



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

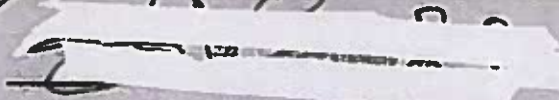
ABOUT YOU		
Name of Promoter	[Redacted]	
Address of Promoter	[Redacted]	
	PORTADOWN	Postcode: BT 22
Name of contact (s)	AS ABOVE	Telephone: [Redacted]
Position / role of contact	[Redacted]	E-Mail: [Redacted]
Confirm if you have authority to act on behalf of the Promoter	☒ Yes ☐ No OK.	
ABOUT THE EVENT		
Name of Event	COUNTRY COMES TO TOWN	
Date of event	19 SEPTEMBER 2026	
Purpose and nature of event	COUNTRY FESTIVAL	
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	TO FOLLOW	
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)	PORTADOWN TOWN CENTRE: MARKET; HIGH; WIND HOUSE; EDWARD; THOMAS; WILLIAM; MANDEVILLE; WEST STREETS; PEOPLE'S PARK	
2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)	LITTLE BRIDGE ST; CARLTON ST.	

3. Type of restriction (full road-closure / lane restriction etc.)	BRIDGE ST (LANE) ALL OTHERS AT 2 ARE FULL CLOSURE		
4. Date and Start / End times of proposed road restriction	Date: 19 Sept 2026 07.00	Start Time: 07.00	End Time: 18.00
5. Name of company undertaking the Traffic Management Plan including a signing schedule?	GREENTOWN Traffic MGMT.		
6. Name of company undertaking signage work for the event (Appendix A)	CCTT + GREENTOWN		
7. Has this event been held previously?	☒ Yes ☐ No		
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	TEMPORARY TRADING + EXHIBITION MARQUEES		
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 WILL BE AFFORDED THE OPPORTUNITY TO BENEFIT FROM THE VISITORS TO TOWN		
11. Is a bus route affected (public and/or Education Authority)	DIVERSION ARRANGEMENTS AGREED WITH TRANSLINK		
12. Will the Council's waste collection service be affected?	COUNCIL WILL PROVIDE ADDITIONAL WASTE BIN FACILITIES		
13. Please detail the arrangements for cleaning up after the event.	SUPPORT FROM ABC CLEANING TEAM		
14. Provide any other information that may assist 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 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 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

