



**Submitting your application.** • Department for Infrastructure 'Guidance for Promoters of Events' • Attached Council guidance notes on completion of this application form

**ROAD TRAFFIC REGULATION (NORTHERN IRELAND)  
ORDER 1997 (as amended)**

**APPLICATION TO HOLD A SPECIAL EVENT ON A  
PUBLIC ROAD**

ABC/LC/FOR/043/02

**Please read the following guidance documents before**

|                                                                                 |                                                                                                                                            |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ABOUT YOU</b>                                                                |                                                                                                                                            |
| 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                                                                                                                                        |
| <b>ABOUT THE EVENT</b>                                                          |                                                                                                                                            |
| Name of Event                                                                   | Portadown Christmas Light Switch On Event for Armagh City, Banbridge and Craigavon Borough Council                                         |
| Date of event                                                                   | Friday 20th November 2026 – 6:30pm-8:30pm                                                                                                  |
| Purpose and nature of event                                                     | Public event to start the festive season - switch on the Christmas Lights & 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. 2000 - 4000 people                                                                                                            |

| Public liability insurance details                                                                                                                  | Attached                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <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 & first aid positions) | <p>Event will be held on the town centre plaza adjacent to Church Street with potential market stalls 3x3 marquees positioned around St Marks Church, the footpath opposite (in front of Staffline), Magowan West (Outside Boots) and along the road adjacent to shops and the plaza area.</p> <p>Event will be held on the town centre plaza adjacent to Church Street with market stalls 3x3 marquees positioned around St Marks Church, Magowan West (Outside Boots) and along the road adjacent to shops and the plaza area.</p> <p><b>Closes</b></p> <p>West Street - 0700-0900</p> <p>Church Street - Single lane from 09:00-1700</p> <p>Bridge Street - 1700</p> <p>Edwards Street - 1700</p> <p>Thomas Street 1700</p> <p>These roads will be closed in full from 1700</p> <p>Woodhouse Street - at junction of car park from 1800</p> <p>0700-1700 Police cones (as requested by PSNI) in the 4 car parking spaces on Church Street (side of Church before the bus stop)</p> <p>0900-1700 Lollipop system (2 crew) 1 for West street &amp; 1 on Church Street</p> <p>1600 -17:00 Police cones on all town centre car parking spaces</p> <p>N.B's</p> <p>Woodhouse street will remain open to allow traffic to flow from Car Parks until 1800. This street does not affect the event space itself but is very close to the event pedestrian area so it should be closed during the event times.</p> <p>Thomas street will be closed at the top with access to the chemist allowed, further closures will be in place outside the chemist to stop anyone from going further down. (In 2019 On Thomas Street at Hamill's Pharmacy, motorists ignored the Road Closed sign – this either needs more closure furniture or is staffed.)</p> <p>Note from 2019 at the top of William Street at 1700 at the car park entrance, we need a Road Closed sign to prevent motorists circumventing the closure and going against the one way system.</p> |

|                                                                                                    |                                                                                                                   |                                                                                                                                                             |      |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 2. Please list all roads to be signed as diversionary routes.<br>(Use separate sheet if necessary) | Meadow Lane<br>Portmore Street<br>Hanover Street<br>Northway<br>Mandeville Street<br>Bridge Street<br>Mill Avenue |                                                                                                                                                             |      |
| 3. Type of restriction<br>(full road closure / lane restriction etc.)                              | Full map details to follow                                                                                        |                                                                                                                                                             |      |
| 4. Date and Start / End times of proposed road restriction                                         | Date                                                                                                              | Start                                                                                                                                                       | End  |
|                                                                                                    | Friday 20th<br>November 2026 –                                                                                    | 07:00 - West Street                                                                                                                                         | 0900 |
|                                                                                                    | Friday 20th<br>November 2026 –                                                                                    | 07:00<br>- West Street Footpath along church only<br>- Church Street Footpath along church only                                                             | 1700 |
|                                                                                                    | Friday 20th<br>November 2026 –                                                                                    | 07:00<br>Police cones (as requested by PSNI) in the 4 car parking spaces on Church Street (side of Church before the bus stop)                              | 1700 |
|                                                                                                    | Friday 20th<br>November 2026 –                                                                                    | 09:00<br>- Church Street - (Single lane)                                                                                                                    | 1700 |
|                                                                                                    | Friday 20th<br>November 2026 –                                                                                    | 0900 - Lollipop system (2 crew for Church Street) for heavy goods vehicles, buses & event equipment vehicles)<br>All other traffic diversion to West street | 1700 |

|                                                                                                      |                                |                                                                                     |       |
|------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------|-------|
|                                                                                                      | Friday 20th<br>November 2026 – | 16:00<br>Police cones Police cones on all<br>town centre car parking spaces         | 1700  |
|                                                                                                      | Friday 20th<br>November 2026 – | 1700<br>- Bridge Street<br>- Edwards Street<br>- Thomas Street<br>- All above roads | 00:00 |
|                                                                                                      | Friday 20th<br>November 2026 – | 18:00<br>- Woodhouse street at junction<br>of car park                              | 21:30 |
| 5. Name of company<br>undertaking the Traffic<br>Management Plan<br>including a signing<br>schedule? | GreenTown Traffic Management   |                                                                                     |       |
| 6. Name of company<br>undertaking signage work<br>for the event (Appendix A)                         | GreenTown Traffic Management   |                                                                                     |       |
| 7. Has this event been held<br>previously?                                                           | Yes                            |                                                                                     |       |



