

Application to hold a Special Event on a Public Road

Please read the accompanying Mid Ulster District Council 'Guidance Notes on Applying to Hold a Special Event on a Public Road' and the Department for Infrastructure's 'Guidance Notes for Promoters of Events' before completing this form



ABOUT YOU	
Name of Promoter	[REDACTED]
Name of contact (if different from above)	[REDACTED]
Position / role of contact	[REDACTED]
Confirm if you have authority to act on behalf of the company / club / society	Yes
Address of promoter and/or contact	Mid Ulster District Council, Northland Row, Dungannon, BT71 6AP
Postcode	[REDACTED]
Telephone Number(s)	[REDACTED]
Emergency Contact No	[REDACTED]
Email address	[REDACTED]
ABOUT THE EVENT	
Name of Event	Dungannon Halloween Event
Date of event	Wednesday 30 October 2019
Purpose and nature of event	<p>This is the Council's Civic event in Dungannon Town Centre, which historically took place on The Hill of The O'Neill, organised and delivered by Mid Ulster District Council.</p> <p>On Wednesday 30 October there will be entertainment and activities in Market Square Dungannon from 6.00pm-8.00pm where there will be face painters, balloon modellers and a fire show.</p> <p>Fireworks will be fired from The Hill of The O'Neill at approximately 7.45pm with the viewing public being located in Market Square.</p>
Can the event be held on other than a public road?	No. The topography of Market Square and the location of the firework show does not allow for the viewing public to be located elsewhere within the town.
POSSIBLE IMPACT	
Name of road(s) on which event is to be held along with a detailed, marked up location plan	<ul style="list-style-type: none"> • <i>Market Square</i> • <i>Thomas St</i>

Date and Start time of proposed road restriction	Thomas Street / Market Square – Wednesday 30 October 2019 @ 5.00pm
Date and End time of proposed road restriction	Thomas Street / Market Square – Wednesday 30 October 2019 @ 8.30pm
Type of restriction? (Full road closure / lane restriction / prohibition of certain types of vehicles / footway closure etc.)	Full road closure- Limited access will be granted for traders Pedestrian access will be maintained
Is this a small event?	No
How many people are you hoping will attend your event?	Entertainment / Fireworks Show – based on previous years attendance on The Hill of The O'Neill anticipated attendance would be 3000
Is a traffic signing schedule enclosed?	Yes Please list all roads that will be signed as diversionary routes: THOMAS STREET DIVERSION Greers Road MARKET SQUARE DIVERSION Church Street Irish Street
Is a traffic management plan enclosed?	Yes
Has this event been held previously?	Yes
If yes, are the arrangements previously applied for amended in any way	Not applicable
Please give details of any structure or equipment to be erected on the public road as part of the event	Generators Marquees Barriers Staging unit
Can you confirm that public liability insurance will be provided in the event of an Order being granted?	Yes
Please give details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted.	Dungannon Traders been consulted regarding the event and residents will be informed. Further consultation with businesses and residents will take place in September and October via letter drop where they will be advised of dates and event logistics.

Is a bus route affected (public and / or Education Authority)	Yes- Public:- Town Service Route – Notice to be forwarded to Translink by end of September
Please provide any other information that you feel may assist us with processing your request	The Hill O'Neill has been used over the past number of years to hold the event, however with a growing audience year on year, we have had to find an alternative location for the viewing public. Traditionally before the Hill was utilised to view the fireworks, the public had congregated in Market Square.

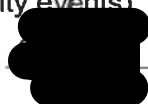
Declaration:

I confirm that I have read the Department for Infrastructure 'Special Events on Roads - Guidance for Promoters of Events' and understand that the District Council may apply all or any of the conditions as it feels necessary. I also understand that the District Council may request any further information that it feels 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, we would advise you that the personal information you provide on this form will be processed and held by the District Council and its agents, for the purpose of managing and operating special events on roads applications. The District Council may use non-personal statistical data collected to analyse current, and plan for future, operational purposes. The District 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 may be required to provide a minimum of £10m public liability insurance cover for this event (minimum of £5m public liability insurance cover for small / community events). I can confirm the details provided in the application are true and correct.

Signature of applicant



Date of application

28/8/2015

(On behalf of organising committee)

Should you require any assistance when completing the application then please do not hesitate to contact the licensing team by telephone or email

Application Checklist: Please refer to the accompanying notes for guidance

<i>The appropriate application fee (if paying by cheque, made payable to Mid Ulster District Council) Small / Community Events: £250 - Large / Commercial Events: £415 – Filming on a Public Road: £415</i>	Memo to be raised to transfer funds
<i>Location plan / map showing marshals / stewards and first aid positions</i>	See Attached
<i>Copy of the Traffic Signing Schedule</i>	See Attached
<i>Traffic Management Plan</i>	See Attached
<i>Evidence of Public Liability Insurance</i>	Council's Insurance

<i>Details of Consultees and feedback received (bus providers, residents, businesses etc.)</i>	Consultation will take place in September and October via letter drop and council staff liaising with Traders
<i>Copy of a Sector Scheme 12ab (or Ch8) Certificate of Competence for those undertaking the signing work</i>	See Attached
<i>Evidence of consultation / agreement with Emergency Services</i>	Letter to inform Emergency Services will be issued early September

Completed forms should be returned to the Environmental Health Service at any one of the Council Offices below:

