



The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010
The Roads Traffic Regulation (Northern Ireland) 1997 Order

Application for Holding a Special Event on a Public Road
Applications must be made a minimum of 12 weeks before the event.

(Please read the guidance notes before completing this form in block capitals)

Applicant Details

Name of applicant _____

Name of contact (if different from above) _____

Role of applicant and/or contact _____

Confirm you have authority to act on behalf of the company/club/society YES/NO

Address of applicant and/or contact _____

Post code _____

Telephone No _____

Emergency/Contact telephone No _____

E-mail address _____

Event Details

Name of event _____

Purpose and nature of event _____

Fee: **Large Event - £600.00 [] Small Event - £400.00 []**

Roads to be closed _____

Date(s) of the event _____

Time of event - from _____ am/pm until _____ am/pm

Roads to be restricted in use _____

Type of restriction (full road closure/lane restriction(s)/ prohibition of certain types of vehicles/footway closure etc) _____

Date(s) of the restriction _____

Time of restriction - from _____ am/pm until _____ am/pm

Have you enclosed your signing schedule and list? YES/NO

Have you enclosed your indemnity agreement? YES/NO

Has this event been held previously? YES/NO

If yes, are the arrangements applied for amended in any way? YES/NO

Please give details _____

Please provide details of any structures or other equipment that you plan to erect or place on the public road _____

Please give details of any businesses, including bus services and residents which may be affected by the event and provide confirmation that you have contacted them

Please give any more detail which you feel you need to add _____

I confirm that we have read and understand the standard conditions that accompanied this application form, and understand that the Council may apply any or all of the conditions as it feels necessary.

Signature of application _____

Date of application _____

Standard Terms and Conditions

The Applicant may be requested to:

1. provide evidence that they will indemnify the council/Department, its officers, servants and agents from all liabilities, costs and expenses in respect of any claim or demand from any person or persons in respect of any damage, loss, accident, injury, mishap or occurrence of any description fatal or otherwise arising out of or in any way connected with the exercise of this authorisation or by reason of anything done by the applicant in holding the special event and for this purpose shall maintain adequate insurance (namely public liability cover of £10,000,000 for any incident, number of incidents unlimited) to the satisfaction of the council/Department and shall produce for inspection the relevant policy or policies of insurance together with the receipt for the current premiums if so required by the council/Department;
2. Obtain all necessary consents and technical approvals/safety certificates for any structure erected for the special event;
3. pay all costs of making good any damage to the highway/street furniture for reasons of making the Order including damage to any alternative route for diverted traffic;
4. provide a map detailing the road to be closed and a signing schedule for the site and diversionary route;
5. provide, erect, maintain and promptly remove all safety measures, including all lighting, signs and barriers etc required to protect the public and property at the site of the event and on the diversionary route for the duration of the special event and to bear all the costs incurred in the event of failures to do so;
6. removing all objects on the road and/or material deposited during the event. The organisers are also expected to remove any litter from the site after the event. If the organiser fails to comply the council will arrange cleaning and charge the cost to the applicant. DRD Road Service and the PSNI may also incur costs and may seek to recover these directly from the applicant;
7. consult all residents, business, bus and taxi companies which may be affected by the prohibition/restriction of traffic and confirm in writing to the relevant authority that I/we have done so;
8. keep pedestrian access to all premises on or accessible from the road(s) on which the special event is taking place;

9. keep access clear at all times for emergency vehicles during the special event and acknowledge that the prohibition/restriction will apply to all other traffic; and,
10. be available before, during and after the event so that I/we can be contacted by the relevant authority.

Applicants should understand that failure to comply with any requirements which are included in the final Order will make them liable to formal action and that any such failure will be taken into account by the relevant authority in considering future applications for special events on public roads by them.

EVENT APPLICATION CHECKLIST & DECLARATION

Applicant Checklist

Please review application as below and sign declaration – to be returned with application

- Plan/Map – Route showing area to be closed and proposed diversion route**
- Traffic Management Plan/Form – Please see the attached guidance notes**
Signs may only be erected by Chapter 8 accredited personnel trained to work on live highways. Traffic control on the public highway can only be undertaken by a Police Officer in uniform. Marshals and Stewards do not have the authority to control traffic on the public highway.
- Risk Assessment Form – Please see the attached guidance notes**
- Public Liability Insurance with cover of £10 Million**
- Indemnity Agreement**
- Application Fee - Large Event - £600.00, Small Event - £400.00**

Failure to provide any of the above information will delay the processing of your application

Declaration

I hereby apply for a road closure for the event named in this application.

I understand, as the event organiser, that I am the person responsible for the event. Therefore I will ensure that appropriate risk assessments will be conducted to identify necessary measures that need to be in place to prevent or reduce the risk of something occurring during the event.