|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. If yes, are the previous<br>arrangements amended in any way?<br>Provide details. | <p>Yes – In 2019 on Thomas Street at Hamill's Pharmacy, motorists ignored the Road Closed sign – this either needs more closure furniture or should be appropriately Stewarded.</p> <p>Note from 2019 at the top of William Street at the car park entrance, we need a Road Closed sign to prevent motorists circumventing the closure and going against the one way system</p> <p>PSNI &amp; Council confirmed car parking spaces to be coned, footpath closures &amp; lollipop system.</p> |
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| 9. Please give details of any structure or equipment to be erected on the public road as part of the event                                    | The stage, some marquees and Santa's grotto will be built on the plaza. There may also be 20 marquees built on footpaths the festive Artisan market. In addition, there will be crowd control barriers or cones used as appropriate on the road.<br><br>Additional marquees for Children's entertainment may be located on the road if there is insufficient space on the pavement.<br><br>Food vendor trailers will be parked in car parking spaces if possible.                                                                                                                                                    |
| 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 & residents will be affected they will be notified via a leaflet drop, email & directed to a dedicated webpage with content updated. The leaflet will make them aware of the event, how they can get involved & provide more information.<br><br>The Council's Economic Development team will have consulted with the local Chamber of Commerce who will be notified to inform their members. Economic Development personnel will conduct one to one meetings for any retailers who may be more affected.<br><br>Elected Members will have been informed of road closures and given approval. |
| 11. Is a bus route affected (public and / or Education Authority)                                                                             | Yes – With High Street, Market Street and West streets all being closed, buses that stop outside Danske Bank, the Nationwide, and the Library will be affected. Buses stopping at Castle Street will also be impacted.<br><br>BNL will liaise with the local bus depot in advance of the event.                                                                                                                                                                                                                                                                                                                      |
| 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 take place throughout the event and afterwards. Additional bins and collections will be requested through Council's waste management services. We will also be utilising the Traffic management company's staff in key areas where we anticipate some challenges.                                                                                                                                                                                                                                                                                                                            |
| 14. Provide any other information that may assist with processing your request                                                                | Advanced signage will be put in place 1 week before the event takes place to warn all public of the pending diversions and closures. When West street will be closed, we may place a Traffic Management representative here to allow buses and deliveries through if necessary.                                                                                                                                                                                                                                                                                                                                      |

#### 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:                                                                                                      |       | Yes                       |
| Application fee - £269 *                                                                                        |       | Yes                       |
| Location plan / map showing marshals / stewards & first aid positions                                           |       | To Follow                 |
| Traffic Management Plan including Signing Schedule                                                              |       | Yes                       |
| Proof of Company's Competency to produce a Traffic Management Plan (e.g. Lantra sector 12 D (M7) or equivalent) |       | Should be on council file |
| Details of Consultees and feedback received (bus providers, residents, businesses)                              |       | x                         |

\* 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<br>The Palace Demesne<br><b>Armagh</b><br>BT60 4EL<br>Tel: 028 3752 9626 | Environmental Health Dept<br>Civic Building,<br>Downshire Road,<br><b>Banbridge</b> , BT32 3JY<br>Tel: 028 4066 0606 | Environmental Health Dept<br>Civic & Conference Centre,<br>PO Box 66, Lakeview Road,<br><b>Craigavon</b> , BT64 1AL<br>Tel: 028 3831 2521 |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|

Email – [ehhealth@armaghbanbridgecraigavon.gov.uk](mailto:ehhealth@armaghbanbridgecraigavon.gov.uk)  
[www.armaghbanbridgecraigavon.gov.uk](http://www.armaghbanbridgecraigavon.gov.uk)



**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 Portadown Christmas Light Switch-On, Friday 20th 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-09:00am**

- West Street from the Junction of Mandeville Street to Junction of Market Street.
- A stop and go system will be in place on West Street to facilitate HGVs and buses.

**07:00am-17:00pm**

- Closure of West Street footpaths (Church side only) and Church Street (Church side only)
- Statutory provisions closing off 4 car parking spaces from Junction of William Street to before bus stop opposite Church

**09:00am-17:00pm**

- Closure of Inward Bound Lane of Church Street from Junction of Mandeville Street. Lollipop system in place for HGVs & buses, all other traffic diversion to West Street.

**16:00pm-17:00pm**

- Statutory provisions closing off car parking spaces along Market Street, High Street, Church Street and West Street.

**17:00-00:00am**

Closed at the following locations:

- Inward lane of Bridge Street South (Market Lane) to Junction with High Street.
- Inward Bound Lane of High Street.
- Thomas Street at Junction with Portmore Street.
- Edward Street at Junction with Portmore Street.
- Inward Bound Lane of Church Street at Junction of Mandeville Street.
- West Street at Junction of Mandeville Street.

