

ROAD TRAFFIC REGULATION (NORTHERN IRELAND) ORDER 1997 (as amended)

APPLICATION TO HOLD A SPECIAL EVENT ON A PUBLIC ROAD

Please read the following guidance documents before submitting your application.

- **Department for Infrastructure 'Guidance for Promoters of Events'**
- **Attached Council guidance notes on completion of this application form**

| | | |
|---|--|--------------------|
| ABOUT YOU | | |
| Name of Promoter | BNL Productions Ltd | |
| Address of Promoter | 21A High Street, Lurgan, | Armagh |
| | | Postcode: BT66 8AH |
| Name of contact (s) | Nick Hutchinson | Telephone: |
| Position / role of contact | Event controller | E-Mail: |
| Confirm if you have authority to act on behalf of the Promoter | Yes | |
| ABOUT THE EVENT | | |
| Name of Event | Banbridge Christmas Lights Switch On | |
| Date of event | Friday 29 th November 2024 5-8pm | |
| Purpose and nature of event | Armagh City, Banbridge and Craigavon Borough Council Public event to switch the Christmas Lights on, bring footfall into the Town Centre for the duration of the festive season. | |
| Have all other options for holding the event off the public road been explored? | Yes, there is no other suitable location. | |
| Is this a 'small event'? | No – approx. 2000 - 4000 people | |
| Public liability insurance details | Towergate Camerasure – BNLP01CC01 £10M | |
| POSSIBLE IMPACT | | |

| | |
|---|--|
| <p>1. Name of road (s) on which event is to be held. (Enclose a detailed, marked up location plan to include marshals / stewards & first aid positions)</p> | <p>Event will be held on roads/street in Banbridge town centre. We plan to place market stalls 3x3 marquees/gazebos underneath the cut/bridge and a stage set up at the War Memorial.</p> <p>Bridge Street/Newry Street known locally as “the cut” Closed in both directions from 0700 until 2400 hours. (Ensure no vehicles on Bridge street can access under the cut)</p> <p>Closure of one Lane of Newry Street around the central reservation/war memorial from the Newry Road roundabout to the first pedestrian traffic lights from 0700 until 2400 hours.</p> <p>Single lane closure of Newry Road from Lidl's to the Newry Road roundabout from 0700 until 2400 hours.</p> <p>Full Road closure from 4pm - midnight Bridge Street Newry Street Rathfriland Street Scarva Street</p> <p>Diversions will be via Commercial Road, Kenlis Street, Scarva Road, Rathfriland Street & Gospel Lane.</p> |
| <p>2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)</p> | <p>Rathfriland Street from 16:00 Scarva Road from 16:00 Commercial Road from 16:00 Kenlis Street from 16:00 Bridge Street from 16:00</p> |

| | | | |
|---|--|--------------------------|------------------------|
| <p>3. Type of restriction (full road closure / lane restriction etc.)</p> | <p>Due 23.9.24</p> | | |
| <p>4. Date and Start / End times of proposed road restriction</p> | <p>Date: Fri 29th November 2024 See detail above</p> | <p>Start Time: 07:00</p> | <p>End Time: 24:00</p> |
| <p>5. Name of company undertaking the Traffic Management Plan including a signing schedule?</p> | <p>GreenTown Traffic Management</p> | | |
| <p>6. Name of company undertaking signage work for the event (Appendix A)</p> | <p>GreenTown Traffic Management</p> | | |

| | |
|---|--|
| 7. Has this event been held previously? | Yes |
| 8. If yes, are the previous arrangements amended in any way? Provide details. | This is to accommodate a Twilight market, if not, a more simple event will be held with heavily reduced structures. |
| 9. Please give details of any structure or equipment to be erected on the public road as part of the event | Majority of structures will be built on roads as they become closed and safe to do so. The stage will be built within parking bays and as part of a partial lane closure on Newry Street. |
| 10. Provide details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted | Town centre businesses will be affected and have been notified via online material and a dedicated webpage with content updated regularly. A leaflet was also sent out to all businesses in the area making them aware of the event and how they can get more information. |
| 11. Is a bus route affected (public and / or Education Authority) | Yes |
| 12. Will the Council's waste collection service be affected? | Unlikely during this time of day |
| 13. Please detail the arrangements for cleaning up after the event. | Street collections will happen throughout the event and afterwards. Additional bins and collections have been requested with councils waste management services. |
| 14. Provide any other information that may assist with processing your request | Advanced signage will be put in place 1 week before the event at all major road closure areas to warn the public of the impending closure. We will also be utilising the Traffic management companies staff in key areas where we expect some opportunities, these are indicated on the maps with TM |

