



**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**

<b>ABOUT YOU</b>	
Name of Promoter	Armagh Banbridge and Craigavon Borough Council
Address of promoter Postcode	The Market Place Theatre, Market Street, Armagh BT61 7BW
Name of contact (if different from above)	
Position/role of contact	Tourism Events & Animation Coordinator
Confirm if you have authority to act on behalf of the company/club/ society	<u>Yes</u> <del>No</del>
Telephone Number(s)	03300561023
Emergency Contact No	
Email address	
<b>ABOUT THE EVENT</b>	
Name of Event	Buskfest
Date of event	14 <sup>th</sup> June 2025
Purpose and nature of event	<p>Buskfest is an ABC Council Signature Event held in June each year. This event is a busking competition and concert held throughout the streets of the town centre in Banbridge.</p> <p>The event attracted approximately 4000 visitors in 2024. The event is a huge boost to the retailers in Banbridge Town Centre.</p> <p>The main elements will include a busking competition running from 2.00pm until 5.00pm, leading into prize giving and culminating in a concert from 5.00pm until 9.00pm. Prize giving and the concert will be held on a stage positioned on Newry Street beside the War Memorial.</p> <p>It is anticipated that retailers will open late into the evening.</p> <p>The management and safety of the crowds attending the events will require the closing of streets.</p>

Can the event be held on other than a public road?	No	
<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 and first aid positions.	<i>Newry Street, Bridge Street, Scarva Street, Rathfriland Street</i>	
2. Date and Start time of proposed road restriction	Date: 14 <sup>th</sup> June 2025	Start Time: 06:00

3. Date and End time of proposed road restriction	Date: Saturday 14 <sup>th</sup> June 2025	End Time: 23:00 Please note that there is a lane closure followed by full road closure – see traffic management plan for exact timings for each road.
4. Type of restriction (full road closure/lane restriction/prohibition of certain types of vehicles/footway closure etc)	<i>Inner lane closure on Newry Street, followed by full road closure</i>	
5. Is this a small event?	No	
6. Anticipated numbers attending event.	4000	
7. Is a signing schedule enclosed?	GRAHAM TRAFFIC MANAGEMENT COMPILING	
8. Please list all roads which will be signed as diversionary routes. (Use separate sheet as required).	Scarva Road onto Commercial Road & visa versa Rathfriland Street onto Kenlis Street & visa versa as well as via Gospel Lane onto Rathfriland Street	
9. Is a traffic management plan enclosed?	GRAHAM TRAFFIC MANAGEMENT COMPILING	
10. Has this event been held previously?	Yes	
11. If yes, are the arrangements previously applied for amended in any way? Please provide details.	<p>The busking competition element remains unchanged from previous years, with buskers lining the streets throughout the town centre. The prize giving and concert location will remain as 2024 event.</p> <p>It has therefore been decided to continue with the prize giving and concert within the town streets, in a continued effort to hold footfall from earlier in the day, therefore encouraging spend within the retail and hospitality businesses in Banbridge town centre.</p>	
12. Please give details of any structure or equipment to be erected on the public road as part of the event	8 X 6M stage located on Newry Road beside War Memorial	
13. Provide details of public liability insurance.	Council PL insurance	
14. Please give 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 Newry Street, Bridge Street, Scarva Street and Rathfriland Street. They will all receive letters informing them of the closures.	
15. Is a bus route affected (public and/or Education authority)	Yes	
16. Will the Council's waste collection service be affected?	Not on Saturdays	

17. Provide information on the arrangements for cleaning up after the event.	Council's litter team on site for build-up, duration of event and breakdown of event. A litter plan is in place for the entire event.
18. Please provide any other information that you feel may assist us 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 the following Data Protection Statement: In order to comply with the requirements of the Data Protection Act 1998, Council would advise you that the personal information you provide on this form will be processed and held by the Council and its agents, for the purpose of managing and operating applications for special events on roads. The Council may use non-personal statistical data collected to analyse current, and plan for future, operational purposes. The Council will investigate all cases of alleged fraudulent use and the information you have provided may be used in conducting these investigations. The personal information you provide may be checked with other agencies/organisations. If consent to these arrangements is not given, your application will NOT be processed.