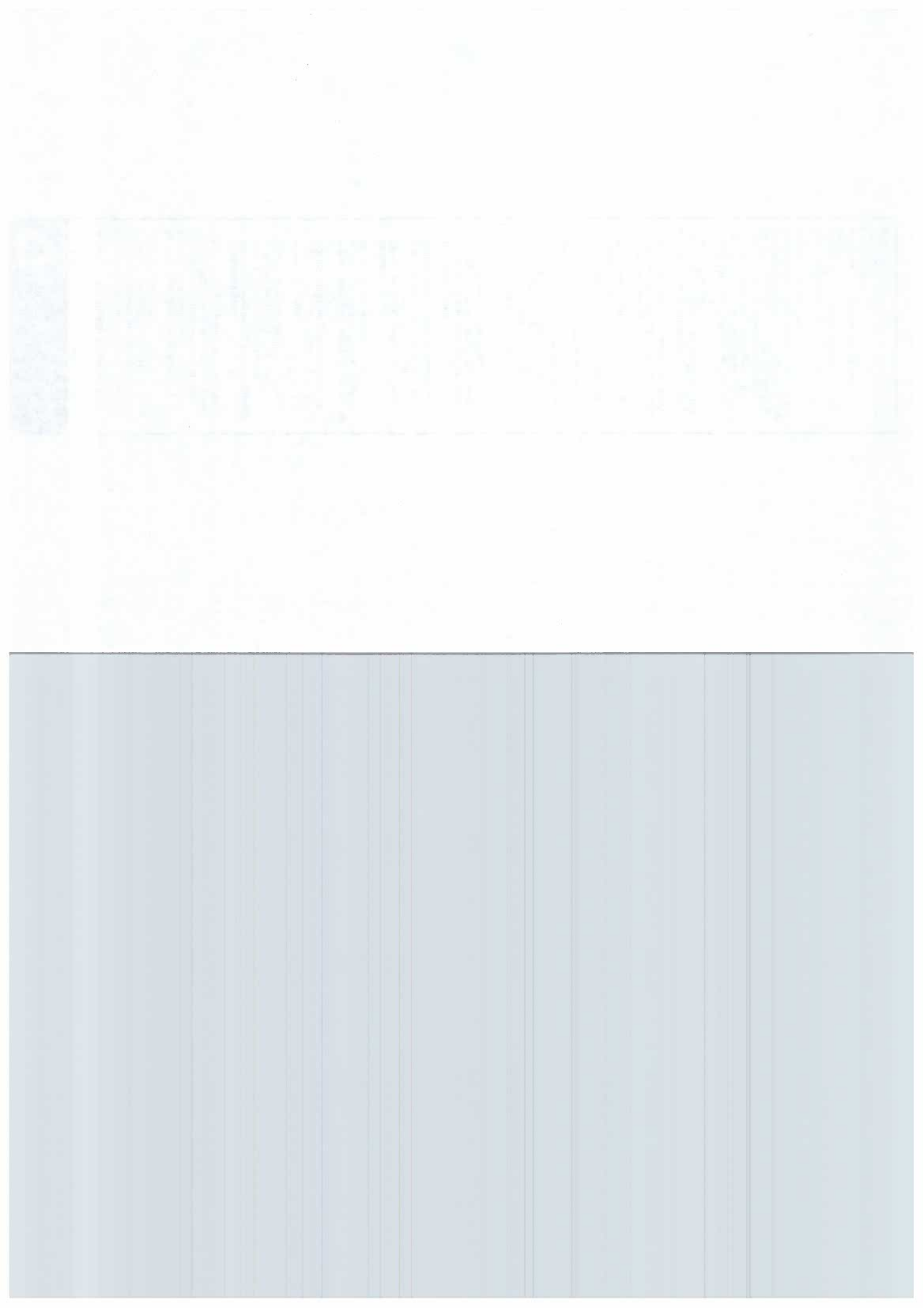
**18:00pm-21:30pm**

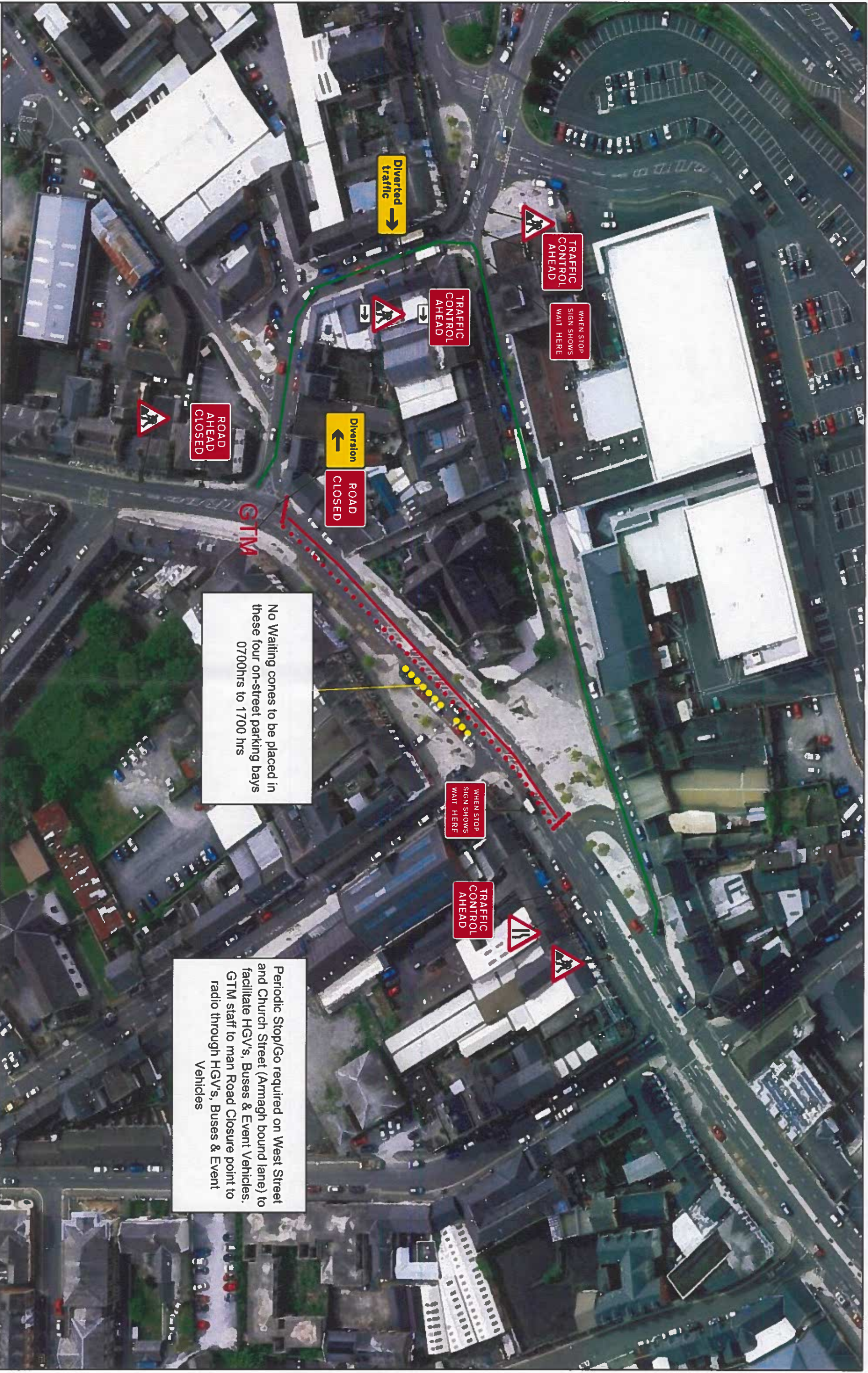
- Closure of Woodhouse Street from Junction of Magowan West Carpark to High Street.

Diversionary routes will be advised at Meadow Lane, Portmore Street, Hanover Street, Bridge Street, and Northway.