DECLARATIONS

- I confirm that I have read the Department for Infrastructure 'Special Events on Roads - Guidance for Promoters of Events' and understand that the Council may apply all or any of the conditions as it deems necessary.
- I also understand that the Council may request any further information that it considers necessary to process this application and that my application may not proceed if I fail to produce this additional information.
- I acknowledge that Armagh City, Banbridge and Craigavon Borough Council is the data controller and data processor under General Data Protection Regulation (GDPR). The Council is collecting this personal information to assist the Environmental Health Department to carry out its statutory duties. The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service. Information collected will only be shared with other Statutory Agencies for lawful purposes or to fulfil statutory obligations. The information you provide will be held securely and in accordance with the Council's Retention and Disposal Schedule. We would



like you to be aware that for some legislation, this information may need to be on a register to which others can have access to by request. Further information can be viewed at <https://www.armaghbanbridgecraigavon.gov.uk> or obtained from the Senior Records Officer at the Council.

- I understand I will be required to provide appropriate **Public Liability** insurance cover for this event.
- I confirm that I have consulted with local residents, businesses and relevant service providers that may be affected by the holding of this event.
- I can confirm the details provided in this application are true and correct.

Signature of applicant  (on behalf of the Promoter)

Date of application18/09/2024.....

| Checklist: | Yes |
|---|----------------------------------|
| Application fee - £269 * | x |
| Location plan / map showing marshals / stewards & first aid positions | x |
| Traffic Management Plan including Signing Schedule | <i>Due 24.9.24</i> |
| Proof of Company's Competency to produce a Traffic Management Plan (e.g. Lantra sector 12 D (M7) or equivalent) | <i>Should be on council file</i> |
| Details of Consultees and feedback received (bus providers, residents, businesses) | x |

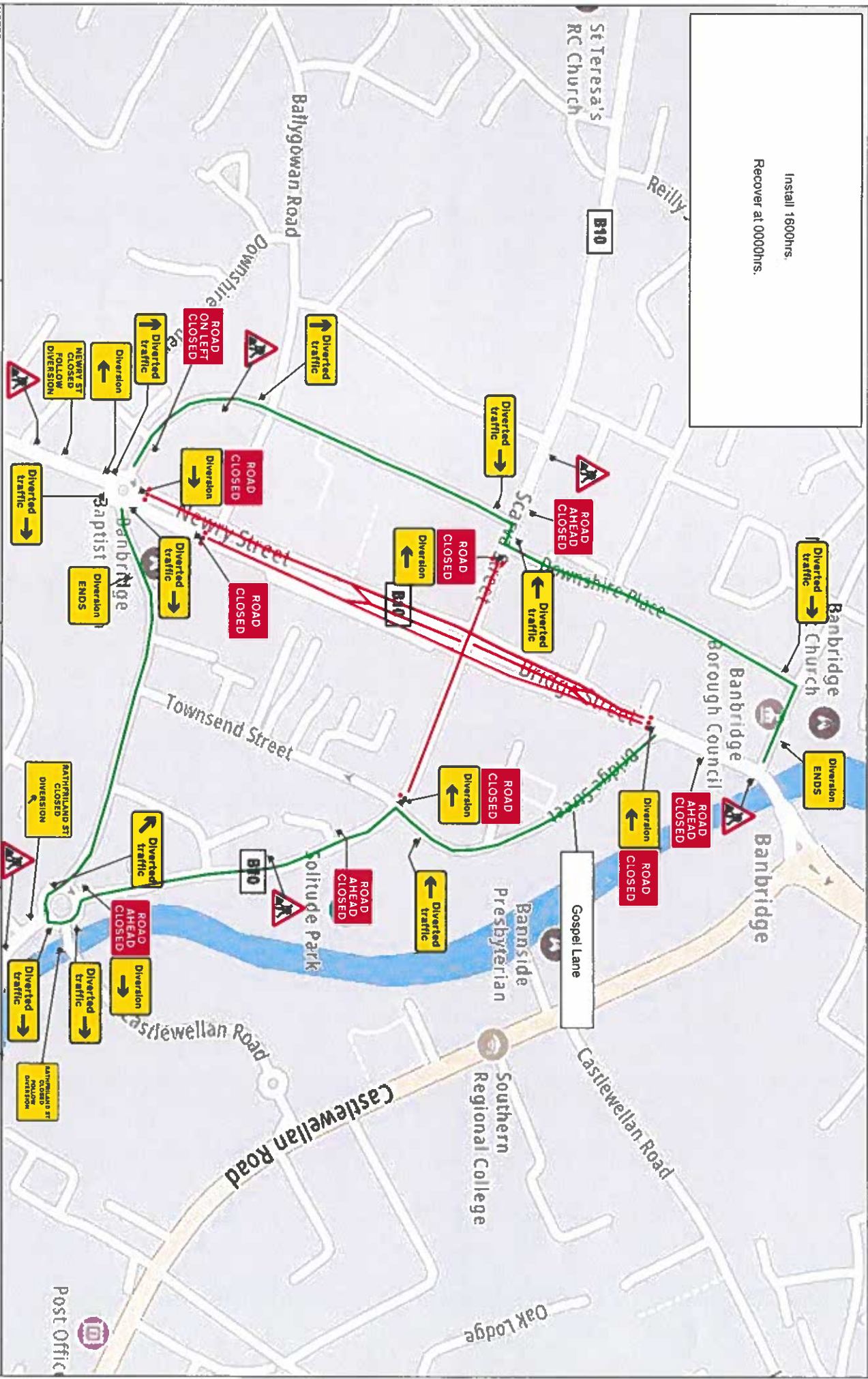
* Please refer to relevant point in attached guidance notes regarding small events

