

**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*

<b>ABOUT YOU</b>	
Name of Promoter	<i>Armagh Banbridge and Craigavon Borough Council</i>
Address of promoter Postcode	<i>The Market Place Theatre, Market Street, Armagh BT61 7BW</i>
Name of contact (if different from above)	
Position/role of contact	<i>Event Co-ordinator</i>
Confirm if you have authority to act on behalf of the company/club/ society	<u>Yes</u> <del>No</del>
Telephone Number(s)	
Emergency Contact No	
Email address	
<b>ABOUT THE EVENT</b>	
Name of Event	<i>Blues Festival</i>
Date of event	<i>3<sup>rd</sup> August 2024</i>
Purpose and nature of event	<p>The 7 Hills Blues Fest is an ABC Council Signature event being held on the summer weekend of Friday 2<sup>nd</sup> – Sunday 4<sup>th</sup> August 2024. The event has been running for over 15 years and is a celebration of blues music. The Festival always attracts a wide range of local and international blues artists and bands. This year we have grown to 44 gigs across 16 city centre venues. At the heart of the Festival is the Bandstand on Market Street where 7 acts will be playing.</p> <p>To expand the event we are adding a small market to the offering with 6 stalls to create a wider appeal to the Festival. This will run alongside free street entertainment, face painting, balloon modelling. Collectively this will attract more families and encourage them to stay longer in the city centre. Attracting visitors from far and near will boost footfall and benefit local traders.</p>
Can the event be held on other than a public road?	<i>No</i>
<b>POSSIBLE IMPACT</b>	
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.	<i>Market Street from the junction of Thomas Street through to the junction of Russell St</i>
2. Date and Start time of proposed road restriction	<p>Date: <i>3<sup>rd</sup> August 2024</i></p> <p>Start Time: <i>07:00</i></p>

3. Date and End time of proposed road restriction	Date: Saturday 3 <sup>rd</sup> August 2024	End time 18:00
4. Type of restriction (full road closure/lane restriction/prohibition of certain types of vehicles/footway closure etc)	<i>full road closure</i>	
5. Is this a small event?	No	
6. Anticipated numbers attending event.	2,500	
7. Is a signing schedule enclosed?		
8. Please list all roads which will be signed as diversionary routes. (Use separate sheet as required).		
9. Is a traffic management plan enclosed?	Yes	
10. Has this event been held previously?	Yes, but not with the addition of stalls in Market Street, this is a new addition to the 2024 event.	
11. If yes, are the arrangements previously applied for amended in any way? Please provide details.	Addition of stalls in Market Street to enhance event	
12. Please give details of any structure or equipment to be erected on the public road as part of the event	6 qty of 3x3M marquees located in Market Street	
13. Provide details of public liability insurance.	Council PL insurance	
14. Please give details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	Residents and businesses in Market Street	
15. Is a bus route affected (public and/or Education authority)	No	
16. Will the Council's waste collection service be affected?	No	
17. Provide information on the arrangements for cleaning up after the event.	Council's litter team on site for build up, duration of event and breakdown of event. A litter plan is in place for the entire event.	
18. Please provide any other information that you feel may assist us with processing your request		

**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 the following Data Protection Statement: In order to comply with the requirements of the Data Protection Act 1998, Council would advise you that the personal information you provide on this form will be processed and held by the Council and its agents, for the purpose of managing and operating applications for special events on roads. The Council may use non-personal statistical data collected to analyse current, and plan for future, operational purposes. The Council will investigate all cases of alleged fraudulent use and the information you have provided may be used in conducting these investigations. The personal information you provide may be checked with other agencies/organisations. If consent to these arrangements is not given, your application will NOT be processed.

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 organising committee)

Date of application .....12.04.24.....