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 organising committee)

Date of application: .....

<b>Checklist: You must include the following.</b>	<b>Yes</b>	<b>To Follow</b>
<i>Application fee (The current application fee is £281. This includes an administration fee and the cost of Council publishing a notice in the local press regarding the proposed event. Please refer to point 5 in attached guidance note re small events. )</i>		<i>Internal Transfer Memo</i>
<i>Location plan/map showing marshals/stewards and first aid positions</i>		<i>To follow</i>
<i>Signing schedule</i>		<i>To follow</i>
<i>Traffic Management Plan</i>		<i>To follow</i>
<i>Details of Consultees and feedback received (bus providers, residents, businesses)</i>	<i>Chamber of Commerce advised of road</i>	

	<i>closures at meeting – other businesses / residents will be contacted by Events Team</i>	
<i>Copy of a Sector Scheme 12ab (or Ch8) Certificate of Competence for those undertaking the signing work</i>		<i>To follow</i>
<i>Written agreement with Emergency Services</i>	<i>N/A</i>	

**Please return the completed application form, accompanying documents and fee to:**

Environmental Health Dept The Palace Demesne <b>Armagh BT60 4EL</b>  Tel: 028 3752 9626	Environmental Health Dept Civic Building, Downshire Road, <b>Banbridge</b> , BT32 3JY  Tel: 028 4066 0606	Environmental Health Dept Civic & Conference Centre, PO Box 66, Lakeview Road, <b>Craigavon, BT64 1AL</b>  Tel: 028 3831 2521
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**Email – [ehealth@armaghbanbridgecraigavon.gov.uk](mailto:ehealth@armaghbanbridgecraigavon.gov.uk)**  
**[www.armaghbanbridgecraigavon.gov.uk](http://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'*

<b>ABOUT YOU</b>	
Name of Promoter	<i>(person organising the event)</i>
Address of promoter and/or contact Postcode	
Name of contact (if different from above)	
Position/role of contact	
Confirm if you have authority to act on behalf of the company/club/society	Yes No
Telephone Number(s)	
Emergency Contact No	<i>(someone who will be available before, during and after the event)</i>
Email address	
<b>ABOUT THE EVENT</b>	
Name of Event	<i>(e.g. name the event is being advertised under)</i>
Date of event	<i>(Council normally require a minimum of 12 weeks' notice in order to process your application)</i>
Purpose and nature of event	<i>(please provide a full description of the proposed event)</i>
Can the event be held on other than a public road?	<i>(detail the reasons why this event cannot take place on other than a public road. Consideration should be given to green/grassed areas or local community/activity centres etc)</i>
<b>POSSIBLE IMPACT</b>	
1.Name of road(s) on which event is to be held. Enclose a detailed, marked up location plan	<p><i>Organisers must identify the exact roads/streets affected including the start and end locations and provide a marked up plan or drawing to indicate same.</i></p> <p><i>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 numbers. Promoters should identify on the plan any restrictions or obstacles on the diversion route that may affect traffic, e.g. low bridges, narrow sections of road, tunnels, fords, one way streets and movement restrictions, roads with weight, height or width restrictions or restrictions on vehicle class. A similar or higher class of road to the one being closed should be used as the diversion route, taking into consideration that heavy goods vehicles and buses may have to use them.</i></p>







