximum of £155,000.00. BRO will also assist with the management of the project and the necessary publicity arrangements.

This agreement is on the basis of the details set out above and more specifically that the project delivers the desired benefits/improvements along this road. Based on the presumption that Belfast City Council follows set internal procedures concerning contractors, receipts, follow up inspections etc, BRO will adhere to their own internal procedures in relation to requests for payments from statutory bodies.

With regard to the reimbursement of costs for work which will be undertaken for this scheme, the following documentation will be required for reimbursement:-

Telephone: 02890 819656

Fax: 02890 819620

Public Realm and Environmental Improvement

E-mail: [stephen.dobbin@dsdni.gov.uk](mailto:stephen.dobbin@dsdni.gov.uk)

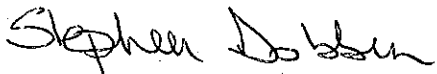
A letter headed invoice from the statutory body (BCC) which confirms:

- That work has been completed to the required standard and complies with specifications as agreed within the original contract;
- Is signed by appropriate grade (within statutory body's delegated limits) confirming percentage and amount of work completed;
- The letter clearly states the above project reference number and total amount due.

On receipt of above documentation, BRO will arrange for payment to be made to Belfast City Council.

I would be grateful if you could liaise with me about suitable publicity arrangements for this scheme at the appropriate time.

Yours sincerely,



---

Stephen Dobbin  
Belfast Regeneration Office  
PREI Schemes

Telephone: 02890 819656

Fax: 02890 819620

Public Realm and Environmental Improvement

E-mail: [stephen.dobbin@dndni.gov.uk](mailto:stephen.dobbin@dndni.gov.uk)