Please return the completed application form, accompanying documents and fee to:

| | | |
|--|---|--|
| Environmental Health Dept The Palace Demesne Armagh BT60 4EL Tel: 028 3752 9626 | Environmental Health Dept Civic Building, Downshire Road, Banbridge, BT32 3JY Tel: 028 4066 0606 | Environmental Health Dept Civic & Conference Centre, PO Box 66, Lakeview Road, Craigavon, BT64 1AL Tel: 028 3831 2521 |
|--|---|--|

Email – ehealth@armaghbanbridgecraigavon.gov.uk
www.armaghbanbridgecraigavon.gov.uk

Install 1600hrs.
Recover at 0000hrs.



- NOTES:
1. All traffic management to be in accordance with Chapter 8 of the Traffic Signs Manual.
 2. All Signs will comply with Traffic Sign Regulations in General Directions (TSGD) 2002
 3. Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Sector Scheme 12D training.

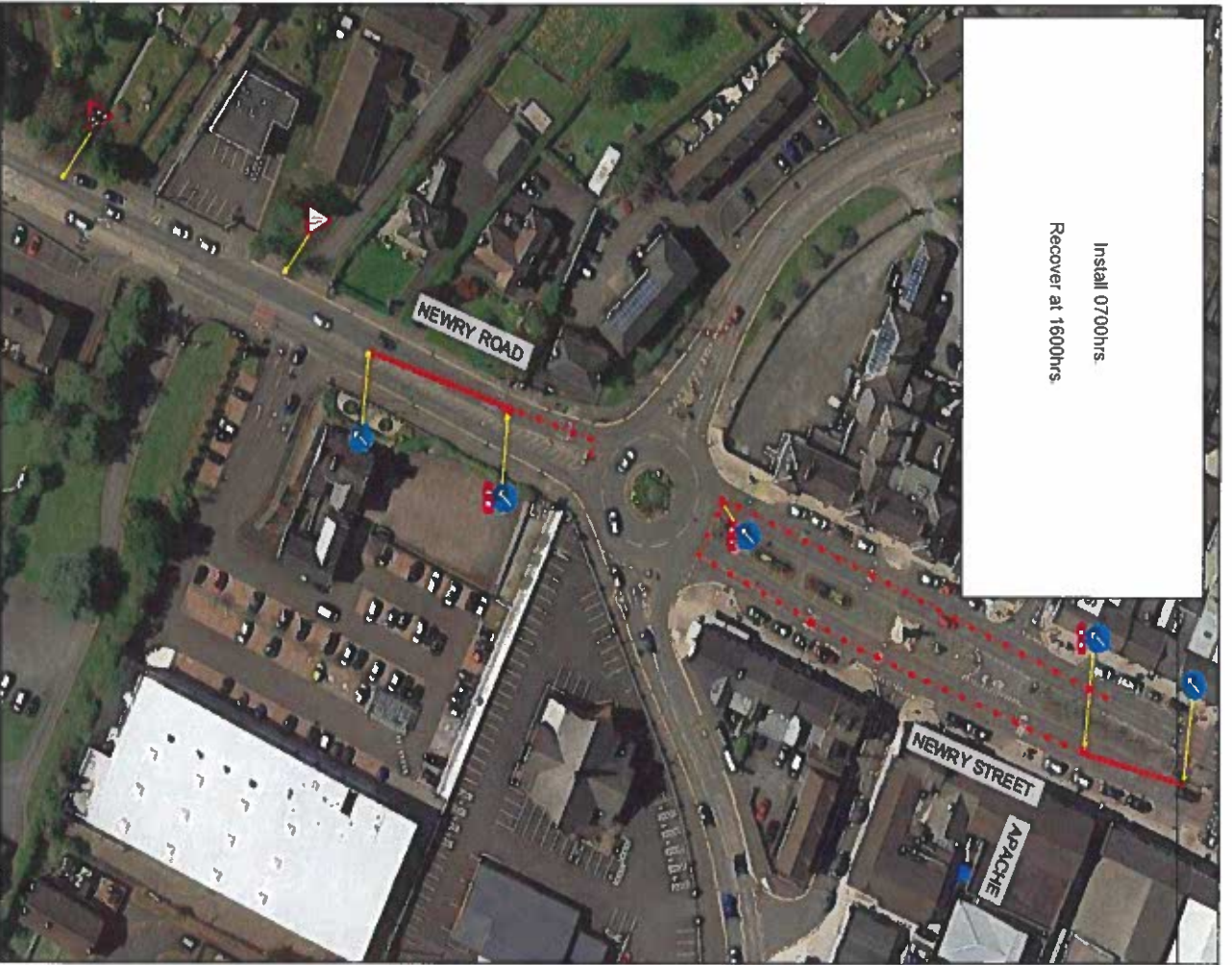
Banbridge Twilight Market & Christmas Lights
1600hrs - 0000hrs

PROJECT
BNL Productions Ltd
DRAWN
A Macartney
SCALE Not to scale
DIMENSIONS Metres

Drg No. 003
Original Drawing Size A3

Greentown
Traffic Management

221a Hillhall Rd
Lisburn
Co Antrim
BT27 5JA
Tel: 02892662077



Install 0700hrs.
Recover at 1600hrs



NOTES:
 1. All traffic management to be in accordance with Chapter 8 of the Traffic Signs Manual.
 2. All signs will comply with Traffic Sign Regulations in General Directions (TSRD) 2002
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Banbridge Christmas Lights
 0700hrs - 1600hrs

