



Department for
Infrastructure

An Roinn

Bonneagair

www.infrastructure-ni.gov.uk

Special Events on Roads

Guidance for District Councils

**Issued by the Department for Infrastructure under
paragraph 5(a) of and Schedule 3A to the Road
Traffic Regulation (Northern Ireland) Order 1997**

Table of contents

Section	Page
Background and General Information	1
Processing Applications	7
Appendix 1 - Activities NOT covered under this guidance	15
Appendix 2 - DfI Roads Section Office Contact Details	17
Appendix 3 - Assessment Flowchart	21
Appendix 4 - Sample Notice Layout	22
Appendix 5 - Sample Order Layout	23
Appendix 6 - Checklist for District Councils	25
Appendix 7 - Small Events (i.e. Street Parties)	26

SPECIAL EVENTS

GUIDANCE FOR DISTRICT COUNCILS

(i) Background

The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 amended the Road Traffic Regulation (Northern Ireland) Order 1997 by inserting a new Article 8A and Schedule 3A into the Order to provide powers to prohibit or restrict the use of public roads for the purpose of holding special events on them.

Such Orders may be made by the 'relevant authority'. In the case of roads which are not special roads, the relevant authority will be the District Council in whose area the road lies. Such Orders may only be made with the consent of the Department. In the case of special roads (usually, but not exclusively motorways) the relevant authority is the Department for Infrastructure.

Special events are defined in Paragraph 1(2) of, Schedule 3A to the Order, as amended, as any sporting, social or entertainment event, or film making. District Councils may make Orders to restrict or prohibit traffic on a public road to facilitate such events with the consent of the Department for Infrastructure Roads (DfI).

This guidance relates only to the making of Order for restricting or prohibiting traffic using a road for the holding of a special event. It has not been written as a guide to event management nor does it contain procedures for obtaining consents for temporary structures/scaffolding etc from the Department for Infrastructure or for entertainment licences from District Councils – separate existing procedures apply. A useful guide to event management can be found in "*The Event Safety Guide - A Guide to Health, Safety & Welfare at Music and Similar Events*" (or '*Purple Guide*' as it is known) published by the Health and Safety Executive. <http://www.hse.gov.uk/event-safety/index.htm>

(ii) Introduction

This guidance is for the use of District Council officers, who must have regard to it when exercising the District Council's functions under Schedule 3A of the Order. It was prepared jointly by DfI, the Police Service of Northern Ireland (PSNI) and a District Council technical officer team, which was administered by the Northern Ireland branch of the Society of Local Authority Chief Executives and Senior Managers (SOLACE).

This guide is intended to be complementary to and read in conjunction with its sister document the 'Guidance for Promoters of Events'.

(iii) What is a Special Event?

Special events are defined as:

- (a) Any sporting event, social event or entertainment which is held on a public road; or
- (b) The making of a film on a public road.

Examples of possible 'special events' could include:

- Fun runs/marathons etc;
- Street parties;
- Concerts;
- Social events.

The making of a film may include the making of TV programmes, films or advertisements.

District Councils may wish to give special consideration to small community based and locally held events such as street parties which are a traditional part of community life. Specific guidance on small events is attached at Appendix 7. The small events guidance is provided to streamline the procedures for approving events such as street parties which are likely to be held throughout residential areas on the same day. It does not remove any of the statutory requirements in terms of

publishing notices and preparing Orders, or consulting with the Department, and police, fire and ambulance services. It does however suggest that, for efficiency purposes, where a large number of smaller events such as street parties are being held in the same District Council area to celebrate the same occasion these can be handled collectively in terms of consultation, notices etc.

There are a number of activities which are not special events for the purposes of these arrangements. These include:

- Public processions;
- Motor road races; or,
- Cycle races or trials; or,
- Road works.

Further detail on each of these and the responsible authority is contained in Appendix 1 to this guidance and in paragraph 1(3) of Schedule 3A <http://www.legislation.gov.uk/nia/2010/14/schedule/1> .

An exhaustive list of the types of sporting, social or entertainment events is not provided, and District Councils must decide which specific events they consider to be special events.

Traffic will only be restricted or prohibited from using a public road for the purposes of:

- facilitating the holding of a special event; or,
- enabling members of the public to watch a special event; or,
- reducing the disruption to traffic in adjacent streets as a result of holding a special event.

