

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	Rathfriland Christmas Lights Switch On for Armagh City, Banbridge and Craigavon Borough Council	
Date of event	Friday 29th November 2024 6-8:30pm	
Purpose and nature of event	Public event to start the festive season, switch the Christmas Lights on and bring footfall into the Town Centre.	
Have all other options for holding the event off the public road been explored?	Yes	
Is this a 'small event'?	Yes – approx. 1000 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>Church Square north on the road & car park area with a stage set up, Santa bus, grotto marquee and 3/4 marquees for arts & crafts and the ambulance for first aid</p> <p>Church Square north, both side & directions, Church Square south remains open as per prior years</p> <p>80 No Waiting cones to be placed in all indicated parking bays late evening on 28/11/24 to keep area clear before road closure. Recover No Waiting cones once road has been closed.</p>
<p>2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)</p>	<p>See maps</p>

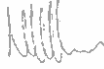
<p>3. Type of restriction (full road closure / lane restriction etc.)</p>	<p>Full road closure</p>		
<p>4. Date and Start / End times of proposed road restriction</p>	<p>Date: Fri 29th November 2024</p>	<p>Start Time:13:00</p>	<p>End Time: 21:00</p>
<p>5. Name of company undertaking the Traffic Management 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>		
<p>7. Has this event been held previously?</p>	<p>Yes</p>		
<p>8. If yes, are the previous arrangements amended in any way? Provide details.</p>	<p>2023 worked well. Only one retailer complaint. The car park in the event space was challenging to clear of cars event with cones out the night before.</p>		
<p>9. Please give details of any structure or equipment to be erected on the public road as part of the event</p>	<p>Majority of structures will be built on the plaza & in the car parking spaces within the road closure</p>		

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, they will be notified via online material and a dedicated webpage with content updated regularly. A leaflet will also be 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)	We do not believe there are any bus stops within the road closure, they should not be affected other than congestion
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 council's 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.armaghibanbridgecraigavon.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 application ...18/09/24.....

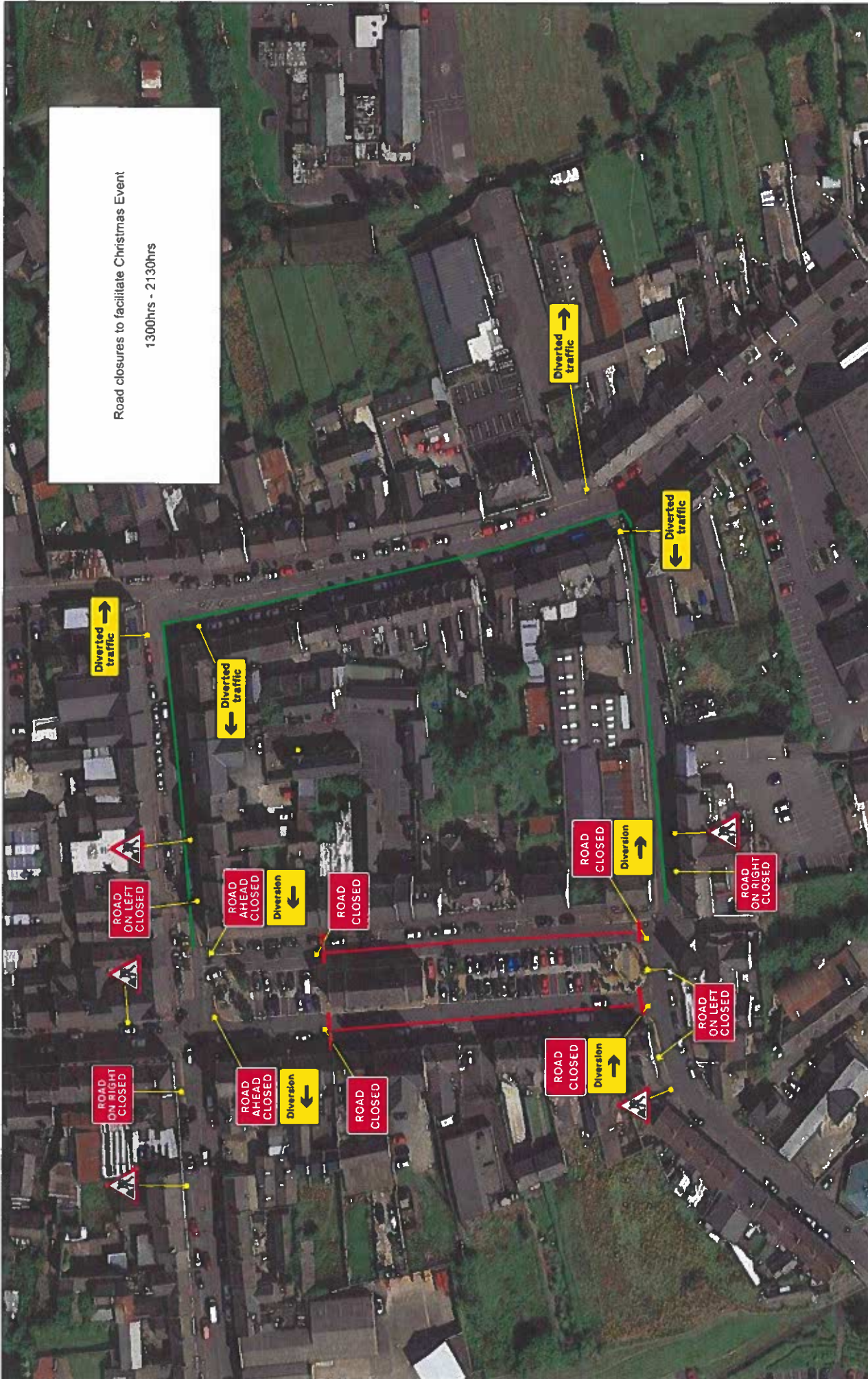
Checklist:	Yes
Application fee - £269 *	x
Location plan / map showing marshals / stewards & first aid positions	<i>Due 24.9.24</i>
Traffic Management Plan including Signing Schedule	x
Proof of Company's Competency to produce a Traffic Management Plan (e.g. Lantra sector 12 D (M7) or equivalent)	<i>Should 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:

