

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		
Address of Promoter		
Name of contact (s)		
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	Markethill Christmas Lights Switch On for Armagh City, Banbridge and Craigavon Borough Council	
Date of event	Friday 22nd November 2024	
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>Event will be held in Main Street with a stage set up outside the Dolphin chip shop. A Santa bus, grotto marquee and 3/4 marquees for arts & crafts and the ambulance for first aid</p> <p>13:00 full closure of Main Street from Keady Street to Newry Street. Maps attached</p>
<p>2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)</p>	<p>Cars on the B3 & Coolmillish Rd should be diverted up into Fairgreen Rd & not onto Keady St as requested by the PSNI</p>

<p>3. Type of restriction (full road closure / lane restriction etc.)</p>	<p>Road closure, see map details</p>		
<p>4. Date and Start / End times of proposed road restriction</p>	<p>Date: Fri 22nd November 2024</p>	<p>Start Time: 15:30</p>	<p>End Time: 22:30</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>Yes, 2 years ago the single lane closure was often breached by vehicles, so this year would require the full road closure.</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>3x3 marquees will be built in car parking spaces as they become available/safe to do so within the road closure event space.</p>		
<p>10. Provide details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted</p>	<p>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.</p> <p>5 car parking spaces outside the dolphin chippy from 1pm</p>		

	Local residents who park in the event space will also be affected as we will need them to park elsewhere from 13:00. Work with the local community/residents will take place aiming to solve this as cars could park there all day.
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 application18/09/24.....

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:

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

GUIDANCE NOTE TO ACCOMPANY APPLICATION FORM TO HOLD A SPECIAL EVENT ON A PUBLIC ROAD

Please also read the Department for Infrastructure 'Guidance for Promoters of Events'

ABOUT YOU	
Name of Promoter	Person, company, club or society organising the event
Address of promoter	
Name of contact (s)	
Position/role of contact	
Confirm if you have authority to act on behalf of the Promoter	Yes No
ABOUT THE EVENT	
Name of Event	The name the event is being advertised under
Date of event	Council usually require a minimum of 12 weeks' notice to process your application
Purpose and nature of event	Provide a full description of the proposed event
Have all other options for holding the event off the public road been explored?	Detail the reasons why this event cannot take place on other than a public road – consideration should be given to grassed areas / local community & activity centres / private land and sports grounds.

<p>Is this a 'small event'?</p>	<p>Small events may be exempt from the application fee. In order to be considered a "small event", the following criteria must be met: -</p> <ol style="list-style-type: none"> 1. The event must only be held on minor residential roads e.g. cul-de-sacs, side streets or within a defined housing development 2. The road to be closed must not have a bus route along it. 3. The road to be closed must not have a car park located on it or which is accessed via the road to be closed (other than one for residents of the road) 4. Be an event which would meet the criteria of the Council's Financial assistance policy for community events, insofar as <ol style="list-style-type: none"> a. The event must be organised by a formally constituted group b. The event must not discriminate against Section 75 groups (eg between persons of different religious belief, political opinion, race etc) c. The event must not be for personal or business gain 5. The event must finish by 11 pm. 6. The event must have no fireworks, pyrotechnics or bonfires on the street.
<p>Public liability insurance details</p>	<p>An Order may not be granted without insurance cover being in place</p>
<p>POSSIBLE IMPACT</p>	
<p>1. Name of road(s) on which event is to be held. (Enclose a detailed, marked up location plan to include marshals / stewards and first aid positions)</p>	<p>Organisers must identify the exact roads / streets affected including the start and end locations and provide a marked up plan / drawing to indicate same. The plan must show the length of road to be prohibited or restricted in use (indicated in red) and the proposed diversion route (indicated in green). This plan must be clear and indicate road names. It should also include positions of marshals / stewards and first aid positions to inform Council's consultees.</p>
<p>2. Please list all roads which will be signed as diversionary routes.</p>	<p>Provide a separate sheet if necessary and ensure that the names of all the roads / streets are included.</p>
<p>3. Type of restriction (full road closure/lane restriction etc.)</p>	<p>Please list the name of roads / street closures and the type of restriction including full road closure, lane restriction, prohibition of certain types of vehicles and footway closures. Pedestrian access to be maintained on all roads / streets on which the event is being held.</p>
<p>4. Date and Start / End times of proposed road restriction</p>	<p>It is important to quote the exact day, date and start / finish times of the proposed restriction for the event</p>
<p>5. Name of company undertaking the Traffic Management Plan including a signing schedule?</p>	<p>The Traffic Management Company producing the Traffic Management Plan must be competent to undertake this work e.g. Lantra sector 12 D (M7) or equivalent</p>

