FOI 51-26

DATE	PAGE	CONTENT	SUPPLIER
28 Aug 2024	1-2	C Crawford Updated Signage Email	Tower Signs
27 Sep 2024	3-8	C Crawford Design Email	Tower Signs
01 Oct 2024	9-16	C Crawford MF8 Email C Crawford Signage Quote and MF9 Email	Tower Signs
20 Oct 2024	17-21	C Crawford Signage Quote Email	Ryan Wright Signs
28 Oct 2024	22-25	C Crawford MF8 Email	Ryan Wright Signs
16 Sep 2025	26-36	J Burrows MF8 Email	Tower Signs
17 Sep 2025	37-45	J Burrows Email	Tower Signs
18 Sep 2025	46-49	J Burrows Signage Design Email	Tower Signs
19 Sep 2025	49-53	J Burrows Signage Approved Email	Tower Signs





Sign size

1.72 * (9.79+12.04) = 37.5476

*20% = **7.50952**

UUP logo size 2.07*1.72= 3.5604

NIA logo 1.34*1.72= 2.3048

Total = 5.8652

Sign is **not** compliant 28/08/24 [redacted]

From: Colin Crawford <[redacted]
Sent: 28 August 2024 09:27
To: [redacted]
Subject: Colin Crawford MLA - Office Signage
Attachments: colin crawford.pdf

Hi [redacted]

Hopefully this is better.

Kind Regards,

Colin Crawford MLA
Ulster Unionist Party

Sent from my iPhone

From: Crawford, Colin <colin.crawford@mla.niassembly.gov.uk>
Sent: 27 September 2024 14:14
To: [redacted]
Subject: Fw: Colin Crawford MLA - Office Signage
Attachments: colin crawford3.jpg

Hi [redacted]

Please see attached signage for Assembly approval.

Kind Regards,

Northern Ireland Assembly

Colin Crawford MLA
Ulster Unionist Party - North Antrim

colincrawfordmla@gmail.com [redacted]

Stormont Office:
Room 303
Parliament Buildings
Stormont
Belfast
BT4 3XX

Constituency Office:
76 Church Street
Ballymena
Co. Antrim
BT43 6DF

From: info <info@towersigns.com>
Sent: 27 September 2024 12:35 PM
To: Crawford, Colin <colin.crawford@mla.niassembly.gov.uk>
Subject: RE: Colin Crawford MLA - Office Signage

[redacted]

Please see attached drawing as requested.

Regards

[redacted]
Tower Signs
Unit 2
Railway Goods Yard
Railway Street
Ballymena
BT42 2AF

028 2565 8306
[redacted]

From: Crawford, Colin <colin.crawford@mla.niassembly.gov.uk>
Sent: 23 September 2024 13:13

To: info <info@towersigns.com>
Subject: Colin Crawford MLA - Office Signage

Hi [redacted]

Sorry [redacted].

Can you please use the attached Party Logo for the office design and resend through for approval?

Many Thanks,

Northern Ireland Assembly

Colin Crawford MLA
Ulster Unionist Party - North Antrim

colincrawfordmla@gmail.com [redacted]

Stormont Office:
Room 303
Parliament Buildings
Stormont
Belfast
BT4 3XX

Constituency Office:
76 Church Street
Ballymena
Co. Antrim
BT43 6DF


Northern Ireland Assembly
Colin Crawford MLA
Constituency Office
Ulster Unionist Party
Mon - Sat
9 am - 5 pm
30 mins
No return within 2hrs


Colin Crawford MLA
Bonmarché


Northern Ireland Assembly
Colin Crawford MLA
Constituency Office
Ulster Unionist Party
Mon - Sat
9 am - 5 pm
30 mins
No return within 2hrs


Colin Crawford MLA
Bonmarché





Sign size

1.77 * (10.13+12.5) = 40.0551

*20% = **8.01102**

UUP logo size 2.14*1.77= 3.7878

NIA logo 1.44*1.77= 2.5488

Total = 6.3366

Sign is **not** compliant 30/09/24 [redacted]





Sign size

1.72 * (10.14+12.46) = 38.872

*20% = **7.7744**

UUP logo size 1.5*1.72= 2.58

NIA logo 1.52*1.72= 2.6144

Total = 5.1944

Sign is **compliant** 01/10/24 [redacted]

From: Crawford, Colin <colin.crawford@mla.niassembly.gov.uk>
Sent: 01 October 2024 10:19
To: [redacted]
Subject: Colin Crawford MLA - Office Signage
Attachments: Office Signage MF8.jpg

Morning [redacted]

Please find attached MF8 Form for your approval.

Should you require any further information, please feel free to give me a call.

Many Thanks,

Northern Ireland Assembly

Colin Crawford MLA

Ulster Unionist Party - North Antrim

colincrawfordmla@gmail.com [redacted] www.uup.org

Stormont:
Room 303
Parliament Buildings
Stormont
Belfast
BT4 3XX

Constituency Office:
76 Church Street
Ballymena
Co. Antrim
BT43 6DF

Northern Ireland Assembly

Form MF8

Constituency Office Expenses
Establishment Expenses Request

In accordance with the requirements of the Assembly Members (Salaries and Expenses) Determination (Northern Ireland) 2016 (as amended) I would like approval to either purchase the following items or obtain the items from Office Resources and have them recharged to me.

The items may not be purchased or requested until written approval is received from the Finance Office.

