

Special Lighting Policy

Policy Name – Special Lighting Policy	
Version number: 1	
Policy Owner	Policy Author/Reviewer
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Approving body	Date of approval
SLT	June 2023
	Equality Screened
	Yes
	Next Review date
	July 2025
Queries relating to this document should be directed to the Policy Owner – Cathy Gormely Heenan, c.gormley@ulster.ac.uk	
This document can be made available on request, in alternative formats and in minority languages to meet the needs of those who are not fluent in English.	

Ulster University Special Lighting Policy

Introduction

Ulster University's campus estate comprises some of the most iconic buildings in Northern Ireland. Our Derry~Londonderry, Coleraine and Belfast campuses have, alongside essential operational lighting, an external lighting system which allows certain buildings to be lit in a single (including blackout) or multi-colour wash. This lighting feature has the potential to enhance spaces and create 'places'; highlight our buildings' architectural features and allow the University to recognise important occasions and participate in celebrations and commemorations with the wider community. The use of special lighting is intended to be *occasional*, as over-use will negate its impact.

This special lighting policy sets out the criteria that must be met for special lighting to be allowed and the process through which applications can be made, considered and, if approved, put into effect.

Scope of the policy

This policy only covers *special lighting* of University building(s).

Where there is any conflict between the use of essential operational lighting and special lighting, the essential operational lighting of the building will take precedence.

Definitions

In this policy:

- a) Special lighting means any form of lighting of Ulster University buildings other than essential operational lighting.
- b) Essential operational lighting means the normal white lighting of the building for operational reasons.
- c) Occasion may mean one single day or a period of unbroken days. On any day, the special lighting will normally be from sunset to midnight.
- d) Year means a calendar year (1 January to 31 December). Where an occasion overlaps two calendar years, it will be counted as having been held in only the earliest of the two years.

Special lighting criteria

In order to ensure that the use of special lighting is appropriate, the University has identified the following parameters:

The University may agree to light campus buildings for occasions/causes that are significant in the wider community. Lightings in honour of holidays, historical events, and extraordinary events will be considered.

When not lit for a specific events, the default lighting on Belfast campus skybridge will be lit in blue. Other campuses will not be lit.

Illumination Calendar

The occasions on which the University will light campus buildings will include:

- Holocaust Memorial Day – Purple
- International Women’s Day – Purple
- Saint Patrick’s Day – Green
- Global Pride Day – Rainbow
- UN International Day of Persons with Disabilities – Purple.
- Twelfth of July- Purple

Criteria

Applications may be made for single or multiple campus illuminations.

In addition, and upon referral by the Vice-Chancellor, the University may authorise special lighting of a building in exceptional circumstances.

Eligibility of requestor

The University may grant permission for special lighting in connection with other occasions, subject to receiving a request that fulfils the following criteria:

- Requests may be made by a registered charity, a public-sector body, community or other non-profit making organisation and Members of the University staff and student community.
- Individuals and commercial organisations may not apply for special lighting.

Eligibility of event

Approval for special lighting will be given only when such lighting is in connection with one or more of the following:

- A significant anniversary of a significant local, national or international event.

- An event that is considered as being of significant benefit to Ulster University from a promotional, reputational or engagement perspective.
- An event that is considered as being of significant benefit to Northern Ireland from a promotional, reputational or engagement perspective.
- An event being held in Ulster University

Requests for special lighting will not be approved where such lighting is:

- Linked to an issue that is politically sensitive; and/or
- Linked to a party political issue, or a political campaigning issue
- Obviously contentious and risks reputational damage to the University; and/or
- Generates a commercial advantage; and/or
- Is not in keeping with the purpose and dignity of the building.
- Special lighting will not be approved to mark an event/occasion that occurs repeatedly, for example an annual Day or Week, unless it is a significant anniversary of that event/occasion.

Process

Requests for special lighting should be made on a special lighting application form, which is [available online](#). The completed application form must be received by the VC Office no later than four weeks before the date(s) on which special lighting is being sought.

Each request will be evaluated by a designated University team against the criteria outlined above (in the sections on 'Eligibility of Requestor' and 'Eligibility of Event'). A decision will then be made on whether it meets the requirements of this policy and whether the request should be approved.

Once a decision has been made, the requestor will be advised as soon as possible thereafter. The University retains the right to refuse any request. In the event that a request has not been approved, an explanation will be provided, but there will be no scope to appeal the decision. Complaints can be made and should be addressed to the [illumination email address](#).

Where approval for special lighting has been given, the necessary arrangements will be put in place. There is no automatic renewal agreement. A new request must be submitted annually as needed.

Costs

Any costs incurred in providing special lighting over and above those costs that would normally be incurred through essential operational lighting will be charged to the requestor.

Cancellation

The University may, at its absolute discretion and with or without notice, cancel any approved requests for special lighting.