

## Guidance Notes on Applying to Hold a Special Event on a Public Road

Please read in conjunction with Department of Infrastructure's 'Special Events on Roads – Guidance for Promoters of Events'

<b>ABOUT YOU</b>	
Name of Promoter	<i>(Person organising the event)</i>
Name of contact (if different from above)	
Position / role of contact	
Confirm if you have authority to act on behalf of the company / club / society	Yes / No
Address of promoter and / or contact Postcode	
Telephone Number(s)	
Emergency Contact No	<i>(someone who will be available before, during and after the event)</i>
Email address	
<b>ABOUT THE EVENT</b>	
Name of Event	<i>(e.g. name that the event is being advertised under)</i>
Date of event	<i>(Council normally require a minimum of at least 12-16 weeks' notice in order to process your application)</i>
Purpose and nature of event	<i>(Please provide a full description of the proposed event)</i>
Can the event be held on other than a public road?	<i>(Detail the reasons why this event cannot take place on other than a public road. Consideration should be given to green / grassed areas or local community / activity centres)</i>

POSSIBLE IMPACT	
<p>Name of road(s) on which event is to be held along with a detailed, marked up location plan.</p>	<ul style="list-style-type: none"> <li>• Organisers must identify the exact roads / streets affected including the start and end locations and provide a marked up plan or drawing to indicate same.</li> <li>• The plan must show the length of road to be prohibited or restricted in use (<b>indicated in red</b>), and the proposed diversion route (<b>indicated in green</b>).</li> <li>• The plan must be clear and indicate road numbers.</li> <li>• Promoters should identify, on the plan, any restrictions or obstacles on the diversion route that may affect traffic, e.g. low bridges, narrow sections of road, tunnels, fords, one-way streets and movement restrictions, roads with weight, height or width restrictions or restrictions on vehicle class.</li> <li>• A similar or higher class of road to the one being closed should be used as the diversion route, taking into consideration that heavy goods vehicles and buses may have to use them.</li> <li>• On narrow rural roads, consideration may need to be given to providing a separate diversion route for each direction. It may also be necessary to have a separate diversion for HGVs and cars, because of the nature of the roads in the area.</li> </ul>
<p>Date and Start time of proposed road restriction</p>	<p><i>(It is important to quote the exact start time, day and date of the proposed restriction)</i></p>
<p>Date and End time of proposed road restriction</p>	<p><i>(It is important to quote the exact start time, day and date of the proposed restriction)</i></p>
<p>Type of restriction?</p> <p><i>(Full road closure / lane restriction / prohibition of certain types of vehicles / footway closure etc.)</i></p>	<p><i>(Will pedestrian access be maintained?)</i></p>

<p>Is this a small event?</p>	<p><i>In order to be considered as a ‘small event’ (e.g. street parties), the event must:</i></p> <ul style="list-style-type: none"> <li>• <i>Be held on minor residential roads e.g. cul-de-sacs or side streets</i></li> <li>• <i>The proposed road to be closed must not have a bus route along it</i></li> <li>• <i>Not have a car park located on it or a car park which is accessed via the road to be closed (other than a car park for residents’ of the road)</i></li> <li>• <i>Not be publicised for the general public and therefore will not draw in people from the wider area</i></li> <li>• <i>Be an event which would apply to residents of one or two streets only and not to large areas of the district</i></li> <li>• <i>Finish by 11pm</i></li> <li>• <i>Not have a stage built from which entertainment would be provided</i></li> <li>• <i>Not have amplified entertainment which may cause nuisance to the wider area</i></li> <li>• <i>Not have fireworks, pyrotechnics or bonfires on the street</i></li> <li>• <i>Not have alcohol or food <b>sold</b> at the event</i></li> </ul> <p><i>(Please note the above list is not exhaustive and applicants should refer to the full requirements contained within Appendix 5 of the Department for Infrastructure’s ‘Special Events on Roads – Guidance for Promoters of Events’)</i></p>
<p>How many people are you hoping will attend your event?</p>	<p><i>Include participants as well as spectators. This helps us to assess how large your event could be and whether the event would be of interest to the MUDC safety advisory group.</i></p>
<p>Is a traffic signing schedule enclosed?</p>	<p>Yes / No    Please list all roads that will be signed as diversionary routes:</p> <ul style="list-style-type: none"> <li>• <b><i>If yes</i></b> - please indicate the name of the organisation undertaking the signing work and submit a copy of their Sector Scheme 12ab (or Ch8) certificate of competence</li> <li>• <b><i>If no</i></b>, then please provide details concerning the arrangements to be made for this to be provided at a later date</li> </ul> <p><i>Note: Details of all safety measures including all signs, equipment etc. are required to protect the public and property in the vicinity of the event and on any diversionary route needed for the duration of the closure. This may also include a detailed Traffic Management Plan depending on the nature of the proposed closure and event (see below)</i></p> <p><b><i>Please list all roads that will be signed as diversionary routes on the application form:</i></b></p>