Cookstown Office

Burn Road
Cookstown
BT80 8DT

Dungannon Office

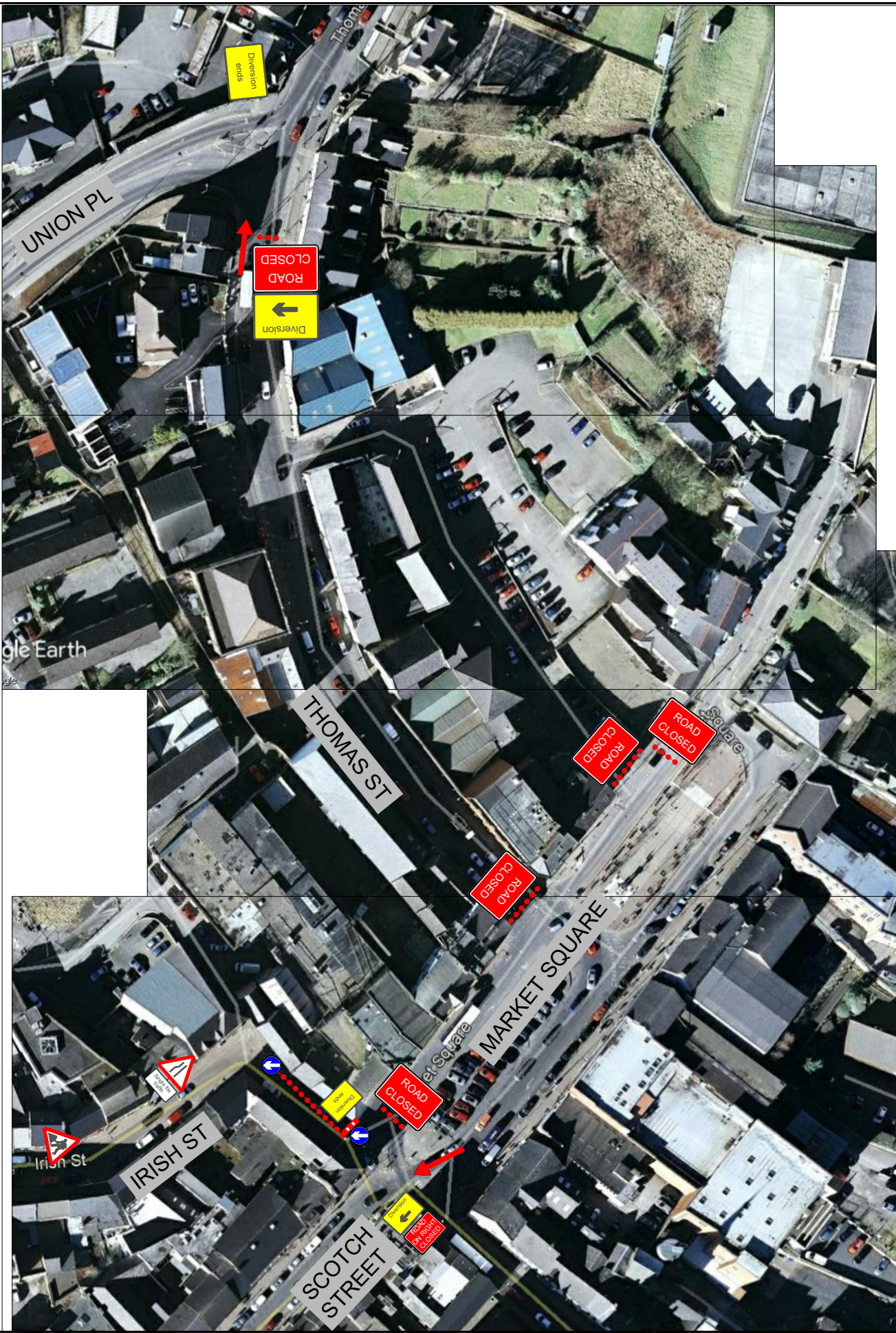
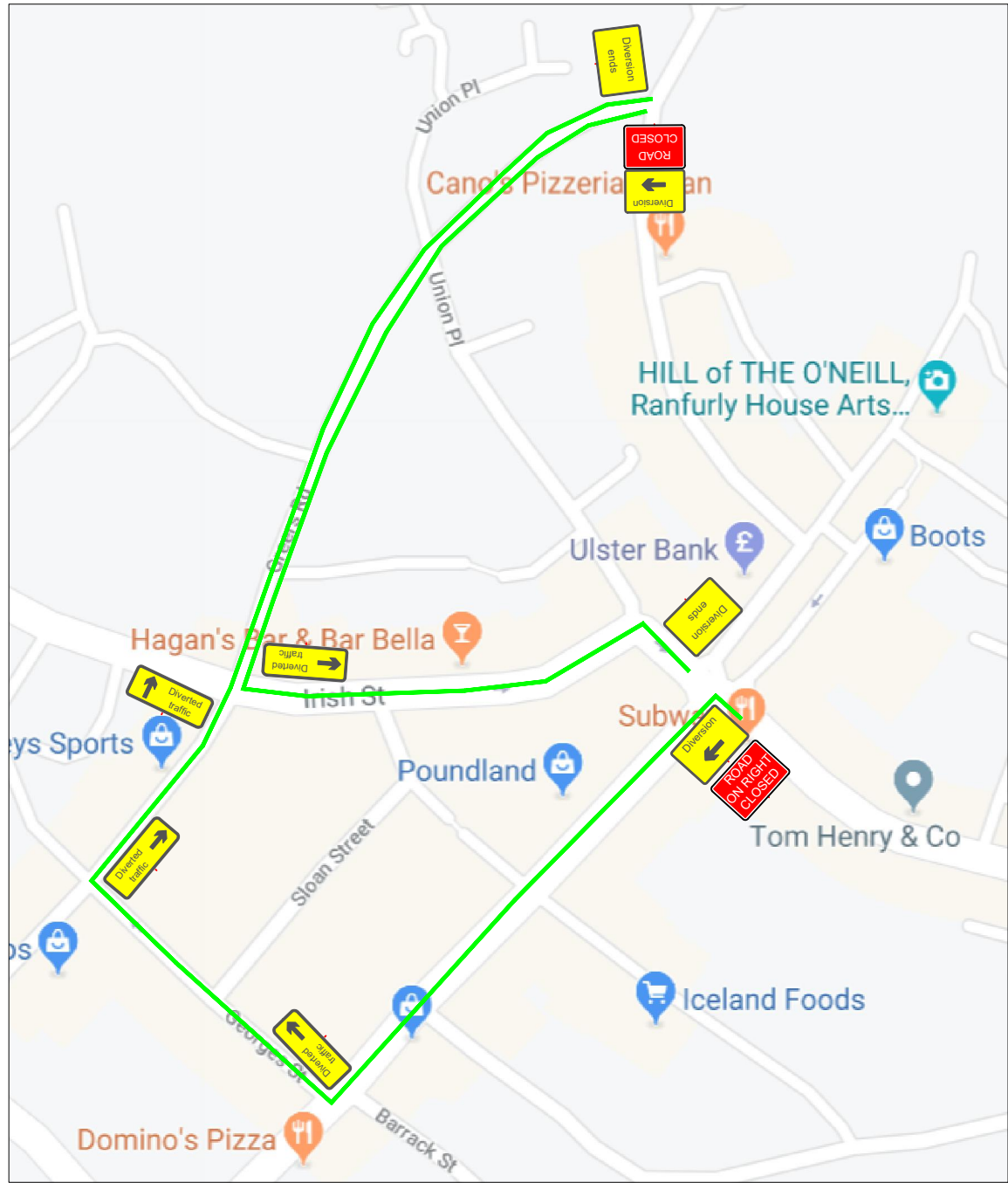
Circular Road
Dungannon
BT71 6DT

Magherafelt Office


Ballyronan Road
Magherafelt
BT45 6EN

Email: environmentalhealth@midulstercouncil.org

Telephone: 03000 132 132



- KEY
- Traffic cone
 - Diversion Route
 - Traffic exit points

DRAWING STATUS		REVIEW	
<div></div>			
PROJECT			
MID ULSTER DISTRICT COUNCIL			
TITLE			
HALLOWEEN FIREWORKS TRAFFIC MANAGEMENT DETAILS			
SCALE	DATE	DESIGN/DRAWN	SHEET
N.T.S	26/08/19	JCH	A3
APPROVED			
EVENT ORGANIZER			
EVENT TRAFFIC MANAGEMENT DOES NOT COMPLY WITH CH 8, PLEASE REFER TO CLAUSE 2.5 OF OUR TERMS OF BUSINESS FOR FURTHER INFORMATION			
DRAWING No.			REV.
MUDC - MARKET SQUARE - 01			0

MUDC/LC/FORM/044/01

Application to hold a Special Event on a Public Road

Please read the accompanying Mid Ulster District Council 'Guidance Notes on Applying to Hold a Special Event on a Public Road' and the Department for Infrastructure's 'Guidance Notes for Promoters of Events' before completing this form



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

ABOUT YOU	
Name of Promoter	[REDACTED]
Name of contact (if different from above)	[REDACTED]
Position / role of contact	[REDACTED]
Confirm if you have authority to act on behalf of the company / club / society	Yes
Address of promoter and/or contact	Mid Ulster District Council, Burn Road, Cookstown. BT80 8DT
Postcode	
Telephone Number(s)	[REDACTED]
Emergency Contact No	[REDACTED]
Email address	[REDACTED]
ABOUT THE EVENT	
Name of Event	Cookstown Christmas Lights Switch On
Date of event	Friday 22 November 2019
Purpose and nature of event	The event is one of two civic events held in Cookstown Town Centre annually, organised and delivered by Mid Ulster District Council. The Christmas Lights Switch On is an evening of family entertainment, from 6.30pm-8.00pm, with a range of musical and childrens entertainment provided.
Can the event be held on other than a public road?	No. As Cookstown Christmas Lights Switch On is one of two civic events for Cookstown town Centre, the topography of William Street and layout of the event lend each other to the delivery of the event. The event is held in the location to allow those attending the event to view the switching on of the lights, along the main thoroughfare of the town, A car park in the vicinity of the town centre is not an option as those attending the event need to be in a position to witness the switch on within the Town Centre.
POSSIBLE IMPACT	
Name of road(s) on which event is to be held along with a detailed, marked up location plan.	<i>William Street (Orritor Street/Coagh Street Junction to Burn Road/James Street Junction)</i>
Date and Start time of proposed road restriction	Friday 22 November 2019 @ 5.00pm
Date and End time of proposed road restriction	Friday 22 November 2019 @ 9.15pm