26 JULY 2020

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	

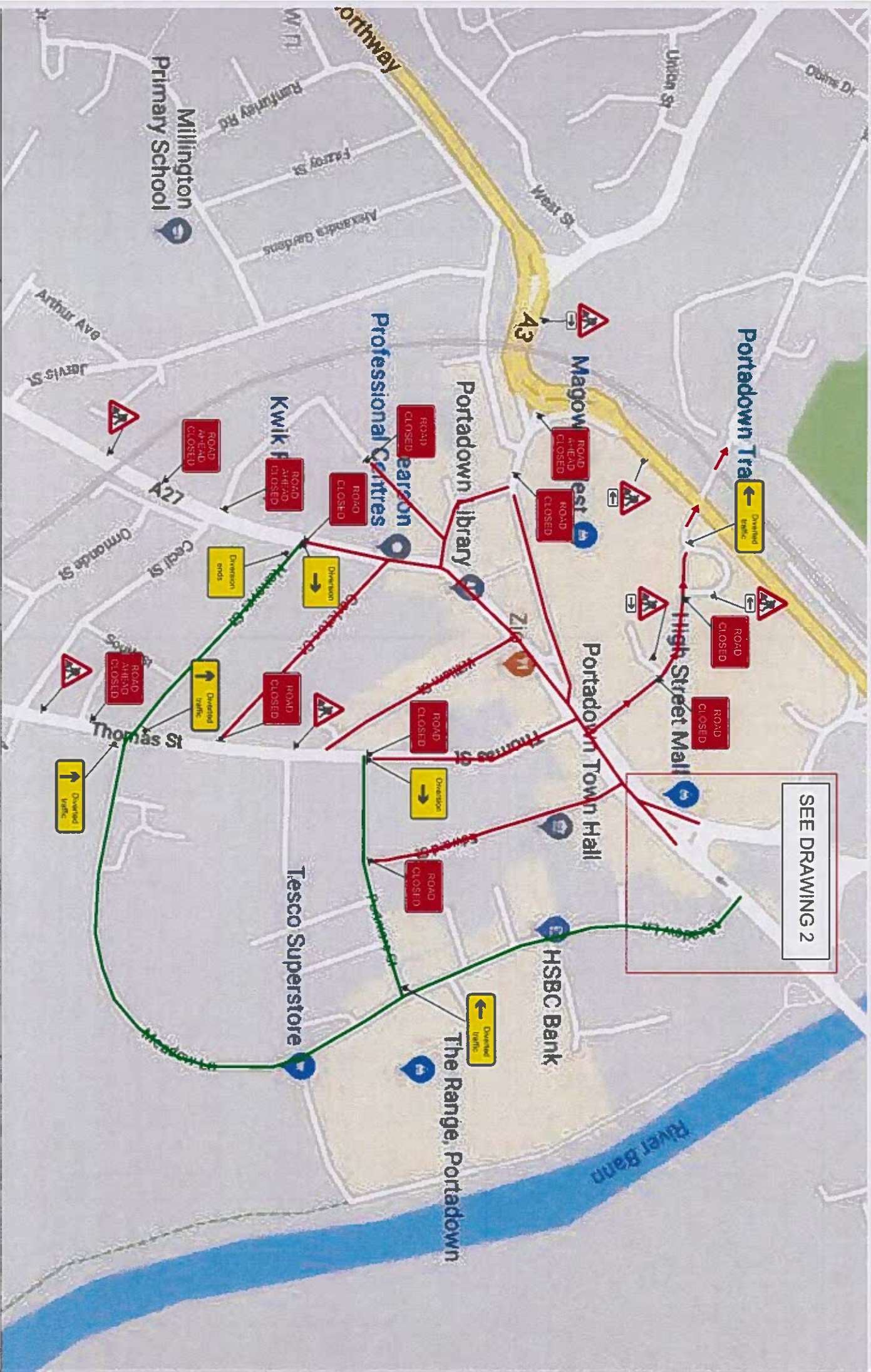
* Please refer to relevant point in attached guidance notes regarding small events

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
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T: 0330 0561 011 E: eh@armaghibanbridgecraigavon.gov.uk

www.armaghibanbridgecraigavon.gov.uk



NOTES:

- 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
- Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Sector Scheme 127 (Traffic Sign) / S1 (Traffic)