# KEY

- Traffic cone
- Diversion Route
- Road Closure

EVENT ORGANISER  
TO PROVIDE  
MARSHALS AT ALL  
ROAD CLOSED  
SIGNS TO ADVISE  
PERMITTED  
MOVEMENT

## REVIEW EVENT

GRAHAM

BUSKFEST BANDBRIDGE

### BANDBRIDGE

TRAFFIC MANAGEMENT DETAILS  
TM FOR EVENT

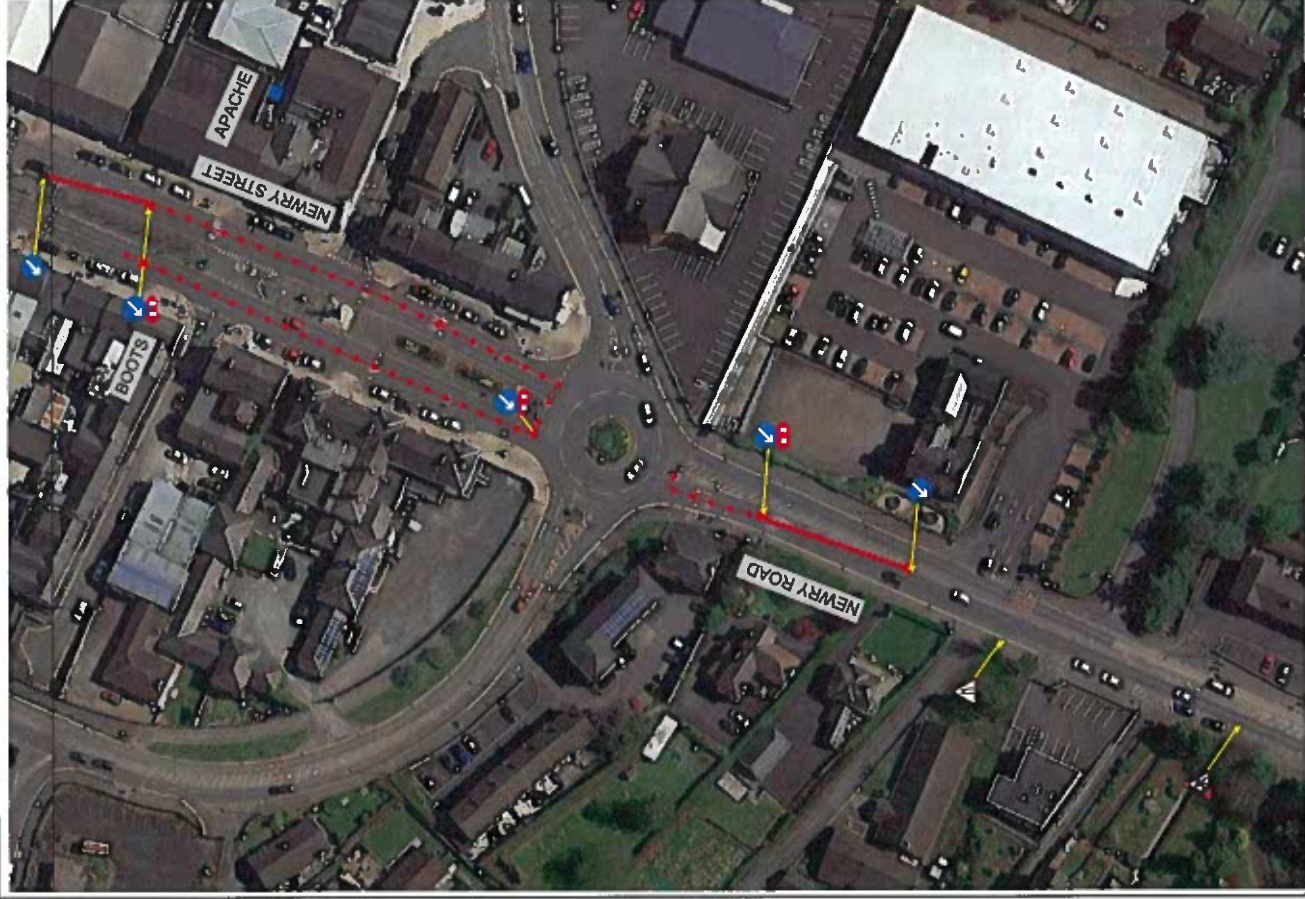
REMARKS	Y/N
1. ARE ADVANCED NOTICE SIGNPOSTS SHOWN?	Y
2. ARE RELEVANT DISCLOSURES SHOWN?	Y
3. ARE PPSA LOCATIONS SHOWN?	N/A
4. ARE MARSHALL LOCATIONS SHOWN AT ROAD CLOSED SIGNS?	Y
5. ARE MARSHALL LOCATIONS SHOWN AT CENTRE LINE SIGNS?	N/A

