



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	COUNTRY COMES TO TOWN	
Address of Promoter MILLENNIUM COURT ARTS CENTRE 2 – 5 WILLIAM STREET	PORTADOWN	Postcode: BT2 3NX
Name of contact (s)		Telephone:
Position / role of contact	Festival Secretary	E-Mail:
Confirm if you have authority to act on behalf of the Promoter	Yes	
ABOUT THE EVENT		
Name of Event	COUNTRY COMES TO TOWN	
Date of event	20 and 21 SEPTEMBER 2019	
Purpose and nature of event	Festival of Country Music, Vintage Vehicles and Living History	
Have all other options for holding the event off the public road been explored?	Yes	
Is this a 'small event'?	No	
Public liability insurance details		
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)	SEE ATTACHED MAP and TEXT	
2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)	SEE ATTACHED	

3. Type of restriction (full road closure / lane restriction etc.)	FULL CLOSURE		
4. Date and Start / End times of proposed road restriction	Date: FRI 20th SAT 21st	Start Time: 9.30 am 7.30am	End Time:12.30 5.00pm
5. Name of company undertaking the Traffic Management Plan including a signing schedule?	GREEN TOWN TRAFFIC MANAGEMENT LTD 221a HILLHALL RD., LISBURN, BT27 5JA ref: Mr William McAleese email: William@greentowntm.com		
6. Name of company undertaking signage work for the event (Appendix A)	GREEN TOWN TRAFFIC MANAGEMENT LTD.		
7. Has this event been held previously?	Yes		
8. If yes, are the previous arrangements amended in any way? Provide details.	Yes Additional traffic management required on Friday 20 th September		
9. Please give details of any structure or equipment to be erected on the public road as part of the event	Vintage vehicles and machinery, trading stalls and exhibitions/demonstrations		
10. Provide details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	Relevant to all businesses within enclosed area. Widespread publicity of the event through the local press.		
11. Is a bus route affected (public and / or Education Authority)	Public bus routes through town centre need to be diverted as in previous years. Local Translink informed.		
12. Will the Council's waste collection service be affected?	No. But Council team will be onsite immediately after the event.		
13. Please detail the arrangements for cleaning up after the event.	See 12 above		
14. Provide any other information that may assist with processing your request	This is the 21 st year of this event. CCTT provides its own volunteer marshals and employed professional security officers at all barriers and throughout the town centre area.		

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 application15 July 2019.....

Checklist:	Yes
Application fee - £269 *	yes
Location plan / map showing marshals / stewards & first aid positions	yes
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)	To follow
Details of Consultees and feedback received (bus providers, residents, businesses)	Via press

* 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 The Palace Demesne Armagh BT60 4EL	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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Tel: 028 3752 9626

Tel: 028 4066 0606

Tel: 028 3831 2521

Email – ehhealth@armaghbanbridgecraigavon.gov.uk
www.armaghbanbridgecraigavon.gov.uk