

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	St. Mary's Parent Teacher Association	
Address of Promoter	Reilly St.	Banbridge
		Postcode: BT32 3DG
Name of contact (s)	Mr Michael McCurry	Telephone: 07735076008
Position / role of contact	Organiser	E-Mail: stmarysptabanbridge@gmail.com
Confirm if you have authority to act on behalf of the Promoter	Yes	No
ABOUT THE EVENT		
Name of Event	Seapatrick 5K/10K	
Date of event	22 nd March 2020	
Purpose and nature of event	Fundraiser for the PTA (5K fun run and 10K run)	
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	Athletics NI and St. Mary's P.S.	
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)	Scarva Rd. – single lane closure to Ringsend road Ringsend road Lisnagade Road Ballygowan Road Granville Gdns	
2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)	Single lane restriction on Scarva road from St. Patrick's school to Ringsend road for the period of the race 10.30am-11.30am. GreenTown Traffic Management company have been employed to handle this and will submit the plan (see letter from GreenTown).	

3. Type of restriction (full road closure / lane restriction etc.)	Single lane restriction from St. Patrick's school on Scarva Rd to Ringsend road entrance for one hour 10.30am-11.30am		
4. Date and Start / End times of proposed road restriction	Date: 22/03/2020	Start Time: 10.30am	End Time:11.30am
5. Name of company undertaking the Traffic Management Plan including a signing schedule?	GreenTown Traffic Management Ltd		
6. Name of company undertaking signage work for the event (Appendix A)	Same as above		
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
9. Please give details of any structure or equipment to be erected on the public road as part of the event	Single lane restriction to Ringsend road is the only change Only cones for the lane restriction and temporary signs to warn traffic of runners		
10. Provide details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	No businesses will be affected. All residents to be contacted via leaflets one week prior to the event		
11. Is a bus route affected (public and / or Education Authority)	Event takes place on Sunday morning. No bus route on Sundays		
12. Will the Council's waste collection service be affected?	No		
13. Please detail the arrangements for cleaning up after the event.	Marshalls and event organisers to clear and clean route as in previous years. Waster returned to St Mary's Ps for disposal		
14. Provide any other information that may assist with processing your request	Map attached, with position of marshalls along route and position of f.aid. Also, mail confirming GreenTown involvement.		

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 **20/07/2020**.....

Checklist:	Yes
Application fee - £269 *	
Location plan / map showing marshals / stewards & first aid positions	
Traffic Management Plan including Signing Schedule	
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)	

* 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 Tel: 028 3752 9626	Environmental Health Dept Civic Building, Downshire Road, Banbridge, BT32 3JY Tel: 028 4066 0606	Environmental Health Dept Civic & Conference Centre, PO Box 66, Lakeview Road, Craigavon, BT64 1AL Tel: 028 3831 2521
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Email – ehealth@armaghbanbridgecraigavon.gov.uk
www.armaghbanbridgecraigavon.gov.uk

From: [William McAleese](#)
Sent: 27 January 2020 10:56
To: mccorrmj@aol.com
Subject: RE: Traffic management plan for St. Mary's P.S. 5k/10k run

Good morning Michael

Thank you for again entrusting Greentown Traffic Management Ltd with your business.

I will need to prepare fresh drawings showing the one way closure. Hopefully I will be able to get these to you before the end of this week, along with our accreditations and insurance, all of which you will need to send on to Council in support of your application.