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.

Portadown  
Morning closures & temporary traffic control  
0700hrs - 1700hrs

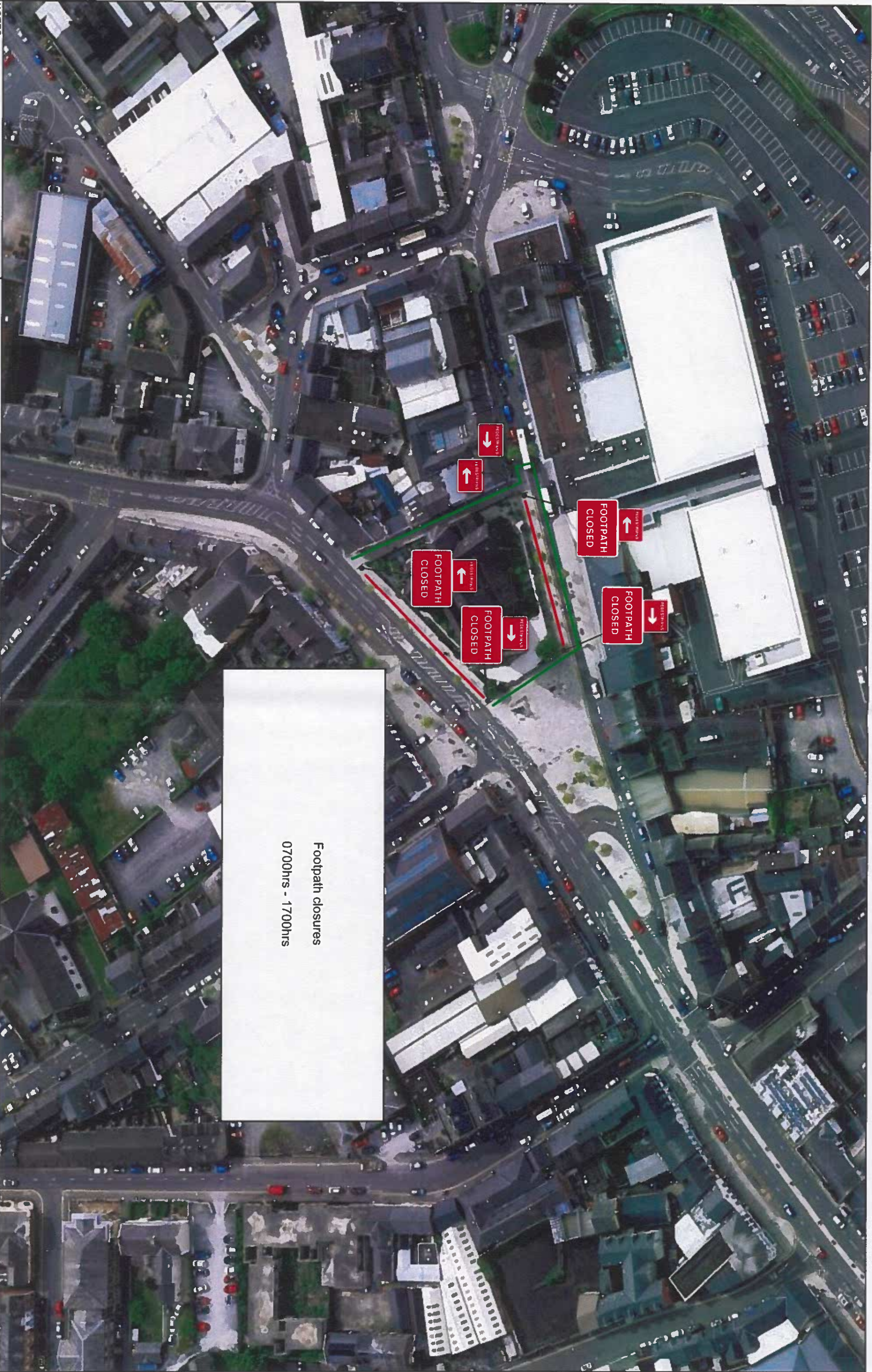
PROJECT  
BNL Productions Ltd  
DRAWN J.Foster  
SCALE Not to scale DIMENSIONS Metres