Supplier	Item(s)	Cost
Tower Signs 2 Railway Street Ballymena BT42 2AF	Office Signage	£1488.00 (inc VAT)

		Yes	No
1	In submitting this request, I have considered and applied the Ten Principles. This expenditure will be incurred in the exercise of my functions as a Member and not recovered from any other source.		✓
2	In submitting this request, I have complied fully with the requirement of the Determination*		✓
3	The proposed payee **is not** "a connected person" as defined by the Determination*		✓
4	Are any of the payees an associated person, as defined in the Determination (the definitions are provide overleaf), if so, please give details below.		✓

*Assembly Members (Salaries and Expenses) Determination (Northern Ireland) 2016 (as amended)

The name of the associated person: _____

Details of the association: n/a

Signed: [redacted] Date: 01 October 2024

Print Name: Colin Crawford MLA Telephone Contact [redacted]

When complete this form should be emailed to membersfinance@niassembly.gov.uk or sent to:
Claims Team, Finance Office, Room 401, Parliament Buildings

To find out how we use, store or share your data, please refer to our privacy notice on the Members' Portal:
https://niassembly.sharepoint.com/sites/MembersIntranet-Finance/SitePages/Members'-Privacy-Notice.aspx

May 2022

From: [redacted]
Sent: 01 October 2024 11:13
To: 'Crawford, Colin'
Subject: RE: Colin Crawford MLA - Office Signage
Attachments: MF9 - Establishment Expense Decision - Crawford, C - Tower Signs.pdf

Hi Colin

Please find attached MF9 Establishment Expense Decision form.
Please ensure to include a copy of this form when you are submitting the claim for payment.

[redacted]



[redacted]
Senior Accouting Technician – AG6
Finance Office

Tel: [redacted]
Email: [redacted]niassembly.gov.uk

Address: 401
Parliament Buildings
Ballymiscaw
Stormont
Belfast
BT4 3XX

Members Portal: https://niassembly.sharepoint.com/sites/MembersIntranet-Finance

From: Crawford, Colin <colin.crawford@mla.niassembly.gov.uk>
Sent: 01 October 2024 10:19
To: [redacted]@niassembly.gov.uk>
Subject: Colin Crawford MLA - Office Signage

Morning [redacted]

Please find attached MF8 Form for your approval.

Should you require any further information, please feel free to give me a call.

Many Thanks,

Northern Ireland Assembly

Colin Crawford MLA

Ulster Unionist Party - North Antrim

colincrawfordmla@gmail.com [redacted] www.uup.org

Stormont:
Room 303
Parliament Buildings
Stormont
Belfast
BT4 3XX

Constituency Office:
76 Church Street
Ballymena
Co. Antrim
BT43 6DF

From: Crawford, Colin <colin.crawford@mla.niassembly.gov.uk>
Sent: 01 October 2024 11:00
To: [redacted]
Subject: Fw: Colin Crawford MLA - Office Signage

Hi [redacted]

Please see below for your information.

Many Thanks,

Northern Ireland Assembly

Colin Crawford MLA
Ulster Unionist Party - North Antrim

colincrawfordmla@gmail.com [redacted]

Stormont Office:
Room 303
Parliament Buildings
Stormont
Belfast
BT4 3XX

Constituency Office:
76 Church Street
Ballymena
Co. Antrim
BT43 6DF

From [redacted]owersigns.com>
Sent: 01 October 2024 10:11 AM
To: Crawford, Colin <colin.crawford@mla.niassembly.gov.uk>
Subject: RE: Colin Crawford MLA - Office Signage

You don't often get email from [redacted]@towersigns.com. Learn why this is important
Cost for 4No panels done with dibond with graphics on 3 of these would be £1240 plus vat.

Regards

[redacted]
Tower Signs
Unit 2
Railway Goods Yard
Railway Street
Ballymena
BT42 2AF

028 2565 8306
[redacted]

From: Crawford, Colin <colin.crawford@mla.niassembly.gov.uk>
Sent: 01 October 2024 09:55
To: [redacted]@towersigns.com>
Subject: RE: Colin Crawford MLA - Office Signage

Morning [redacted]

That's great! Can you please send me through a final quote so I can try and get this approved today?

Many Thanks,

Northern Ireland Assembly

Colin Crawford MLA

Ulster Unionist Party - North Antrim

colincrawfordmla@gmail.com [redacted] www.uup.org

Stormont:
Room 303
Parliament Buildings
Stormont
Belfast
BT4 3XX

Constituency Office:
76 Church Street
Ballymena
Co. Antrim
BT43 6DF

From [redacted]@towersigns.com>
Sent: 30 September 2024 15:39
To: Crawford, Colin <colin.crawford@mla.niassembly.gov.uk>
Subject: RE: Colin Crawford MLA - Office Signage

You don't often get email from [redacted]@towersigns.com. Learn why this is important
Please see attached amended drawing as discussed.

Regards

[redacted]
Tower Signs
Unit 2
Railway Goods Yard
Railway Street
Ballymena
BT42 2AF

028 2565 8306
[redacted]

From: Crawford, Colin <colin.crawford@mla.niassembly.gov.uk>
Sent: 23 September 2024 13:13
To: info <info@towersigns.com>
Subject: Colin Crawford MLA - Office Signage

H [redacted]

Sorry [redacted]

Can you please use the attached Party Logo for the office design and resend through for approval?

Many Thanks,

Northern Ireland Assembly

Colin Crawford MLA

Ulster Unionist Party - North Antrim

colincrawfordmla@gmail.com [redacted]

Stormont Office:
Room 303
Parliament Buildings
Stormont
Belfast
BT4 3XX

Constituency Office:
76 Church Street
Ballymena
Co. Antrim
BT43 6DF

Northern Ireland Assembly

Form MF9

Constituency Office Expenses
Establishment Expenses Approval/Rejection

Name of MLA: **COLIN CRAWFORD**

Following your recent request, your application to purchase the following item(s):

Supplier	Item(s)	Estimated Cost
TOWER SIGNS	OFFICE SIGNAGE	£ 1,488.00
		£
		£

Is Approved ✓ **Is Declined**

Approved

1. Once you have made the purchase, please attach this form to your request for payment **or**
2. If you wish to obtain the goods from Office Resources, please submit this form with your request and the cost of the goods will be recharged against your establishment costs.
3. It is **your responsibility** to ensure that you have sufficient funds remaining in your establishment budget to meet these costs

Declined

4. For the following reason:

5. If you wish to appeal my decision, you may do so using the declined payment appeal form (MF9a)

Signed [redacted]

Name:

Date: 01 October 2024

When complete this form should be emailed to membersfinance@niassembly.gov.uk or sent to:
Pay and Claims, Finance Office, Room 401, Parliament Buildings

From: Crawford, Colin <colin.crawford@mla.niassembly.gov.uk>
Sent: 20 October 2024 18:11
To: [redacted]
Subject: Colin Crawford MLA - Office Signage
Attachments: Colin Crawford MLA.jpg

Hi [redacted],

Please see attached updated signage and quote for my Constituency Office.

