

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
Confirm if you have authority to act on behalf of the Promoter	Yes
ABOUT THE EVENT	
Name of Event	Portadown Christmas Lights Switch On for Armagh City, Banbridge and Craigavon Borough Council
Date of event	Friday 15th November 2024 6:00-9:00pm
Purpose and nature of event	Public event to start the festive season, switch the Christmas Lights on & 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'?	No – approx. 2000 - 4000 people
Public liability insurance details	Towergate Camerasure – BNLP01CC01 £10M
POSSIBLE IMPACT	
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>Event will be held on the town centre plaza adjacent to Church Street a stage set up. Santa bus, grotto marquee and 3-4 marquees for arts & crafts and an ambulance for first aid will be located in Church St & West Street.</p> <p>Friday 15th November 2024 From 4pm cone off car parking spaces from - Thomas Street to the junction of Church Street & Mandelville Street. - From the junction Mandeville Street, West Street to Woodhouse Street.</p> <p>From 17:30 Close roads West Street - 17:30 Church Street - 17:30 Bridge Street - 17:30 Edwards Street - 17:30</p>

	<p>Thomas Street 17:30 These roads will be closed in full from 17:30 & all open at 23:00pm</p> <p>N.B's Woodhouse Street will remain open to allow traffic to flow from Car Parks. This street does not affect the event space itself.</p> <p>Thomas Street will be closed at the top with access to the chemist allowed, further closures will be in place outside the chemist to stop anyone from going further down. (In 2019 On Thomas Street at Hamill's Pharmacy, motorists ignored the Road Closed sign – this either needs more closure furniture or is staffed.)</p> <p>Note from 2019 at the top of William Street at 1330 at the car park entrance, we need a Road Closed sign to prevent motorists from circumventing the closure and going against the one-way system.</p>
<p>2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)</p>	<p>Meadow Lane</p> <p>Portmore Street</p> <p>Hanover Street</p> <p>Northway</p> <p>Mandeville Street</p> <p>Bridge Street</p>

<p>3. Type of restriction (full road closure / lane restriction etc.)</p>	<p>Full Road</p>		
<p>4. Date and Start /End times of proposed road restriction</p>	<p>Date: Friday 15th November 2024</p>	<p>Start Time: 17:30</p> <ul style="list-style-type: none"> - West Street - Church Street - Bridge Street - Edwards Street - Thomas Street 	<p>End Time: 23:00</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>Yes – In 2019 On Thomas Street at Hamill's Pharmacy, motorists ignored the Road Closed sign – this either needs more closure furniture or is staffed.)</p> <p>Note from 2019 at the top of William Street at the car park entrance, we need a Road Closed sign to prevent motorists from circumventing the closure and going against the one way system.</p> <p>PSNI & Council confirmed the noted earlier start time, car parking spaces to be coned, footpath closures & lollipop system.</p>		

	We are now closing the town later in the day, with no Twilight markets & heavily reduced structures to minimise impact on local retailers.
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 the plaza. Some structures may be built on the road once the road is closed. e.g. kids entertainment marques. All Structures will be on the Town plazas except crowd control barriers or cones used for the partial road closure around the Church.
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 & residents will be affected they will be notified via a leaflet drop, email & directed to a dedicated webpage with content updated. The leaflet will make them aware of the event and how they can get involved & for more information. Local Chamber of Commerce will be notified to inform their members. In person meetings will take place for any retailers who may be affected more.
11. Is a bus route affected (public and / or Education Authority)	Yes – With West street being closed, buses that stop outside Danske Bank will be affected All other buses will be impacted from 3pm
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. We will also be utilising the Traffic management companies staff in key areas where we expect some opportunities.
14. Provide any other information that may assist with processing your request	Advanced signage will be put in place 1 week before the event takes place to warn all public of the pending diversions and closures. While West street will be closed, we will be placing a Traffic Management staff member here to allow buses and deliveries through if the need should arise.

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 application27/9/24.....

Checklist:	Yes
Application fee - £269 *	x
Location plan / map showing marshals / stewards & first aid positions	x
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)	x
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