

**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	The Council Offices Palace Demesne ARMAGH
	Postcode: BT60 4EL
Name of contact (s)	Julie Ann Spence Karen Clarke  Telephone: 028 37529600 ext: 3328 028 37529600 ext: 3014
Position / role of contact	City & Town Centre Manager  Market & Open Spaces Officer  E-Mail: <a href="mailto:Julieann.Spence@armaghbanbridgecraigavon.gov.uk">Julieann.Spence@armaghbanbridgecraigavon.gov.uk</a>  <a href="mailto:Karen.Clarke@armaghbanbridgecraigavon.gov.uk">Karen.Clarke@armaghbanbridgecraigavon.gov.uk</a>
Confirm if you have authority to act on behalf of the Promoter	Yes
<b>ABOUT THE EVENT</b>	
Name of Event	Tandragee Twilight Market & Christmas Lights Switch On
Date of event	Friday 6 <sup>th</sup> December 2019, 6.30pm to 9:30pm
Purpose and nature of event	Twilight Market & Lights Switch On
Have all other options for holding the event off the public road been explored?	Yes
Is this a 'small event'?	Yes
Public liability insurance details	Willis Towers Watson Certificate Attached.

POSSIBLE IMPACT	
<p>1. Name of road (s) on which event is to be held. (Enclose a detailed, marked up location plan to include marshals / stewards &amp; first aid positions)</p>	<p>Upper Market Street Tandragee after Cornmarket Street junction. Event to be held on the paving with market stalls 3x3m marquees positioned at the car parking bays. Parking abys will be closer early in the day with the one lane road closure along Market Street from junction of Cornmarket Street to Montague Arms premises. Map attached.</p>
<p>2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)</p>	<p>No diversions required as one lane carriageway will remain open to traffic and managed via a manned stop/go system.</p>

3. Type of restriction (full road closure / lane restriction etc.)	One lane road closure as agreed with PSNI on Monday 14 <sup>th</sup> October 2019. One way road closure will be manned by Greentown Traffic Management company with cones and barriers located along one way road closure to ensure safety of pedestrian and vehicular traffic. Proposal, attached.		
4. Date and Start / End times of proposed road restriction	Date:  6/12/19 (parking bays)  6/12/19 (single lane carriageway)	Start Time:  9am  5.30pm	End Time:  10:00pm  10:30pm
5. Name of company undertaking the Traffic Management Plan including a signing schedule?	GreenTown Traffic Management		
6. Name of company undertaking signage work for the event (Appendix A)	GreenTown Traffic Management		
7. Has this event been held previously?	(The Community previously would have organised the Switch On, however the Twilight market is an addition this year).  Please note the community is still responsible for the Switch On and Council for the Twilight Markets.		
8. If yes, are the previous arrangements amended in any way? Provide details.	Yes - Requirement for Road Closure to facilitate Twilight Market.		
9. Please give details of any structure or equipment to be erected on the public road as part of the event	The majority of the structures will be built on carriageways this includes marquees, barriers and cones		
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 business pedestrian access will be maintained at all times. However on street car parking at War Memorial side of Market Street will not be permitted.  Consultation will be ongoing, with a further letter drop to residents within the road closure boundary taking place 2 weeks prior to the event.		
11. Is a bus route affected (public and / or Education Authority)	No buses will be affected.		
12. Will the Council's waste collection service be affected?	No waste collection services will be affected.		

13. Please detail the arrangements for cleaning up after the event.	Street collections will happen throughout the event and afterwards. Additional bins will be located throughout the site.
14. Provide any other information that may assist with processing your request	Advanced signage will be in place one week before the event to advise the public of the event. All blue lights services will receive access if an emergency occurs, this will be the responsible of the Traffic Management company to manage this.

**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 ..... <sup>11</sup> 17 Oct 2019 .....

<b>Checklist:</b>	<b>Yes</b>
<b>Application fee - £269 *</b>	
Location plan / map showing marshals / stewards & first aid positions	<i>Attached</i>
Traffic Management Plan including Signing Schedule	<i>Attached</i>
Proof of Company's Competency to produce a Traffic Management Plan (e.g. Lantra sector 12 D (M7) or equivalent)	<i>Attached</i>
Details of Consultees and feedback received (bus providers, residents, businesses)	<i>Meeting has been held with Traders Association Chair with further meetings planned. Meeting PSNI on 14<sup>th</sup> Oct 2019.</i>

\* Please refer to relevant point in attached guidance notes regarding small events

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

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