Type of restriction?	Full road closure
(Full road closure / lane restriction / prohibition of certain types of vehicles / footway closure etc.)	Pedestrian access will be maintained
Is this a small event?	No
How many people are you hoping will attend your event?	Based on previous year's, attendance is weather dependent- anticipate 4,000 people
Is a traffic signing schedule enclosed?	<p>Yes Please list all roads that will be signed as diversionary routes:</p> <p>Westland Road Coagh Street Union Street Molesworth Street Molesworth Road Clare Lane Sweep Road A505 Morgans Hill Road Cementary Road Fairhill Road Circular Road Orritor Street Orritor Road Fountain Road Chapel Street Church Street Milburn Street Old Coagh Road Loy Street Moneymore Road Killymoon Street</p>
Is a traffic management plan enclosed?	Yes
Has this event been held previously?	Yes
If yes, are the arrangements previously applied for amended in any way	Not applicable

Please give details of any structure or equipment to be erected on the public road as part of the event	<i>Stalls</i> <i>Mobile Bus</i> <i>Generators</i> <i>Lighting Towers</i> <i>Marquees</i> <i>Barriers</i> <i>Stage</i>
Can you confirm that public liability insurance will be provided in the event of an Order being granted?	Yes
Please give details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	<p>Businesses/Residents on William Street Town Centre Businesses</p> <p>Cookstown Town Centre Forum have been consulted regarding the event- the Forum is comprised of representatives from Small Independent & Large Retailers, Statutory Agencies (including Translink and DFI Roads), Elected Members and Residents Associations.</p> <p>Cookstown Chamber of Commerce have been consulted and are supportive of the event.</p> <p>Businesses located on William Street have will be contacted through a drop in and advised of dates and logistics.</p> <p>Mailout will be conducted to all town centre businesses at the start of November 2019 advising of the Christmas Lights Switch On and logistics.</p>
Is a bus route affected (public and / or Education Authority)	Yes- Public:- Town Service Route – Notice has been forwarded to Translink July 2019
Please provide any other information that you feel may assist us with processing your request	As stated previously this is an annual civic event, delivered in the same location. To date there has been a majority support for the event from residents and visitors to the town, Cookstown Chamber of Commerce, Cookstown Town Centre Forum and Town Centre Businesses.

Declaration:

I confirm that I have read the Department for Infrastructure 'Special Events on Roads - Guidance for Promoters of Events' and understand that the District Council may apply all or any of the conditions as it feels necessary. I also understand that the District Council may request any further information that it feels 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, we would advise you that the personal information you provide on this form will be processed and held by the District Council and its agents, for the purpose of managing and operating special events on roads applications. The District Council may use non-personal statistical data collected to analyse current, and plan for future, operational purposes. The District 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 may be required to provide a minimum of £10m public liability insurance cover for this event (minimum of £5m public liability insurance cover for small / community events). I can confirm the details provided in the application are true and correct.

Signature of applicant _____**Date of application** 23.08.19

(On behalf of organising committee)

Should you require any assistance when completing the application then please do not hesitate to contact the licensing team by telephone or email

Application Checklist: Please refer to the accompanying notes for guidance

<i>The appropriate application fee (if paying by cheque, made payable to Mid Ulster District Council)</i>	In process of issuing transfer
<i>Small / Community Events: £250 - Large / Commercial Events: £415 – Filming on a Public Road: £415</i>	
<i>Location plan / map showing marshals / stewards and first aid positions</i>	TBC
<i>Copy of the Traffic Signing Schedule</i>	YES
<i>Traffic Management Plan</i>	YES
<i>Evidence of Public Liability Insurance</i>	YES
<i>Details of Consultees and feedback received (bus providers, residents, businesses etc.)</i>	YES
<i>Copy of a Sector Scheme 12ab (or Ch8) Certificate of Competence for those undertaking the signing work</i>	YES
<i>Evidence of consultation / agreement with Emergency Services</i>	TCF Meeting, Online submission to Ambulance Service will be completed, Event

will be presented to Safety Advisory Group

Completed forms should be returned to the Environmental Health Service at any one of the Council Offices below:

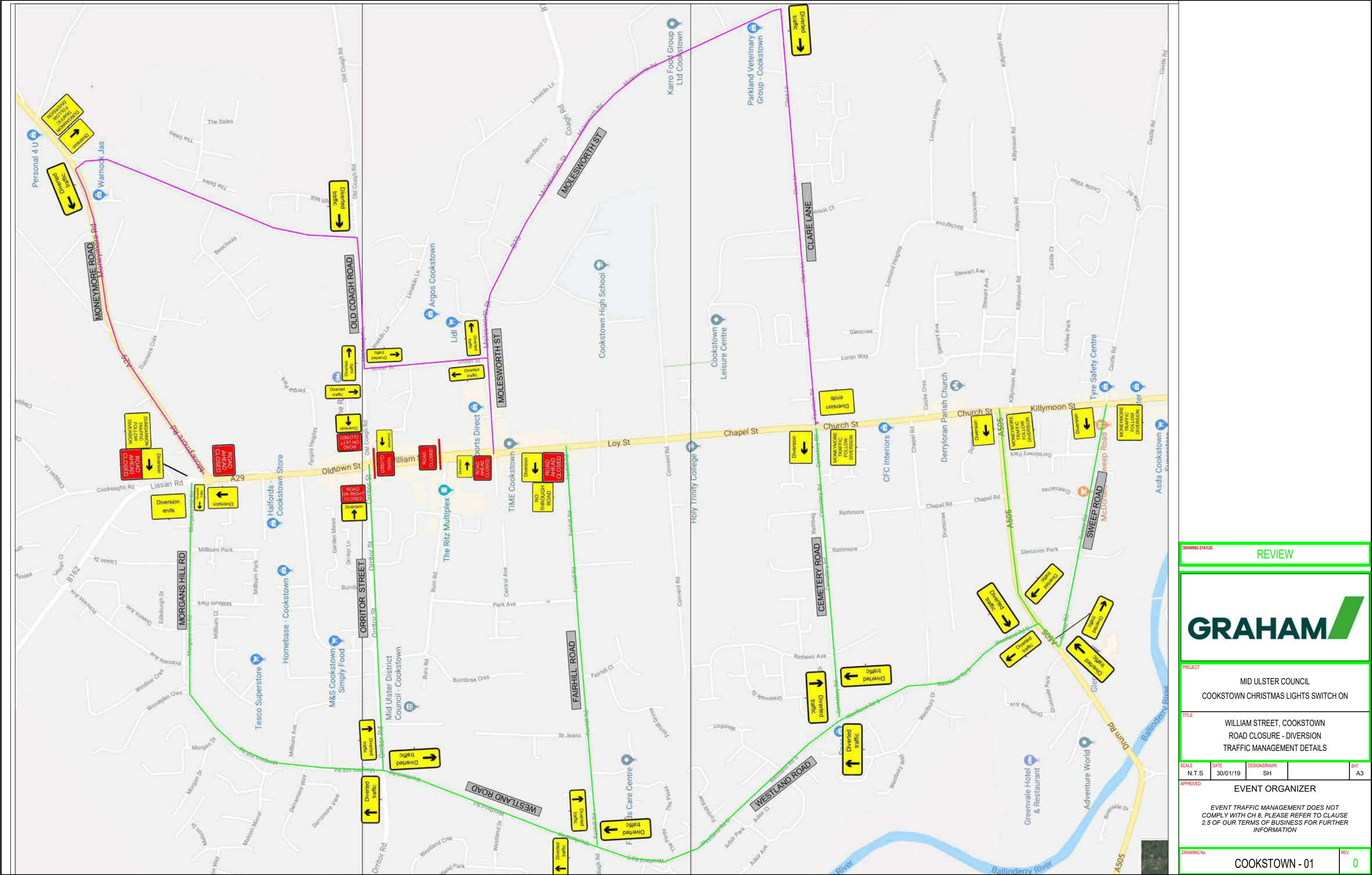
Cookstown Office
Burn Road
Cookstown
BT80 8DT

