



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	
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	Armagh Georgian Festival
Date of event	Fri 27.11.26 – Sun 29.11.26
Purpose and nature of event	Armagh Georgian Festival an ABC Council Signature Event held over the last Saturday of November each year. This event is craft and food and a celebration of Armagh City's Georgian architecture and heritage. The event attracted approximately 40,000 visitors in 2024. The event is a huge boost to the retailers in Armagh City Centre. The main elements will include the opening of key Georgian properties, Georgian Carriage rides, food and craft stalls, walking tours, music and festive fayre, Children's entertainment, silhouette cutter, Georgian themed workshops, lectures and talks, Shades of the Past lighting project. The spectacular light show projected onto the Georgian facade of Armagh City Library will run on Friday 27 th November and again on Saturday 28 th November. It is anticipated that retailers will open late on both evenings. We will have stalls both on the Mall and in the City Centre – Scotch Street, Thomas Street, Market Street, Upper English Street and Russell Street. The management and safety of the crowds attending the events will require the closing of streets
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	Armagh City Banbridge & Craigavon Borough Council insurance
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)	Thomas Street, Scotch Street, Market Street, Castle Street, Upper English Street, Russell Street, Mall East
2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)	As per TMP

3. Type of restriction (full road closure / lane restriction etc.)	One lane closure on Mall East and the remainder is Full Road Closure Please note that Ogle Street will be accessible for residents only who will also be able to exit via Chapel Lane		
4. Date and Start / End times of proposed road restriction	Date: 27.11.26 Date: 29.11.26 Please note that not all of the roads will be closed for the entire duration – see TMP for exact timings on each road	Start Time: 15:00	End Time: 19:00
5. Name of company undertaking the Traffic Management Plan including a signing schedule?	TBC – CURRENTLY OUT TO QUOTE TO APPOINT TMP SUPPLIER		
6. Name of company undertaking signage work for the event (Appendix A)	TBC – CURRENTLY OUT TO QUOTE TO APPOINT TMP SUPPLIER		
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 This is the same as last year except for Ogle Street which will be accessible for residents who will also be able to exit via Chapel Lane and an extension of the duration of the road closure for Market Street area of Armagh to facilitate activities taking place on Sunday in City Centre. Additionally, parking bay closures requested: <ul style="list-style-type: none"> • Market Street through to Upper English Street junction with Russell Street parking bays closure (for all parking bays) from Friday 27th November from 1.00pm until Sunday 29th November at 7:00pm. • Mall East parking bays closure (for all parking bays) from Friday 27th November at 4.00pm until Sunday 29th November at 01:00am. • Cones to be placed on one side of the Road at Grove Terrace, the entrances of Ballagh and Faugh Court as well as George Street. Also as per last year: Two-way traffic system in connection with Junction of College Hill/Upper English Street, turning left from College Hill onto Upper English Street to the St. Patricks Trian/Market Place Theatre Car Park – in place 9.00am – 8.30pm with exiting only after this time. PSNI suggested the following wording: With regard to access to the Trian car-park, you could use the following form of words – ‘a temporary reversal of one way traffic flow’ from the Junction of College Hill/Upper English Street, turning left from College Hill onto Upper English Street to the St. Patricks Trian/Market Place Theatre Car Park (car-park approx. 30 metres from the junction of College Hill/Upper English Street). Traffic Management Company will have car-park signs that they will place out along College Hill.		

9. Please give details of any structure or equipment to be erected on the public road as part of the event	50 3 x 3m marquees located on one lane Mall East 50 3 x 3m marquees located across Russell Street, Upper English Street, Market Street, Scotch Street & Thomas Street
10. Provide details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	Residents and businesses on Mall East, Charlemont Gardens, Russell Street, Market Street, Upper English Street, Jenny's Row, Scotch Street, Thomas Street and Castle Street area. They will all receive letters informing them of the closures.
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.	Councils litter team on site for build up, duration of event & event breakdown. A litter plan is in place for the entire event.
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.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 - £287 *	Requested
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)	
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
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T: 0330 0561 011 E: ehealth@armaghbanbridgecraigavon.gov.uk

www.armaghbanbridgecraigavon.gov.uk

GUIDANCE NOTE TO ACCOMPANY APPLICATION FORM TO HOLD A SPECIAL EVENT 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'?	<p>Small events may be exempt from the application fee. In order to be considered a "small event", the following criteria must be met: -</p> <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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	