Dwg No.  
001  
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.  
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Portadown  
Morning closures

PROJECT

BNL Productions Ltd

DRAWN

J.Foster

SCALE Not to scale DIMENSIONS Metres

Dwg No.

001

Original  
Drawing  
Size

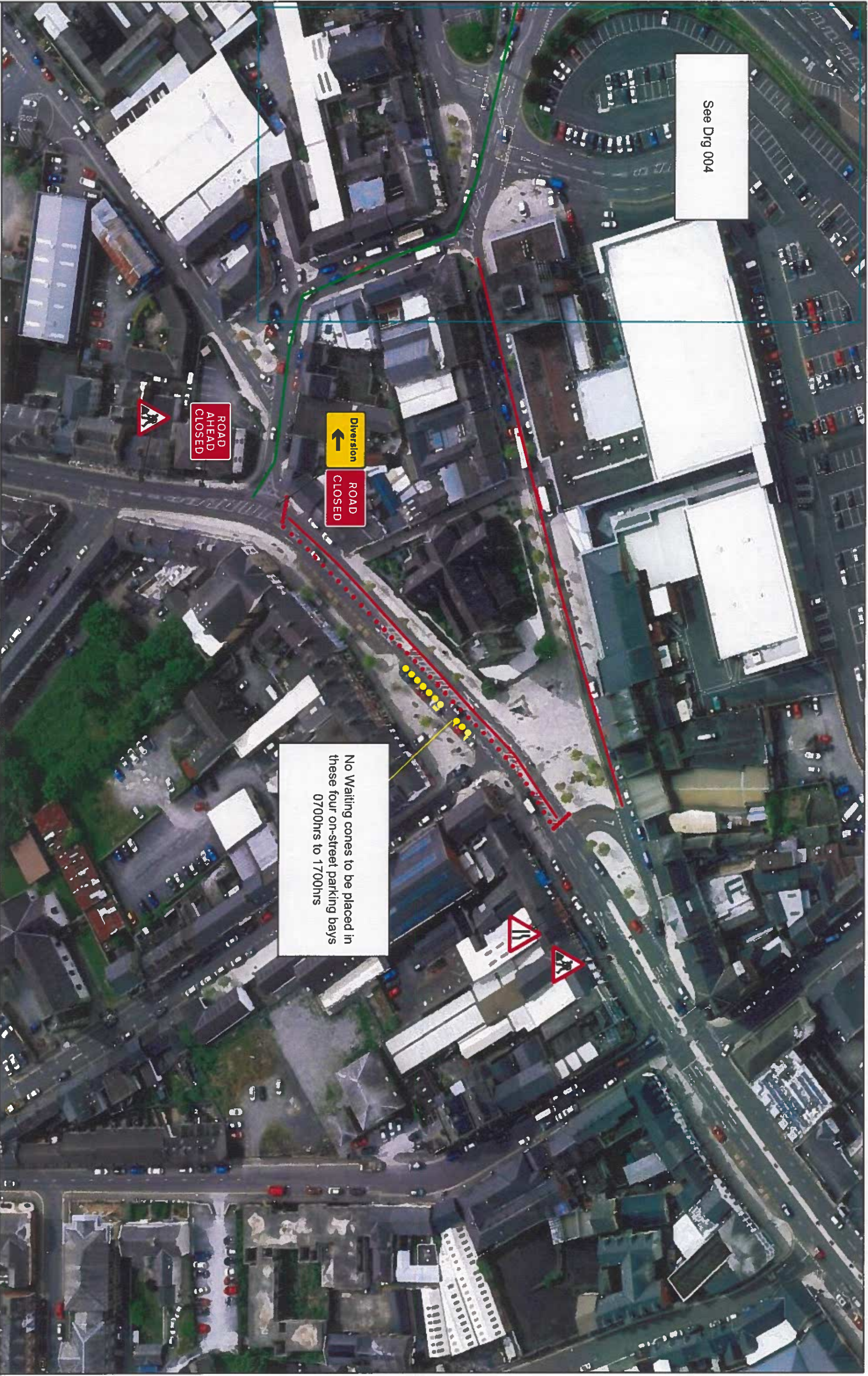
A3



**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.

Portadown closures  
0900hrs - 1700hrs