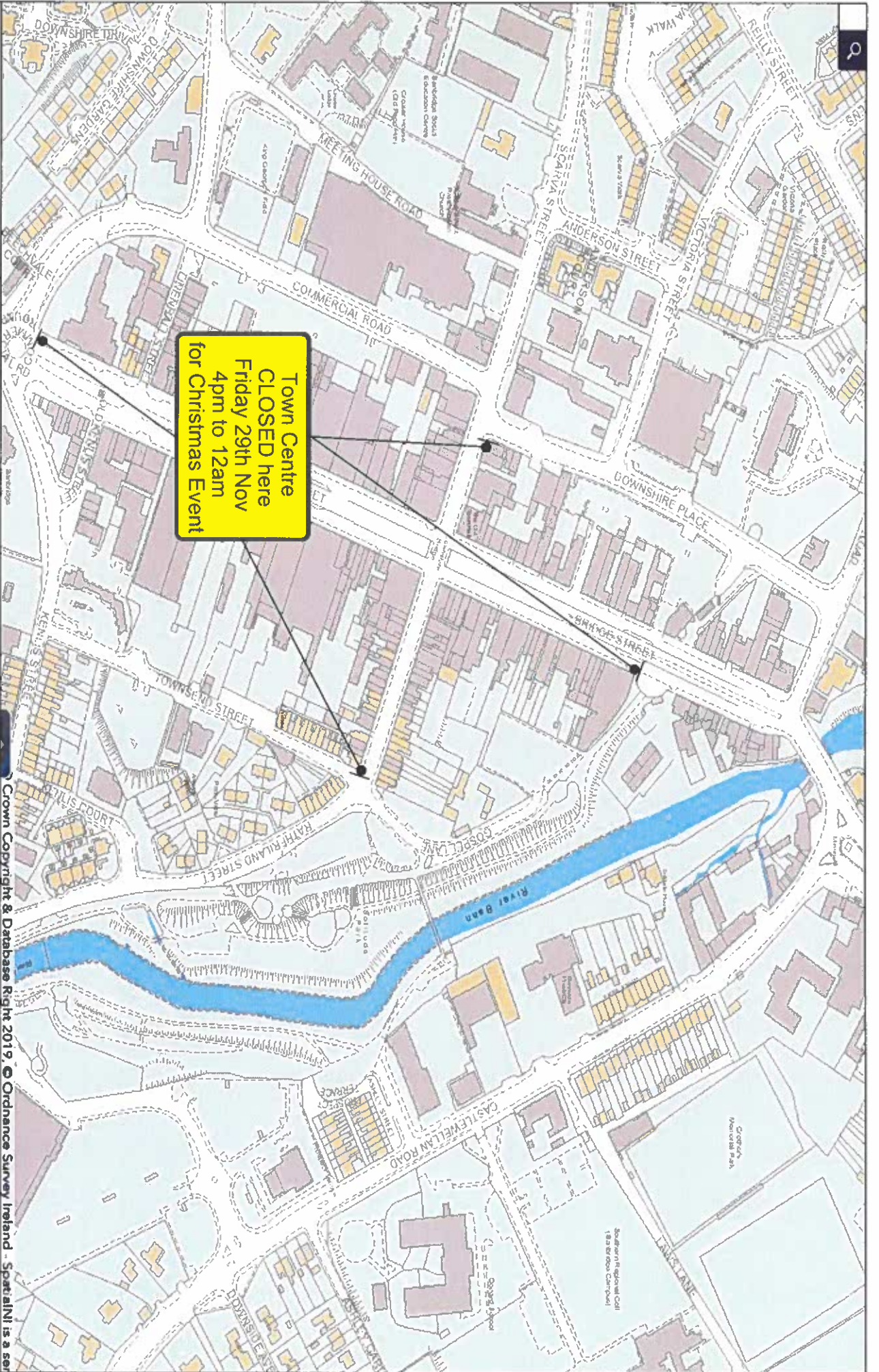
PROJECT
 BNL Productions Ltd
 DRAWN A Macatney
 SCALE Not to scale DIMENSIONS Metres

Dwg No. 004
 Original Drawing Size A3



Greenbown
 Traffic Management

221a Hillhall Rd
 Lisburn
 Co Antrim
 BT27 5JA
 Tel: 02892662077



**Town Centre
CLOSED here
Friday 29th Nov
4pm to 12am
for Christmas Event**

- NOTES:**
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 2. All signs will comply with Traffic Sign Regulations in General Directions (TSRGD) 2002
 3. Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Sector Scheme 12D training.