**ADVANCE NOTICE
SIGNS TO BE
INSTALLED ON ALL
ROADS 1 WEEK
BEFORE EVENT**

REVIEW EVENT

GRAHAM

ABC BOROUGH COUNCIL

**ARMAGH GEORGIAN DAY
TRAFFIC MANAGEMENT DETAILS
TM SETUP FOR EVENT**

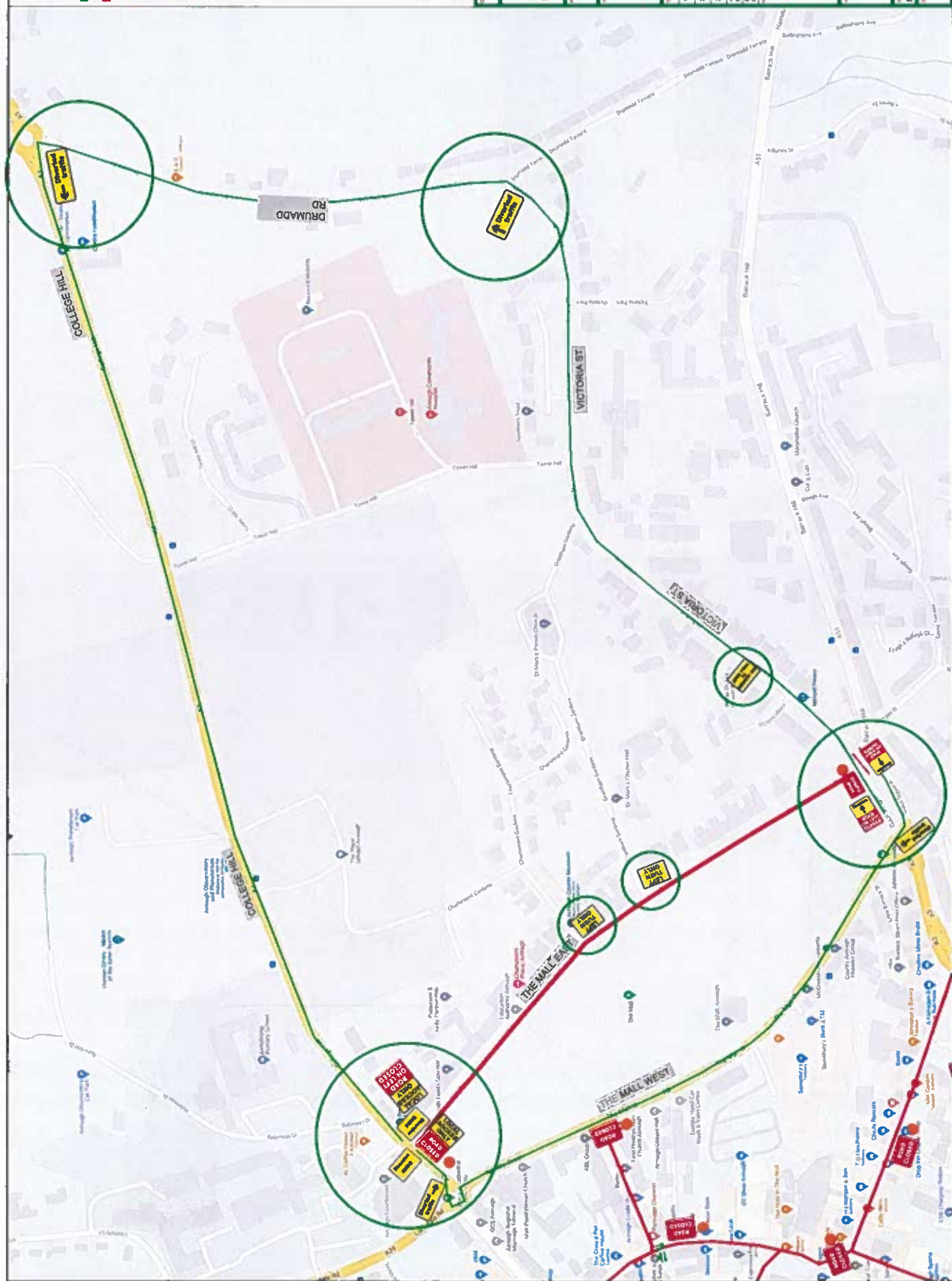
1-ARE ADVANCED NOTICE SIGNAGE REQUIRED?	Y/N
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100-ARE ADVANCED NOTICE SIGNAGE REQUIRED?	Y