Dungannon Office
Circular Road
Dungannon
BT71 6DT

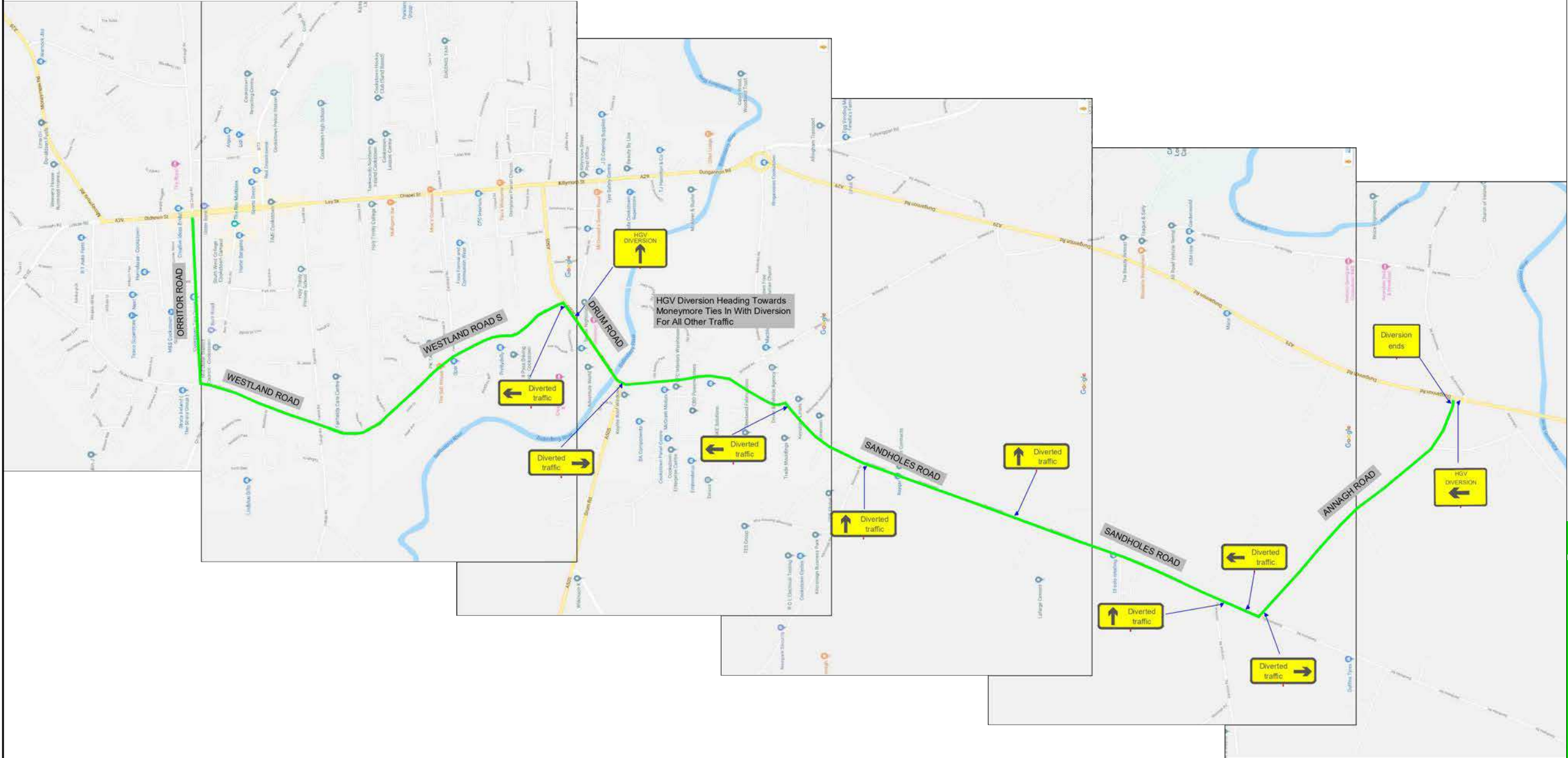
Magherafelt Office
Ballyronan Road
Magherafelt
BT45 6EN

Email: environmentalhealth@midulstercouncil.org

Telephone: 03000 132 132



DRAWING STATUS				
REVIEW				
PROJECT				
MID ULSTER COUNCIL COOKSTOWN CHRISTMAS LIGHTS SWITCH ON				
TITLE				
WILLIAM STREET, COOKSTOWN ROAD CLOSURE - DIVERSION TRAFFIC MANAGEMENT DETAILS				
SCALE	DATE	DESIGN/DRAWN	SHT	
N.T.S	30/01/19	SH	A3	
APPROVED				
EVENT ORGANIZER				
EVENT TRAFFIC MANAGEMENT DOES NOT COMPLY WITH CH 8. PLEASE REFER TO CLAUSE 2.5 OF OUR TERMS OF BUSINESS FOR FURTHER INFORMATION				
DRAWING No.				REV.
COOKSTOWN - 01				0



DRAWING STATUS		REVIEW		
<div>GRAHAM</div>				
PROJECT				
MID ULSTER COUNCIL COOKSTOWN CHRISTMAS LIGHTS SWITCH ON				
TITLE				
WILLIAM STREET, COOKSTOWN ROAD CLOSURE - DIVERSION TRAFFIC MANAGEMENT DETAILS				
SCALE	DATE	DESIGN/DRAWN	SHT	
N.T.S	30/01/19	SH	A3	
APPROVED				
EVENT ORGANIZER				
EVENT TRAFFIC MANAGEMENT DOES NOT COMPLY WITH CH 8, PLEASE REFER TO CLAUSE 2.5 OF OUR TERMS OF BUSINESS FOR FURTHER INFORMATION				
DRAWING No.				REV.
COOKSTOWN - 02				0

Application to hold a Special Event on a Public Road

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Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

ABOUT YOU	
Name of Promoter	[REDACTED]
Name of contact (if different from above)	
Position / role of contact	[REDACTED]
Confirm if you have authority to act on behalf of the company / club / society	Yes
Address of promoter and/or contact Postcode	Mid Ulster District Council, Ballyronan Road, Magherafelt BT45 6NE
Telephone Number(s)	[REDACTED]
Emergency Contact No	[REDACTED]
Email address	[REDACTED]
ABOUT THE EVENT	
Name of Event	Magherafelt Christmas Event
Date of event	Friday 22 November 2018 – Sunday 24 November 2019
Purpose and nature of event	<p>This is the Council's Civic event in Magherafelt town centre which takes place annually, organised and delivered by Mid Ulster District Council, in association with Magherafelt Town Centre Forum.</p> <p>On Saturday and Sunday a Speciality Food Market is located on Market Street which consists of up to 30 traders. The Food Speciality Market is complimented by the presence of a large Craft Marquee, a Hospitality Marquee and a Large Stage which will be located on the Civic Space to provide for local music and dance groups to showcase their talents.</p> <p>On Saturday afternoon/evening the Christmas Lights Switch On takes place on Broad Street with a Street Party taking place from 6pm-8.30pm</p>
Can the event be held on other than a public road?	No. The topography of Market Street and layout of the event lend each other to the delivery of the Food Speciality Event. The Christmas Light Switch On is located on Broad Street to allow for the large audience which attends the event. A car park in the vicinity of the town centre is not an option as the car parks are working at maximum capacity over the weekends. In addition all parking spaces are essential with the projected influx of visitors to the town for the Speciality Food Market.
POSSIBLE IMPACT	