It is important to remember that although the legislation provides District Councils with the power to prohibit or restrict the use of a public road, with the Department's consent, no Order can be made that "...*would have the effect of preventing at any time access for pedestrians—*

*(a) to any premises situated on or adjacent to the road, or
(b) to any other premises accessible for pedestrians from, and only from, the road.”*

This means that any form of access control, including charging for admission, could be viewed as being contrary to the legislation. That said, for some larger events such as a Christmas lights switch on events, there may be logic in issuing tickets from both a health and safety and crowd control perspective. Where it is deemed necessary to control access to and from events for public safety purposes arrangements must be put in place to ensure that the intention of the legislation is complied with.

Requests that are not considered to be for a ‘special event’ should be refused and the promoter informed of the reasons for refusal.

Where an event extends into more than one relevant authority’s area e.g. the Belfast Marathon, an application needs to be submitted to each District Council for the roads in its area. However, a joint notice on behalf of both Councils may be sufficient. Individual District Councils should decide, based on their own policies in terms of media advertising, which paper/papers it will place notices in. This may require collaboration agreements to be drafted between each of the District Councils involved and may include agreement on sharing administration costs.

(iv) What is a public road?

The legislation provides a framework enabling the restriction or prohibition of traffic from using a public road for a ‘special event’ to take place. The legislation can therefore only be used for an event either being held totally or partially on a public road. The definition of a public road can be found in Article 2(2) of the Road Traffic Regulation (NI) Order 1997. It means a road which is maintainable by the Department and includes any part of such a road and any bridge or tunnel over or through which such a road passes.

District Councils may wish to contact the Statutory Functions Officer in their local DfL Roads section office to check whether a road is maintained by the Department. The relevant contact details are provided at Appendix 2.

As well as prohibiting or restricting traffic on a public road, Orders may also suspend or modify any statutory provision relating to that road, such as parking provision or waiting restrictions etc.

District Councils should be aware that an Order only restricts or prohibits traffic or pedestrians using a road, the road is still a road for the purposes of other legislation. Street trading and entertainment still needs to be licensed through the Council and the consent of the Department is also required should the promoter wish to erect any structures or place any equipment on the road.

(v) How long can an Order last?

There is no restriction in the legislation as to the amount of time an event can last. District Councils however have to be mindful that any restriction or prohibition has the potential to greatly impact on other road users including owners/occupiers of adjoining properties and should take this into consideration when assessing applications. Regular and frequent requests to close the same stretch of road, say, every week/couple of weeks would not be deemed reasonable. In addition, given that a dictionary definition of “special” is “not ordinary or usual” regular events such as those just mentioned could not be deemed to be “special”.

When deciding how long an Order should last, consideration should also be given to the periods immediately before and after events which may need to be covered for the erection of any staging/structures etc., practice for the event itself and for dismantling/removal of any structures/equipment.

(vi) What can an Order do?

An Order may restrict or prohibit temporarily the use of that road, or any part of it, by all vehicles, or vehicles of any class or by pedestrians, to such extent and subject to

such conditions or exceptions as the relevant authority may consider necessary or expedient.

The Order may suspend or modify any statutory provision relating to the affected road or its use by traffic or pedestrians such as the suspension of parking provision or waiting restrictions etc.

Orders can therefore be used to wholly close a road to all traffic or alternatively restrict parts of it by putting in lane closures. Conditions would generally include the provision of properly signed alternative routes. An Order can allow for the suspension of taxi ranks, bus stops, on street parking, as well as permitting vehicles access to pedestrian areas.

(vii) Costs

The District Council has the power to recover the whole of the costs in connection with or in consequence of making an Order. These costs may include:

- Staff time costs;
- the cost of advertising in a local paper;
- the possible erection and maintenance of Public Notices in the general area;
- the cleansing of the area following the closure;
- any other costs in connection with or in consequence of making an Order over and above that listed above

Processing Applications

To assist District Councils and to encourage consistency in how an application for the prohibition or restriction of use of public roads should be processed, a flow chart outlining the different stages involved is attached at Appendix 3. The following process guide is generally written in the same sequence as the flow chart. Where applicable, reference to the relevant paragraph from the Act <http://www.legislation.gov.uk/nia/2010/14/contents> is provided in the flow chart.