EVENT ORGANISER
EVENT TRAFFIC MANAGEMENT DOES NOT COMPLY WITH CHS. PLEASE REFER TO CLAUSE 2.5 OF OUR TERMS OF BUSINESS FOR FURTHER INFORMATION

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EVENT TRAFFIC MANAGEMENT DOES NOT COMPLY WITH CHS. PLEASE REFER TO CLAUSE 2.5 OF OUR TERMS OF BUSINESS FOR FURTHER INFORMATION

ABCBC - GEORGIAN DAY - ADVANCE SIGNS





Installed daily from 3pm to 5pm on Fr 27th and Sat 28th

Installed from Fr 27th at 3pm to Sun 29th at 7pm

Installed Fr 27th from 5:30pm to Sun 29th 1am

Installed Fr 27th From 6pm to Sun 29th 1am

REVIEW	EVENT
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ABC BOROUGH COUNCIL

ARMAGH GEORGIAN DAY

TRAFFIC MANAGEMENT DETAILS

TM SETUP FOR EVENT

DATE	TIME	LOCATION	Y/N
14-06-2028	10:00	ARE ADVANCED NOTICE REGULATIONS SHOWN?	Y
14-06-2028	10:00	ARE RELEVANT REGULATIONS SHOWN?	Y
14-06-2028	10:00	ARE SIGN REGULATIONS SHOWN?	N/A
14-06-2028	10:00	ARE ROAD CLOSURE SHOWN?	Y
14-06-2028	10:00	ARE LOCAL ROAD CLOSURE SHOWN?	Y

Marshall at Road Closed Signs

(Marshall to advise removal of permitted movements)

(No vehicles allowed into location made from a slip road)

(Marshall to advise removal of advanced movements)

(Vehicles from main arterial only allowed to turn left)