Name of road(s) on which event is to be held along with a detailed, marked up location plan	<ul style="list-style-type: none"> • <i>Market Street (Broad Street Junction to the Diamond Espresso Carpark Entrance)</i> • <i>Broad Street</i>
Date and Start time of proposed road restriction	Market Street - Friday 22 November 2019 @ 6.00pm Broad Street – Saturday 23 November 2019 @ 4.00pm
Date and End time of proposed road restriction	Market Street - Sunday 24 November 2019 @ 10.00pm Broad Street – Saturday 23 November 2019 @ 9.30pm
Type of restriction? <i>(Full road closure / lane restriction / prohibition of certain types of vehicles / footway closure etc.)</i>	<i>Full road closure- Limited access will be granted for traders to stock up on a daily basis; cleansing of portaloos;</i> <i>Pedestrian access will be maintained</i>
Is this a small event?	No
How many people are you hoping will attend your event?	<i>Food Speciality Market - Based on previous year's attendance is weather dependent- anticipate on average 9,000 people per day.</i> <i>Christmas Lights Switch On - Based on previous year's attendance is weather dependent- anticipate on average 5,000 people during the evening</i>
Is a traffic signing schedule enclosed?	Yes Please list all roads that will be signed as diversionary routes: MARKET STREET DIVERSION <i>Fairhill</i> <i>Aughrim Road</i> <i>King Street</i> <i>Church Street</i> <i>Broad Street</i> BROAD STREET DIVERSION <i>Rainey Street</i> <i>Tobermore Road</i> <i>Hospital Road</i> <i>Union Street</i> <i>Church Street</i> <i>King Street</i> <i>Aughrim Road</i> <i>Fairhill</i>
Is a traffic management plan enclosed?	Yes
Has this event been held previously?	Yes

If yes, are the arrangements previously applied for amended in any way	Not applicable
Please give details of any structure or equipment to be erected on the public road as part of the event	<i>Market Stalls Generators Marquees Barriers Lighting Towers</i>
Can you confirm that public liability insurance will be provided in the event of an Order being granted?	Yes
Please give details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted.	<p>Magherafelt Town Centre Forum have been consulted regarding the event- the Forum is comprised of representatives from Small Independent & Large Retailers, Statutory Agencies (including Translink and DFI Roads), Elected Members and Residents Associations.</p> <p>Magherafelt Chamber of Commerce have been consulted and are supportive of the event.</p> <p>Further consultation with businesses will take place in October and November via letter drop and a public meeting where they will be advised of dates and event logistics.</p>
Is a bus route affected (public and / or Education Authority)	Yes- Public:- Town Service Route – Notice to be forwarded to Translink by end of October
Please provide any other information that you feel may assist us with processing your request	As stated previously this is an annual event, delivered in the same location and over a two day period. To date there has been a majority support for the event from Magherafelt Chamber of Commerce, Magherafelt Town Centre Forum and Town Centre Businesses.

Declaration:

I confirm that I have read the Department for Infrastructure '*Special Events on Roads - Guidance for Promoters of Events*' and understand that the District Council may apply all or any of the conditions as it feels necessary. I also understand that the District Council may request any further information that it feels necessary to process this application and that my application may not proceed if I fail to produce this additional information.

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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 may be required to provide a minimum of £10m public liability insurance cover for this event (minimum of £5m public liability insurance cover for small / community events). I can confirm the details provided in the application are true and correct.

Signature of applicant  Date of application 02-09-19

(On behalf of organising committee)

Should you require any assistance when completing the application then please do not hesitate to contact the licensing team by telephone or email

Application Checklist: Please refer to the accompanying notes for guidance

<i>The appropriate application fee (if paying by cheque, made payable to Mid Ulster District Council) Small / Community Events: £250 - Large / Commercial Events: £415 – Filming on a Public Road: £415</i>	Memo to be raised to transfer funds
<i>Location plan / map showing marshals / stewards and first aid positions</i>	Map TBC – see attached map from previous year
<i>Copy of the Traffic Signing Schedule</i>	See Attached
<i>Traffic Management Plan</i>	See Attached
<i>Evidence of Public Liability Insurance</i>	Council's Insurance
<i>Details of Consultees and feedback received (bus providers, residents, businesses etc.)</i>	Initial Consultation was held on 10 April 2019. Further consultation will take place in October and November via letter drop and a public meeting
<i>Copy of a Sector Scheme 12ab (or Ch8) Certificate of Competence for those undertaking the signing work</i>	See Attached
<i>Evidence of consultation / agreement with Emergency Services</i>	A Statutory meeting has been arranged for 17 September with PSNI, Roads, NIAS and NIFRS

Completed forms should be returned to the Environmental Health Service at any one of the Council Offices below:

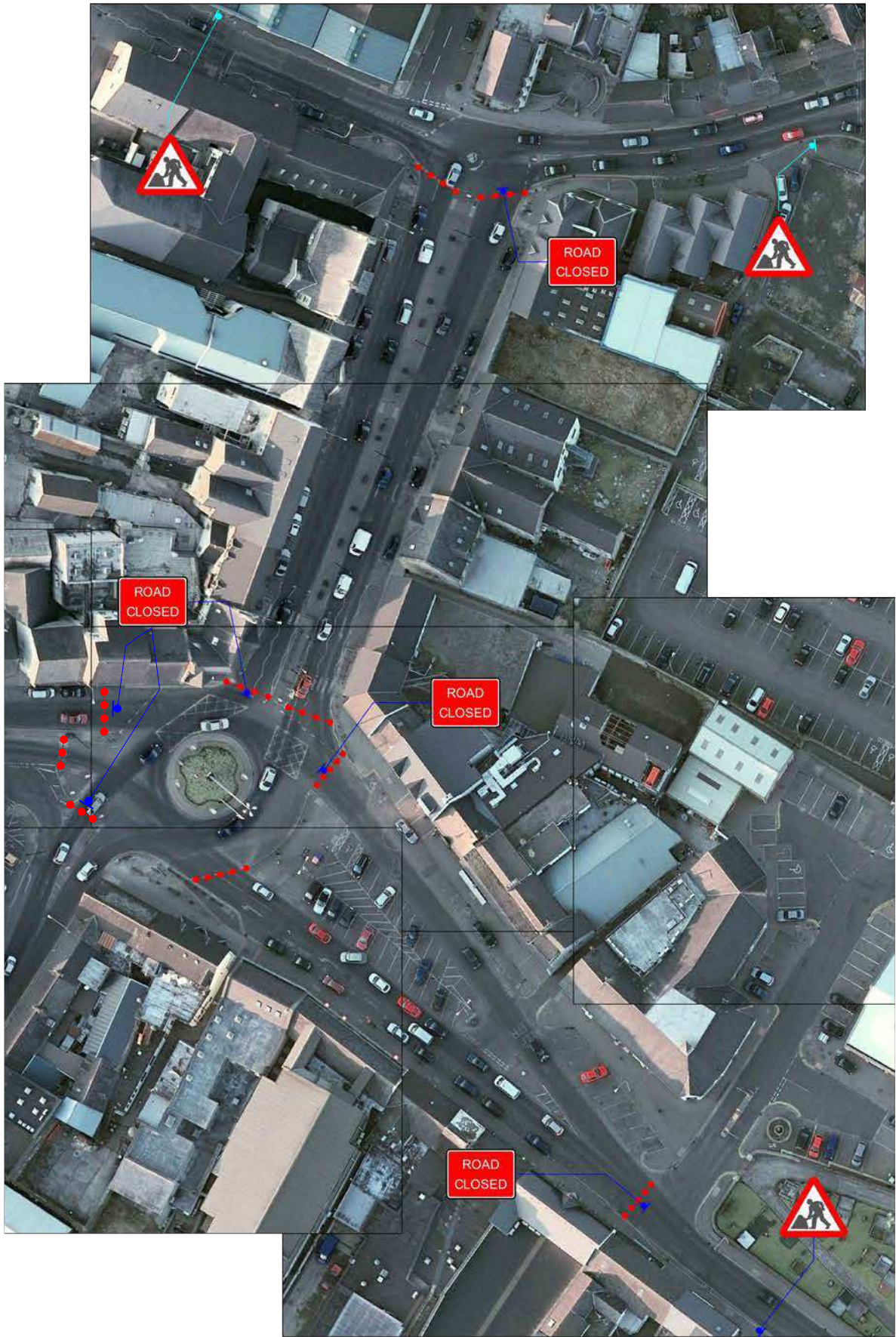
Cookstown Office
Burn Road
Cookstown
BT80 8DT

