



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	Postcode:
Name of contact (s)	Telephone:
Position / role of contact	Email:
Confirm if you have authority to act on behalf of the Promoter	Yes
ABOUT THE EVENT	
Name of Event	Markethill Christmas Light Switch On for Armagh City, Banbridge and Craigavon Borough Council
Date of event	20 th Nov 2026 6pm-8.30pm
Purpose and nature of event	Public event to start the festive season, switch the Christmas Lights on and 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'?	Yes - approx. 700 people
Public liability insurance details	Ansvar – Policy Number – ACY 2324515 - £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)	Event will be held in Main Street with a stage set up outside the Dolphin chip shop. There will be a Santa bus, grotto marquee and 3/4 marquees for arts & crafts and the ambulance for first aid. 15:30 full closure of Main Street between Keady Street and Newry Street. (Traffic Management Maps to follow)
2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)	An alternative route will be signed with traffic being diverted via: Diversion 1: B0003 KEADY STREET, U8021 FAIRGREEN ROAD

3. Type of restriction (full road closure / lane restriction etc.)	Full road closure (TM maps to follow)		
4. Date and Start / End times of proposed road restriction	Date: 20 th Nov 2026	Start Time: 15.30hrs	End Time: 2230hrs
5. Name of company undertaking the Traffic Management Plan including a signing schedule?	Greentown Traffic Management		
6. Name of company undertaking signage work for the event (Appendix A)	Greentown Traffic Management		
7. Has this event been held previously?	Yes		
8. If yes, are the previous arrangements amended in any way? Provide details.	No		
9. Please give details of any structure or equipment to be erected on the public road as part of the event	3x3 marquees will be built in car parking spaces as they become available/safe to do so within the road closure event space.		
10. Provide details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	<p>Town centre businesses will be affected, and they will be notified through online material with regularly updated content. A leaflet will also be sent out to all businesses in the area making them aware of the event and how to get more information.</p> <p>5 car parking spaces outside the Dolphin chippy to be coned from Thursday, 19 November at 23:00 if possible; however, if this is not feasible from 9am on Friday, 20 November 2026</p> <p>Local residents who park in the event space will also be affected as we will need them to park elsewhere from 15:30. Work with the local community/residents will take place aiming to solve this as cars could park there all day.</p>		
11. Is a bus route affected (public and / or Education Authority)	Yes		
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 will be requested with Council's waste management services.		
14. Provide any other information that may assist with processing your request	An application for road closure has been approved by Dfi (copy attached). Advanced signage will be put in place 1 week before the event at all major road closure areas to warn the public of the impending closure. We will also be utilising the Traffic management company's staff in key areas where we anticipate some challenges and these will be indicated on the maps from the Traffic Management company (to follow)		

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 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 _____

Checklist:	Yes
Application fee - £293 *	
Location plan / map showing marshals / stewards & first aid positions	<i>To Follow</i>
Traffic Management Plan including Signing Schedule	<i>To Follow</i>
Proof of Company's Competency to produce a Traffic Management Plan (e.g. Lantra sector 12 D (M7) or equivalent)	<i>On Council file</i>
Details of Consultees and feedback received (bus providers, residents, businesses)	<i>To Follow</i>
Insurance Certificate confirming a minimum of £10m public liability	<i>Yes</i>

* 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: ehhealth@armaghbanbridgecraigavon.gov.uk