6. Name of company undertaking signage work for the event	The company undertaking all signage work for the event should be suitably qualified. The Department for Infrastructure has authorised a number of companies in terms of accreditations and insurance which is at Appendix A
7. Has this event been held previously?	Provide relevant details.
8. If yes, are the previous arrangements amended in any way? Provide details	Yes / No / Not applicable If Yes, detail amendments.
9. Please give details of any structure or equipment to be erected on the public road as part of the event	Please detail methods to be employed to protect road surfaces. Depending on the structure or equipment being placed, technical approvals / safety certificates for any structure erected may also be required (e.g. stage)
10. Please give details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	Provide evidence that you have contacted residents, businesses etc. which may be affected by the proposed special event – this may include copy letters / flyers.
11. Is a bus route affected (public and / or Education authority)	If your event affects bus routes, you should explain what arrangements have been made to help reduce adverse impact to bus services.
12. Will the Council's waste collection service be affected?	If your event affects the Council's waste collection service for that route, you should explain what arrangements have been made with Council to help reduce impact to this service.
13. Please detail the arrangements for cleaning up after the event	
14. Provide any other information that may assist with processing your request	



Main Street
CLOSED
Fri 22nd November
3.30PM to 10.30PM
for Christmas Event

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CLOSED
Fri 22nd November
3.30PM to 10.30PM
for Christmas Event

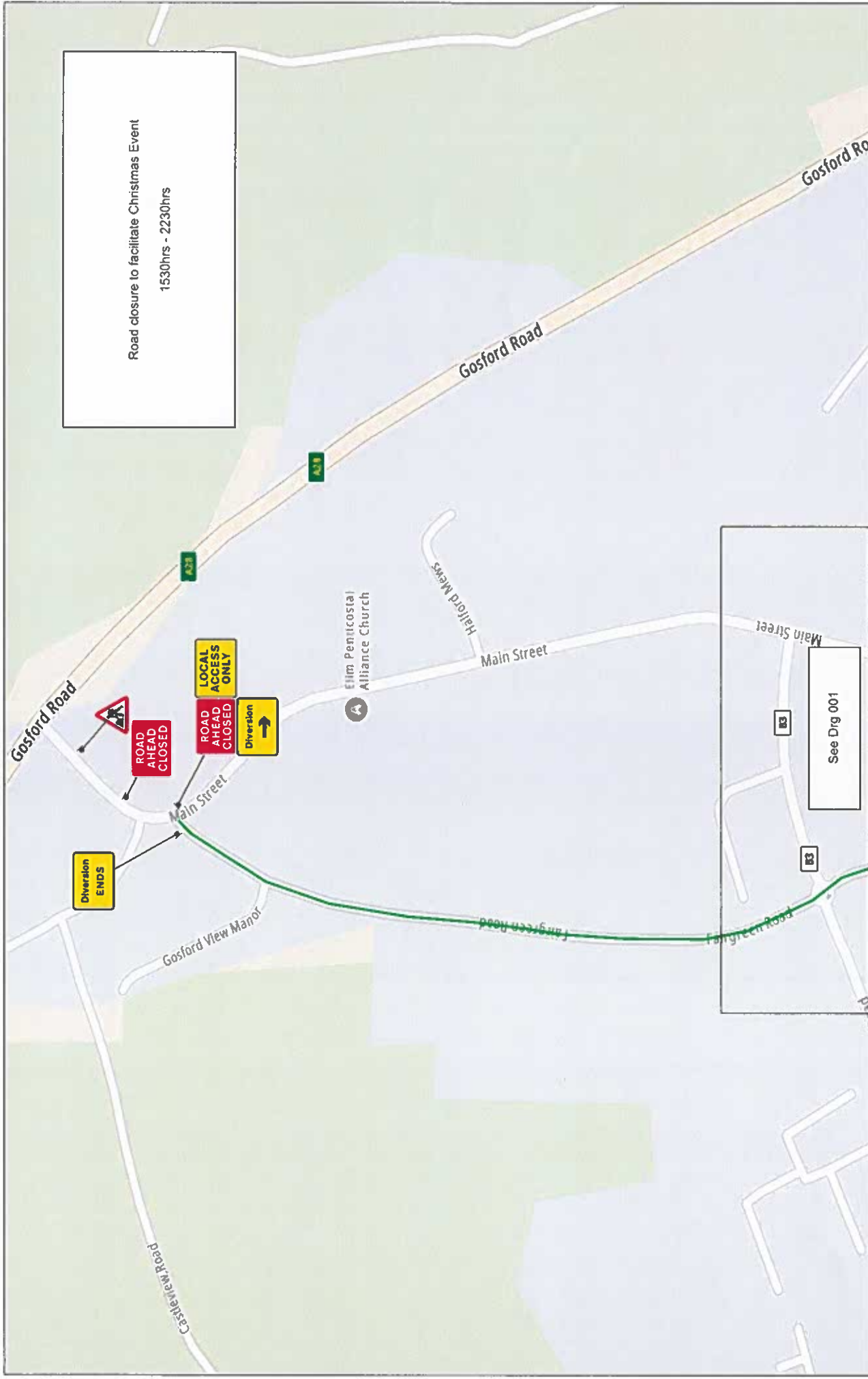
NOTES:
 1. All traffic management to be in accordance with Chapter 8 of the Traffic Signs Manual.
 2. All signs will comply with Traffic Sign Regulations in General Directions (TSRGD) 2002
 3. Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives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