Kind regards,

William McAleese

Events Manager

M: +44 7388 482862

www.greentowntm.com

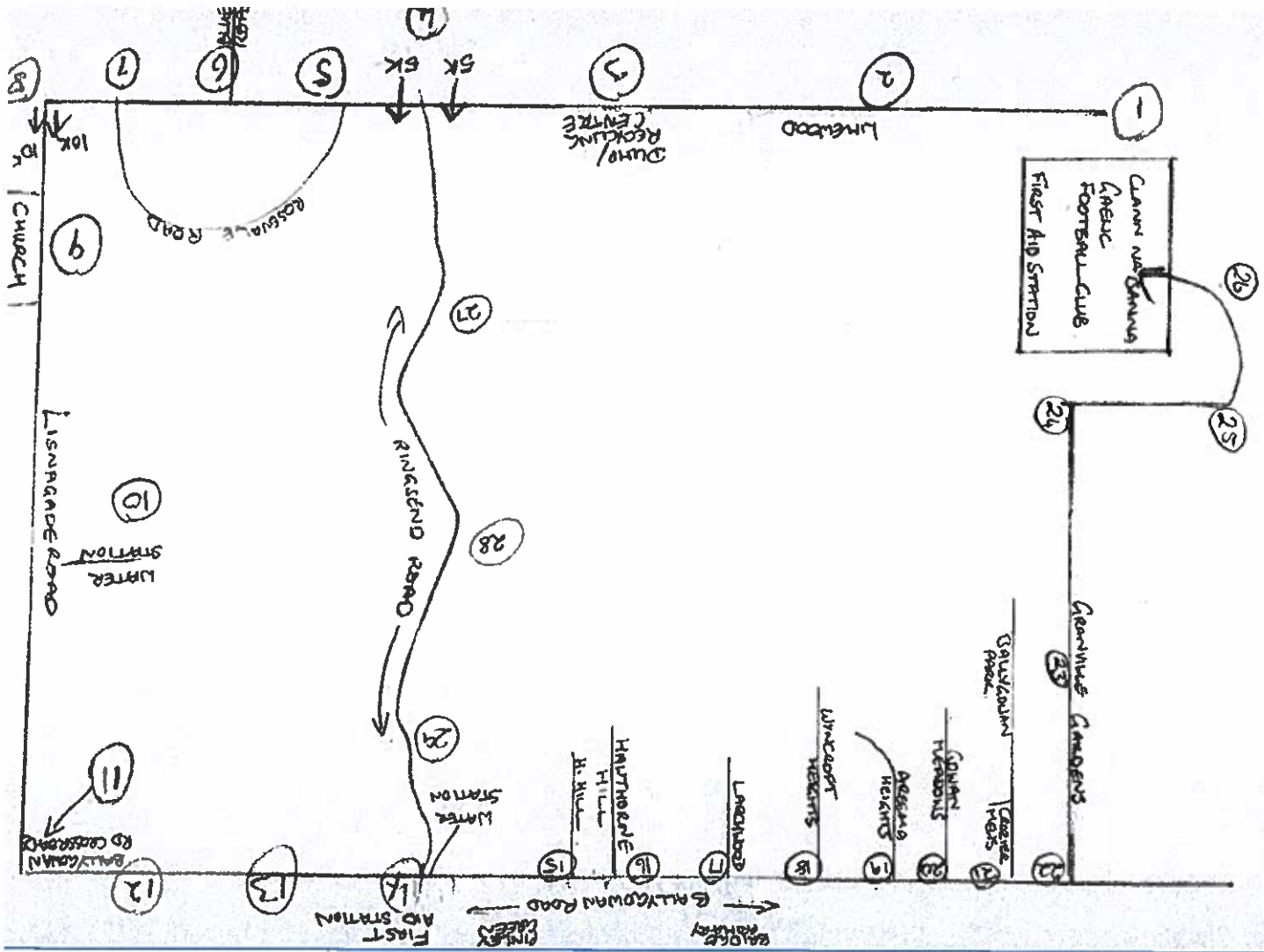


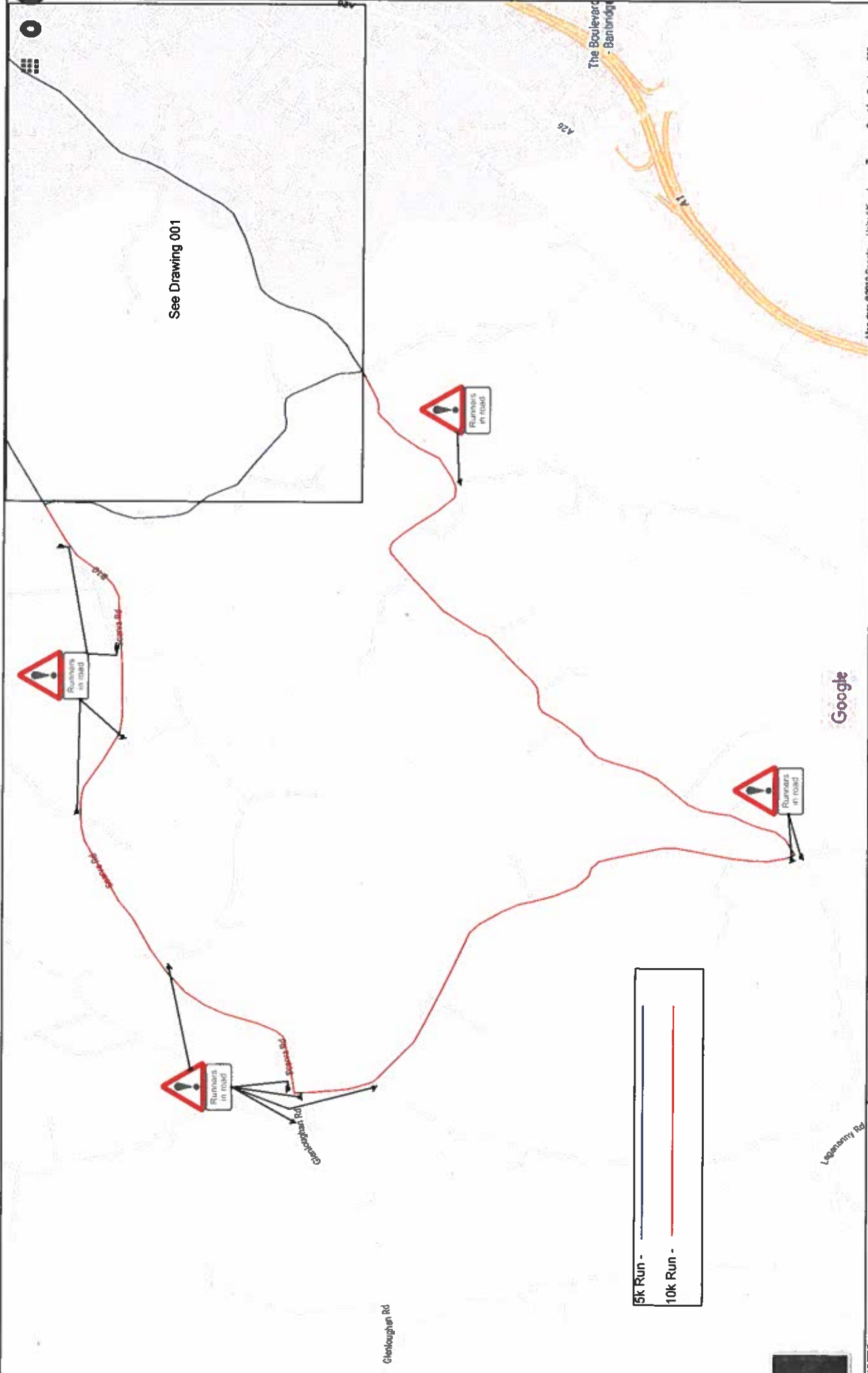
T: +44(0)28 92662077
EASTERN OFFICE - LISBURN