EVENT ORGANISER

EVENT TRAFFIC MANAGEMENT DOES NOT COMPLY

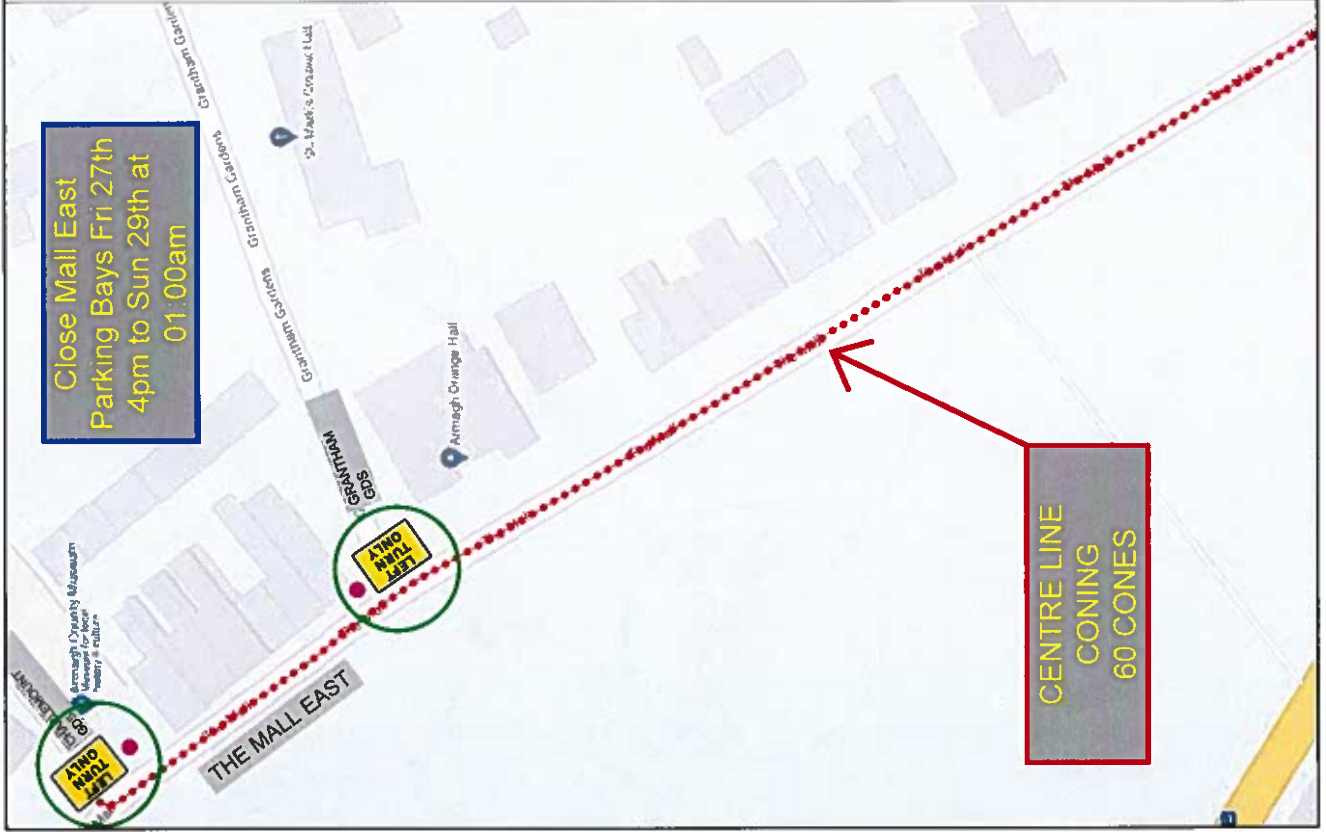
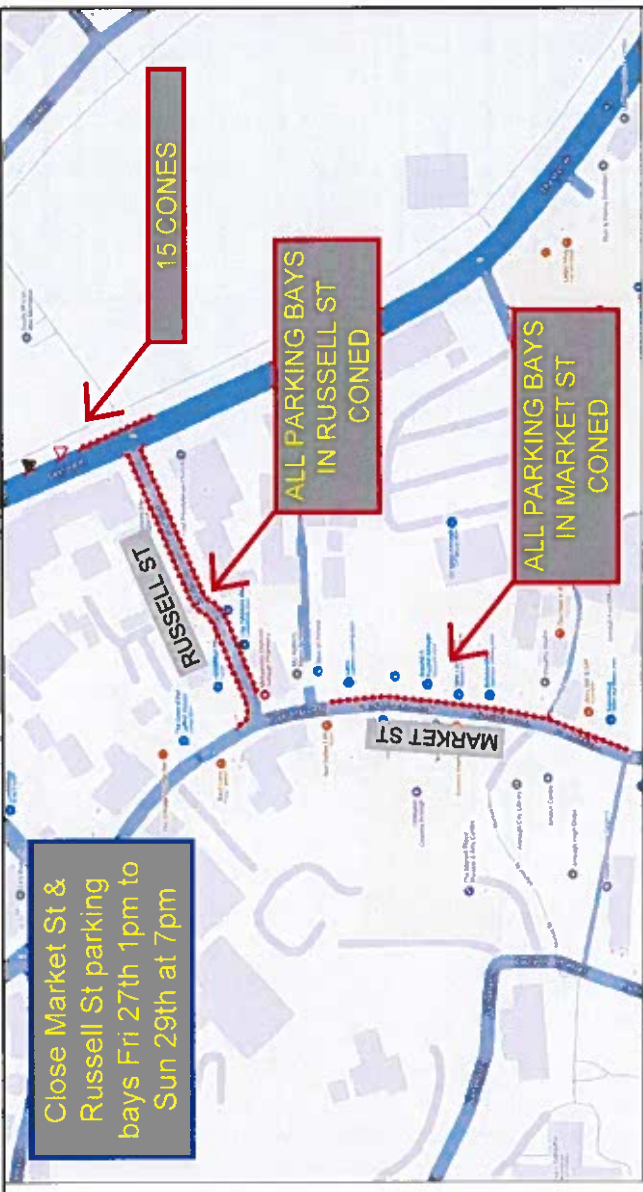
WITH THE REQUIREMENTS OF THE ROAD TRAFFIC