Unfortunately, my original supplier pulled out and are unable to proceed with the original order.

Can you please confirm the attached meets the requirements?

Kind Regards,

Northern Ireland Assembly

Colin Crawford MLA
Ulster Unionist Party - North Antrim

colincrawfordmla@gmail.com [redacted]

Stormont Office:
Room 303
Parliament Buildings
Stormont
Belfast
BT4 3XX

Constituency Office:
76 Church Street
Ballymena
Co. Antrim
BT43 6DF

From: [redacted]@aol.com>
Sent: 18 October 2024 22:51
To: Crawford, Colin <colin.crawford@mla.niassembly.gov.uk>
Subject: Signage

Hi Colin, please see below quote for signage.

current sign removal £60
New ACP panel with vinyl
text
fitted

panel 1 £115
panel 2 £120
panel 3 £140

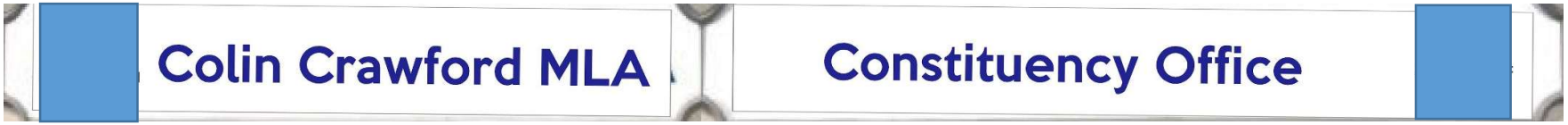
TOTAL £435

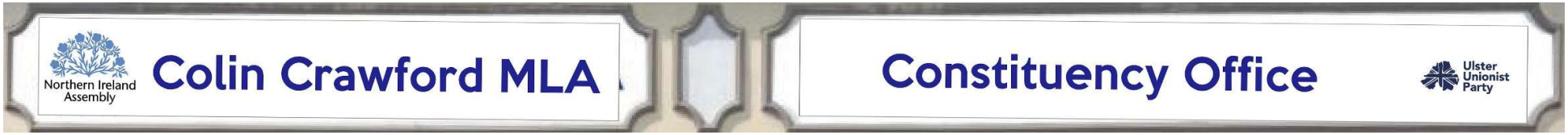
Many Thanks

[redacted]

--


29 Ballyconnelly Rd | Cullybackey | Co. Antrim | BT42 1JF
Tel: 028 2588 0532
[redacted]
www.ryanwrightsigns.com
www.ronniewrightmotors.com





Sign size

1.85 * (11.04+13.63) = 45.6395

*20% = **9.1279**

UUP logo size 1.5*1.85 = 2.775

NIA logo 1.54*1.85 = 2.849

Total = 5.624

Sign is **compliant** 21/10/24 [redacted]


Northern Ireland Assembly
Colin Crawford MLA
Constituency Office
Ulster Unionist Party


Colin Crawford MLA
Bonmarché

From: Crawford, Colin <colin.crawford@mla.niassembly.gov.uk>
Sent: 28 October 2024 16:37
To: [redacted]
Subject: Colin Crawford MLA MF8 - Ryan Wright Signs
Attachments: Colin Crawford MLA MF8 - Ryan Wright Signs.pdf

Hi [redacted]

Please find attached an MF8 Form for my Office Signage.

Any queries, please feel free to give me a call on [redacted].

Kind Regards,

Northern Ireland Assembly

Colin Crawford MLA
Ulster Unionist Party - North Antrim

colincrawfordmla@gmail.com
028 2548 7100

Stormont Office:
Room 303
Parliament Buildings
Stormont
Belfast
BT4 3XX

Constituency Office:
76 Church Street
Ballymena
Co. Antrim
BT43 6DF

Northern Ireland Assembly

Form MF8

Constituency Office Expenses
Establishment Expenses Request

In accordance with the requirements of the Assembly Members (Salaries and Expenses) Determination (Northern Ireland) 2016 (as amended) I would like approval to either purchase the following items or obtain the items from Office Resources and have them recharged to me.

The items may not be purchased or requested until written approval is received from the Finance Office.

Supplier	Item(s)	Cost
Ryan Wright Signs 29 Ballyconnelly Road Ballymena BT42 1JF	Constituency Office Signage	£435.00 (+ VAT)

1	In submitting this request, I have considered and applied the Ten Principles. This expenditure will be incurred in the exercise of my functions as a Member and not recovered from any other source.	✓	
2	In submitting this request, I have complied fully with the requirement of the Determination*	✓	
3	The proposed payee **is not** "a connected person" as defined by the Determination*	✓	
4	Are any of the payees an associated person, as defined in the Determination (the definitions are provide overleaf), if so, please give details below.	Yes	No

*Assembly Members (Salaries and Expenses) Determination (Northern Ireland) 2016 (as amended)

The name of the associated person: _____

Details of the association: n/a

Signed: [redacted] Date: 25 / 10 / 24

Print Name: Colin Crawford MLA Telephone Contact [redacted]

When complete this form should be emailed to membersfinance@niassembly.gov.uk or sent to:
Claims Team, Finance Office, Room 401, Parliament Buildings

