EXPRESSION OF INTEREST PROCESS FOR REGULAR BOOKINGS ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL INDOOR LEISURE FACILITIES

General EOI process

To provide opportunities through an open and fair process to secure a regular booking slot at one of the Indoor Leisure Facilities under the control of the Council, an Expression of Interest process shall be applied for any new long-term availability slots.

Each facility will continually monitor its programme, dryside and wetside, and should a permanent booking slot become available, the Expression of Interest process may commence, with all information advertised on the Council website and within the facility.

Short-term availability slots

Based on the booking period of another regular booking or the cancellation of a regular booking, a time slot may become available for a limited period. In these circumstances, it may be offered to a club/group/individual as a one-off booking for a period of up to 12 weeks without guaranteed rights of continuation. If within the 12 weeks it is determined that the slot has become permanently available, it shall be advertised under the Expression of Interest process for new long-term availability slots.

Application process

February must apply using the Expression of Interest Application Form and submit the form and relevant information before the closing date stipulated in the guidance.

Assessment and allocation

A panel consisting of three Council Officers will review and score each application using the scoring matrix guidance as part of the Expression of Interest process. Successful applicants shall be advised of the outcome within 3 days of the panel discussion and unsuccessful applicants within 5 days. Alternative unallocated slots may be offered where available.

GUIDANCE DOCUMENT FOR APPLICANTS
EXPRESSIONS OF INTEREST

Application for the booking of a regular time slot at South Lake Leisure Centre

EOI opens: Monday 19th October 2026 4:00pm

EOI closes: Monday 2nd November 2026 4:00 pm

Advertised availability

Facility	South Lake Leisure Centre
Pool	50-metre Long Course lanes
Day	Every Thursday until 1st February 2027

This EOI is for up to two 50-metre lanes until 1st February 2027. Applications must relate to the advertised Thursday 6:00 am–8:00 am period; times outside this availability will not be considered. Any allocation is subject to operational requirements and the Council's booking terms and conditions.

Applicants must use the Council's EOI Application Form. Information on regular booking opportunities is advertised through Council channels and within the facility. For more information or to submit an application, contact **sllcbookings@armaghbanbridgecraigavon.gov.uk.**

Who does this guidance apply to?

This guidance applies to Coaching Clubs, Non-affiliated Clubs/Groups and Organisations wishing to apply for the advertised regular time slot. Different eligibility requirements apply to each category.

Coaching Club: provides training or instruction by an appropriately qualified coach; requires insurance, appropriately qualified and AccessNI-cleared instructors, and affiliation with a Sport NI, Sport Ireland or UK Sport recognised Governing Body.

Non-affiliated Club/Group: an informal club, youth group or group of individuals meeting regularly for leisure activity, without coaching or formal governing-body affiliation; not required to be formally constituted.

Organisation: a non-commercial or commercial body which may provide training, instruction or advice without affiliation to a recognised Governing Body (e.g. youth, health or educational institutions, businesses or individuals).

ELIGIBILITY CRITERIA

Coaching clubs

- Located within the Borough and/or the majority of users are Borough residents.
- Do not distribute profits to any person or entity.
- Will not undertake activities conflicting with Council-operated activities.
- Will endeavour to increase regular participation in physical exercise.
- Will assist the Council in delivering varied activities contributing to its Health Agenda.
- Formally affiliated with a Sport NI, Sport Ireland or UK Sport recognised Governing Body; evidence required from successful applicants.
- Coaches/instructors have appropriate minimum qualifications and are AccessNI cleared; evidence required from successful applicants.
- Hold and maintain insurance appropriate to the activity; evidence required from successful applicants.
- Comply with equality legislation and Equality Commission NI guidance in membership policy.

Non-affiliated clubs/groups

- Located within the Borough and/or the majority of users are Borough residents.
- Do not distribute profits to any person or entity.
- Will not undertake activities conflicting with Council-operated activities.
- Will endeavor to increase regular participation in physical exercise.
- Will assist the Council in delivering varied activities contributing to its Health Agenda.