PROJECT
 Christmas Lights
 Market Hill

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

Drg No. 003
 Original Drawing Size **A3**

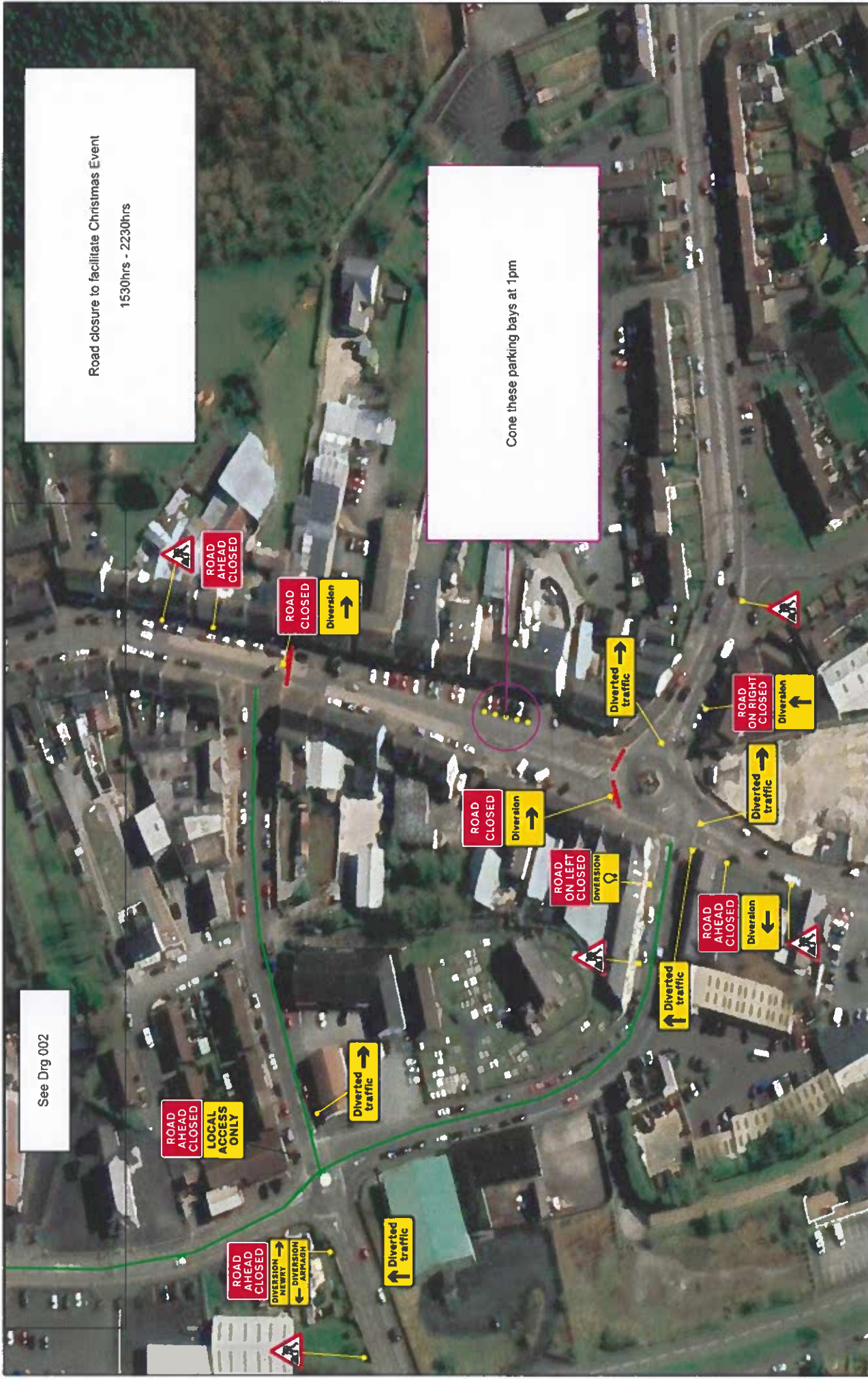
GreenTown
 Traffic Management
 221a Hillhall Rd
 Lisburn
 Co. Antrim
 BT27 5JA
 Tel. 02892662077