REGULATIONS FOR THE TRAFFIC MANAGEMENT

DATE	TIME	LOCATION	MTA	AS
14-06-2028	10:00	MTA	AS	0

ABCBC -

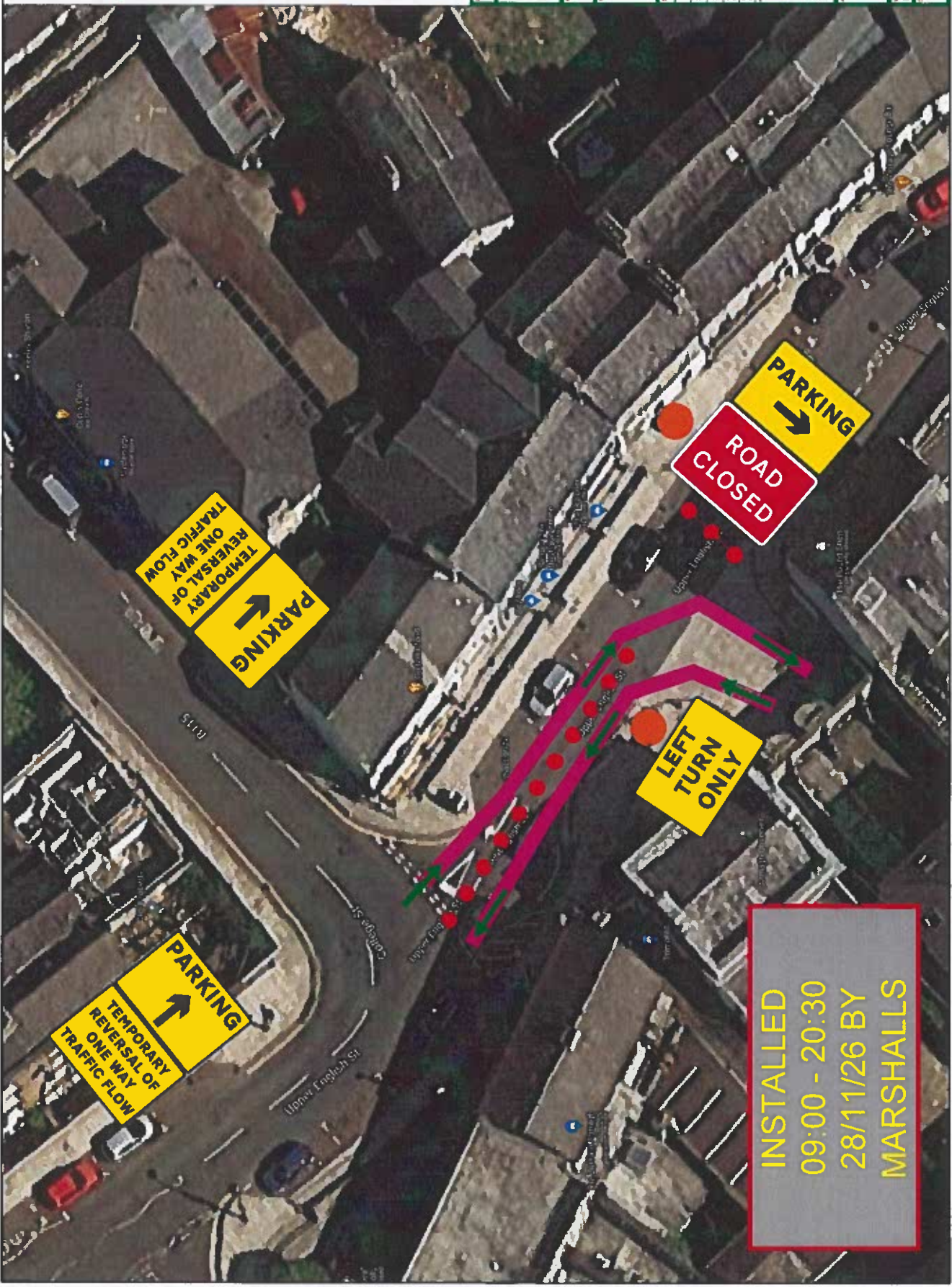
GEORGIAN DAY - 02



KEY

- Traffic cone
- Diversion Route
- Road Closure
- Installed daily from 3pm to 9pm on Fri 27th and Sat 28th
- Installed from Fri 27th at 3pm to Sun 29th at 7pm
- Installed Fri 27th from 5:30pm to Sun 28th 1am
- Installed Fri 27th From 6pm to Sun 29th 1am

REVIEW	EVENT
GRAHAM	ABC BOROUGH COUNCIL
ARMAGH GEORGIAN DAY	TRAFFIC MANAGEMENT DETAILS
TM SETUP FOR EVENT	
Y/N	Y
1. ARE ADVANCED NOTICE SIGNAGES SHOWING?	Y
2. ARE RELEVANT CIRCUITERS SHOWING?	Y
3. ARE RELEVANT LOCALS SHOWING?	N/A
4. ARE ALL ROADWORKS SHOWING AT ROAD CLOSURE?	Y
5. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
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82. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
83. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
84. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
85. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
86. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
87. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
88. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
89. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
90. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
91. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
92. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
93. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
94. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
95. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
96. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
97. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
98. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
99. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y
100. ARE ALL ROADWORKS SHOWING AT CENTRE LINE CONING?	Y



KEY

Traffic cone
Traffic route

Installed daily from 9pm to 9pm on Fri 27th and Sat 28th to Sun 29th at 7pm
Installed Fri 27th at 3pm to Sun 29th at 1am
Installed Fri 27th from 5.30pm to Sun 29th 1am
Installed Fri 27th From 6pm to Sun 29th 1am

REVIEW EVENT

GRAHAM

ABC BOROUGH COUNCIL

ARMAGH GEORGIAN DAY
TRAFFIC MANAGEMENT DETAILS
TM SETUP FOR EVENT

1. ARE ADVANCED NOTICE SIGNPOSTS SHOWN?	Y/N
2. ARE RELEVANT DISCLOSURES SHOWN?	Y
3. ARE PPM LOCATIONS SHOWN?	N/A
4. ARE MARSHALL LOCATIONS SHOWN AT ROAD CLOSED POINT?	Y
5. ARE MARSHALL LOCATIONS SHOWN AT CENTRE LINE (CONTRACT)?	Y

Marshalls at Road Closed Signs
(Marshalls to advise residents of permitted movements - i.e. no vehicles allowed onto mainline route from a side street)
Marshalls at Centre Line Closing
(Marshalls to advise residents of permitted movements - i.e. vehicles from side streets only allowed to turn left)

EVENT ORGANISER

EVENT TRAFFIC MANAGEMENT DOES NOT COMPLY WITH CHS PLEASE REFER TO CLAUSE 2.3 OF OUR T&C OF BUSINESS FOR FURTHER INFORMATION