<p>Environmental Health Dept The Palace Demesne Armagh BT60 4EL</p> <p>Tel: 028 3752 9626</p>	<p>Environmental Health Dept Civic Building, Downshire Road, Banbridge, BT32 3JY</p> <p>Tel: 028 4066 0606</p>	<p>Environmental Health Dept Civic & Conference Centre, PO Box 66, Lakeview Road, Craigavon, BT64 1AL</p> <p>Tel: 028 3831 2521</p>
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Email – ehealth@armaghbanbridgecraigavon.gov.uk
www.armaghbanbridgecraigavon.gov.uk



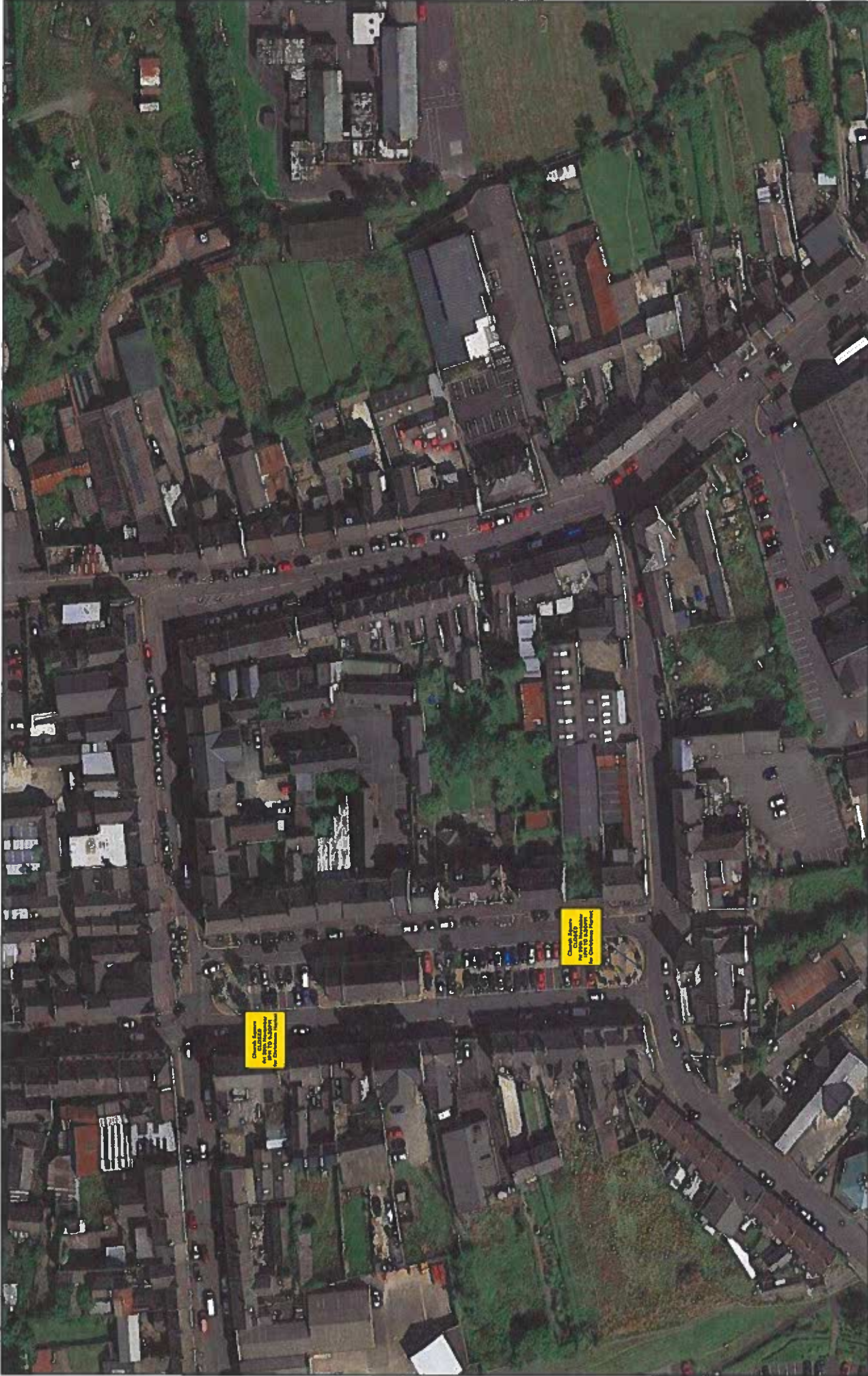
Road closures to facilitate Christmas Event
1300hrs - 2130hrs

<p>NOTES:</p> <ol style="list-style-type: none"> All traffic management to be in accordance with Chapter 6 of the Traffic Signs Manual. All signs will comply with Traffic Sign Regulations in General Directions (TSRGD) 2002 Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Sector Scheme 12D training. 	<p>Christmas Lights Rathfriland</p>	<p>PROJECT</p> <p>BNL Productions Ltd</p> <p>DRAWN A. Macartney</p> <p>SCALE Not to scale</p> <p>DIMENSIONS Metres</p>	<p>Drng No.</p> <p>002</p> <p>Original Drawing Size</p> <p>A3</p>	<p>221a Hillhall Rd Lisburn Co. Antrim BT27 5JA Tel. 028992662077</p>
	<p>Greenetown Traffic Management</p>			