T: +44(0)28 66349989
WESTERN OFFICE - FERMANAGH

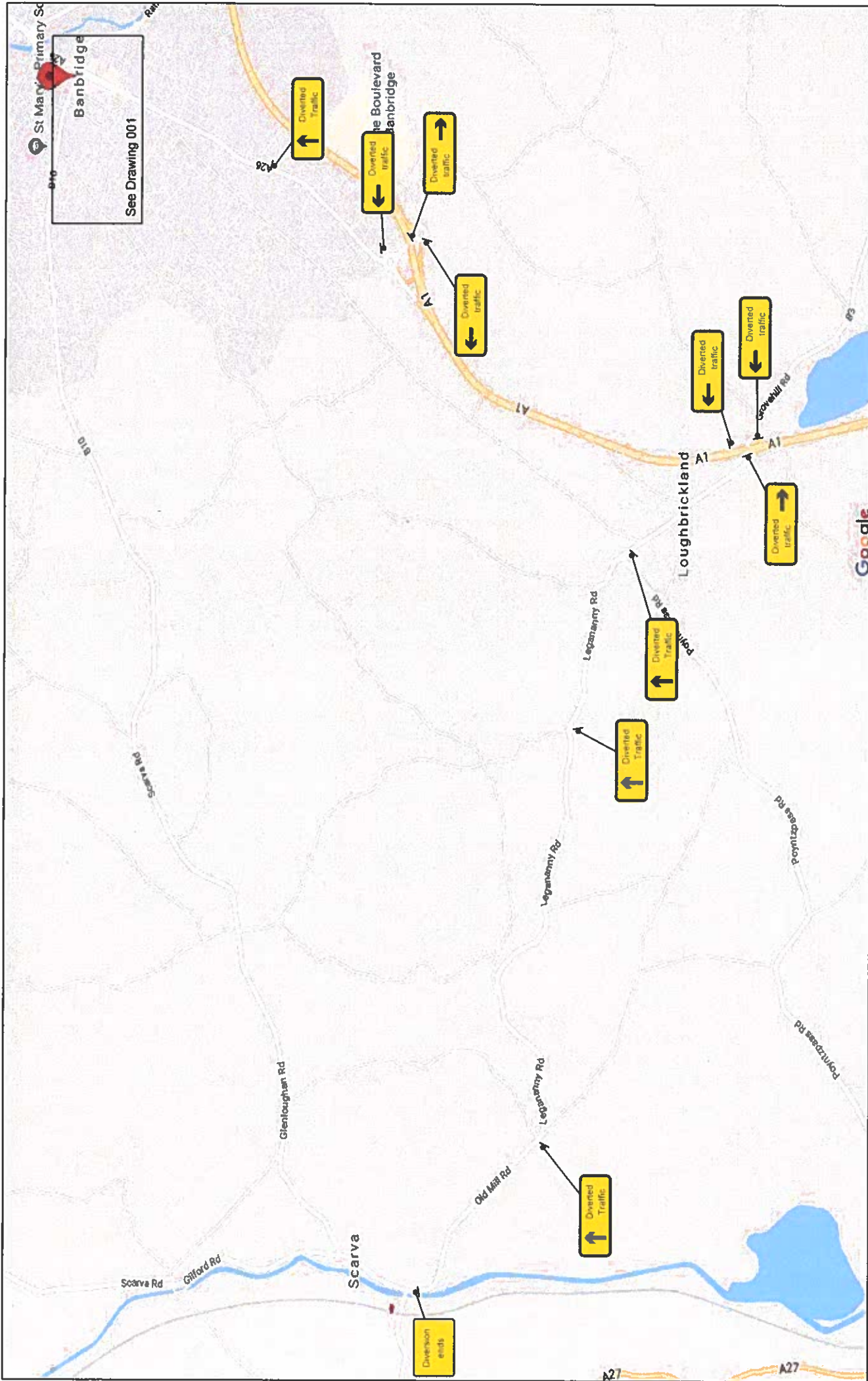
T: +353(0)86 7889179
SOUTHERN OFFICE - DUNDALK