To find out how we use, store or share your data, please refer to our privacy notice on the Members' Portal:
https://niassembly.sharepoint.com/sites/MembersIntranet-Finance/SitePages/Members'-Privacy-Notice.aspx

Crawford, Colin

From: Ryan Wright <[redacted]
Sent: 18 October 2024 22:51
To: Crawford, Colin
Subject: Signage
Attachments: Colin Crawford MLA.jpg

Hi Colin, please see below quote for signage.

current sign removal £60
New ACP panel with vinyl
text
fitted

panel 1 £115
panel 2 £120
panel 3 £140

TOTAL £435

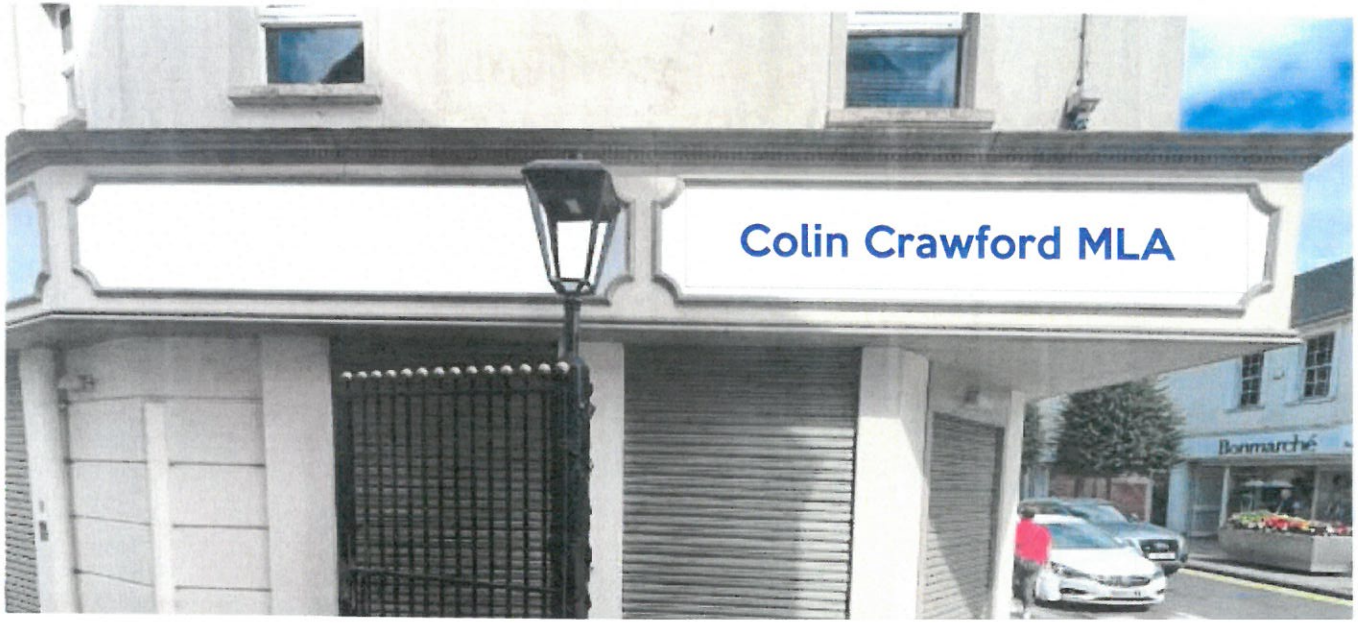
Many Thanks

Ryan

--

29 Ballyconnelly Rd | Cullybackey | Co. Antrim | BT42 1JF
Tel: 028 2588 0532
[redacted]
www.ryanwrightsigns.com
www.ronniewrightmotors.com


Northern Ireland Assembly
Colin Crawford MLA
Constituency Office
Ulster Unionist Party


Colin Crawford MLA
Bonmarché

Northern Ireland Assembly

Form MF9

Constituency Office Expenses
Establishment Expenses Approval/Rejection

Name of MLA: **COLIN CRAWFORD**

Following your recent request, your application to purchase the following item(s):

Supplier	Item(s)	Estimated Cost
RYAN WRIGHT SIGNS	OFFICE SIGNAGE	£ 435.00
		£
		£

Is Approved ✓ **Is Declined**

Approved

1. Once you have made the purchase, please attach this form to your request for payment **or**
2. If you wish to obtain the goods from Office Resources, please submit this form with your request and the cost of the goods will be recharged against your establishment costs.
3. It is **your responsibility** to ensure that you have sufficient funds remaining in your establishment budget to meet these costs

Declined

4. For the following reason:

5. If you wish to appeal my decision, you may do so using the declined payment appeal form (MF9a)

Signed [redacted]

Name:

Date: 29 October 2024

When complete this form should be emailed to membersfinance@niassembly.gov.uk or sent to:
Pay and Claims, Finance Office, Room 401, Parliament Buildings

Northern Ireland Assembly

Form MF8

Pre-Approval Costs Request

Please allocate which budget this request relates to:

COSUM [✓] Security Measures [ ]

In accordance with the requirements of the Assembly Members (Office and Staffing Costs and Allowances) Determination (Northern Ireland) 2025, I would like approval to either purchase the following items or obtain the items from Office Resources and have them recharged to me.

The items may not be purchased or requested until written approval is received from the Finance Office.

