Armagh City Banbridge & Craigavon Borough Council

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	DROMORE BRANCH. RBL. c/o COLIN WARD.	
Address of Promoter		
		Postcode:
Name of contact (s)	COLIN WARD.	Telephone:
Position / role of contact	BRANCH PRESIDENT.	E-Mail:
Confirm if you have authority to act on behalf of the Promoter	(Yes) No	
ABOUT THE EVENT		
Name of Event	REDEDICATION OF DROMORE WAR MEMORIAL 100TH ANNIVERSARY AND FAMILY DAY.	
Date of event	SAT. 19TH SEPTEMBER.	
Purpose and nature of event	COMMEMORATE 100TH ANNIVERSARY OF WAR MEMORIAL	
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	RBL. PL INSURANCE AS PER ATTACHED DOCUMENT	
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)	NORTH SIDE OF DROMORE SQUARE.	
2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)	GALLOWS STREET, CROSS LANE. PRINCES STREET	

3. Type of restriction (full road closure / lane restriction etc.)	FULL ROAD CLOSURE.		
4. Date and Start / End times of proposed road restriction	Date: 19/09/2026.	Start Time: 12.00HRS.	End Time: 18.00HRS.
5. Name of company undertaking the Traffic Management Plan including a signing schedule?	PREMIER TRAFFIC MANAGEMENT.		
6. Name of company undertaking signage work for the event (Appendix A)	PREMIER TRAFFIC MANAGEMENT.		
7. Has this event been held previously?	(Yes) No	FAMILY DAY HELD IN 2021	
8. If yes, are the previous arrangements amended in any way? Provide details.	Yes (No) Not applicable		
9. Please give details of any structure or equipment to be erected on the public road as part of the event	PEN FOR ARENAS, MILITARY VEHICLES, STALLS.		
10. Provide details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	MAGUIRES CITIE SHOP. MULHOLLANDS (CENTRAL BAR).		
11. Is a bus route affected (public and / or Education Authority)	No.		
12. Will the Council's waste collection service be affected?	No.		
13. Please detail the arrangements for cleaning up after the event.	VOLUNTEERS WILL CLEAN UP.		
14. Provide any other information that may assist with processing your request	THE MAP VIEW PROVIDED IS FROM GOOGLE MAPS IGNORE THE STALLS SHOWING IN THE COBBLED AREA OF THE SQUARE.		

DECLARATIONS

- I confirm that I have read the Department for Infrastructure 'Special Events on Roads - Guidance for Promotors 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 a minimum of £10m **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 17/7/26

Checklist:	**Yes**
Application fee - £293 *	
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)	
Insurance Certificate confirming a minimum of £10m public liability	

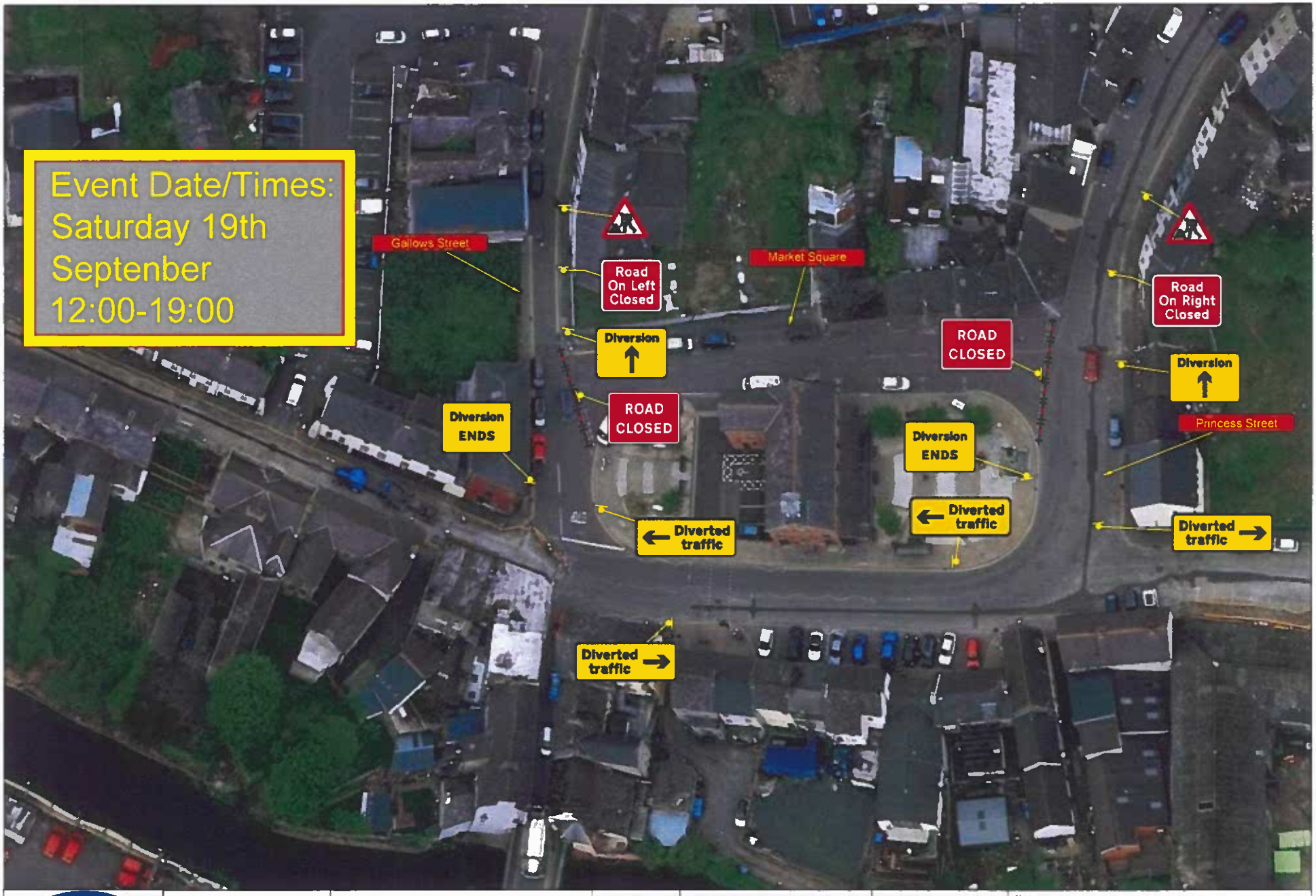
* Please refer to relevant point in attached guidance notes regarding small events

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

T: 0330 0561 011 **E:** ehealth@armaghbanbridgecraigavon.gov.uk

www.armaghbanbridgecraigavon.gov.uk



PREMIER TRAFFIC SYSTEMS
3 Blacks Lane
Ballynahinch
Co.Down
BT24 8UT
TEL: 02897565892

Market Square Dromore

30

Client/Project: Dromore RBL/Event

Drawn By: Shane Brennan

Scale: Not To Scale

Drg No. TM-01

Original Drawing Size A3

Notes
- Installation, maintenance & removal of traffic management will be carried out by Lantra approved operatives who have achieved Sector Scheme Training
- 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.
- All traffic management vehicles installing, maintaining & removing TM to be a conspicuous colour, have a 360 degree amber beacon and displaying HIGHWAY MAINTENANCE along with chevrons on the rear


S
E
W
N
PTO