80 No Waiting cones to be placed in all indicated parking bays late evening on 28/11/24 to keep area clear before road closure
 Recover No Waiting cones once road has been closed

<p>NOTES:</p> <ol style="list-style-type: none"> All traffic management to be in accordance with Chapter 8 of the Traffic Signs Manual. All signs will comply with Traffic Sign Regulations in General Directions (TSRGD) 2002 Installation, maintenance and removal of traffic management will be carried out by Lamra approved operatives who have achieved Sector Scheme 12D training. 	<p>PROJECT</p> <p>Christmas Lights Rathfriland</p>		<p>Drg No. 003</p> <p>Original Drawing Size A3</p>	<p>221a Hillhall Rd Lisburn Co. Antrim BT27 5JA Tel. 028992662077</p>
	<p>BNL Productions Ltd</p> <p>A. Macartney</p>	<p>DRAWN</p> <p>SCALE Not to scale</p>	<p>DIMENSIONS Metres</p>	<p>Greentown Traffic Management</p>



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
 3. Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Sector Scheme 12D training.

**Christmas Lights
 Rathfriland**

PROJECT

B.N.L. Productions Ltd
DRAWN A. Macartney
SCALE Not to scale | **DIMENSIONS** Metres

Drg No.
001

Original Drawing Size
A3



221a Hillhall Rd
 Lisburn
 Co. Antrim
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