

DRAFT



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**
**Newry, Mourne
and Down**
District Council

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 Gillian Armstrong

Name of contact (if different from above) _____

Role of applicant and/or contact Event Development Officer

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

Address of applicant and/or contact _____ gillian.armstrong@nmandd.org _____

Post code _____

Telephone No 078 0887 8891

Emergency/Contact telephone No 078 0887 8891

E-mail address gillian.armstrong@nmandd.org

Event Details

Name of event Saint Patricks Day, Downpatrick

Purpose and nature of event Council Tourism Event

Roads to be closed Access to Saint Patricks Square, Saint atrick Centre, Quoile
Fold & Abbeyfield from Market Street, Downpatrick

Date(s) of the event 17 March 2018

Time of event - from 12.00 until 17.00

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 17 March 2018

Time of restriction - from St Patrick's Square 07.30 – 19.00

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

Has this event been held previously? YES it's an annual event/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. Multi agency meetings will be held prior to the event and a debrief post event. Signage will be erected prior to the event and a letter drop to residents. The local DEA Officer will be asked to communicate the information and Social Media will be used to remind the public of the annual restrictions. The Road Closure at the Event space in St Patricks Square, Downpatrick affects relatively few people; the local businesses, Quoile Fold & Abbeyfield House have been contacted and have agreed to make alternative arrangements eg. The residents and visitors to the Quoile Fold & Abbeyfield House have agreed to use the carpark behind the Grove Shopping Centre to facilitate this event and make it a safer family space with only emergency vehicles allowed into the space. This closure is for a longer period due to the extensive build up and take down of activities in the Event Space.

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

This event has occurred in Downpatrick for at least 30 years and is enjoyed by both the local communities and visitors to the District.

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.

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Signature of application

Date of application _____ 20.01.18 _____

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



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Checklist

- Y **Plan/Map – Route showing area to be closed and proposed diversion route**
- Y **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.
- Y **Risk Assessment Form – Please see the attached guidance notes**

NMDDC Public Liability Insurance with cover of £10 Million

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: Gillian Armstrong	Signature: 	Date: 20.1.18
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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

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