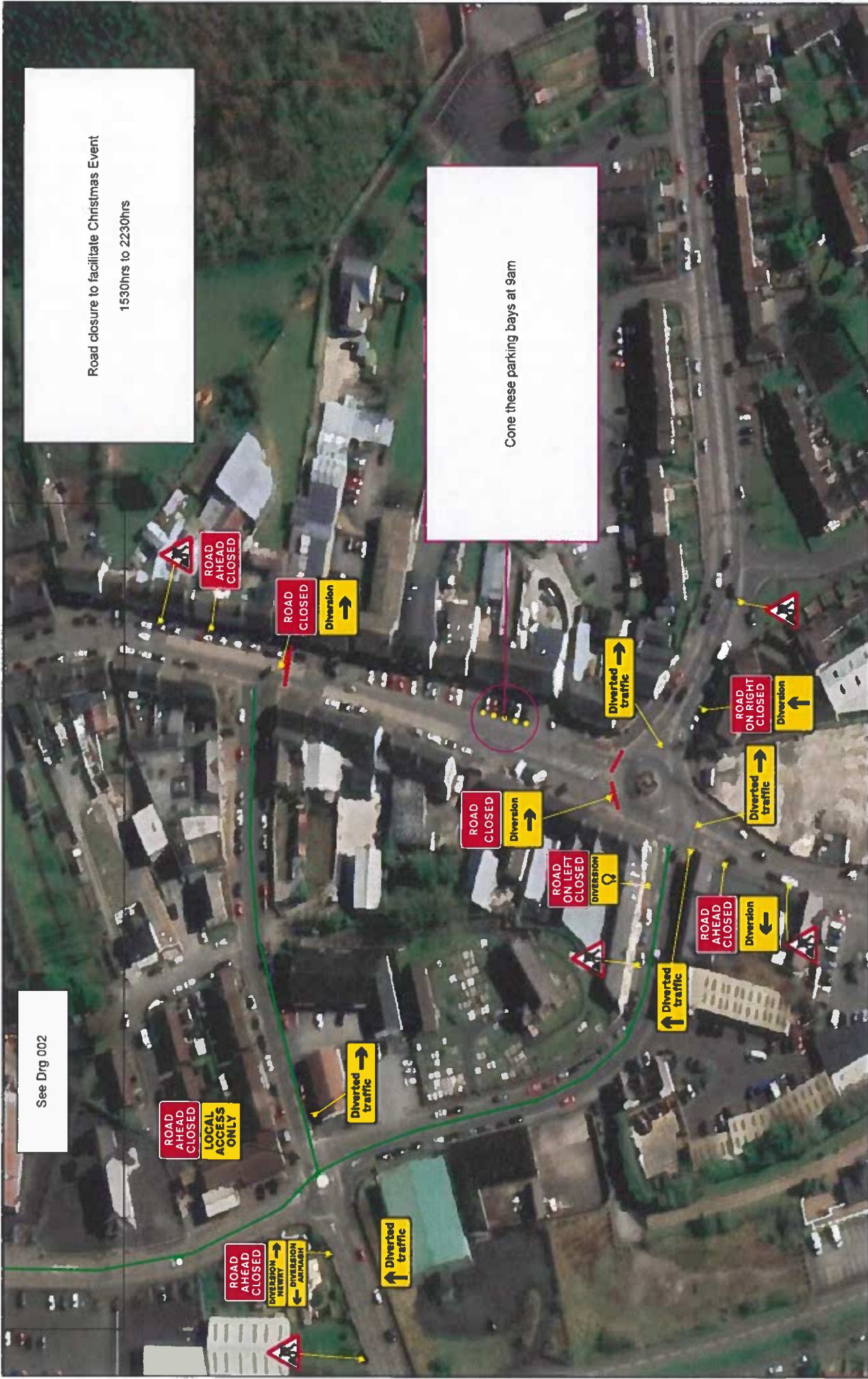
www.armaghbanbridgecraigavon.gov.uk

See Drg 002

**Road closure to facilitate Christmas Event
1530hrs to 2230hrs**

**Road closure to facilitate Christmas Event
1530hrs to 2230hrs**

Come these parking bays at 9am



NOTES:

1. All traffic management to be in accordance with Chapter 8 of the Traffic Signs Manual.
2. All signs will comply with Traffic Sign Regulations in General Directions (TSRD) 2002
3. Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Sore Scheme 12D training.

Christmas Lights
Markethill

PROJECT

PROJECT

PROJECT	
BNL Productions Ltd	
DRAWN	J.Foster
SCALE	Not to scale
DIMENSIONS	Metres

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BNL Productions Ltd	
DRAWN	J.Foster
SCALE	Not to scale
DIMENSIONS	Metres

Drig No. 001

Drg No.	001
Original Drawing Size	A3

Greentown
Traffic Management



NOTES:
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Markethill
 1530hrs closure

PROJECT

BNL Productions Ltd

Drg No.
002

Original Drawing Size
A3

221a Hillhall Rd
 Lisburn
 Co. Antrim
 BT27 5JA
 Tel: 02892662077





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Christmas Lights
Markethill

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Armagh City
Banbridge
& Craigavon
Borough Council

Public Notice

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

Armagh City Banbridge and Craigavon Borough Council has received an application from BNL Productions Ltd that it wishes to hold Markethill Christmas Light Switch On for Armagh City, Banbridge and Craigavon Borough Council on Main Street, Markethill on Friday 20 November 2026.

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 from using Main Street, Markethill from its junction with Newry Street to its junction with Keady Street on Friday 20 November 2026 between the hours of 3.30 pm and 10.30 pm.

A diversion route will be signposted via Fairgreen Road, Markethill

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

Persons wishing to make representations to the Council regarding the proposal may make representations in writing at the address below by 5pm on Friday 30 October 2026, representations received after this will not be considered.

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