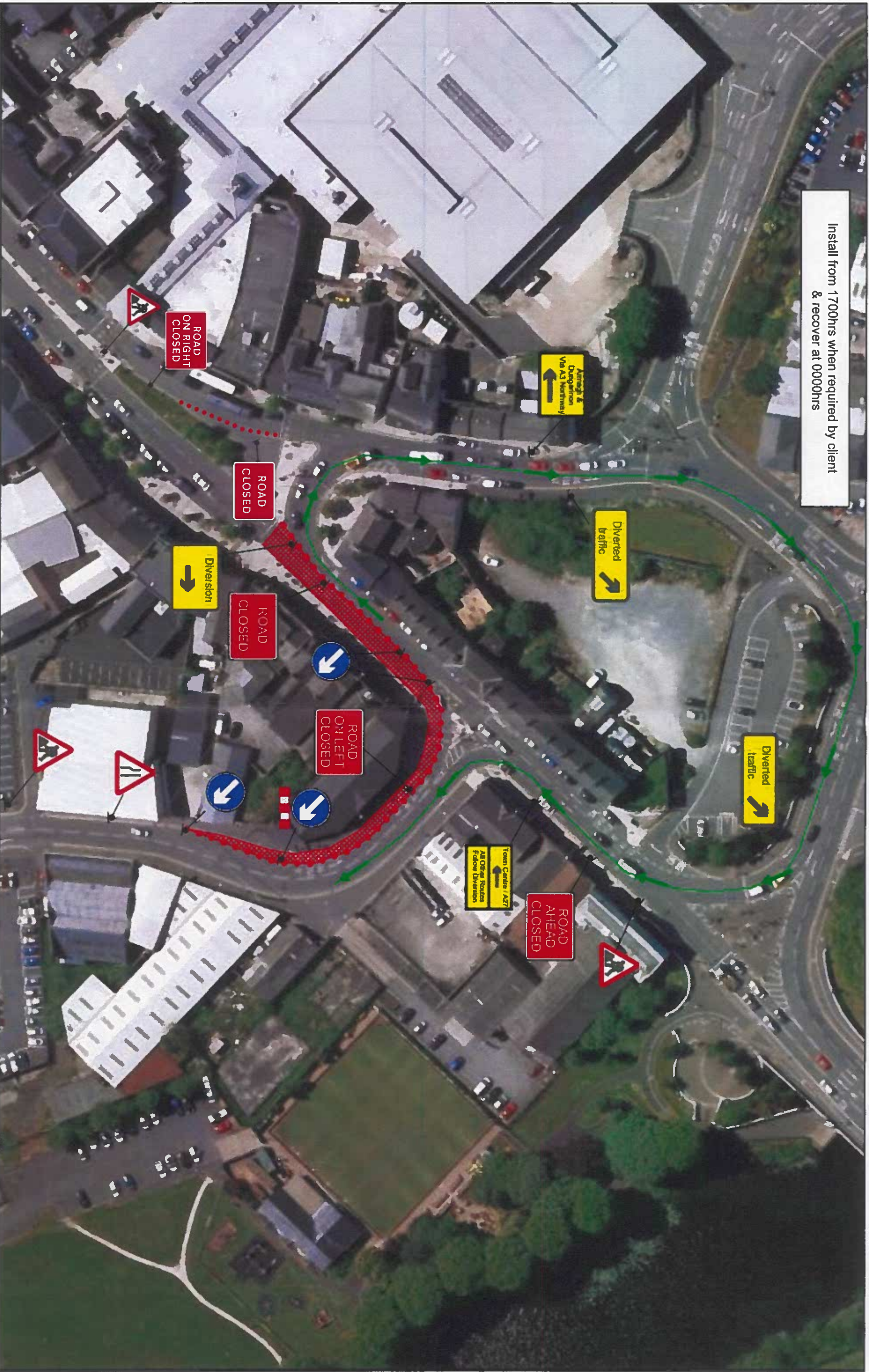
| PROJECT             |              | Drq No.               |
|---------------------|--------------|-----------------------|
| BNL Productions Ltd |              | 001                   |
| DRAWN               | J.foster     | Original Drawing Size |
| SCALE               | Not to scale | DIMENSIONS Metres     |
|                     |              | A3                    |