1. **Pre-application Enquiries** – it is envisaged that a large number of event promoters will contact District Councils initially by telephone to discuss their proposed events and to seek advice about the protocols involved. Event promoters should be made aware of the separate guidance for promoters of events (as issued by the Department for Infrastructure under paragraph 5(b) of Schedule 3A) and either directed to this guidance on-line, if available, or have it posted out to them. Importantly, officers should take the opportunity to discuss the proposed event with the promoter. The type of event should be explored (see paragraph iii) and whether there are off-road alternatives in the vicinity (see paragraph 10).

2. If the promoter is seeking to hold a special event on a 'special road' (all motorways, plus the A12 Westlink and the A8 from Sandyknowes to Corr's Corner) they should be referred to DfI Roads which is the relevant authority for these roads.

The District Council will liaise with the Department and police to discuss whether there is any immediate impediment to the particular request to prohibit/restrict a particular road in order to ascertain feasibility of the event proposal.

3. **Advice to Be Given** - Promoters should be advised:
 - That there are responsibilities involved with restricting or prohibiting traffic and how a restriction or prohibition can adversely impact on other road users

and of the possibility that they may also need to provide temporary traffic signing;

- that the District Council will assess the application and as part of the process must consult with the Department for Infrastructure, the police, the ambulance service and the fire and rescue services before it can consider permitting the use of the road for a special event;
- that the District Council must be satisfied that there are no suitable off road venues for the proposed event;
- that the District Council may seek to recover any or all of the costs it may incur arranging any closure, including the cost of advertising the notice in a local newspaper, administrative costs and the cleansing of the area following the closure;
- that pedestrians must be allowed free access to premises on the road or adjacent to or to any other premises accessible for pedestrians only from the road in question, and where some form of control is being employed for health and safety reasons that the promoter must put in place systems to allow access to those who need to get to premises situated on or adjacent to the road;
- that an Order only restricts or prohibits traffic using a road, the road is still a road for the purposes of other legislation. Street trading and entertainment still needs to be licensed through the District Council and the consent of the Department is required should the promoter wish to erect any structures or place any equipment on the road during the event;
- that the District Council needs applications to be generally submitted at least **12** weeks prior to the date of the proposed event to properly process them;
- that others have the opportunity to comment on and object to the proposal which may lengthen the process further or indeed stop the event from taking place; and,
- that the District Council may monitor the event and that a promoter's failure to comply with any requirements stipulated by the District Council in the Order may be taken into consideration in respect of any future requests for events (see paragraph 20). Event promoters should be made aware that failure to comply with any requirements stipulated in the Order is a criminal

offence and can be pursued by the police. Monitoring is a matter for the District Council.

- that there is no provision for an appeals procedure within the legislation. The District Council will inform promoters of any refusal at an early stage and will provide an explanation of the reason for it.
4. Notices in respect of proposed 'special events' are required to be advertised in at least one local newspaper and may be advertised on the District Council's website. The District Council must allow a minimum of 21 days from the date of the last publication of the notice for representations. This will restrict a District Council's capacity to respond to requests to facilitate events at short notice. Failure to obtain the requisite permissions to prohibit/restrict a road, prior to holding an event is an offence and enforcement action may be taken by the police against the promoter of that event.
 5. **Application Received** – the returned application form should be logged and checked for completeness. An acknowledgement should be issued along with a request for any missing information.
 6. **12 week processing period** - The 12 week processing period is not a requirement of the legislation but is recommended in this guidance as good practice in terms of treating applications properly and giving District Councils adequate time for processing, bearing in mind that there may be other applications to deal with. With time it is envisaged that promoters will discipline themselves to give District Councils as much notice as possible of forthcoming applications.

It is acknowledged that the film industry generally works to very short timescales, and that there may be exceptional circumstances when it may be advisable to accelerate the process, particularly bearing in mind the Executive's desire to help promote the Northern Ireland film industry. The minimum period of 21 days for representations to be submitted following publication of a notice is however, contained in legislation and cannot be changed.

7. **Is the Application Form Complete?** – All necessary information is required before the request can be considered and promoters must have signed the application form. Promoters should be asked to provide all the required information. Where a District Council requires the promoter to provide evidence of insurance this should be verified at this stage, if possible. It will be incumbent on the promoter to obtain insurance and it will be a condition in any resulting Order that the appropriate insurance is in place prior to the event taking place.
8. **Does the Proposed Event Meet the Criteria for ‘Special Events’** – refer to paragraph (iii) of this guide, ‘What is a Special Event’.
9. **Is the road to be closed a ‘special road’?** – Special roads are designated as such by the DfI. The following roads are special roads:
 - All motorways;
 - The Westlink (A12); and,
 - A8M Sandyknowes to Corr’s Corner.

