ABC/LC/FOR/043/05

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		
Address of Promoter		
		Postcode:
Name of contact (s)		Telephone:
Position / role of contact		E-Mail:
Confirm if you have authority to act on behalf of the Promoter	Yes	
ABOUT THE EVENT		
Name of Event	Lurgan Christmas Light Switch On Event for Armagh City, Banbridge and Craigavon Borough Council	
Date of event	Thursday, 19th November 2026 – 6:30pm-8:30pm	
Purpose and nature of event	Public event to start the festive season by switching on Christmas Lights and a festive Artisan market to 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'?	No – Approx. 2,000-4,000 attendees	
Public liability insurance details	Attached	
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)	The event will be held on the town centre plaza adjacent to Market Street with a stage set up, a Santa bus, a grotto marquee and 3-4 marquees for arts & crafts as well as an ambulance for first aid. There will also be up to 20 marquees (3x3) positioned on the Plaza as well as the car parking spaces on either side of the plaza
2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)	A3 & Market Street from 5pm Top of Edward Street next to the Church Millennium Way Union Street Malcolm Road

3. Type of restriction (full road closure / lane restriction etc.)	Full & Partial (please refer to Traffic Management maps – to follow)
4. Date and Start / End times of proposed road restriction	**Thursday 19th November 2026** **Partial Road Closure from 7am to 1am-** • Close off car parking spaces on Market Street from junction with Carnegie Street to the Bank of Ireland (13-25 Market Street) • Close outer lanes (adjacent to the Plaza) from 51 Market Street to 38 Church Place and from 57 Church Place to the junction with Castle Lane (to include the turning lane behind the War Memorial at Church Place) **Full Road Closure from 5pm to 1am -** • Market Street from Union Street to the junction of Carnegie Street (parking spaces between these points will be coned off from 4pm) • 57 Church Place to junction with Castle Lane • High Street from the junction with Malcolm Road
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.	There may be a festive Artisan market this year; however, the majority of traders will be located on the plaza minimising the impact on local retailers

9. Please give details of any structure or equipment to be erected on the public road as part of the event	The majority of structures including the stage and marquees will be built on the plaza and car parking spaces adjacent to the plaza on both sides. Some structures may be built on the road when the Road Closure comes into effect e.g. Santa's grotto as well as crowd control barriers and cones used for the partial road closure around the Church. Food vendors will be placed in the car parking spaces on Market Street from junction with Carnegie Street to the Bank of Ireland (13-25 Market Street)
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 affected and they will be notified via online material and a dedicated webpage which will be regularly updated. A leaflet will also be sent to businesses in the area making them aware of the event and how they can obtain more information. Elected Members have been informed of road closures and given approval.
11. Is a bus route affected (public and / or Education Authority)	Yes – Council staff to liaise with the local bus depot
12. Will the Council's waste collection service be affected?	Unlikely at this time of the day
13. Please detail the arrangements for cleaning up after the event.	Street collections will take place throughout the event and afterwards. Additional bins and collections will be requested through Council's waste management services.
14. Provide any other information that may assist with processing your request	Advanced signage will be in place 1 week before the event and this will help notify traffic users and the public of the pending closures. The traffic management company's staff will also be utilised in key areas where we anticipate issues and these will be indicated on the TM maps (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 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 application**

Checklist:	
Application fee - £287 *	**Yes**
Location plan / map showing marshals / stewards & first aid positions	*To follow*
Traffic Management Plan including Signing Schedule	*To follow*
Proof of Company's Competency to produce a Traffic Management Plan (e.g. Lantra sector 12 D (M7) or equivalent)	*On Council file*
Details of Consultees and feedback received (bus providers, residents, businesses)	*To follow*

* 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

ON A PUBLIC ROAD ***Please also read the Department for Infrastructure 'Guidance for Promoters of Events'***

ABOUT YOU	
Name of Promoter	Person, company, club or society organising the event
Address of promoter	

Name of contact (s)	
Position/role of contact	
Confirm if you have authority to act on behalf of the Promoter	Yes No
ABOUT THE EVENT	
Name of Event	The name the event is being advertised under
Date of event	Council usually require a minimum of 12 weeks' notice to process your application
Purpose and nature of event	Provide a full description of the proposed event
Have all other options for holding the event off the public road been explored?	Detail the reasons why this event cannot take place on other than a public road – consideration should be given to grassed areas / local community & activity centres / private land and sports grounds.
Is this a 'small event'?	Small events may be exempt from the application fee. In order to be considered a "small event", the following criteria must be met: - 1. The event must only be held on minor residential roads e.g. cul-de-sacs, side streets or within a defined housing development 2. The road to be closed must not have a bus route along it. 3. The road to be closed must not have a car park located on it or which is accessed via the road to be closed (other than one for residents of the road) 4. Be an event which would meet the criteria of the Council's Financial assistance policy for community events, insofar as a. The event must be organised by a formally constituted group b. The event must not discriminate against Section 75 groups (eg between persons of different religious belief, political opinion, race etc) c. The event must not be for personal or business gain 5. The event must finish by 11 pm. 6. The event must have no fireworks, pyrotechnics or bonfires on the street.
Public liability insurance details	An Order may not be granted without insurance cover being in place