Dungannon Office
Circular Road
Dungannon
BT71 6DT

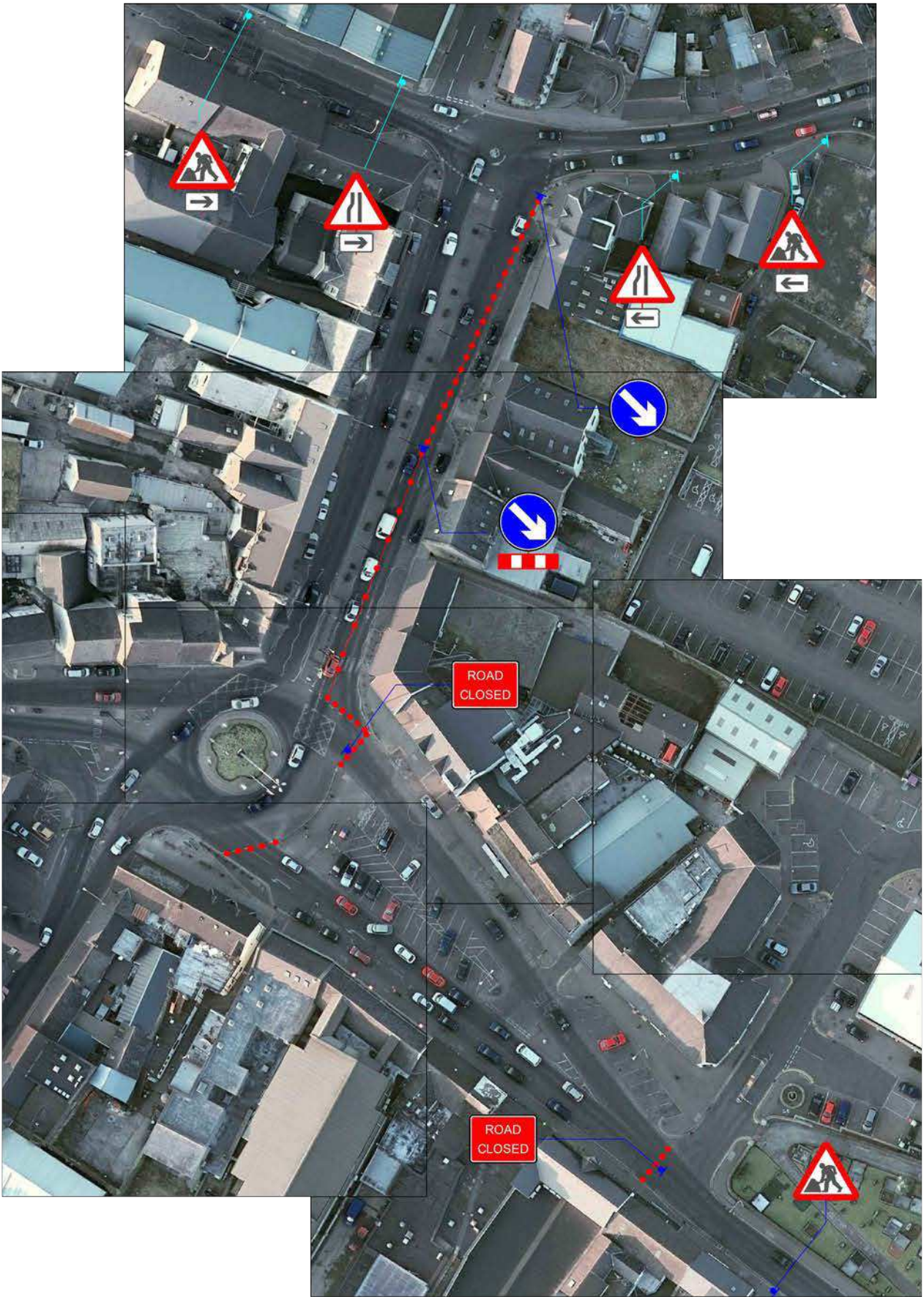
Magherafelt Office
Ballyronan Road
Magherafelt
BT45 6EN

Email: environmentalhealth@midulstercouncil.org

Telephone: 03000 132 132



Market Street & Broad Street Closed
from Saturday 23/11/19 @ 4PM to
9:30 PM

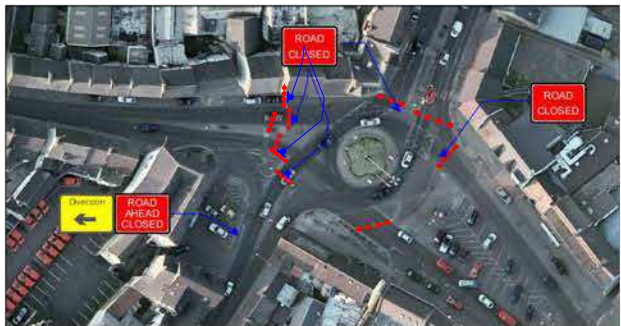


Market Street Closed from Friday
22/11/19 @ 6PM to 24/11/19 @ 10PM

- KEY
- Diversion Route
 - Traffic Cone
 - Traffic Sign

DRAWING STATUS		REVIEW			
GRAHAM					
PROJECT					
MID ULSTER DISTRICT COUNCIL					
TITLE					
MAGHERAFELT CHRISTMAS MARKET & LIGHTS SWITCH ON TTM					
SCALE	DATE	DESIGN/DRAWN	CHECKED	APPROVED	SHT
N.T.S	24/7/18	PB	DC	DC	A3
JOB No.					
DRAWING No.					
REV.					
01					
1					

DETAIL A



DETAIL B



DETAIL C



DETAIL D



DETAIL E



DETAIL F



- KEY
- Diversion Route
 - Traffic Cone
 - Traffic Sign

REVIEW

GRAHAM

PROJECT

MID ULSTER DISTRICT COUNCIL

TITLE

MAGHERAFELT CHRISTMAS MARKET & LIGHTS SWITCH ON TTM

SCALE

N.T.S

DATE

2/8/18

DESIGN/DRAWN

PB

CHECKED

DC

APPROVED

DC

SHT

A3

JOB No.