Supplier	Item(s)	Cost
Tower Signs Ballymena BT42 2AF	Constituency Office Signage + Vinyls	£2592.00
		£2592.00

I, the undersigned, certify that:

1. In submitting this claim I have considered and applied the Ten Principles. This expenditure will be incurred in the exercise of my functions as a Member and not recovered from any other source. [✓]
2. In submitting this request, I have complied fully with the requirement of the Determination* [✓]
3. The proposed payee **is not** a "connected person" as defined by the Determination* (definitions provided overleaf) [✓]
4. Are any of the payees an associated person, as defined by the Determination* (the definitions are provided overleaf). If so, please give details below — Yes [ ] No [✓]

* Assembly Members (Office and Staffing Costs and Allowances) Determination (Northern Ireland) 2025

The name of the associated person: _____

Details of the association: n/a

Signed: [redacted] Date: 16/09/25

Print Name: Jon Burrows MLA Telephone Contact 028 2568 7100

When complete this form should be emailed to membersfinance@niassembly.gov.uk or sent to:
Claims Team, Finance Office, Room 401, Parliament Buildings

To find out how we use, store or share your data, please refer to our privacy notice on the Members' Portal:
https://niassembly.sharepoint.com/sites/MembersIntranet-Finance/SitePages/Members'-Privacy-Notice.aspx

February 2025

Meaning of Connected Person

As defined in the Assembly Members (Office and Staffing Costs and Allowances) Determination (Northern Ireland) 2025, paragraph 44, the meaning of a connected person is:

(a) a family member of the member,

(b) a political party of which the member is a member,

(c) person with whom the member is connected within the meaning of the following provisions of the Companies Act 2006 –

- (i) section 252(2)(b) (bodies corporate with whom a person is connected),
- (ii) section 252(2)(c) (trusts with which a person is connected),
- iii) section 252(2)(d) (partnerships with which a person is connected),
- (iv) section 252(2)(e) (firms with which a person is connected)

Meaning of Associated Person

As defined in the Assembly Members (Office and Staffing Costs and Allowances) Determination (Northern Ireland) 2025, paragraph 45, the meaning of an associated person is:

(a) a political party;

(b) a member, employee or officer of a political party;

(c) an association, whether incorporated or not, the purpose of which is wholly or mainly—

- (i) the advancement of political opinions;
- (ii) the advancement of culture or heritage; or
- (iii) the advancement of religion;

(d) a person who is, or was within the last five years—

- (i) a member of the Assembly, the European Parliament, the Houses Parliament, the National Assembly for Wales, the Scottish Parliament, Dáil Éireann (House of Representatives of Ireland) or Seanad Éireann (Senate of Ireland);
- (ii) a member of a district councillor;
- (iii) an employee of a member of the Assembly;
- (iv) an employee of the Commission;
- (v) an employee of a Northern Ireland department;
- (vi) an employee of a district council;
- (vii) a family member of a member of the Assembly; or
- (viii) a candidate for election to the Assembly.

(e) a trust, where –

- (i) any trustee of the trust falls within any of sub-paragraphs (a) to (d),
- (ii) any beneficiary of the trust falls within any of sub-paragraphs (a) to (d),

(f) a company, where –

- (i) any director or secretary of the company falls within any of sub-paragraphs (a) to (d),
- (ii) any person who owns or controls more than 5% of the company's share capital or voting rights falls within any of sub-paragraphs (a) to (d).



Jon Burrows MLA
North Antrim

Side Sign Left.png
33K



Jon Burrows MLA
North Antrim

Front Sign Left.png
33K

[redacted]@towersigns.com>
To: Jon Burrows <jonburrowsmla@gmail.com>

Fri, Sep 12, 2025 at 9:58 AM

Cost for new printed signage & window graphics as per designs would be £2160 plus vat.

Regards

[redacted]

Tower Signs
Unit 2
Railway Goods Yard
Railway Street
Ballymena
BT42 2AF

028 2565 8306
[redacted]

[Quoted text hidden]

Jon Burrows <jonburrowsmla@gmail.com>
To: [redacted]towersigns.com>

Fri, Sep 12, 2025 at 10:07 AM

Morning[redacted]

Super job! Thanks for coming back to me so quickly. Would you have a design template that I could send through to Stormont along with the approval request? They will want to look and check the sizes of the logos etc.

Kind Regards,

[Quoted text hidden]

[redacted]@towersigns.com>
To: Jon Burrows <jonburrowsmla@gmail.com>

Fri, Sep 12, 2025 at 11:38 AM

I will get a design done on Monday & sent over to you.

[Quoted text hidden]


Jon Burrows MLA
North Antrim
Constituency Office
Northern Ireland Assembly
Ulster Unionist Party
Jon Burrows MLA
Constituency Office
028 2548 7100
jonburrowsmla@gmail.com
Bonmarché

Side Window 1

Ulster Unionist Party

Jon Burrows MLA
Constituency Office

028 2548 7100
jon.burrows@co.niassembly.gov.uk

Side Window 2



Ulster Unionist Party

Jon Burrows MLA
North Antrim

028 2548 7100

Front Door

Ulster Unionist Party

Monday - Friday
9.30am - 4.30pm

Please ring bell
for assistance

028 2548 7100
jon.burrows@co.niassembly.gov.uk

Ulster Unionist Party

Monday - Friday
9.30am - 4.30pm

Please ring bell
for assistance

028 2548 7100
jon.burrows@co.niassembly.gov.uk

Front Window 1

Front Window 2

Front Window 3

Ulster Unionist Party

Jon Burrows MLA
Constituency Office

028 2548 7100
jon.burrows@co.niassembly.gov.uk



Ulster Unionist Party

Jon Burrows MLA
North Antrim

028 2548 7100

Ulster Unionist Party

Jon Burrows MLA
Constituency Office

028 2548 7100
jon.burrows@co.niassembly.gov.uk

Side Sign Right

Constituency Office

Ulster Unionist Party

Side Sign Left

Northern Ireland Assembly

Jon Burrows MLA
North Antrim

Front Sign Right

Constituency Office

Ulster Unionist Party

Front Sign Left

Northern Ireland Assembly

Jon Burrows MLA
North Antrim

From: [redacted]@party.niassembly.gov.uk>
Sent: 16 September 2025 20:22
To: +Members Finance Public Email
Subject: Jon Burrows MLA - MF8 16092025
Attachments: Jon Burrows MLA - MF8 16092025.pdf

Good Evening,

Please find attached x1 completed MF8 Form on behalf of Jon Burrows MLA.