An event promoter seeking to hold a special event on a special road should be referred to the local DfI Roads Statutory Functions officer who would normally be based in the local maintenance Section Office.

10. **Is There a Suitable Off-Road Alternative?** – At an early stage the District Council should check that there are no nearby alternatives that would accommodate the holding of a special event. This may include green/grassed areas or local community/activity centres etc. The legislation requires that the relevant authority be satisfied that there is no reasonably practicable alternative to holding it on a road. If the District Council is satisfied that there is a suitable alternative then the request should be refused and the promoter informed.
11. **Are other approvals needed?** – This guidance is aimed primarily at preparing an Order that will prohibit or restrict traffic from using a road for the purpose of holding a ‘special event’. Where the nature and scale of the ‘special event’ is such that other requirements are needed such as an event management plan

(District Council) or a consent for placing equipment on road (DfI Roads) the promoter should be notified at an early stage as the promoter will be responsible for pursuing these. Promoters should also be made aware that apart from any consent required from DfI Roads , technical approval may also be required for any structure temporarily erected as part of the event.

12. **Consent of the Department** – Under the legislation a District Council needs the Department’s consent to make any restriction/prohibition Order. The Council should pursue this through the local DfI Roads statutory functions officer. It is suggested that liaison be undertaken electronically and that District Councils establish contacts with DfI Roads at an early stage. Contact details for local DfI Roads Section Offices are contained at Appendix 2.

The Department will generally only withhold consent for road safety or traffic management reasons or if it feels that the holding of the event will in some way adversely impact on the fabric of the road network, for example if something is planned that will damage the road. During its deliberations DfI Roads staff will assess:

- The nature and type of road to be closed;
- The adequacy of the proposed diversionary route; and,
- The general impact on traffic management of the road closure particularly if there is a seeming trend that a certain type of event is becoming more regular.

DfI Roads will also check to see whether there are any conflicting closures/works/diversions on the roads in question, and any such work already planned will generally result in the consent being refused.

The District Council will be responsible for informing the promoter of any refusal.

13. **District Councils to consult with the Police** – District Councils are required to consult with the District Commander of the police district before making an Order to restrict or prohibit temporarily the use of a road. Initial contact should

be made through the local Operational Planning Unit. It is envisaged that beyond the formal consultation notification, established communication channels between District Councils and police will ensure early notification of possible events, and in particular larger events which may have a more significant impact in terms of road safety, public safety and crime and disorder.

The local Operational Planning Unit is also best placed to advise whether other events such as cycle races or trials; motor road races; or public processions are either planned for the date in question or are traditionally held on that date. The Parades Commission's website also lists all forthcoming processions that it has been notified of, bearing in mind that organisers of public processions need only give 28 days notice. <http://www.paradescommission.org/?survey=0> . Early communication with the police and if necessary the Parades Commission is essential to ensure that there is no duplication of events on the same day.

14. **District Councils to Consult with Other Bodies** – District Councils are also required to consult with the NI Fire and Rescue Service and the NI Ambulance Service. It is suggested that this is done at the same time as the DfI Roads and PSNI consultation. Contact should be made through the relevant local Divisional Headquarters and contact details can be accessed via the following links:

- NI Fire and Rescue Service <http://www.nifrs.org/contact-us/> ; and,
- NI Ambulance Service http://www.niamb.co.uk/docs/contact_details.html

Consultation with the above in respect of any application should take place as early as possible. If there are any concerns about the proposal, these would need to be resolved before the closure is approved. If the application is rejected on the basis of such objections, the District Council will need to inform the promoter.

Although not a statutory requirement, it is recommended as good practice that District Councils should also notify the local Translink office of any forthcoming closures.

If any of the statutory bodies/agencies referred to in this and previous two paragraphs have any unresolved concerns in relation to the proposal, the District Council should refuse the application.