PSM  
Marshalls at Road Closed Signs  
(Marshalls to advise motorists of permitted movements - i.e. vehicles allowed to proceed from a side street)  
Marshalls at Central Line Closing  
(Marshalls to advise motorists of permitted movements - i.e. vehicles from side streets only allowed to turn left)

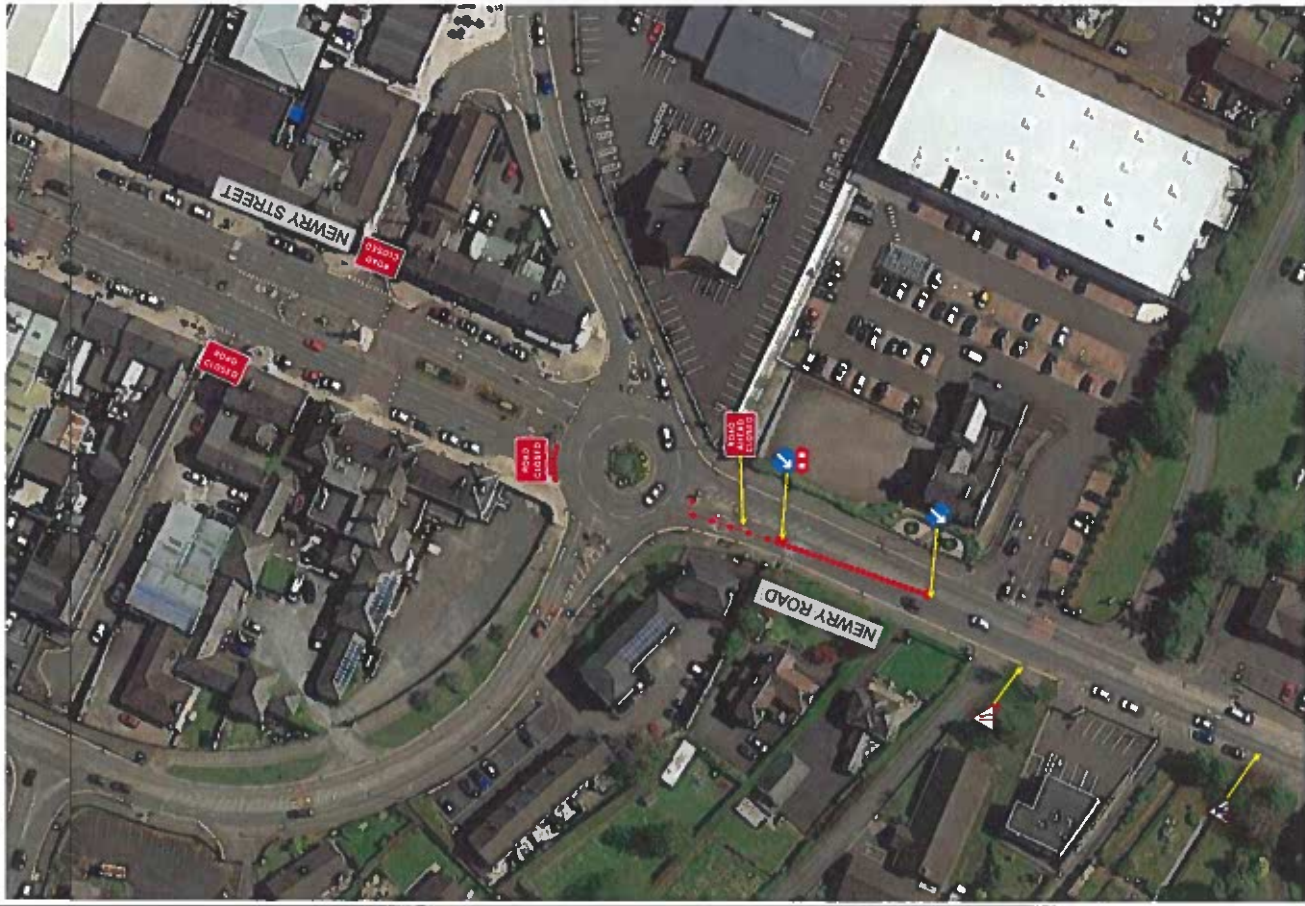
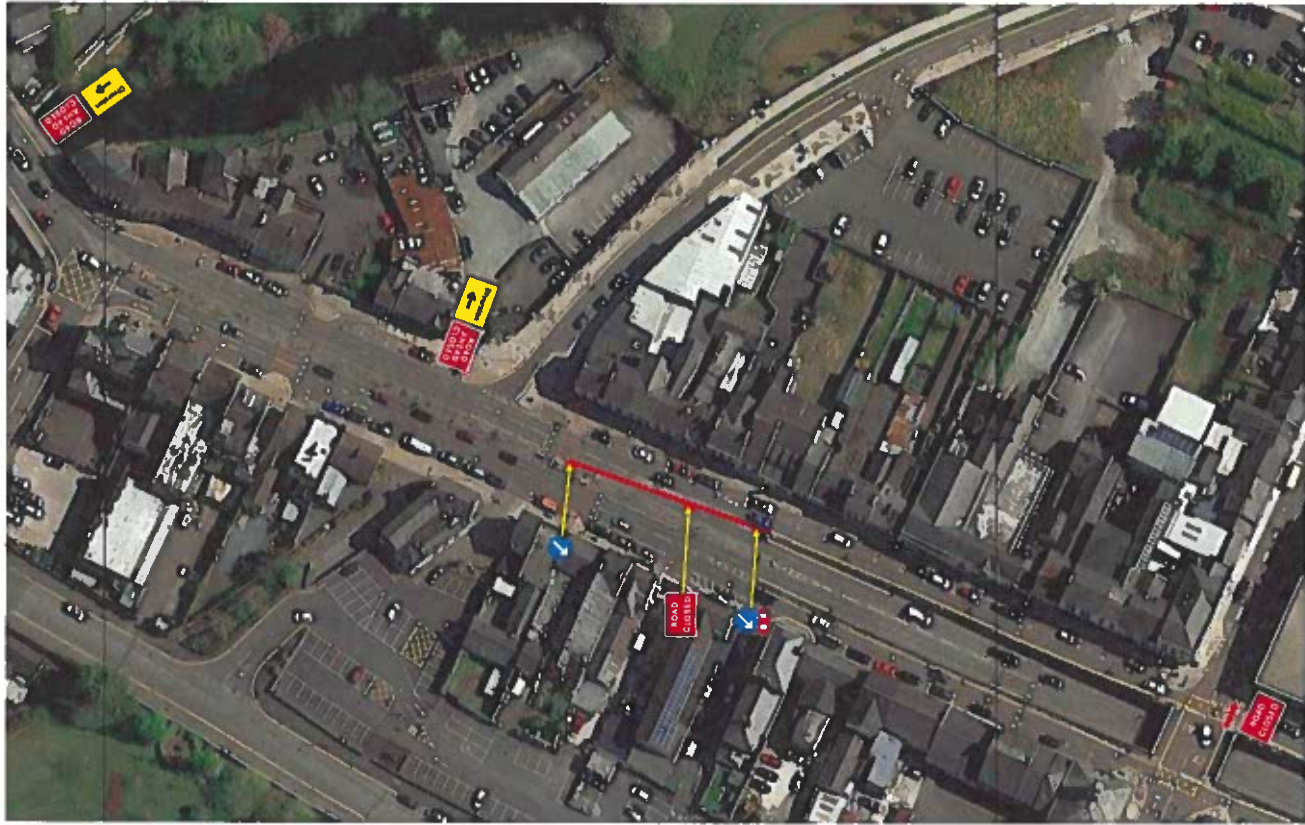
### EVENT ORGANISER