N.T.S	06/08/2026	MTA	A3
ABCBC - GEORGIAN DAY - 04			

Qty: 5 Ref: 13.9 Schedule 13-9 : Temporary Information		Qty: 1 Ref: 13.9 Schedule 13-9 : Temporary Information	
Qty: 1 Ref: 13.9 Schedule 13-9 : Temporary Information		Qty: 1 Ref: 13.9 Schedule 13-9 : Temporary Information	
Qty: 2 Ref: 13.9 Schedule 13-9 : Temporary Information		Qty: 1 Ref: 13.9 Schedule 13-9 : Temporary Information	
Qty: 1 Ref: 13.9 Schedule 13-9 : Temporary Information		Qty: 2 Ref: 2702 End of temporary diversion route	
Qty: 2 Ref: 13.9 Schedule 13-9 : Temporary Information		Qty: 2 Ref: 2702 Start of temporary diversion route	
Qty: 1 Ref: 13.9 Schedule 13-9 : Temporary Information		Qty: 2 Ref: 2703 Direction of temporary diversion route from junction ahead	
Qty: 2 Ref: 13.9 Schedule 13-9 : Temporary Information		Qty: 1 Ref: 2703 Direction of temporary diversion route from junction ahead	
Qty: 1 Ref: 13.9 Schedule 13-9 : Temporary Information		Qty: 1 Ref: 2703 Direction of temporary diversion route from junction ahead	
Qty: 1 Ref: 13.9 Schedule 13-9 : Temporary Information		Qty: 1 Ref: 517 Road narrows on one side only ahead - left	
Qty: 1 Ref: 13.9 Schedule 13-9 : Temporary Information		Qty: 1 Ref: 7001 Road works ahead	
Qty: 2 Ref: 13.9 Schedule 13-9 : Temporary Information		Qty: 5 Ref: 7010-FP-13-9 Nature of temporary hazard ahead - Road Ahead Closed	
Qty: 2 Ref: 13.9 Schedule 13-9 : Temporary Information		Qty: 20 Ref: 7010-FP-13-9 Nature of temporary hazard ahead - Road Closed	



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

Armagh City Banbridge and Craigavon Borough Council (as the relevant authority) has received an application from the Events team at Armagh City, Banbridge and Craigavon Borough Council that it wishes to hold Georgian Day on Ogle Street, Thomas Street, Scotch Street, Market Street, Castle Street, Upper English Street, Russell Street and Mall East, Armagh from Friday 27 November 2026 to Sunday 29 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 as follows on Friday 27 November 2026 and Sunday 29 November 2026:

- Cathedral Close, from junction of Abbey Street, continuing into Castle Street to junction of Upper Irish Street, closed on Friday 27 November and on Saturday 28 November from 3.00pm until 9.00pm each day. Council will, however, facilitate residents who need access during these hours. There will be no traffic allowed in the area at the top of Market Square i.e. from 16 – 18 Market Street, Armagh to just above the entrance to the Market Place Service Yard.
- Market Street through to Upper English Street junction with Russell Street closed Friday 27 November from 3.00pm until Sunday 29 November at 7:00pm. *Some deliveries may be facilitated on request.*
- Market Street through to Upper English Street junction with Russell Street parking bays closure (for all parking bays) from Friday 27 November from 1.00pm until Sunday 29 November at 7:00pm.
- Upper English Street from junction of Russell Street to entrance of St. Patrick's Trian/Market Place Theatre Car Park Closed on Friday 27 November at 5.30pm until Sunday 29 November at 01:00am. *Some deliveries may be facilitated on request.*
- To allow access to the St. Patrick's Trian/Market Place Theatre Car Park on Upper English Street during its opening hours (9.00am – 8.30pm) on Saturday 28 November, a temporary reversal of one way traffic flow from the Junction of College Hill/Upper English Street, turning left from College Hill onto Upper English Street to the St. Patrick's Trian/Market Place Theatre Car Park (car-park approx. 30 metres from the junction of College Hill/Upper English Street)
- Top of Jenny's Row Closed on Friday 27 November at 3.00pm until Sunday 29 November at 7:00pm.
- Russell Street Closed on Friday 27 November at 5.30pm until Sunday 29 November at 01:00am. *Some deliveries may be facilitated on request.*
- Mall East lane closure (Lane next to Mall green) traffic enter from College Hill end, one way from Friday 27 November at 5.30pm until Sunday 29 November at 01:00am.
- Mall East parking bays closure (for all parking bays) from Friday 27 November at 4.00pm until Sunday 29 November at 01:00am.
- Scotch Street, Thomas Street and Ogle Street will be closed on Friday 27 November at 6.00pm until Sunday 29 November at 01:00am whilst Ogle Street will be accessible to residents who will be permitted to exit via Chapel Lane.
- Cones to be placed on one side of the road at Grove Terrace, the entrances of Ballagh and Faugh Court as well as George Street to facilitate residents from Friday 27 November to Saturday 28 November 2026.

A diversion route will be signposted via Victoria Street, Drumadd Road, College Hill and The Mall West, Armagh.

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 20 November 2026, representations received after this will not be considered.

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