15. **Safety Advisory Groups** – Councils may wish to consider establishing Safety Advisory Groups to manage this process comprising of officials from the statutory consultee groups.
16. **Notify elected Council members** – The individual District Council's governance arrangements will dictate how applications are notified to elected District Council members.
17. **Prepare Notice** – Once the District Council is minded that the road may be closed for the special event it shall prepare a notice based on the template contained in Appendix 4. All the relevant fields must be completed. Where an application is for an area wide event and many streets are affected then the Notice must contain details of all roads and the intended prohibition or restriction.
18. **Publication of Notice in Local Press** – the notice must be advertised in at least one local newspaper and may be advertised on the District Council's website. The period during which representations may be made is a minimum of 21 days.
19. **Representation Received** – The notice invites written representations about the proposed event and the legislation requires that the District Council consider these. Representations will generally be objecting to the closure and these should be considered before any closure is approved. Any Section 75 equality of opportunity issues should be given due consideration. It may be necessary to contact the promoter at this stage to see if any form of alternative proposal can be negotiated. If any dispute cannot be resolved between the relevant parties then the District Council will need to decide whether the application will be approved or refused.

20. **Inform Promoter of Outcome** – Once all of the necessary checks have been made and the necessary procedures completed the District Council shall inform the promoter of its decision. If the decision is to refuse the application the promoter should be informed of the reasons for its refusal. The legislation does not provide any appeals process and promoters should be made aware of this at an early stage.
21. **Make Order** – Where the event is approved the District Council shall complete the process by making an Order. A sample layout for a draft Order is contained in Appendix 5.
22. **Monitoring of Event** – District Councils may wish to monitor the events to ensure compliance with the legislation, the conditions of the Order and guidance issued by DfI under paragraph 5(b) of Schedule 3 of the Order. Any breaches should be communicated to the police, the enforcing authority. It may be advisable to check issues such as:
- Timing;
 - Extent of closure;
 - Type of event (does it comply with application); and,
 - Diversionary route and signing.
23. **Post Event Evaluation** – To help a District Council improve its services and monitor the impact on its resources, it may be useful to carry out a post event evaluation.

This guidance will be reviewed and amended as necessary.

Appendix 1

Activities NOT covered under this guidance

A public procession (within the meaning of the Public Processions (Northern Ireland) Act 1998).

A request for a **public procession** on a public road should be referred to the Parades Commission, contact details as follows:

The Parades Commission
2nd Floor, Andras House
60 Great Victoria Street
Belfast BT2 7BB
TEL : (028) 9089 5900
FAX : (028) 9032 2988
Email : Info@paradescommission.org

It may also be useful to refer any enquirer to their Parade Organiser's Guide which is available via the following link:

<http://www.paradescommission.org/fs/doc/publications/pull-out-section.pdf>

A motor race falling within the Road Races (Northern Ireland) Order 1986 (motor races on roads):

A request to hold a **motor race** on a public road should be referred to the Department for Infrastructure. Applications must be received and granted by the Department by 31 March annually for the season ahead. Preliminary enquiries should be made in writing to:

Department for Infrastructure
Clarence Court
10 -18 Adelaide Street
Belfast BT2 8GB
Email: dcu@infrastructure-ni.gov.uk

It should be noted, however, that vintage car processions/cavalcades and other forms of motorised cavalcade should be viewed as a procession and referred to the Parades Commission via the local police.

A race or trial falling within Article 45 of the Road Traffic (Northern Ireland) Order 1995 (cycle racing on roads);

A request to hold a **cycle race** on a public road should be referred to Cycling Ulster either by using the enquiry form on their web page www.cyclingulster.com .

Road works or street works.

Requests to restrict or prohibit traffic using a road for roads or street works purposes should be referred to the local DfI Roads section office.