EVERY TRAFFIC MANAGEMENT DOES NOT COMPLY WITH THE REQUIREMENTS OF THE TRAFFIC MANAGEMENT ACT 2004  
TRAFFIC MANAGEMENT DOES NOT COMPLY WITH THE REQUIREMENTS OF THE TRAFFIC MANAGEMENT ACT 2004

NTS	20/03/2015	ACH	A3
ABC - BUSKFEST - 02			0







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MOVEMENT

REVIEW EVENT



BUSK FEST BAND BRIDGE

TRAFFIC MANAGEMENT DETAILS














TM FOR EVENT

Y/N	Y/N
Y	Y
Y	Y
N/A	N/A
Y	Y
N/A	N/A

PGM  
Marshalls at Road Closed Signs  
Marshalls to advise movements of permitted movements i.e.  
Marshalls to advise movements of permitted movements i.e.  
Marshalls to advise movements of permitted movements i.e.  
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EVENT ORGANISER  
COPY THIS PLAN TO THE LOCAL COUNCIL  
MAY BE USED TO CLIP FOR OUR  
TERMS OF BUSINESS FOR FURTHER INFORMATION

NTS 2003/2025	JCH	A3
ABC - BUSK FEST - 03		0

Qty: 2 Ref: 13.9 Schedule 13-9 Temporary Information	
Qty: 2 Ref: 2702 Start of temporary diversion route	
Qty: 1 Ref: 2702 Start of temporary diversion route	
Qty: 3 Ref: 2702 End of temporary diversion route	
Qty: 2 Ref: 2703 Direction of temporary diversion route from junction ahead	
Qty: 2 Ref: 2703 Direction of temporary diversion route from junction ahead	
Qty: 2 Ref: 2703 Direction of temporary diversion route from junction ahead	
Qty: 2 Ref: 517 Road narrows on one side only ahead - right	
Qty: 5 Ref: 610 Keep left	
Qty: 2 Ref: 7001 Road works ahead	
Qty: 5 Ref: 7010-CP-13-9 Nature of temporary hazard ahead - Road Closed	
Qty: 3 Ref: 7010-EP-13-9 Nature of temporary hazard ahead - Road Ahead Closed	
Qty: 3 Ref: 7105 Lane closure barrier	

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MOVEMENT

REVIEW	EVENT
	
BUSKFEST BANDBRIDGE	
BANDBRIDGE	
TRAFFIC MANAGEMENT DETAILS	
SIGN SCHEDULE	
1. ARE ADVANCED NOTICE SIGNS/PLATE SHOWN?	Y/N
2. ARE RELEVANT DECLARATIONS SHOWN?	N/A
3. ARE PPM LOCATIONS SHOWN?	N/A
4. ARE MARSHALL LOCATIONS SHOWN AT ROAD CLOSED SIGN?	N/A
5. ARE MARSHALL LOCATIONS SHOWN AT CENTRE LANE CLOSURE SIGN?	N/A
EVENT ORGANISER EVENT TRAFFIC MANAGEMENT DOES NOT COMPLY WITH THE REQUIREMENTS OF THE BUSKFEST ACT IN TERMS OF REQUEST FOR FURTHER INFORMATION	
NTS	2003/2025
NTS	JCH
NTS	A3
ABC - BUSKFEST - SS	
0	