From: mccorrmj@aol.com <mccorrmj@aol.com>

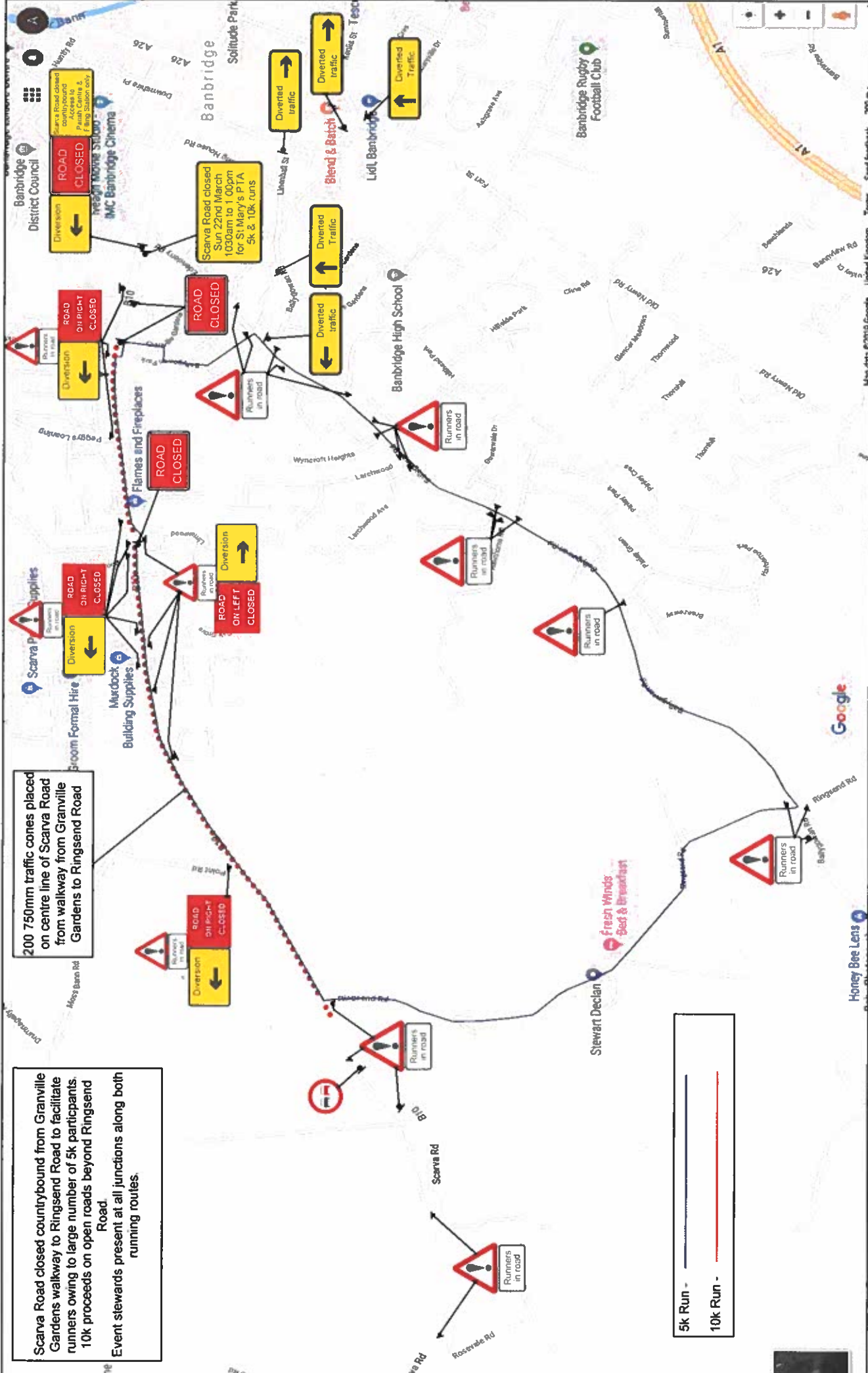




<p>NOTES</p> <ol style="list-style-type: none"> All traffic management to be in accordance with Chapter 8 of the Traffic Signs Manual. All signs will comply with Traffic Sign Regulations in General Directions (TSRGD) 2002 Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Sector Scheme 12D training. 	<p>PROJECT 5k & 10k Run - St. Marys PS PTA</p>		<p>Drg No. 002</p>	<p>221a Hillhall Rd Lisburn Co. Antrim BT27 5JA Tel: 02892662077</p>
	<p>DRAWN S Montgomery</p>	<p>SCALE Not to scale DIMENSIONS Metres</p>	<p>Original Drawing Size A3</p>	
<p>Scarva Road Banbridge</p>			<p>GREEN TOWN TRAFFIC MANAGEMENT LTD.</p>	



