



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	
Confirm if you have authority to act on behalf of the Promoter	
ABOUT THE EVENT	
Name of Event	Portadown Running Festival
Date of event	23rd March 2025
Purpose and nature of event	5k, 10k and HM running event
Have all other options for holding the event off the public road been explored?	Yes No
Is this a 'small event'?	Yes No
Public liability insurance details	
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>5k route Start At Gilford Road end of Bachelors Walk, turning right down Carrickblacker Road onto Bridge Street. Over the bridge and turning right on wrong side of road in front of Ground Coffee onto the Garvaghy Road. Travel up Garvaghy Road till entrance of Peoples Park. Run a lap of Peoples Park and exit onto Park Road turning right towards Obins Street, turning left and through the tunnel towards Woodhouse Street, up Woodhouse Street towards the town. Turning Right at junction of Woodhouse Street and Market Steet and along West Street at Magowan Buildings turning left into Mandeville Street and turning left into Church Street and down into Market Street and along High Street turning right at lights just past High Street Mall entrance, onto Bridge Street and then taking a right into Meadow Lane. Along Meadow Lane till entrance to Towpath at rear of Tesco's. Along the Towpath and exiting at Ground Coffee onto Bridge Street, turning left and traveling along Bridge Street over the Bridge and turning into the rear entrance of ASDA and into Portadown Rugby Club to finish line.</p> <p>10KM</p>

	<p>Starting at Bachelors Walk (Gifford Road end) across Carrickblacker Road onto Gifford Road traveling along the Gifford Road (on inward bound land) till the roundabout at Mullahead Road and turning right down along Mullahead Road till entrance to Towpath on righthand side. Along the Towpath and exiting at Ground Coffee onto Bridge Street, turning left and traveling along Bridge Street over the Bridge and turning into the rear entrance of ASDA and into Portadown Rugby Club to finish line.</p> <p>½ Marathon Starting at Bachelors Walk, Rugby club end, down past Asda turing left and running up Carrickblacker Road, turn right onto Gifford Road traveling along the Gifford Road till the roundabout at Mullahead Road. Across junction of Mullahead Road continuing along the Gifford Road (on inward bound lane) and turning right into Moyallan Park Gifford and then turning left into Woodlands Park and exiting at Carpark at A51 and turning right and then left onto the Wall Road continuing along Wall Road and Tandragee Road till entrance of the Towpath (on inward side of road to Gifford). Along the Towpath and exiting at Ground Coffee onto Bridge Street, turning left and traveling along Bridge Street over the Bridge and turning into the rear entrance of ASDA and into Portadown Rugby Club to finish line.</p>
<p>2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)</p>	<p>To be provided from Traffic management company</p>

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 application8/1/2025.....

Checklist:	Yes
Application fee - £275 *	
Location plan / map showing marshals / stewards & first aid positions	
Traffic Management Plan including Signing Schedule	
Proof of Company's Competency to produce a Traffic Management Plan (e.g. Lantra sector 12 D (M7) or equivalent)	
Details of Consultees and feedback received (bus providers, residents, businesses)	

* 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 Old Armagh City Hospital 39 Abbey Street Armagh BT61 7DY	Environmental Health Dept Civic Building, Downshire Road, Banbridge, BT32 3JY	Environmental Health Dept Civic & Conference Centre, PO Box 66, Lakeview Road, Craigavon, BT64 1AL
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T: 0330 0561 011 E: health@armaghbanbridgecraigavon.gov.uk

www.armaghbanbridgecraigavon.gov.uk

3. Type of restriction (full road closure / lane restriction etc.)	Partial restriction but on a roll an collapse basis as the runners have passed a section the run		
4. Date and Start / End times of proposed road restriction	Date: 23 th March	Start Time: 0800	End Time: 1230 ideally earlier
5. Name of company undertaking the Traffic Management Plan including a signing schedule?	Traffic Managment Company		
6. Name of company undertaking signage work for the event (Appendix A)	Traffic Managment Company/Portadown Running Club		
7. Has this event been held previously?	Yes		
8. If yes, are the previous arrangements amended in any way? Provide details.	<i>Inclusion of a 5k route due to demand, which allows us to include younger participants</i>		
9. Please give details of any structure or equipment to be erected on the public road as part of the event	Starting mat for each race will be on a public road		
10. Provide details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	Minimal impact as early on Sunday morning but local business and churches will be contacted and we will heavily publicise through social media		
11. Is a bus route affected (public and / or Education Authority)	No on a Sunday morning		
12. Will the Council's waste collection service be affected?	n/a		
13. Please detail the arrangements for cleaning up after the event.	Waste Collection at waterpoints and at start finish		
14. Provide any other information that may assist with processing your request	Race 2024 was very popular and we have plans to increase numbers dues to demand		



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

Armagh City, Banbridge and Craigavon Borough Council has received an application from Portadown Running Club to hold Portadown Running Festival on Sunday, 23rd March 2025 from 8.00 am – 12.30 pm.

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 as follows on Sunday, 23rd March 2025: -

- Full road closure of Bachelors Walk.
- Lane closure of inward bound lane of Bridge Street, from junction and lights at Seagoe Road to junction with Carrickblacker Road.
- Full road closure of Carrickblacker Road.
- Full road closure of Garvaghy Road from Castle Street to entrance of People's Park.
- Full road of Park Road.
- West Street closed at junction of Magowan Buildings carpark.
- Lane closure of inward bound lane of Church Street at junction with Carleton Street.
- Lane closure of inward bound lane of Bridge Street at junction with Meadow Lane.
- Lane closure of inward bound lane of Meadow Lane with junction of Portmore Street.
- Lane closure of inward-bound lane of Gilford Road from junction with Killycomain Road to roundabout at Mullahead Road.
- Full road closure of Mullahead Road from Brackagh Road junction to roundabout at Drumnacanvy Road / Gilford Road.
- Full road closure of inward-bound lane of Gilford Road from junction with Plantation Road.
- Inward bound lane closure from junction of Madden Road and Cargans Road to roundabout at Dunbarton Street.
- Lane closure of outward-bound lane from junction Castle Street to junction with James Street.
- All minor road leading onto any of the above will be controlled by marshals.

Roads will be subject to opening by race marshal as soon as practical following clearance of runners on a rolling basis.

Road closures/ Diversion routes will be advised where required.

Copies of the application may be inspected free of charge at Craigavon Civic & Conference Centre, Lakeview Road, Craigavon, BT64 1AL

Persons wishing to make representations to the Council regarding the proposal may make representations in writing at the address below by 5pm on Friday 14th March 2025. Representations received after this will not be considered.

The Chief Executive
Armagh City, Banbridge and Craigavon Borough Council
Craigavon Civic & Conference Centre
Lakeview Road
Craigavon
Co. Armagh BT64 1AL