I confirm that I will ensure in any case that there is appropriate signage, traffic management planning and sufficient public liability insurance in place which must be for a minimum cover of £10,000,000.

I understand that in the event that litter / rubbish remains in the area as a result of the event that there will be a charge imposed on the event organiser should the Council have to remove it.

After reading the above declaration, please sign below:

I ensure to give Newry, Mourne and Down District Council a minimum of 12 weeks notice.

Name:	Signature:	Date:
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Newry, Mourne and Down District Council,
Newry Office: O'Hagan House, Monaghan Row, Newry,
BT35 8DJ
Downpatrick Office: Downshire Civic Centre,
Downshire Estate, Ardglass Road, Downpatrick, BT30
6GQ Council: 0300 013 2233
www.newrymournedown.org

Traffic Management Plan

We recommend that all events have a written Traffic Management (TM) plan as part of the overall event management plan.

The TM plan is a very useful document for everyone involved in managing an event because it:

- identifies traffic risks and actions taken by the promoter to minimise them
- provides invaluable information in case of an accident or incident.

In some cases, approvals for event licensing, road closures, or use of traffic signs may be conditional on the event promoter having a TM plan.

The size of a TM plan document will largely depend on the impact an event will have on the highway. Impact is not necessarily only determined by the size of the event. Other factors, such as the nature of the roads to be closed / affected will also have a significant effect. As a general rule, any event planned to take place on, or affect any road with a speed limit of 50mph or higher, or that is classified as an A or B road is likely to have a higher impact on traffic and will therefore require more detailed planning.

TM plans for a local fete or carnival may only run to a single page. TM plans for major events such as the Newry City marathon, will consist of several pages. However, in all cases, the same main issues must be covered although the detail and extent of coverage will be different.

The TM plan should include information on all or most of the following:

Contact details

- contact details of the person responsible for traffic management
- contact details for other relevant organisations involved in traffic management.

Sign schedule, road closures, traffic lights

- roads to be closed and signed diversion routes
- a sign schedule
- any temporary traffic regulation orders made for example temporary speed limits, lifting of parking restrictions, temporary one-way systems
- any arrangements made with the traffic authority about the control of permanent traffic lights.
- Qualifications of those placing signs or directing traffic.
- Time's roads will be closed.

Estimate size of event

- The expected number of people and vehicles coming to the event
- the anticipated arrival times and peak event traffic times.

Emergency procedures and bad weather contingency

- emergency access routes agreed with fire, police and ambulance services, together with details of how this route will be kept open
- contingency arrangements for bad weather.

Parking and Public Transport

- Number of parking spaces
- Details of how parking and illegal parking will be managed.
- Details of drop off points and access for public transport

Impact on the Local Traffic Network

Details and agreements made in order to prevent congestion on the local and wider traffic network including information provided to attendees about travel and traffic.

Traffic related lessons learned from previous events

It is very useful to keep records of what worked well, and problems/risks to be aware of.

Summary of consultation and planning

Details and outcomes of consultations with all appropriate organisations and local groups for example;

- Residents, businesses, religious groups & community associations
- Local authorities, the police, ambulance service & NIFRS.
- Local disability groups
- Local public transport operators.

Traffic Management Equipment Suppliers

Kellys Hire
Milltown East Industrial Estate
Upper Dromore Road
Warrenpoint
Co. Down
BT34 3PN
Tel: 028 4177 3674
E-mail: info@kellys.uk.com

J.N. Hire
Unit 3 Kilkeel Business Park
The Harbour
Kilkeel
Co. Down
BT34 4AX
Tel: 028 417 69651
Email: mail@jnhireltd.co.uk

HSS Hire
4a Carnbane Industrial Estate
Newry
County Down
BT35 6QJ
Tel: 028 3025 1966

KC Hire
35 Flagstaff Road
Cloughoge, Newry
Co. Armagh
BT35 8NR
Tel: 028 3026 3834

AM Rentals
16 Corn Market
Newry
Co. Down
BT35 8BG
Tel: 048 302 66665
E-mail: amrentals@btconnect.com

HBS
40 Manse Road
Castlereagh
Co. Down
BT8 6SA
Tel: 028 90708280
E-mail: info@hbsonline.co.uk

Graham Traffic Management
20 Wildflower Way
Belfast
BT12 6TA
Tel: 08456006300
Email: fminfo@graham.co.uk

GreenTown TM
221a Hillhall Road,
Lisburn
BT27 5JA
Tel: 028 92662077
Email: info@greentownenvironmental.com

Graham Traffic Management
101 Airport Road West
Belfast
BT3 9ED
Tel: 028 90731133
Email: hmminfo@graham.co.uk

Typical signs for road closures and diversions as approved by
DSD Roads Service