<p>NOTES:</p> <ol style="list-style-type: none"> All traffic management to be in accordance with Chapter 8 of the Traffic Signs Manual. All signs will comply with Traffic Sign Regulations in General Directions (TSRGD) 2002 Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Sector Scheme 12D training 	<p>PROJECT</p> <p>St Mary's PS PTA 5k & 10k Runs</p> <p>DRAWN W. McAleese</p> <p>SCALE Not to scale DIMENSIONS Metres</p>		<p>Drg No.</p> <p>003</p> <p>Original Drawing Size</p> <p>A3</p>	<p>221a Hillhall Rd Lisburn Co. Antrim BT27 5JA Tel 02892662077</p>
	<p>GREEN TOWN TRAFFIC MANAGEMENT LTD.</p>			



200 750mm traffic cones placed on centre line of Scarva Road from walkway from Granville Gardens to Ringsend Road

Scarva Road closed countrybound from Granville Gardens walkway to Ringsend Road to facilitate runners owing to large number of 5k participants. 10k proceeds on open roads beyond Ringsend Road.
Event stewards present at all junctions along both running routes.

5k Run - —————
10k Run - —————

<p>NOTES:</p> <p>1. All traffic management to be in accordance with Chapter 6 of the Traffic Signs Manual.</p> <p>2. All signs will comply with Traffic Sign Regulations in General Directions (TSRGD) 2002</p> <p>3. Installation, maintenance and removal of traffic management will be carried out by Lantra approved operatives who have achieved Sector Scheme 12D training</p>	<p>PROJECT 5k & 10k Run - St. Marys PS PTA</p>		<p>Drg No. 001</p>	<p>221a Hillhall Rd Lisburn Co. Antrim BT27 5JA Tel: 02892662077</p>
	<p>DRAWN W McAleese</p>	<p>Original Drawing A3</p>	<p>SCALE Not to scale</p>	<p>DIMENSIONS Metres</p>





Tiddington Road
Stratford upon Avon
CV37 7BJ
Tel (01789) 204211

To Whom It May Concern - Confirmation of Insurance Cover

Re: Greentown Traffic Management Ltd

It is hereby confirmed that the above client has in force an insurance policy as summarised below:

Employers Liability Insurance

Insurer: JRP Insurance Management Ltd
Policy Number RL0281220
Policy Period 28th January 2020 to 27th April 2021 both days inclusive
Indemnity Limit £10,000,000 any one occurrence inclusive of defence and claimant's costs and other expenses

Public, Products Liability

Insurer: JRP Insurance Management Ltd
Policy Number RL0281220
Policy Period 28th January 2020 to 27th April 2021 both days inclusive
Indemnity Limit £10,000,000 any one occurrence in respect of Public Liability and in the aggregate in respect of Products Liability.

Employers Excess Liability Insurance

Insurer: AXIS Managing Agency Ltd
Policy Number RL0705220
Policy Period 28th January 2020 to 27th April 2021 both days inclusive
Indemnity Limit £2,500,000 in Excess of £10,000,000 any one occurrence inclusive of defence and claimant's costs and other expenses

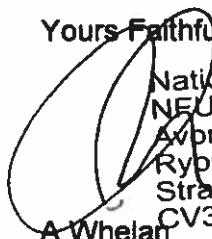
Public, Products Excess Liability Insurance

Insurer: **AXIS Managing Agency Ltd**
Policy Number **RL0705320**
Policy Period **28th January 2020 to 27th April 2021 both days inclusive**
Indemnity Limit **£2,500,000 in Excess of £10,000,000 any one occurrence in respect of Public Liability and in the aggregate in respect of Products Liability,**

These statements have been made in good faith and are a summary of the insurance cover in force as at the date of this letter. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or for any loss, damage or expenses thereby occasioned to any recipient of this letter however so occasioned.

Should the insurance cover be cancelled, assigned or changed in any way during the period of insurance, neither we nor the subscribing insurer(s) accept any obligation to notify any recipient of this letter. Notwithstanding the issuance of this letter we owe no duties to any recipient of this letter.

Yours Faithfully



**National Intermediary Services
NFU Mutual
Avon House
Rybn Hill Park
Stratford Upon Avon
CV37 0UY**

A Whelan

**On behalf of National Intermediary Services, NFU Mutual
Date 31.01.20**