Should you require any further information, please feel free to contact me on 028 2548 7100.

Kind Regards,

[redacted]
Jon Burrows MLA - Constituency Manager
Northern Ireland Assembly
028 2548 7100
[redacted]arty.niassembly.gov.uk
76 Church Street, Ballymena, BT43 6DF

From: [redacted]party.niassembly.gov.uk>
Sent: 17 September 2025 13:41
To: +Members Finance Public Email
Subject: RE: Jon Burrows MLA - MF8 16092025
Attachments: External Front - New.jpg; External Side - New.jpg

Hi [redacted],

Please find attached amended designs as requested.

Many Thanks,

[redacted]
Jon Burrows MLA - Constituency Manager
Northern Ireland Assembly
028 2548 7100
colin.crawford@party.niassembly.gov.uk
76 Church Street, Ballymena, BT43 6DF

From: +Members Finance Public Email <Membersfinance@niassembly.gov.uk>
Sent: 17 September 2025 12:01
To: [redacted]party.niassembly.gov.uk>
Subject: RE: Jon Burrows MLA - MF8 16092025

Hi [redacted]

Unfortunately the sign is not complaint from a design perspective for a few reasons

1 – The main office sign on Church Street cannot contain "North Antrim" – the sign can only contain the name of the member, the words 'Member of the Legislative Assembly' or 'MLA', the words 'constituency office', and Assembly logo. It may also include the address of the office, the name or logo of a political party, and the telephone number & email address of the office and/or the member, but nothing else.

2 – The signage on the Wellington Court side is deemed a second sign, and as such, can only contain "Jon Burrows MLA" as was the case with your sign.

3 – For the window graphics, one shows the CO email address, and one shows a Gmail address. This must be the CO or MLA email address. Also, window graphics cannot be deemed to be party political, so where there is a UUP logo, there must also be a NI Assembly logo of equal or greater size

If you can request these changes to be made, and then ask the suppliers to send through a draft and forward this to us for pre-approval for the design.

Thanks,
[redacted]

[redacted]
Senior Accounting Technician – AG6
Finance Office

Tel: [redacted]
Email: [redacted]@niassembly.gov.uk

Address: 401
Parliament Buildings
Ballymiscaw
Stormont
Belfast
BT4 3XX

Members Portal: https://niassembly.sharepoint.com/sites/MembersIntranet-Finance

From: [redacted]@party.niassembly.gov.uk>
Sent: 16 September 2025 20:22
To: +Members Finance Public Email <Membersfinance@niassembly.gov.uk>
Subject: Jon Burrows MLA - MF8 16092025

Good Evening,

Please find attached x1 completed MF8 Form on behalf of Jon Burrows MLA.

Should you require any further information, please feel free to contact me on 028 2548 7100.

Kind Regards,

[redacted]
Jon Burrows MLA - Constituency Manager
Northern Ireland Assembly
028 2548 7100
[redacted]@party.niassembly.gov.uk
76 Church Street, Ballymena, BT43 6DF


Jon Burrows MLA
Northern Ireland Assembly
Ulster Unionist Party
Jon Burrows MLA
Constituency Office
028 2548 7100
jonburrows@co.niassembly.gov.uk
Jon Burrows MLA
North Antrim
028 2548 7100
Bonmarché


Northern Ireland Assembly
Jon Burrows MLA
Constituency Office
Ulster Unionist Party
Mon - Sat
9 am - 5 pm
30 mins
No return within 2hrs
Northern Ireland Assembly
Ulster Unionist Party
Jon Burrows MLA
Constituency Office
028 2548 7100
jonburrows@co.niassembly.gov.uk
Jon Burrows MLA
North Antrim
028 2548 7100
Northern Ireland Assembly
Ulster Unionist Party
Jon Burrows MLA
Constituency Office
028 2548 7100
jonburrows@co.niassembly.gov.uk