**Greentown**  
Traffic Management

221a Hillhall Rd  
Lisburn  
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Tel.02892662077



Install from 1700hrs when required by client  
& recover at 0000hrs



NOTES:  
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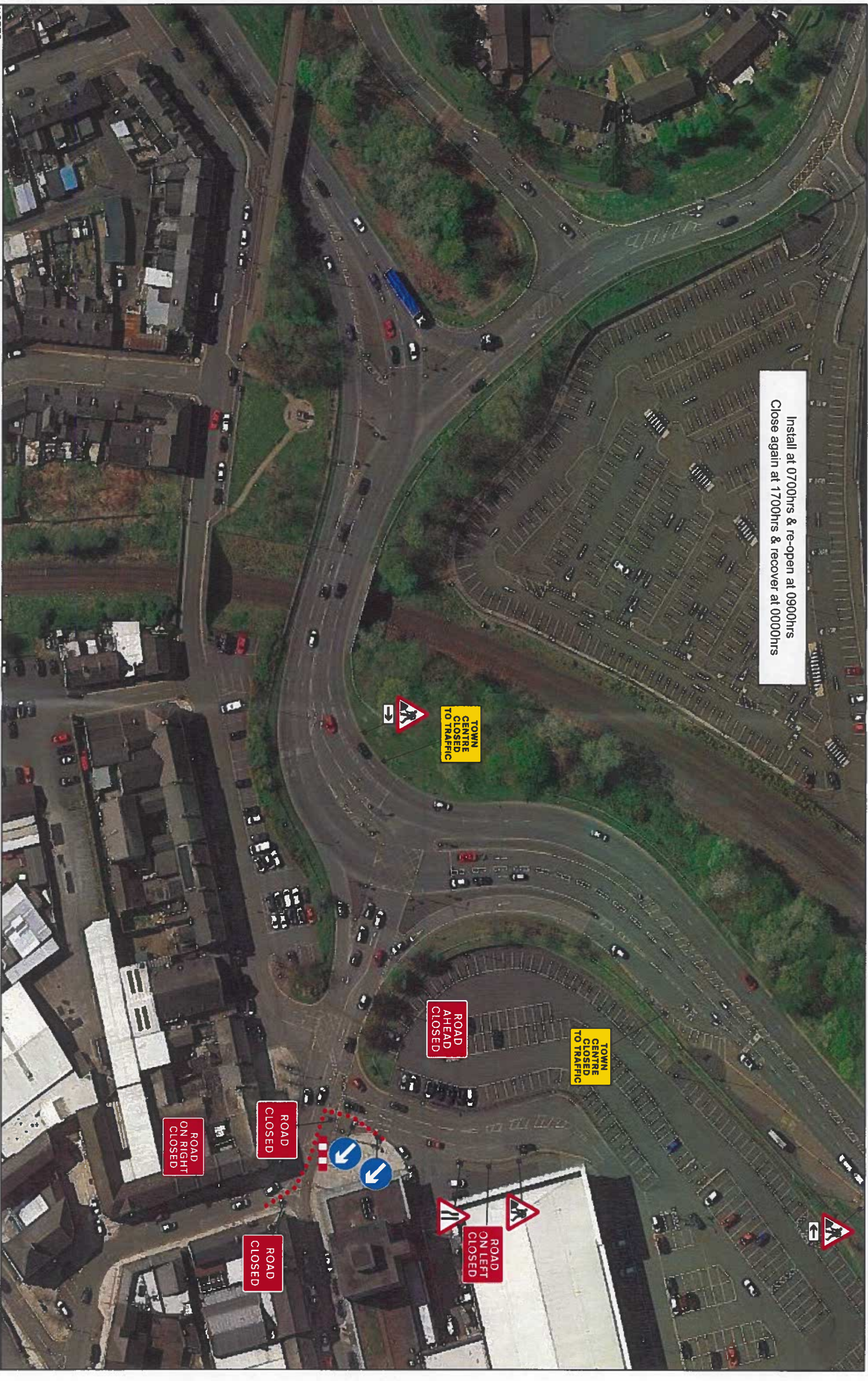
|                  |  |                     |  |                       |  |
|------------------|--|---------------------|--|-----------------------|--|
| Portadown        |  | PROJECT             |  | Dwg No.               |  |
| 1700hrs closures |  | BNL Productions Ltd |  | 003                   |  |
|                  |  | DRAWN               |  | Original Drawing Size |  |
|                  |  | J.Foster            |  | A3                    |  |
|                  |  | SCALE Not to scale  |  | DIMENSIONS Metres     |  |