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 and first aid positions)	Organisers must identify the exact roads / streets affected including the start and end locations and provide a marked up plan / drawing to indicate same. 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 names. It should also include positions of marshals / stewards and first aid positions to inform Council's consultees.
2. Please list all roads which will be signed as diversionary routes.	Provide a separate sheet if necessary and ensure that the names of all the roads / streets are included.
3. Type of restriction (full road closure/lane restriction etc.)	Please list the name of roads / street closures and the type of restriction including full road closure, lane restriction, prohibition of certain types of vehicles and footway closures. Pedestrian access to be maintained on all roads / streets on which the event is being held.
4. Date and Start / End times of proposed road restriction	It is important to quote the exact day, date and start / finish times of the proposed restriction for the event
5. Name of company undertaking the Traffic Management Plan including a signing schedule?	The Traffic Management Company producing the Traffic Management Plan must be competent to undertake this work e.g. Lantra sector 12 D (M7) or equivalent. A list of authorised companies can be found on the Department for Communities website using the following link: Approved Traffic Management Companies for Temporary Signing on public roads | Department for Infrastructure (infrastructure-ni.gov.uk)
6. Name of company undertaking signage work for the event	The company undertaking all signage work for the event should be suitably qualified. The Department for Infrastructure has authorised a number of companies in terms of accreditations and insurance (see above link).
7. Has this event been held previously?	Provide relevant details.
8. If yes, are the previous arrangements amended in any way? Provide details	Yes / No / Not applicable If Yes, detail amendments.
9. Please give details of any structure or equipment to be erected on the public road as part of the event	Please detail methods to be employed to protect road surfaces. Depending on the structure or equipment being placed, technical approvals / safety certificates for any structure erected may also be required (e.g. stage)
10. Please give details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	Provide evidence that you have contacted residents, businesses etc. which may be affected by the proposed special event – this may include copy letters / flyers.
11. Is a bus route affected (public and / or Education authority)	If your event affects bus routes, you should explain what arrangements have been made to help reduce adverse impact to bus services.

12. Will the Council's waste collection service be affected?	If your event affects the Council's waste collection service for that route, you should explain what arrangements have been made with Council to help reduce impact to this service.
13. Please detail the arrangements for cleaning up after the event	
14. Provide any other information that may assist with processing your request	

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 to hold the Lurgan Christmas Light Switch-On, Thursday 19th November 2026.

By virtue of the powers conferred on it by Article 8A 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 prohibit traffic as follows:

07:00am-08:00am
- Statutory provisions closing off car parking spaces around Plaza area.

07:00am-17:00pm
- Lane closure of outer lane from 51 Market Street to 38 Church Street and from 57 Church Place to the Junction of Castle Lane. This includes the turning lane behind the War Memorial at Church Place.

17:00pm-01:00am
(Friday 20th November 2026)
- Statutory provisions closing off 6 car parking spaces from 58 Church Place to 50 Church Place. Also, 1 Market Street to 26 Church Place.

17:00pm-01:00am
- Closure from 57 Church Place to Junction of Castle Lane.
- Closure from Junction of Union Street/ Market Street to 38 Church Place. Car parking spaces between these points will be closed from 16:00pm.
- Closure of Inward Bound Lanes from Junction of Malcolm Road.

Diversionary routes will be advised at Church Place, Edward Street, Malcolm Road, Millenium Way and Union 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 30th October 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

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 (TSRGD) 2002
3. Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Sector Scheme 12D training.

Lurgan Christmas Lights Switch On	PROJECT Road Closure & Diversion	Drg No. 001	Greentown Traffic Management 221a Hillhall Rd Lisburn Co.Antrim BT27 5JA Tel.02892662077
	DRAWN J.Foster	Original Drawing Size A3	
	SCALE Not to scale / DIMENSIONS Metres		

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 (TSRGD) 2002
3. Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Sector Scheme 12D training.