Front Sign Left



Jon Burrows MLA

Front Window 1

Northern Ireland Assembly

Jon Burrows MLA
Constituency Office

028 2548 7100
jon.burrows@co.niassembly.gov.uk

Front Window 2



Jon Burrows MLA
North Antrim

028 2548 7100

Front Window 3

Northern Ireland Assembly

Jon Burrows MLA
Constituency Office

028 2548 7100
jon.burrows@co.niassembly.gov.uk

ndow 1

Side Window 2

Fron

and

ws MLA
cy Office

7100
ssembly.gov.uk



Jon Burrows MLA
North Antrim

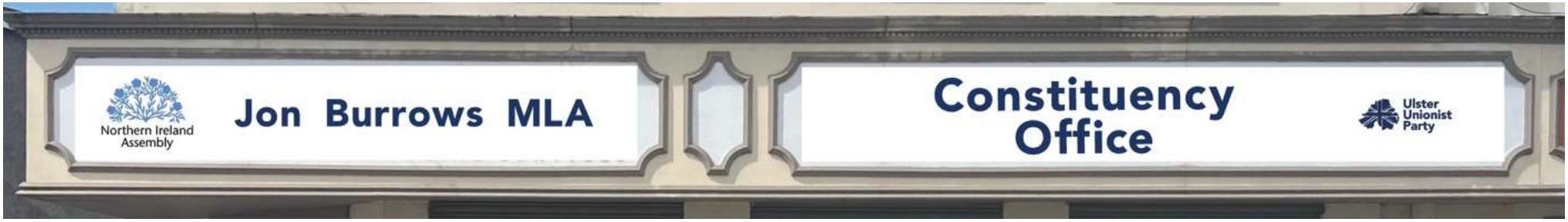
028 2548 7100

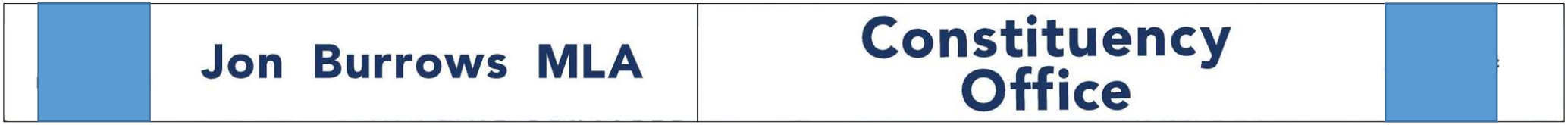
Northern Ireland Assembly

Monday to Friday
9.30am - 4.30pm

Please ring bell
for assistance

028 2548 7100
jon.burrows@co.niassembly.gov.uk





Sign size

2.19 * (12.89+16.08) = 63.4443

*20% = **12.68886**

UUP logo size 2.19*2.07 = 4.4895

NIA logo 2.19*2.07 = 4.4895

Combined Total = 8.979 < 20% of total sign

Sign is **compliant** 18/09/202 [redacted]

Front Sign Right

Constituency Office



From: [redacted]@party.niassembly.gov.uk>
Sent: 18 September 2025 13:33
To: +Members Finance Public Email
Subject: RE: Jon Burrows MLA - MF8 16092025
Attachments: 1.png; 2.png; External Sign 1.jpg; External Sign 2.jpg; Front External Left.png; Front External Right.png; Side External.png

Hi [redacted]

Please find attached as requested.

Kind Regards,

[redacted]
Jon Burrows MLA - Constituency Manager
Northern Ireland Assembly
028 2548 7100
colin.crawford@party.niassembly.gov.uk
76 Church Street, Ballymena, BT43 6DF

From: +Members Finance Public Email <Membersfinance@niassembly.gov.uk>
Sent: 18 September 2025 11:22
To: [redacted]@party.niassembly.gov.uk>
Subject: RE: Jon Burrows MLA - MF8 16092025

Hi [redacted]

Just once very small change – on the side sign where it is just Jon Burrows MLA – the NI Assembly logo will need to be removed, all it can have is "Jon Burrows MLA"

Re the window graphics, I can see you have replaced the UUP logo with the NI Assembly logo.
You CAN have the UUP logo on the window graphics, as long as it also has the NI Assembly logo of the same size.
Equally, if you want just the NI Assembly logo, that is fine too.

Once you have got these small changes made, if you can send through a draft for final approval.

Thanks,
[redacted]

[redacted]
Senior Accounting Technician – AG6
Finance Office

Tel: [redacted]
Email: [redacted]niassembly.gov.uk

Address: 401
Parliament Buildings
Ballymiscaw
Stormont
Belfast
BT4 3XX

Members Portal: https://niassembly.sharepoint.com/sites/MembersIntranet-Finance

From: [redacted]party.niassembly.gov.uk>
Sent: 17 September 2025 13:41
To: +Members Finance Public Email <Membersfinance@niassembly.gov.uk>
Subject: RE: Jon Burrows MLA - MF8 16092025

Hi [redacted],

Please find attached amended designs as requested.

Many Thanks,

[redacted]
Jon Burrows MLA - Constituency Manager
Northern Ireland Assembly
028 2548 7100
[redacted]party.niassembly.gov.uk
76 Church Street, Ballymena, BT43 6DF

From: +Members Finance Public Email <Membersfinance@niassembly.gov.uk>
Sent: 17 September 2025 12:01
To: [redacted]@party.niassembly.gov.uk>
Subject: RE: Jon Burrows MLA - MF8 16092025

Hi [redacted]

Unfortunately the sign is not complaint from a design perspective for a few reasons

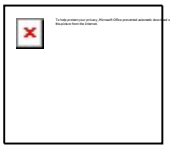
1 – The main office sign on Church Street cannot contain “North Antrim” – the sign can only contain the name of the member, the words ‘Member of the Legislative Assembly’ or ‘MLA’, the words ‘constituency office’, and Assembly logo. It may also include the address of the office, the name or logo of a political party, and the telephone number & email address of the office and/or the member, but nothing else.

2 – The signage on the Wellington Court side is deemed a second sign, and as such, can only contain “Jon Burrows MLA” as was the case with your sign.

3 – For the window graphics, one shows the CO email address, and one shows a Gmail address. This must be the CO or MLA email address. Also, window graphics cannot be deemed to be party political, so where there is a UUP logo, there must also be a NI Assembly logo of equal or greater size

If you can request these changes to be made, and then ask the suppliers to send through a draft and forward this to us for pre-approval for the design.

Thanks,
[redacted]



[redacted]
Senior Accounting Technician – AG6
Finance Office

Te[redacted]
Emai[redacted]niassembly.gov.uk

Address: 401
Parliament Buildings
Ballymiscaw
Stormont
Belfast
BT4 3XX

Members Portal: https://niassembly.sharepoint.com/sites/MembersIntranet-Finance

---

From: [redacted]party.niassembly.gov.uk>
Sent: 16 September 2025 20:22
To: +Members Finance Public Email <Membersfinance@niassembly.gov.uk>
Subject: Jon Burrows MLA - MF8 16092025

Good Evening,

Please find attached x1 completed MF8 Form on behalf of Jon Burrows MLA.

Should you require any further information, please feel free to contact me on 028 2548 7100.

Kind Regards,

[redacted]
Jon Burrows MLA - Constituency Manager
Northern Ireland Assembly
028 2548 7100
[redacted]party.niassembly.gov.uk
76 Church Street, Ballymena, BT43 6DF

From: +Members Finance Public Email
Sent: 19 September 2025 11:52
To: [redacted]
Subject: RE: Jon Burrows MLA - MF8 16092025
Attachments: MF9 - Pre-Approval Costs Decision - Burrows, J - Tower Signs.pdf

Hi [redacted]

I can confirm that the signage and the window graphics are compliant from a design perspective.

