



**Armagh City
Banbridge
& Craigavon**
Borough Council

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 Peters AC Lurgan
Address of Promoter	
	Postcode
Name of contact (s)	Telephone:
Position / role of contact	Event Director
E-Mail:	
Confirm if you have authority to act on behalf of the Promoter	Yes
ABOUT THE EVENT	
Name of Event	Rock the Lough and Lakes
Date of event	14 September 2025
Purpose and nature of event	Charity 5k 10k and half marathon
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	Covered by affiliation with Athletics NI for £5 million
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)	Crossroad junction at Boconnell Lane, Kinegoe Embankment and on to Annaloiste Road
2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)	N/A.... Stop and go crossing only

3. Type of restriction (full road closure / lane restriction etc.)	Stop and go as runners cross the junction over a time of one hour		
4. Date and Start / End times of proposed road restriction	Date: 14 September 2025	Start Time: 10.am	End Time:11.30
5. Name of company undertaking the Traffic Management Plan including a signing schedule?	Greentown Traffic Management 221a Hillhall Road Lisburn BT27 5JA		
6. Name of company undertaking signage work for the event (Appendix A)	Signage provided by the club		
7. Has this event been held previously?	Yes		
8. If yes, are the previous arrangements amended in any way? Provide details.	No		
9. Please give details of any structure or equipment to be erected on the public road as part of the event	Caution runners signs along the road		
10. Provide details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	Some residents along Boconnell Lane		
11. Is a bus route affected (public and / or Education Authority)	No		
12. Will the Council's waste collection service be affected?	No		
13. Please detail the arrangements for cleaning up after the event.	Tail riders on bikes will collect rubbish		
14. Provide any other information that may assist with processing your request	A team of 45 marshalls will be out on the course with 4 at the crossroads junction. This is our 6th year running the event without incident.		

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 _____ 30/05/2025 _____

Checklist:	Yes
Application fee - £287 *	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)	Yes
Details of Consultees and feedback received (bus providers, residents, businesses)	Yes

* 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 Old Armagh City Hospital 39 Abbey Street Armagh BT61 7DY	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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T: 0330 0561 011 E: 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	Person, company, club or society organising the event
Address of promoter	
Name of contact (s)	
Position/role of contact	
Confirm if you have authority to act on behalf of the Promoter	Yes No
ABOUT THE EVENT	
Name of Event	The name the event is being advertised under
Date of event	Council usually require a minimum of 12 weeks' notice to process your application
Purpose and nature of event	Provide a full description of the proposed event
Have all other options for holding the event off the public road been explored?	Detail the reasons why this event cannot take place on other than a public road – consideration should be given to grassed areas / local community & activity centres / private land and sports grounds.
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 which is accessed via the road to be closed (other than one 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 (eg between persons of different religious belief, political opinion, race etc) c. The event must not be for personal or business gain 5. The event must finish by 11 pm. 6. The event must have no fireworks, pyrotechnics or bonfires on the street.
Public liability insurance details	An Order may not be granted without insurance cover being in place

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)	Organisers must identify the exact roads / streets affected including the start and end locations and provide a marked up plan / drawing to indicate same. 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 names. It should also include positions of marshals / stewards and first aid positions to inform Council's consultees.
2. Please list all roads which will be signed as diversionary routes.	Provide a separate sheet if necessary and ensure that the names of all the roads / streets are included.
3. Type of restriction (full road closure/lane restriction etc.)	Please list the name of roads / street closures and the type of restriction including full road closure, lane restriction, prohibition of certain types of vehicles and footway closures. Pedestrian access to be maintained on all roads / streets on which the event is being held.
4. Date and Start / End times of proposed road restriction	It is important to quote the exact day, date and start / finish times of the proposed restriction for the event
5. Name of company undertaking the Traffic Management Plan including a signing schedule?	The Traffic Management Company producing the Traffic Management Plan must be competent to undertake this work e.g. Lantra sector 12 D (M7) or equivalent. A list of authorised companies can be found on the Department for Communities website using the following link: Approved Traffic Management Companies for Temporary Signing on public roads Department for Infrastructure (infrastructure-ni.gov.uk)
6. Name of company undertaking signage work for the event	The company undertaking all signage work for the event should be suitably qualified. The Department for Infrastructure has authorised a number of companies in terms of accreditations and insurance (see above link).
7. Has this event been held previously?	Provide relevant details.
8. If yes, are the previous arrangements amended in any way? Provide details	Yes / No / Not applicable If Yes, detail amendments.
9. Please give details of any structure or equipment to be erected on the public road as part of the event	Please detail 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 required (e.g. stage)
10. Please give details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	Provide evidence that you have contacted residents, businesses etc. which may be affected by the proposed special event – this may include copy letters / flyers.
11. Is a bus route affected (public and / or Education authority)	If your event affects bus routes, you should explain what arrangements have been made to help reduce adverse impact to bus services.
12. Will the Council's waste collection service be affected?	If your event affects the Council's waste collection service for that route, you should explain what arrangements have been made with Council to help reduce impact to this service.
13. Please detail the arrangements for cleaning up after the event	
14. Provide any other information that may assist with processing your request	