Lurgan
Christmas Lights Switch On

PROJECT
Advance Information Signs

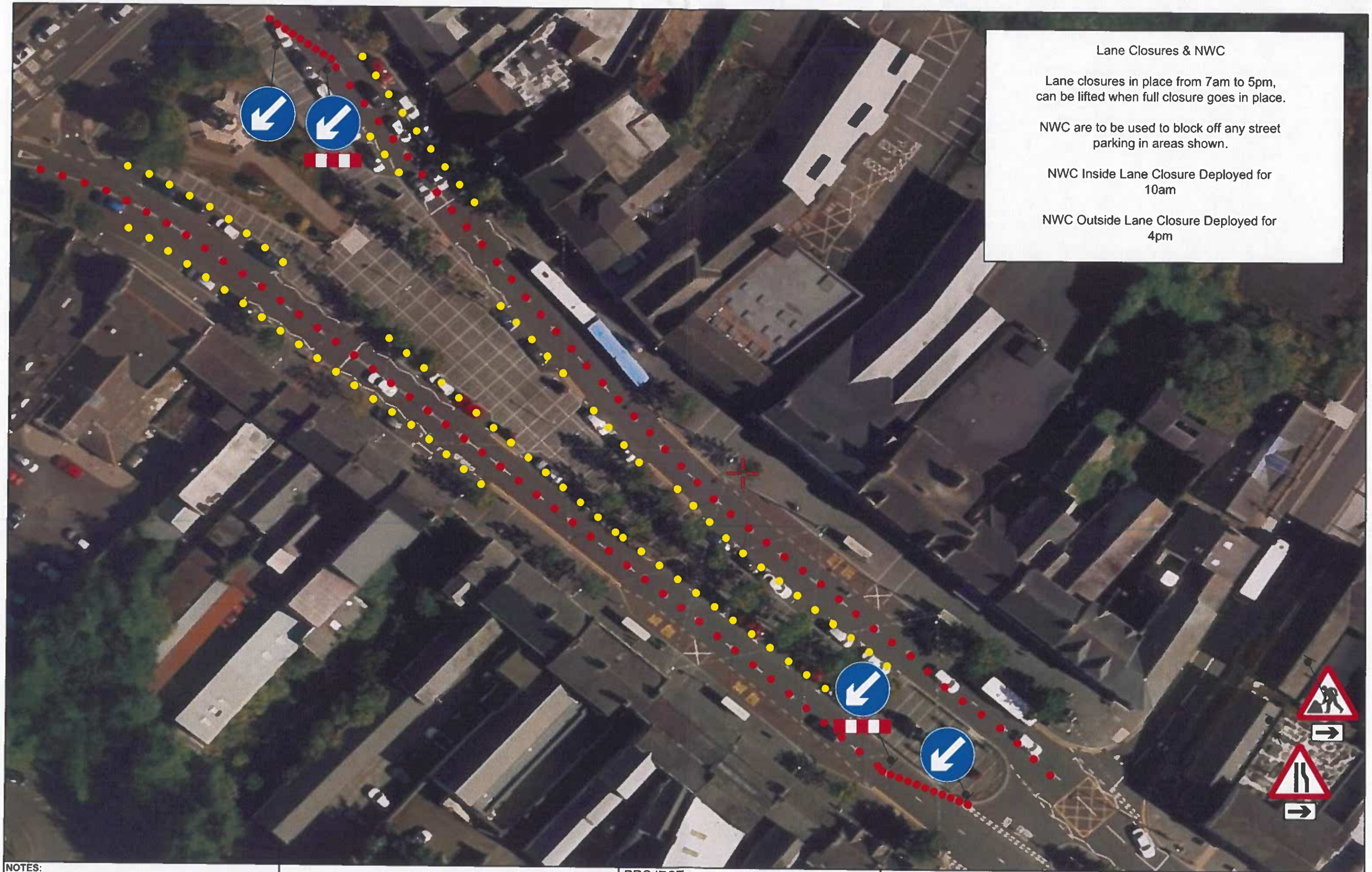
Drg No.
002

DRAWN J.Foster

SCALE Not to scale | DIMENSIONS Metres

Original Drawing Size A3

Greentown Traffic Management
221a Hillhall Rd
Lisburn
Co.Antrim
BT27 5JA
Tel.02892662077



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 (TSRGD) 2002
3. Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Sector Scheme 12D training.

Lurgan
Christmas Lights Switch On

PROJECT
Road Closure & Diversion

DRAWN J.Foster

SCALE Not to scale | DIMENSIONS Metres

Drg No.
003

Original Drawing Size A3

Greentown Traffic Management
221a Hillhall Rd
Lisburn
Co.Antrim
BT27 5JA
Tel.02892662077