Organisations

- Located within the Borough and/or the majority of users are Borough residents.
- Will not undertake activities conflicting with Council-operated activities.
- Hold and maintain appropriate insurance; evidence required from successful applicants.
- Comply with all legislation and guidance relevant to the activity; evidence required from successful applicants.

APPLICATION PROCESS

To apply for the advertised regular 50-metre pool lane allocation at South Lake Leisure Centre:

- Submit the completed Council EOI Application Form by 4:00 pm on Monday 2nd November 2026.
- Provide supporting documentation demonstrating that your club, group or organisation meets the eligibility criteria.

Where eligibility cannot be evidenced, the Council may not assess the application.

- Email the application and supporting information to sllcbookings@armaghbanbridgecraigavon.gov.uk.
- The Council will assess applications following the closing date. Applicants will be notified in accordance with the assessment process. Successful applicants must sign the Council's booking terms and conditions and supply the required paperwork. The Council's decision is final.

Note: This EOI concerns the Thursday 6:00 am–8:00 am slot only, with up to two 50-metre lanes available until 1st February 2027. The opening and closing dates above are application dates, not confirmed booking commencement dates.

ARMAGH CITY, BANBRIDGE & CRAIGAVON BOROUGH COUNCIL
EXPRESSION OF INTEREST APPLICATION FORM

Advertised booking: South Lake Leisure Centre, 50-metre pool; Thursdays, 6:00 am–8:00 am; two lanes.

Closing date: 4:00 pm Monday 2nd November 2026

Applicant category

☐ Coaching Club ☐ Non-affiliated Club/Group ☐ Organisation

Coaching Club affiliation (if applicable): _____

Located within ABC Borough? ☐ Yes ☐ No Postcode/location: _____

Will the majority of participants be Borough residents? ☐ Yes ☐ No

Commercial or non-commercial? ☐ Commercial ☐ Non-commercial

Requested booking period

Until 1st February 2027

Booking commencement date: To be confirmed following allocation

Contact information

Name of Club/Group/Organisation: _____

Contact name: _____

Contact number: _____ Position: _____

Email: _____

Advertised slot requested

Day: Thursday Time: 6:00 am–8:00 am Facility: South Lake Leisure Centre

Allocation advertised: up to 2 × 50-metre lanes (until 1st February 2027)

Intended booking start date (if known): _____

APPLICATION FORM — ACTIVITY INFORMATION

Please answer the following questions. As a guide, answers should be no more than 300 words per section.

Question 1. Please outline your intended activity. Your activity must not conflict with Council-operated activities.

Question 2. Explain how the booking will benefit residents by increasing regular participation in sport and physical exercise within ABC Borough (e.g. anticipated weekly participant numbers).

APPLICATION FORM — ACTIVITY INFORMATION (CONTINUED)

Question 3. Demonstrate how the booking will help the Council deliver a wide and varied range of activities contributing to the ABC health agenda.

Question 4. Confirm the allocation requested from the advertised availability and explain any flexibility within that slot.

Facility: South Lake Leisure Centre Pool: 50-metre

Day: Thursday Time: 6:00 am–8:00 am

Allocation advertised: up to 2 × 50-metre lanes until 1st February 2027

ASSESSMENT AND ALLOCATION GUIDANCE

This guidance applies to applicants seeking regular booking slots at ABC Council leisure facilities. Applications will be scored on the information provided, so applicants should provide as much relevant details as possible.

Available allocations will be offered to the highest-scoring applicant, followed by the next highest, subject to the number of lanes available and the Council's operational requirements.

Tie-break process

Where applicants seeking the same allocation receive equal scores, the following order will be applied:

1. Coaching Clubs, then Non-affiliated Clubs/Groups, then Organisations.

2. Number of weekly participants.

3. Score for Question 3.

4. Where necessary, further consideration by the assessment panel.

Offering allocations

The highest-scoring applicant will be considered first for their requested allocation, followed by subsequent applicants in score order for the advertised allocation of up to two lanes for 12 weeks. Where appropriate, the Council may make an allocation subject to applicant agreement and operational suitability.

Successful applications that do not secure an allocation will remain on a reserve list for six months from the closing date and may be offered suitable availability if it arises.

Important: No additional days, times or lanes beyond the advertised availability are included in this EOI.