

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	<i>Armagh Banbridge and Craigavon Borough Council</i>
Address of promoter Postcode	<i>The Market Place Theatre, Market Street, Armagh BT61 7BW</i>
Name of contact (if different from above)	
Position/role of contact	<i>Tourism Events & Animations Officer</i>
Confirm if you have authority to act on behalf of the company/club/ society	<u>Yes</u> No
Telephone Number(s)	
Emergency Contact No	
Email address	
ABOUT THE EVENT	
Name of Event	<i>Blues Festival</i>
Date of event	<i>2nd August 2025</i>
Purpose and nature of event	<p>The 7 Hills Blues Fest is an ABC Council Signature event being held on the summer weekend of Friday 1st – Sunday 3rd August 2025. The event has been running for over 16 years and is a celebration of blues music. The Festival always attracts a wide range of local and international blues artists and bands. This year we have grown to 44 gigs across 16 city centre venues. At the heart of the Festival is the Bandstand on Market Street where 6 acts will be playing.</p> <p>Following last year's successful expansion of the event, we are once again adding a small market to the offering with 6 stalls to create a wider appeal to the Festival. This will run alongside free street entertainment, face painting, balloon modelling. Collectively this will attract more families and encourage them to stay longer in the city centre. Attracting visitors from far and near will boost footfall and benefit local traders.</p>
Can the event be held on other than a public road?	<i>No</i>
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.	<i>Market Street from the junction of Thomas Street through to the junction of Russell St</i>
2. Date and Start time of proposed road restriction	<div>Date: <i>2nd August 2025</i></div> <div>Start Time: <i>10:00</i></div>

3. Date and End time of proposed road restriction	Date: Saturday 2 nd August 2025	End time 18:00
4. Type of restriction (full road closure/lane restriction/prohibition of certain types of vehicles/footway closure etc)	<i>full road closure</i>	
5. Is this a small event?	No	
6. Anticipated numbers attending event.	2,500	
7. Is a signing schedule enclosed?		
8. Please list all roads which will be signed as diversionary routes. (Use separate sheet as required).		
9. Is a traffic management plan enclosed?	Yes	
10. Has this event been held previously?	Yes	
11. If yes, are the arrangements previously applied for amended in any way? Please provide details.	No	
12. Please give details of any structure or equipment to be erected on the public road as part of the event	6 qty of 3x3M marquees located in Market Street	
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 in Market Street	
15. Is a bus route affected (public and/or Education authority)	No	
16. Will the Council's waste collection service be affected?	No	
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 application02.04.25.....

Checklist: You must include the following.	Yes	To Follow
<i>Application fee</i> (The current application fee is £287. 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>Internal Transfer Memo</i>
<i>Location plan/map showing marshals/stewards and first aid positions</i>	yes	
<i>Signing schedule</i>	Yes	
<i>Traffic Management Plan</i>	Yes	
<i>Details of Consultees and feedback received (bus providers, residents, businesses)</i>		
<i>Copy of a Sector Scheme 12ab (or Ch8) Certificate of Competence for those undertaking the signing work</i>		
<i>Written agreement with Emergency Services</i>	N/A	

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

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	<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	
ABOUT THE EVENT	
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>
POSSIBLE IMPACT	
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>