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

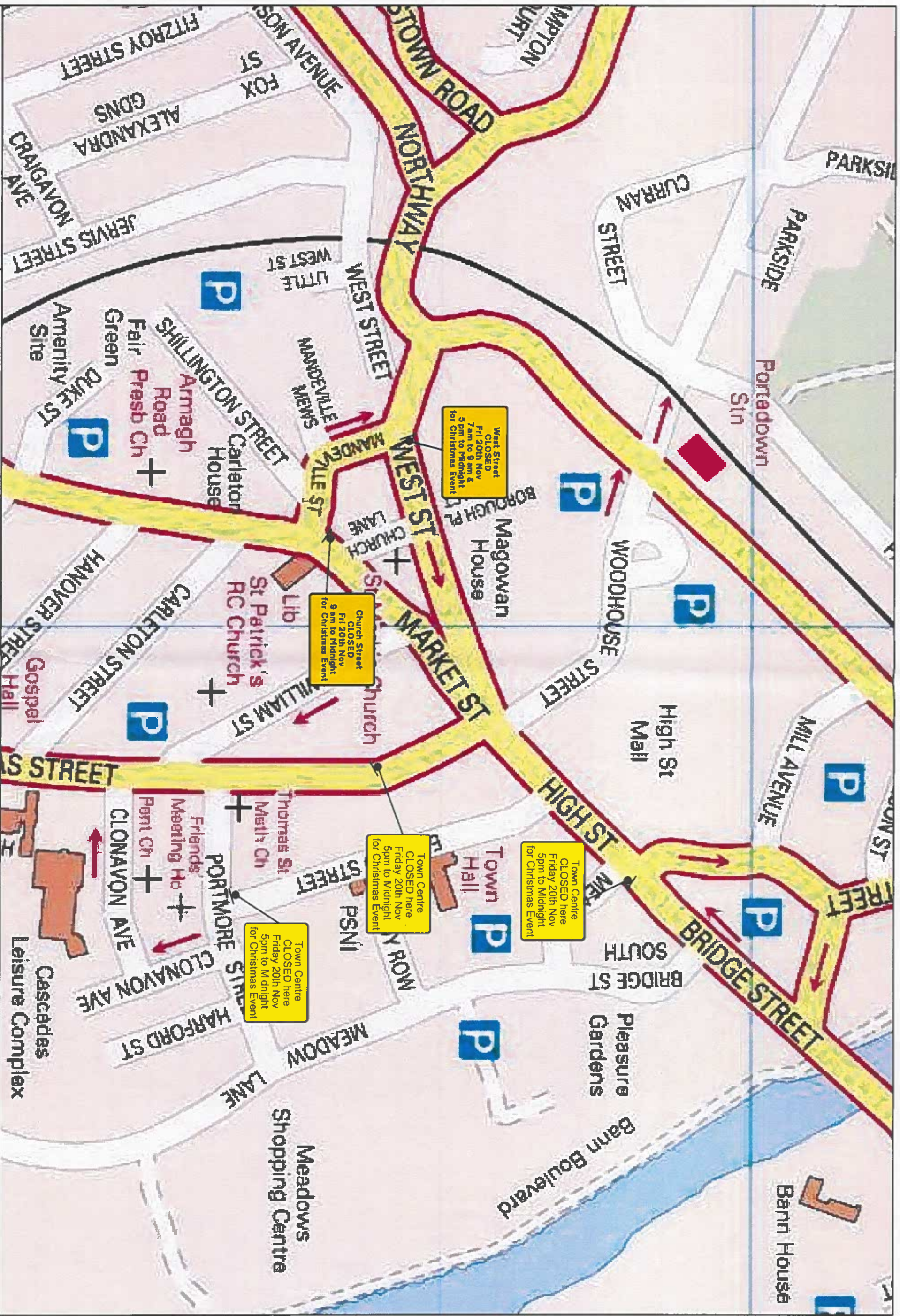


Install at 0700hrs & re-open at 0900hrs  
Close again at 1700hrs & recover at 0000hrs



|                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                 |  |                                                                                                                |  |                                                                 |  |                                                                                                                                                                                                                              |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>NOTES:</b><br>1. All traffic management to be in accordance with Chapter 8 of the Traffic Signs Manual.<br>2. All signs will comply with Traffic Sign Regulations in General Directions (TSRGD) 2002<br>3. Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Sector Scheme 12D training. |  | Portadown - West Street closures<br>0700hrs - 0900hrs<br>&<br>1700hrs - 0000hrs |  | <b>PROJECT</b><br><br>BNL Productions Ltd<br><br>DRAWN J.Foster<br><br>SCALE Not to scale<br>DIMENSIONS Metres |  | Drg No.<br><b>004</b><br><br>Original Drawing Size<br><b>A3</b> |  | <div><b>Greentown</b><br/>Traffic Management</div> <div>221a Hillhall Rd<br/>Lisburn<br/>Co.Antrim<br/>BT27 5JA<br/>Tel.02892662077</div> |  |
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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.

Portadown  
Christmas Lights Switch On

| PROJECT                   |              |
|---------------------------|--------------|
| Advance Information Signs |              |
| DRAWN                     | J. Foster    |
| SCALE                     | Not to scale |
| DIMENSIONS Metres         |              |

|                       |     |
|-----------------------|-----|
| Dwg No.               | 005 |
| Original Drawing Size | A3  |



**Greentown**  
Traffic Management

221a Hillhall Rd  
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Tel: 02892662077