**Banbridge
Christmas Lights Switch On**

PROJECT
Advance Information Signs

DRAWN A. Macartney

SCALE Not to scale | **DIMENSIONS** Metres

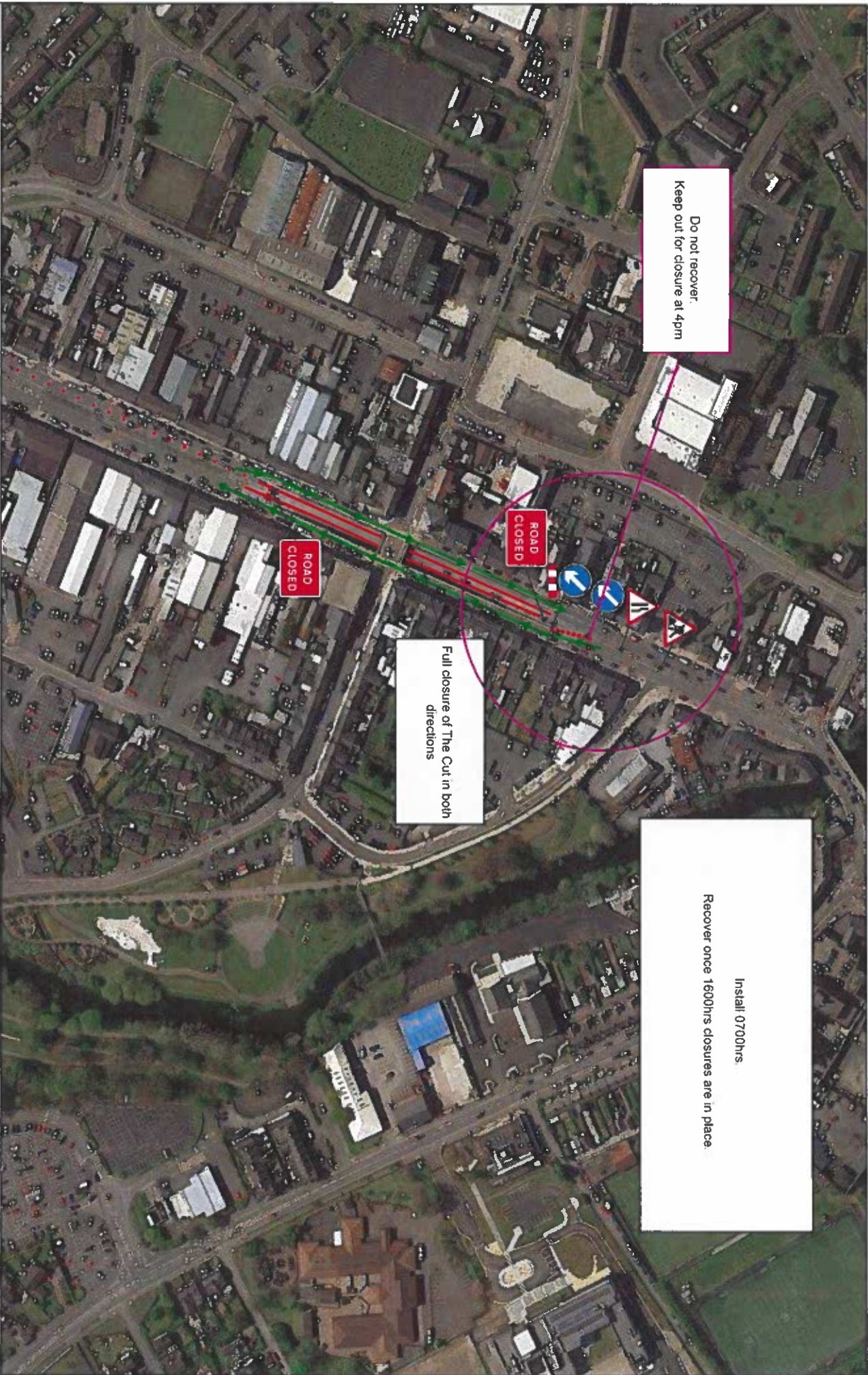
Dwg No
001

Original Drawing Size
A3

Green Town
Traffic Management

221a Hillhall Rd
Lisburn
Co Antrim
BT27 5JA
Tel: 02892662077

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Do not recover.
Keep out for closure at 4pm

Full closure of The Cut in both
directions

Recover once 1600hrs closures are in place
Install 07:00hrs

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Banbridge Christmas Lights

0700hrs

PROJECT

BNL Productions Ltd

A.Macartney

DRAWN

SCALE Not to scale DIMENSIONS Metres

Dwg No.

002

Original Drawing Size

A3



Greenbrown
Traffic Management

221a Hillhall Rd
Lisburn
Co Antrim
BT27 5JA
Tel 028992662077