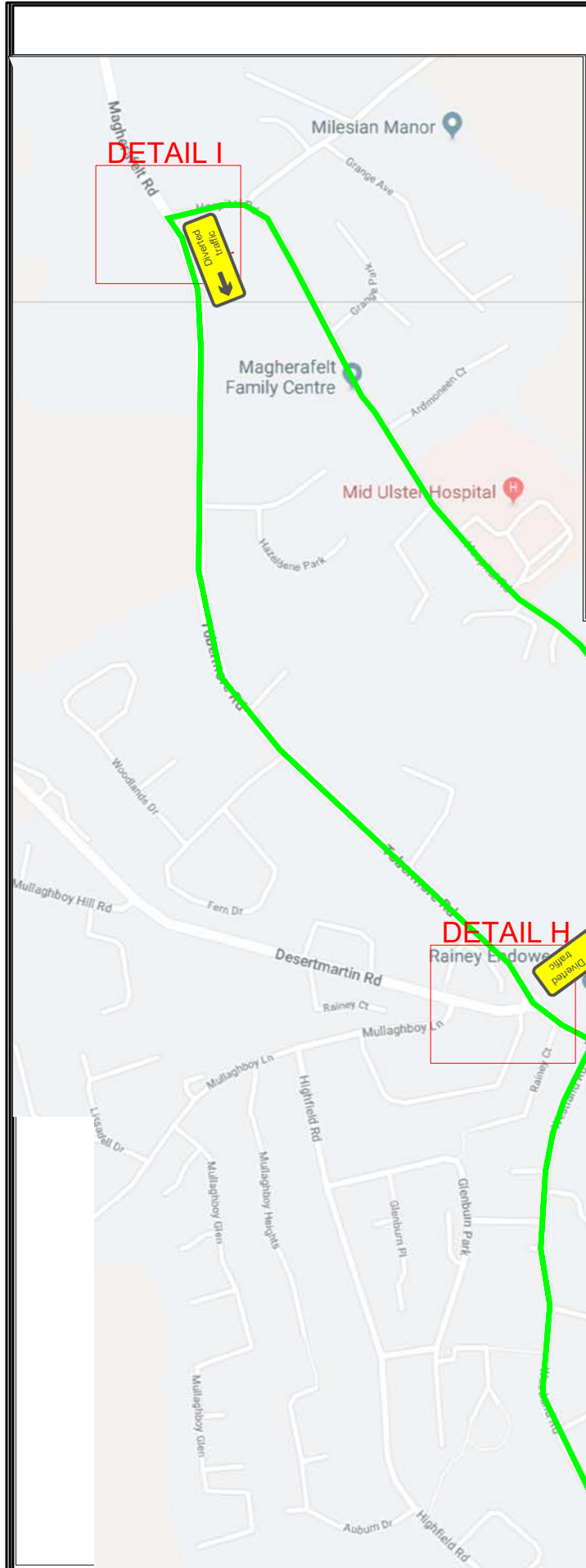
DRAWING No.

02

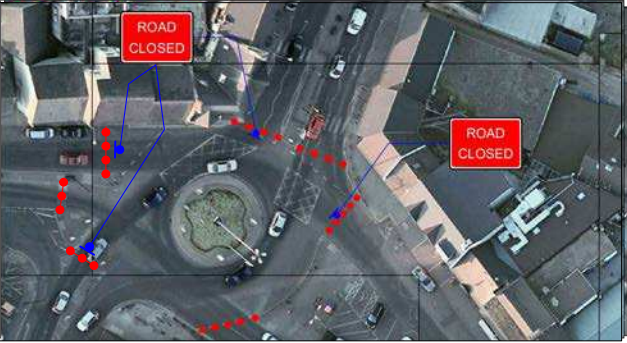
REV.

0

Diversion
Moneymore Rd, Rainey St, Tobermore Rd,
Hospital Rd, Castledawson Rd, King St, Fair Hill



DETAIL G



DETAIL H



DETAIL I



DETAIL J



DETAIL K



DETAIL L



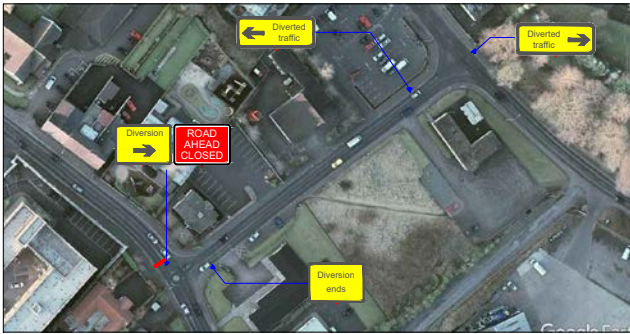
KEY

- Diversion Route
- Traffic Cone
- Traffic Sign

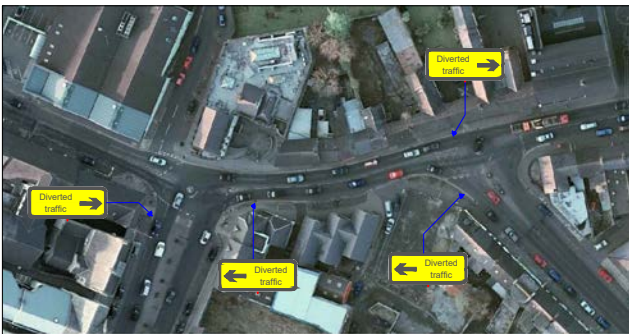
DRAWING STATUS		REVIEW			
<div>GRAHAM</div>					
PROJECT					
MID ULSTER DISTRICT COUNCIL					
TITLE					
MAGHERAFELT CHRISTMAS MARKETS & LIGHTS SWITCH ON TTM					
SCALE	DATE	DESIGNED/DRAWN	CHECKED	APPROVED	SHT
N.T.S	2/8/18	PB	DC	DC	A3
JOB No.					
DRAWING No.					REV.
03					0

Diversion
Ballyronan Rd, Fair Hill, King St,
Castledawson Rd, Hospital Rd,
Tobermore Rd, Rainey St, Westland Rd,
Moneymore Rd

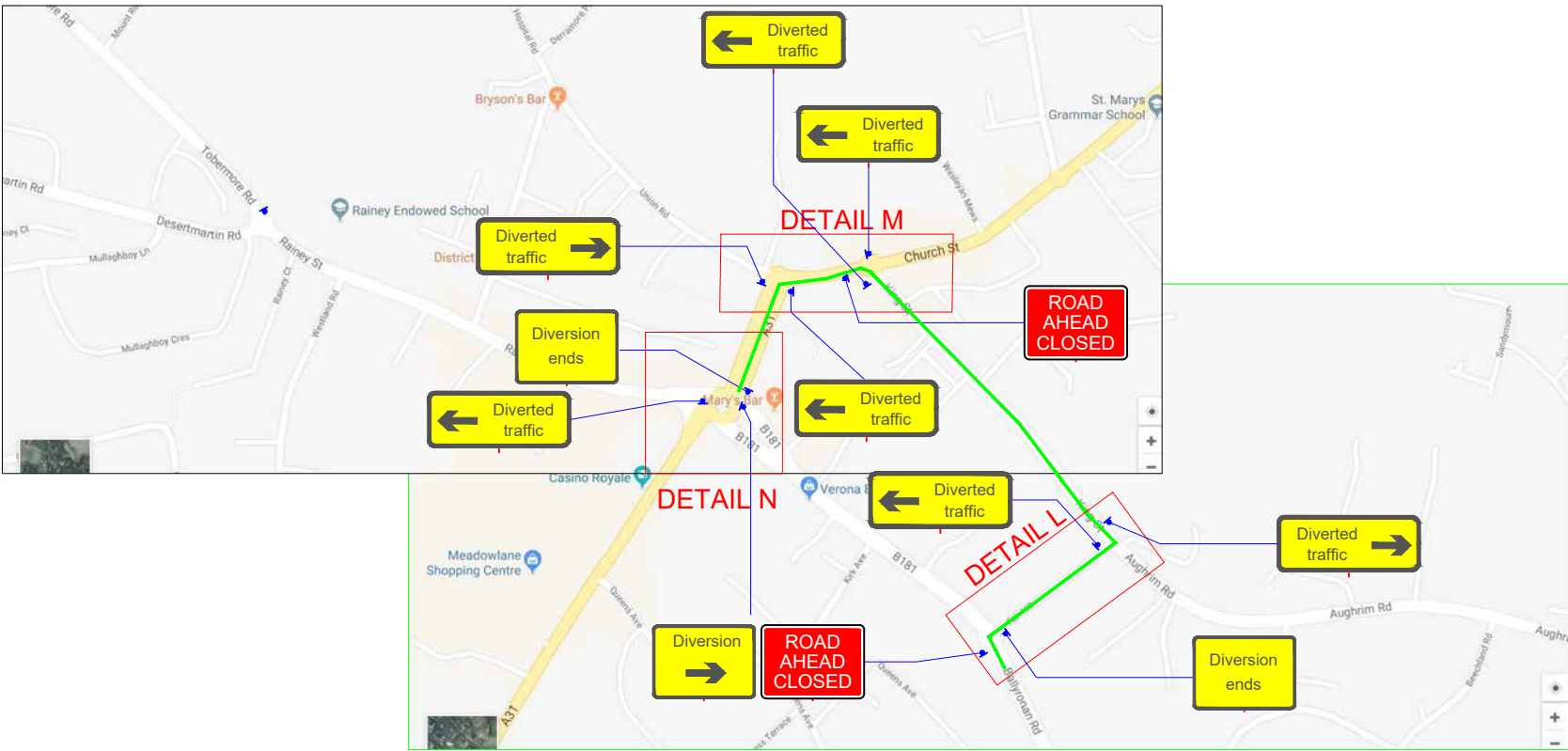
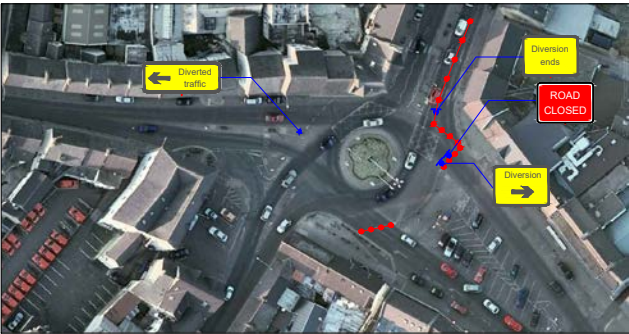
DETAIL L