<b>Checklist: You must include the following.</b>	<b>Yes</b>	<b>To Follow</b>
<i>Application fee (The current application fee is £281. This includes an administration fee and the cost of Council publishing a notice in the local press regarding the proposed event. Please refer to point 5 in attached guidance note re small events. )</i>		<i>Internal Transfer Memo</i>
<i>Location plan/map showing marshals/stewards and first aid positions</i>	<i>yes</i>	
<i>Signing schedule</i>	<i>Yes</i>	
<i>Traffic Management Plan</i>	<i>Yes</i>	
<i>Details of Consultees and feedback received (bus providers, residents, businesses)</i>		
<i>Copy of a Sector Scheme 12ab (or Ch8) Certificate of Competence for those undertaking the signing work</i>		
<i>Written agreement with Emergency Services</i>	<i>N/A</i>	

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

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

**[www.armaghbanbridgecraigavon.gov.uk](http://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'*

<b>ABOUT YOU</b>	
Name of Promoter	<i>(person organising the event)</i>
Address of promoter and/or contact Postcode	
Name of contact (if different from above)	
Position/role of contact	
Confirm if you have authority to act on behalf of the company/club/society	Yes No
Telephone Number(s)	
Emergency Contact No	<i>(someone who will be available before, during and after the event)</i>
Email address	
<b>ABOUT THE EVENT</b>	
Name of Event	<i>(e.g. name the event is being advertised under)</i>
Date of event	<i>(Council normally require a minimum of 12 weeks' notice in order to process your application)</i>
Purpose and nature of event	<i>(please provide a full description of the proposed event)</i>
Can the event be held on other than a public road?	<i>(detail the reasons why this event cannot take place on other than a public road. Consideration should be given to green/grassed areas or local community/activity centres etc)</i>
<b>POSSIBLE IMPACT</b>	
1.Name of road(s) on which event is to be held. Enclose a detailed, marked up location plan	<p><i>Organisers must identify the exact roads/streets affected including the start and end locations and provide a marked up plan or drawing to indicate same.</i></p> <p><i>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 numbers. Promoters should identify on the plan any restrictions or obstacles on the diversion route that may affect traffic, e.g. low bridges, narrow sections of road, tunnels, fords, one way streets and movement restrictions, roads with weight, height or width restrictions or restrictions on vehicle class. A similar or higher class of road to the one being closed should be used as the diversion route, taking into consideration that heavy goods vehicles and buses may have to use them.</i></p>



**KEY**

- Diversion Route
- Road Closure

**WARNING**  
 No vehicles, equipment or non TM operatives permitted in the taper / longways safety zone or sideways safety zone

**ROAD CLOSED HERE**  
 03/08/2024  
 07:00 - 18:00

**ADVANCE NOTICE SIGNS TO BE INSTALLED 1 WEEK BEFORE CLOSURE**

REVIEW	EVENT
<b>GRAHAM</b>	
<b>ABC COUNCIL</b>	
<b>ARMAGH - MARKET STREET TRAFFIC MANAGEMENT DETAILS</b>	
<b>ROAD CLOSURE</b>	
1. ARE ADVANCED NOTICE REQUIREMENTS?	Y/N
2. ARE RELEVANT DECLARATIONS SHOWN?	Y
3. ARE PERM LOCATIONS SHOWN?	N/A
4. ARE MANHOLE LOCATIONS SHOWN AT ROAD JUNCTIONS?	Y
5. ARE MANHOLE LOCATIONS SHOWN AT CENTRE LINE JUNCTIONS?	N/A
6. ARE MANHOLE LOCATIONS SHOWN AT CENTRE LINE JUNCTIONS?	N/A

Marshalls at Road Closed Sign (Marshalls to advise movements of permitted movements - i.e. no vehicles allowed onto marshals route from a side street)

EVENT ORGANISER	
EVENT TRAFFIC MANAGEMENT DOES NOT COVER THE ROAD CLOSURE. THE ROAD CLOSURE IS THE RESPONSIBILITY OF BUSINESS FOR THEIR INFORMATION.	
NAME	JCH
DATE	07/06/2023
PROJECT	ABC - MARKET ST - 01
STATUS	0





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

Armagh City Banbridge and Craigavon Borough Council, as the relevant authority, has received an application from the Events Tourism and Culture team at Armagh City Banbridge and Craigavon Borough Council that they wish to hold Blues Festival on Market Street, Armagh on Saturday 3 August 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 prohibit traffic from using Market Street from its junction with Thomas Street to its junction with Russell Street on Saturday 3 August 2024 between the hours of 7:00 am and 6:00 pm.

A diversion route will be signposted via Scotch Street, Barrack Street, The Mall West and Russell Street, Armagh.

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](http://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 19 July 2024, representations received after this will not be considered.

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

