

## Application to hold a Special event on a Public Road

*Please read the attached in conjunction with the 'guidance notes for promoters of events' before completing this form*

<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>(eg name the event is being advertised under)</i>
Date of event	<i>(Council normally require a minimum of 12 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 etc)</i>
<b>POSSIBLE IMPACT</b>	
Name of road(s) on which event is to be held along with a detailed, marked up location plan	<i>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. 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 numbers. 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. 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. 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.</i>
Date and Start time of proposed road restriction	<i>(it is important to quote the exact start time, day and date of the proposed restriction)</i>
Date and End time of proposed road restriction	<i>(it is important to quote the exact finish time, day and date of the proposed restriction)</i>
Type of restriction (full road closure/lane restriction/prohibition of certain types of vehicles/footway closure etc)	<i>(will pedestrian access be maintained?)</i>
Is this a small event?	<i>Please consult the accompanying guidance notes which details what constitutes a 'small event'</i>
How many people are you hoping will attend your event?	<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 your local safety advisory group, led by Council</i>
Is a signing schedule enclosed?	Yes/No <i>If yes, 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</i>  <i>If no, then please provide details concerning the arrangements to be made for this to be provided at a later date</i>

	<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>
Is a signing schedule enclosed?	Please list all Roads which will be signed as diversionary routes.
Is a traffic management plan enclosed?	<p>Yes/No</p> <p><i>If yes, 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</i></p> <p><i>If no, then please provide details concerning the arrangements to be made for this to be provided at a later date</i></p> <p><i>Note: Traffic Management plans require a full risk assessment which 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>
Has this event been held previously?	<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>
If yes, are the arrangements previously applied for amended in any way	<p>Yes/No/Not applicable</p> <p><i>If yes, please give details</i></p>
Please give details of any structure or equipment to be erected on the public road as part of the event	<i>Please detail the 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 needed;</i>
Can you confirm that public liability insurance will be provided in the event of an Order being granted?	<p>Yes/No</p> <p><i>( please note an order may not be granted without insurance cover being in place)</i></p>

Please give details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	<i>Provide evidence that the promoter has carried out reasonable consultation with residents, businesses etc which 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>
Is a bus route affected (public and/or Education authority)	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
Please provide any other information that you feel may assist us with processing your request	

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 you application will NOT be processed.*

I understand I may be required to provide a minimum of £10m public liability insurance cover for this event. I can confirm the details provided in the application are true and correct.

Signature of applicant ..... (on behalf of organising committee)

Date of application .....

Quick Check....Have you included:

<i>Application fee</i>
<i>Location plan/map showing marshals/stewards and first aid positions</i>
<i>Signing schedule</i>
<i>Copy of Public Liability Insurance</i>
<i>Traffic Management Plan</i>
<i>Details of Consultees and feedback received (bus providers, residents, businesses)</i>
<i>Copy of a Sector Scheme 12ab (or Ch8) Certificate of Competence for those undertaking the signing work</i>
<i>Written agreement with Emergency Services</i>

Please return the completed application form, accompanying documents and fee to:

*Environmental Services Department, Licensing Section, Riada House, 14 Charles Street, Ballymoney, BT53 6DZ*

Telephone: 028 2766 0233

Please see table below for fees:

Type of Event	Admin Cost	Advertising Cost	Refundable Deposit	<b>APPLICATION FEE</b>	Total Proposed Cost – (if deposit returned)
Community – (Not for Profit)	£0	£0	£200	<b>£200</b>	£0
Commercial/Business	£165	£250	£200	<b>£615</b>	£415

**Privacy Notice**

As a public authority, Council takes your rights and freedoms seriously and are collecting this information in order to process your application under its legal obligation. You can see the full privacy notice at <https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/causeway-coast-and-glens-borough-council-privacy-notice> or alternatively email [environmentalhealth@causewaycoastandglens.gov.uk](mailto:environmentalhealth@causewaycoastandglens.gov.uk) to obtain a copy. Council will only release information when required under law or with your consent. Further information about your rights, how long information is held for, or how to contact the Data Protection Officer can be found on the privacy section of the website.