DETAIL M




DETAIL N



Diversion
Ballyronan Rd, Fair Hill, King St, Castledawson Rd, Broad Rd

- KEY
- Diversion Route
 - Traffic Cone
 - Traffic Sign

DRAWING STATUS		REVIEW				
<div></div>						
PROJECT						
MID ULSTER DISTRICT COUNCIL						
TITLE						
MAGHERAFELT CHRISTMAS MARKETS & LIGHTS SWITCH ON TTM						
SCALE	DATE	DESIGN/DRAWN	CHECKED	APPROVED	SHT	
N.T.S	2/8/18	PB	DC	DC	A3	
JOB No.						
DRAWING No.						REV.
04						0

Application to hold a Special Event on a Public Road

Please read the accompanying Mid Ulster District Council 'Guidance Notes on Applying to Hold a Special Event on a Public Road' and the Department for Infrastructure's 'Guidance Notes for Promoters of Events' before completing this form



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

ABOUT YOU	
Name of Promoter	[REDACTED]
Name of contact (if different from above)	[REDACTED]
Position / role of contact	[REDACTED]
Confirm if you have authority to act on behalf of the company / club / society	Yes
Address of promoter and/or contact	Mid Ulster District Council, Northland Row, Dungannon, BT71 6AP
Postcode	
Telephone Number(s)	03000 132 132
Emergency Contact No	[REDACTED]
Email address	[REDACTED]
ABOUT THE EVENT	
Name of Event	Dungannon Christmas Event
Date of event	Friday 22 November 2019
Purpose and nature of event	<p>This is the Council's Civic event in Dungannon Town Centre which will take place on Friday 22 November 2019 in Market Square.</p> <p>On Friday 22 November there will be entertainment and activities in Market Square Dungannon from 5.30pm-8.00pm where there will be a stage located on car park on Upper Market Square with public viewing on Upper and Lower Market Square car park.</p> <p>Santa will arrive via Scotch Street up Market Square to the Staging area to turn on the Christmas tree.</p>
Can the event be held on other than a public road?	No. The topography of Market Square and the location of the proposed event does not allow for the viewing public to be located elsewhere within the town.
POSSIBLE IMPACT	
Name of road(s) on which event is to be held along with a detailed, marked up location plan	<ul style="list-style-type: none"> Market Square

Date and Start time of proposed road restriction	Market Square Car Park – Friday 22 November @ 5.30pm
Date and End time of proposed road restriction	Market Square Car Park – Friday 22 November @ 8.00pm
Type of restriction? (Full road closure / lane restriction / prohibition of certain types of vehicles / footway closure etc.)	<i>Full road closure- Limited access will be granted for traders Pedestrian access will be maintained</i>
Is this a small event?	No
How many people are you hoping will attend your event?	<i>Based on previous year's attendance at the event it is anticipated that there will be c1500 at the event.</i>
Is a traffic signing schedule enclosed?	Yes Please list all roads that will be signed as diversionary routes: <i>Thomas Street – Diversion down Market Square (car park inaccessible)</i>
Is a traffic management plan enclosed?	Yes
Has this event been held previously?	Yes
If yes, are the arrangements previously applied for amended in any way	Not applicable
Please give details of any structure or equipment to be erected on the public road as part of the event	<i>Generators Marquees Barriers Staging unit</i>
Can you confirm that public liability insurance will be provided in the event of an Order being granted?	Yes
Please give details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted.	Dungannon Traders been consulted regarding the event and residents will be informed. Further consultation with businesses and residents will take place in September and October via letter drop where they will be advised of dates and event logistics.
Is a bus route affected (public and / or Education Authority)	Yes- Public:- Town Service Route – Notice to be forwarded to Translink by end of September

Please provide any other information that you feel may assist us with processing your request

This is an annual Corporate Event within the Town Centre Regeneration Action Plan.

Declaration:

I confirm that I have read the Department for Infrastructure 'Special Events on Roads - Guidance for Promoters of Events' and understand that the District Council may apply all or any of the conditions as it feels necessary. I also understand that the District Council may request any further information that it feels 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, we would advise you that the personal information you provide on this form will be processed and held by the District Council and its agents, for the purpose of managing and operating special events on roads applications. The District Council may use non-personal statistical data collected to analyse current, and plan for future, operational purposes. The District 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 may be required to provide a minimum of £10m public liability insurance cover for this event (minimum of £5m public liability insurance cover for small / community events). I can confirm the details provided in the application are true and correct.

Signature of applicant

Date of application

(On behalf of organising committee)

Should you require any assistance when completing the application then please do not hesitate to contact the licensing team by telephone or email

Application Checklist: Please refer to the accompanying notes for guidance

<i>The appropriate application fee (if paying by cheque, made payable to Mid Ulster District Council)</i>	Memo to be raised to transfer funds
<i>Small / Community Events: £250 - Large / Commercial Events: £415 – Filming on a Public Road: £415</i>	
<i>Location plan / map showing marshals / stewards and first aid positions</i>	See Attached
<i>Copy of the Traffic Signing Schedule</i>	See Attached
<i>Traffic Management Plan</i>	See Attached
<i>Evidence of Public Liability Insurance</i>	Council's Insurance

<i>Details of Consultees and feedback received (bus providers, residents, businesses etc.)</i>	Consultation will take place in September and October via letter drop and council staff liaising with Traders
<i>Copy of a Sector Scheme 12ab (or Ch8) Certificate of Competence for those undertaking the signing work</i>	See Attached
<i>Evidence of consultation / agreement with Emergency Services</i>	Letter to inform Emergency Services will be issued early September

Completed forms should be returned to the Environmental Health Service at any one of the Council Offices below:

Cookstown Office

Burn Road
Cookstown
BT80 8DT

Dungannon Office

Circular Road
Dungannon
BT71 6DT

Magherafelt Office

Ballyronan Road
Magherafelt
BT45 6EN

Email: environmentalhealth@midulstercouncil.org

Telephone: 03000 132 132



NOTE

Road closure from approx. 5.30-7.30 on car park area at market square Dungannon

DRAWING STATUS		REVIEW		
<div>GRAHAM</div>				
PROJECT				
MID ULSTER COUNCIL				
TITLE				
MARKET STREET DUNGANNON TRAFFIC MANAGEMENT DETAILS				
SCALE	DATE	DESIGN/DRAWN	SHT	
N.T.S	05/09/19	SH	A3	
APPROVED				
EVENT ORGANIZER				
EVENT TRAFFIC MANAGEMENT DOES NOT COMPLY WITH CH 8, PLEASE REFER TO CLAUSE 2.5 OF OUR TERMS OF BUSINESS FOR FURTHER INFORMATION				
DRAWING No.				REV.
MUDC - MARKET SQ - 01				1