	<i>On narrow rural roads consideration may need to be given to providing a separate diversion route for each direction. It may also be necessary to have a separate diversion for HGVs and cars, because of the nature of the roads in the area.</i>
2. Date and Start time of proposed road restriction	<i>(it is important to quote the exact start time, day and date of the proposed restriction)</i>
3. Date and End time of proposed road restriction	<i>(it is important to quote the exact finish time, day and date of the proposed restriction)</i>
4. Type of restriction (full road closure/lane restriction/prohibition of certain types of vehicles/footway closure etc)	<i>(will pedestrian access be maintained?)</i>
5. 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 a car park which is accessed via the road to be closed (other than a car park 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 (e.g. between persons of different religious belief, political opinion, race etc.) c. The event must not be for personal or business gain 5. Finish by 11pm. 6. Not have fireworks, pyrotechnics or bonfires on the street.
6. Anticipated numbers attending event.	<i>Include participants as well as spectators. This helps us to assess how large your event could be and whether the event would be of interest to your local events management group, led by Council.</i>
7. Is a signing schedule enclosed?	<p>Yes/No</p> <p><i>If Yes, please indicate the name of the organisation undertaking the signing work and submit a copy of their Sector Scheme 12ab (or Ch8) certificate of competence.</i></p> <p><i>If No, then please provide details concerning the arrangements to be made for this to be provided at a later date.</i></p> <p><i>Note: Details of all safety measures including all signs, equipment etc. are required to protect the public and property in the vicinity of the event and on any diversionary route needed for the duration of the closure. This may also include a detailed Traffic Management Plan depending on the nature of the proposed closure and event (see below).</i></p>
8. Please list all roads which will be signed as diversionary routes.	Provide a separate sheet as necessary.

<p>9. Is a traffic management plan enclosed?</p>	<p>Yes/No</p> <p><i>If Yes, please indicate the name of the organisation preparing the traffic management plan and submit a copy of their Sector Scheme 12ab (or Ch8) certificate of competence.</i></p> <p><i>If No, then please provide details concerning the arrangements to be made for this to be provided at a later date.</i></p> <p><i>Note: Traffic Management plans require a full risk assessment which clearly identifies all risks to the travelling public, participants and employees attending the event. The nature, location and environment of the event may also need to be considered, with all risks recorded, giving recommendations on how the risks will be managed. The amount of detail and information to be provided in a Traffic Management Plan can vary depending on the nature and complexity of the traffic management arrangements.</i></p>
<p>10. Has this event been held previously?</p>	<p>Yes/No</p> <p><i>Please give brief details of the event, including the date held, location, numbers attending etc. Please include Council reference no. where available.</i></p>
<p>11. If yes, are the arrangements previously applied for amended in any way? Please provide details</p>	<p>Yes/No/Not applicable</p> <p><i>If Yes, please give details.</i></p>
<p>12. Please give details of any structure or equipment to be erected on the public road as part of the event</p>	<p><i>E.g. stage. Please detail the 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 needed;</i></p>
<p>13. Can you confirm that public liability insurance will be provided in the event of an Order being granted?</p>	<p>Yes/No</p> <p><i>(please note an Order may not be granted without insurance cover being in place)</i></p>
<p>14. Please give details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted</p>	<p><i>Provide evidence that the promoter has carried out reasonable consultation with residents, businesses etc which may be affected by the proposed special event, along with details of anyone who is not in favour, and the nature of their concerns. Evidence may include copies of letters or flyers.</i></p>
<p>15. Is a bus route affected (public and/or Education authority)</p>	<p><i>If your event affects buses you should explain what arrangements you have made with Translink and/or the Education Authority to help reduce impact to bus services</i></p>
<p>16. Will the Council's waste collection service be affected?</p>	<p><i>If your event affects the Council's waste collection service for that route, you should explain what arrangements you have made with the Council to help reduce impact to this service.</i></p>
<p>17. Provide information on the arrangements for cleaning up after the event.</p>	
<p>18. Please provide any other information that you feel may assist us with processing your request</p>	

**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 Tourism Events and Animation Team at Armagh City Banbridge and Craigavon Borough Council that it wishes to hold Blues Festival on Market Street, Armagh on Saturday 2 August 2025.

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 prohibit traffic from using Market Street, Armagh from its junction with Thomas Street to its junction with Russell Street on Saturday 2 August 2025 between the hours of 10:00am and 6:00pm.

A diversion route will be signposted via Scotch Street, Barrack Street, Mall West and Russell Street, 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, T61 7DY.

Persons wishing to make representations to the Council regarding the proposal may make representations in writing at the address below by 5pm on Friday 13 June 2025, representations received after this will not be considered.

The Chief Executive
The Old Armagh City Hospital
39 Abbey Street
Armagh
T61 7DY