<p>Is a traffic management plan enclosed?</p>	<p>Yes / No</p> <ul style="list-style-type: none"> <li>• <b>If yes</b>, please indicate the name of the organisation preparing the traffic management plan and submit a copy of their Sector Scheme 12ab (or Ch8) certificate of competence</li> <li>• <b>If no</b>, then please provide details concerning the arrangements to be made for this to be provided at a later date</li> </ul> <p><i>Note: Traffic Management plans require a full risk assessment that clearly identifies all risks to the travelling public, participants and employees attending the event. The nature, location and environment of the event may also need to be considered, with all risks recorded, giving recommendations on how the risks will be managed. The amount of detail and information to be provided in a Traffic Management Plan can vary depending on the nature and complexity of the traffic management arrangements.</i></p>
<p>Has this event been held previously?</p>	<p>Yes / No</p> <p><i>Please give brief details of the event, including the date held, location, numbers attending etc. Please include Council reference no. where available.</i></p>
<p>If yes, are the arrangements previously applied for amended in any way</p>	<p>Yes / No / Not applicable                      <b>If yes</b> - please give details</p>
<p>Please give details of any structure or equipment to be erected on the public road as part of the event</p>	<ul style="list-style-type: none"> <li>• <i>Please detail the methods to be employed to protect road surfaces</i></li> <li>• <i>Depending on the structure or equipment being placed, technical approvals / safety certificates for any structure erected may also be needed</i></li> </ul>
<p>Can you confirm that public liability insurance will be provided in the event of an Order being granted?</p>	<p>Yes / No</p> <p><i>(Please note an order may not be granted without insurance cover being in place)</i></p>
<p>Please give details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted</p>	<p><i>Provide evidence that the promoter has carried out reasonable consultation with residents, businesses etc. that may be affected by the proposed special event, along with details of anyone who is not in favour, and the nature of their concerns.</i></p>

Is a bus route affected (public and / or Education Authority)	<i>If your event affects buses you should explain what arrangements you have made with Translink and / or the Education Authority to help reduce impact to bus services</i>
Please provide any other information that you feel may assist us with processing your request.	<i>Use this space to provide any additional supporting information that you may feel is essential to assist MUDC in processing your request. Please continue on a separate sheet if necessary.</i>

**Declaration:** *(The applicant must sign and date the declaration below)*

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 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 enclose copies of the required supporting information and accompanying fee at the time of application.

<p><i>The appropriate application fee (if paying by cheque, made payable to Mid Ulster District Council)</i></p> <ul style="list-style-type: none"> <li>• Community / Small Events: £250</li> <li>• Commercial / Large Event: £415</li> <li>• Closure to facilitate Filming on a road: £415</li> </ul> <p><b>Important Note:</b> Subject to applicants' compliance in relation to waste management control after their first special event, a £200 refundable street cleansing deposit may be chargeable for any future events in addition to the relevant fee above.</p>	
<p><i>Location plan / map showing marshals / stewards and first aid positions</i></p>	
<p><i>Copy of the Traffic Signing Schedule</i></p>	
<p><i>Traffic Management Plan</i></p>	
<p><i>Evidence of Public Liability Insurance</i></p> <ul style="list-style-type: none"> <li>• Community / Small events: Minimum of £5 million public Liability Insurance cover is required</li> <li>• Commercial / Large Event: Minimum of £10 Million Public Liability Insurance cover is required</li> <li>• Filming on a road: Minimum of £10 Million Public Liability Insurance cover is required</li> </ul>	
<p><i>Details of Consultees and feedback received (bus providers, residents, businesses etc.)</i></p>	
<p><i>Copy of a Sector Scheme 12ab (or Ch8) Certificate of Competence for those undertaking the signing work</i></p>	
<p><i>Evidence of consultation / agreement with Emergency Services</i></p>	

**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](mailto:environmentalhealth@midulstercouncil.org)

Telephone: 03000 132 132