Country Comes To Town

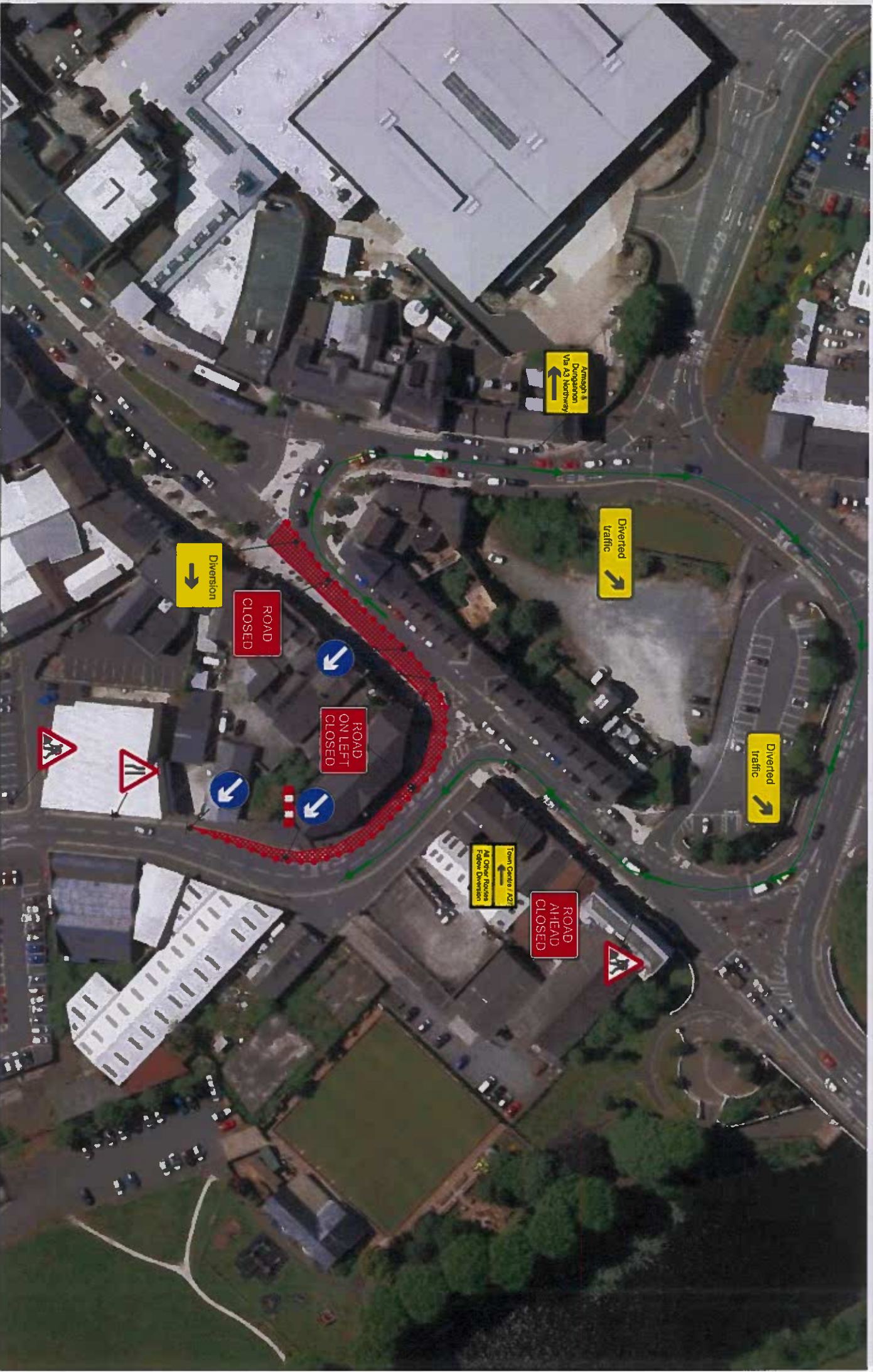
PROJECT	
Road Closure	
DRAWN	D. McGarry

Drwg No.	001
Original Drawing Size	A3



GREEN TOWN TRAFFIC MANAGEMENT LTD.

221a Hillhall Rd
Lisburn
Co. Antrim
BT27 5JA
Tel: 0289266207



NOTES:

- 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
- Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Specific Scheme 12/11 training / S1 G Training

Country Comes To Town

PROJECT
Road Closure
DRAWN D. McGarry
SCA1 F Not to scale DIMENSIONS Metres

Dwg No. 002
Original Drawing Size A3



GREEN TOWN TRAFFIC
MANAGEMENT LTD.

221a Hillhall Rd
Lisburn
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Tel: 02892662071



Armagh City
Banbridge & Craigavon
Borough Council

Public Notice

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

Armagh City Banbridge & Craigavon Borough Council has received an application from Country Comes To Town to hold a Country Festival in Portadown on Saturday 19th September 2026.

By virtue of the powers conferred on it by Article 3A of and Schedule 3A to the Roads 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 Saturday 19th September 2026. Between the hours of 7.00 am till 7.00 pm:-

- Full road closure of High Street, Market Street, Mandeville Street, Edward Street and Woodhouse Street.
- Part Closure of Church Street, Shillington Street, West Street, Thomas Street and William Street.
- Lane Closure to part of Bridge Street South. Road closures
- Diversion routes will be advised at the following locations:
- Northway, Meadow Lane, Bridge Street, Mill Avenue, Hanover Street, Thomas Street and Portmore Street.

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 do so by writing to the address below, by 5pm on 11th September 2026. Representations received after this will not be considered.

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