Appendix 2

DfI Roads Section Office Contact Details

ANTRIM AND NEWTOWNABBEY

Tel: (028) 9025 4057

E-mail: TNI.Antrim&Newtownabbey@infrastructure-ni.gov.uk

Antrim Section Office

Crown Buildings
20 Castle Street
Antrim
Co. Antrim
BT41 4JE

Newtownabbey and Carrickfergus Section Office

148-158 Corporation Street
Belfast
BT1 3DH

ARDS AND NORTH DOWN

Tel: (028) 9181 9328

E-mail: TNI.Ards&NorthDown@infrastructure-ni.gov.uk

Ards Section Office

Jubilee Road
Newtownards
Co. Down
BT23 4YH

North Down Section Office

72 Balloo Road
Bangor
Co. Down
BT19 7PG

ARMAGH CITY, BANBRIDGE AND CRAIGAVON

West - Armagh Section Office

17 Ballynahonemore Road
Armagh
Co. Armagh
BT60 1JD

Tel: (028) 3752 9500

E-mail: TNI.ArmaghBanbridge&CraigavonWest@infrastructure-ni.gov.uk

East - Banbridge & Craigavon Section Office

18 Carn Industrial Estate

Craigavon

Co. Armagh

BT63 5RH

Tel: (028) 3833 8521

E-mail: TNI.ArmaghBanbridge&CraigavonEast@infrastructure-ni.gov.uk

BELFAST**Belfast North Section Office**

148-158 Corporation Street

Belfast

BT1 3DH

Tel: (028) 9025 4421

E-mail: TNI.BelfastNorth@infrastructure-ni.gov.uk

Belfast South Section Office

1a Airport Road

Belfast

BT3 9DY

Tel: (028) 9025 4600

E-mail: TNI.BelfastSouth@infrastructure-ni.gov.uk

CAUSEWAY COAST AND GLENS**East - Ballymoney and Moyle Section Office**

49 Queen Street

Ballymoney

Co. Antrim

BT53 6JD

Tel: (028) 2766 1061

E-mail: TNI.CausewayCoast&GlensEast@infrastructure-ni.gov.uk

West - Coleraine and Limavady Section Offices

County Hall

Castlerock Road

Coleraine

Co. Londonderry

BT51 3HS

Tel: (028) 7034 1300

E-mail: TNI.CausewayCoast&GlensWest@infrastructure-ni.gov.uk

86 Main Street

Limavady

Co. Londonderry

BT49 0ET

Tel: (028) 7776 2198

DERRY AND STRABANE

Tel: (028) 7132 1600

E-mail: TNILondonderry&Strabane@infrastructure-ni.gov.uk

Londonderry Section Office

1 Crescent Road
Londonderry
BT47 2NQ

Strabane Section Office

20 Derry Road
Strabane
Co. Tyrone
BT82 8DX

FERMANAGH AND OMAGH

West - Fermanagh Section Office

Castle Barracks
Enniskillen
Co. Fermanagh
BT74 7HN
Tel: (028) 6634 3700
E-mail: TNI.Fermanagh&OmaghWest@infrastructure-ni.gov.uk

East - Omagh Section Office

32 Deverney Road
Arvalee
Omagh
Co. Tyrone
BT79 0JJ
Tel: (028) 8225 4600
E-mail: TNI.Fermanagh&OmaghEast@infrastructure-ni.gov.uk