Road closure to facilitate Christmas Event
1530hrs - 2230hrs

See Drg 001

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.	PROJECT BNL Productions Ltd DRAWN A. Macartney SCALE Not to scale DIMENSIONS Metres	Drg No. 002 Original Drawing Size A3	221a Hillhall Rd Lisburn Co. Antrim BT27 5JA Tel. 02892662077
	Marketthill 1530hrs closure	Greentown Traffic Management	



Road closure to facilitate Christmas Event
1530hrs - 2230hrs

Come these parking bays at 1pm

See Drg 002

<p>221a Hillhall Rd Lisburn Co. Antrim BT27 5JA Tel.02892662077</p>	<p>Greentown Traffic Management</p>	<p>Drg No. 001</p>	<p>Original Drawing Size A3</p>
		<p>PROJECT Christmas Lights Marketill</p>	

NOTES:
1. All traffic management to be in accordance with Chapter 6 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.



Armagh City
Banbridge
& Craigavon
Borough Council

Public Notice

ROAD TRAFFIC REGULATION (NORTHERN IRELAND) ORDER 1997 NOTICE OF PROPOSED SPECIAL EVENT

Armagh City Banbridge and Craigavon Borough Council has received an application from BNL Productions Ltd that it wishes to hold Markethill Christmas Light Switch On for Armagh City, Banbridge and Craigavon Borough Council on Main Street, Markethill on Friday 22 November 2024.

By virtue of the powers conferred on it by Article 8A of and Schedule 3A to the Road Traffic Regulation (Northern Ireland) Order 1997 the Council gives notice that it is minded to make an Order to temporarily restrict or prohibit traffic from using Main Street, Markethill from its junction with Newry Street to its junction with Keady Street on Friday 22 November 2024 between the hours of 3.30 pm and 10.30 pm.

A diversion route will be signposted via Fairgreen Road, Markethill

Copies of the application may be inspected free of charge at the Environmental Health Office, The Old Armagh City Hospital, 39 Abbey Street, Armagh, BT61 7DY or viewed online at www.armaghbanbridgecraigavon.gov.uk

Persons wishing to make representations to the Council regarding the proposal may make representations in writing at the address below by 5pm on Thursday 21 November 2024, representations received after this will not be considered.

The Chief Executive
The Old Armagh City Hospital
39 Abbey Street
Armagh
BT61 7DY