Please see attached MF9 Pre-Approval Costs Decision Form in relation to Tower Signs.
Please ensure to include a copy of this when submitting the claim for processing.

We will also need a photo of the office signage the day it is installed to confirm compliance.

Thanks,
[redacted]



[redacted]
Senior Accounting Technician – AG6
Finance Office

Tel: [redacted]
Email: [redacted]niassembly.gov.uk

Address: 401
Parliament Buildings
Ballymiscaw
Stormont
Belfast
BT4 3XX

Members Portal: https://niassembly.sharepoint.com/sites/MembersIntranet-Finance

---

From: [redacted]party.niassembly.gov.uk>
Sent: 18 September 2025 13:33
To: +Members Finance Public Email <Membersfinance@niassembly.gov.uk>
Subject: RE: Jon Burrows MLA - MF8 16092025

Hi [redacted]

Please find attached as requested.

Kind Regards,

[redacted]

Jon Burrows MLA - Constituency Manager

Northern Ireland Assembly

028 2548 7100

[redacted]party.niassembly.gov.uk

76 Church Street, Ballymena, BT43 6DF

From: +Members Finance Public Email <Membersfinance@niassembly.gov.uk>
Sent: 18 September 2025 11:22
To: [redacted]@party.niassembly.gov.uk>
Subject: RE: Jon Burrows MLA - MF8 16092025

Hi [redacted]

Just once very small change – on the side sign where it is just Jon Burrows MLA – the NI Assembly logo will need to be removed, all it can have is "Jon Burrows MLA"

Re the window graphics, I can see you have replaced the UUP logo with the NI Assembly logo.
You CAN have the UUP logo on the window graphics, as long as it also has the NI Assembly logo of the same size.
Equally, if you want just the NI Assembly logo, that is fine too.

Once you have got these small changes made, if you can send through a draft for final approval.

Thanks,
[redacted]

[redacted]

Senior Accounting Technician – AG6
Finance Office

Tel: [redacted]
Emai [redacted]niassembly.gov.uk

Address: 401
Parliament Buildings
Ballymiscaw
Stormont
Belfast
BT4 3XX

Members Portal: https://niassembly.sharepoint.com/sites/MembersIntranet-Finance

---

From: [redacted]party.niassembly.gov.uk>
Sent: 17 September 2025 13:41
To: +Members Finance Public Email <Membersfinance@niassembly.gov.uk>
Subject: RE: Jon Burrows MLA - MF8 16092025

Hi [redacted]

Please find attached amended designs as requested.

Many Thanks,

[redacted]
Jon Burrows MLA - Constituency Manager
Northern Ireland Assembly
028 2548 7100
[redacted]@party.niassembly.gov.uk
76 Church Street, Ballymena, BT43 6DF

From: +Members Finance Public Email <Membersfinance@niassembly.gov.uk>
Sent: 17 September 2025 12:01
To [redacted] party.niassembly.gov.uk>
Subject: RE: Jon Burrows MLA - MF8 16092025

Hi [redacted]

Unfortunately the sign is not complaint from a design perspective for a few reasons

1 – The main office sign on Church Street cannot contain "North Antrim" – the sign can only contain the name of the member, the words 'Member of the Legislative Assembly' or 'MLA', the words 'constituency office', and Assembly logo. It may also include the address of the office, the name or logo of a political party, and the telephone number & email address of the office and/or the member, but nothing else.

2 – The signage on the Wellington Court side is deemed a second sign, and as such, can only contain "Jon Burrows MLA" as was the case with your sign.

3 – For the window graphics, one shows the CO email address, and one shows a Gmail address. This must be the CO or MLA email address. Also, window graphics cannot be deemed to be party political, so where there is a UUP logo, there must also be a NI Assembly logo of equal or greater size

If you can request these changes to be made, and then ask the suppliers to send through a draft and forward this to us for pre-approval for the design.

Thanks,
Craig

[redacted]
Senior Accounting Technician – AG6
Finance Office

Tel: [redacted]
Email: [redacted]niassembly.gov.uk

Address: 401
Parliament Buildings

Ballymiscaw
Stormont
Belfast
BT4 3XX

Members Portal: https://niassembly.sharepoint.com/sites/MembersIntranet-Finance

From: [redacted]party.niassembly.gov.uk>
Sent: 16 September 2025 20:22
To: +Members Finance Public Email <Membersfinance@niassembly.gov.uk>
Subject: Jon Burrows MLA - MF8 16092025

Good Evening,

Please find attached x1 completed MF8 Form on behalf of Jon Burrows MLA.

Should you require any further information, please feel free to contact me on 028 2548 7100.

Kind Regards,

[redacted]
Jon Burrows MLA - Constituency Manager
Northern Ireland Assembly
028 2548 7100
[redacted]party.niassembly.gov.uk
76 Church Street, Ballymena, BT43 6DF

Northern Ireland Assembly

Form MF9

Pre-Approval Costs Decision

Name of MLA: **JON BURROWS**

Following your recent request, your application to purchase the following item(s):

Supplier	Item(s)	Estimated Cost
TOWER SIGNS	OFFICE SIGNAGE & WINDOW GRAPHICS	£ 2,592.00
		£
		£

Is Approved ✓ **Is Declined**

Approved

1. Once you have made the purchase, please attach this form to your request for payment **or**
2. If you wish to obtain the goods from Office Resources, please submit this form with your request and the cost will be recharged against your Constituency Office Start-Up and Maintenance costs or Security Measures.
3. It is **your responsibility** to ensure that you have sufficient funds remaining in your Constituency Office Start-Up and Maintenance costs or Security Measures budget to meet these costs

Declined

4. For the following reason:

5. If you wish to appeal my decision, you may do so using the declined payment appeal form (MF9a)

Signed [redacted] Date: 19 September 2025

Name: [redacted]

When complete this form should be emailed to membersfinance@niassembly.gov.uk or sent to:
Pay and Claims, Finance Office, Room 401, Parliament Buildings