LISBURN AND CASTLEREAGH

Tel: (028) 9262 6666

E-mail: TNI.Lisburn&Castlereagh@infrastructure-ni.gov.uk

Lisburn and Castlereagh Section Office

40a Benson Street
Lisburn
Co. Antrim
BT28 2BG

MID ULSTER

North - Cookstown and Magherafelt Section Offices

33 Molesworth Street
Cookstown
Co. Tyrone
BT80 8NX

30 Station Road
Magherafelt
Co. Londonderry
BT45 5DN

Tel: (028) 8675 7600

E-mail: TNI.MidUlsterNorth@infrastructure-ni.gov.uk

South - Dungannon Section Office

Main Street
Moygashel
Dungannon
Co. Tyrone
BT71 1QR

Tel: (028) 8775 1251

E-mail: TNI.MidUlsterSouth@infrastructure-ni.gov.uk

NEWRY, MOURNE AND DOWN

East - Down Section Office

129 Newcastle Road
Seaforde
Co. Down
BT30 8PR

Tel: (028) 4481 2612

E-mail: TNI.NewryMourne&DownEast@infrastructure-ni.gov.uk

West - Newry and Mourne Section Office

1 Cecil Street
Newry
Co. Down
BT34 6AU

Tel: (028) 3025 3335

E-mail: TNI.NewryMourne&DownWest@infrastructure-ni.gov.uk

MID AND EAST ANTRIM

Ballymena and Larne Section Office

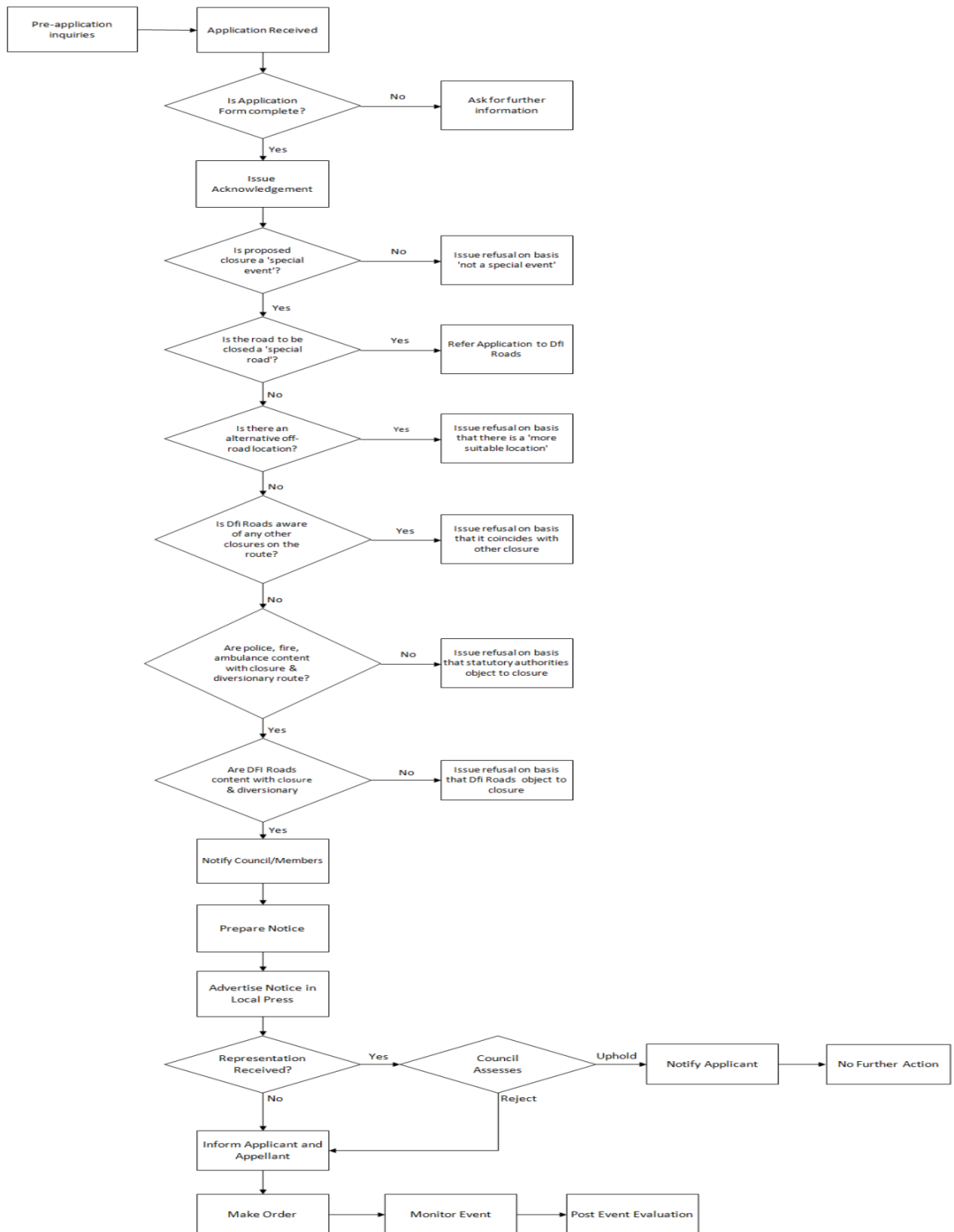
Ballykeel Depot
190 Larne Road Link
Ballymena
Co. Antrim
BT42 3HA

Tel: (028) 2566 2953

E-mail: TNI.Mid&EastAntrim@infrastructure-ni.gov.uk

Appendix 3

Assessment Flowchart



Appendix 4

SAMPLE NOTICE

Road Traffic Regulation (Northern Ireland) Order 1997 Notice of Proposed Special Event

[Insert name of District Council] Council has received an application from *[Insert name of promoter]* that it/he/she/ etc wishes to hold a *[Insert description of event]* on *[Insert name road(s)]* Road/ Street on *[Insert date(s)]*.

By virtue of the powers conferred on it by Article 8A of and Schedule 3A to the Road Traffic Regulation (Northern Ireland) Order 1997 the Council gives notice that it is minded to make an Order to temporarily restrict or prohibit *[Insert type(s) of traffic restricted or prohibited]* from using *[Insert name of road(s) and if necessary which parts of road are affected]* Road/ Street from its junction with *[Insert name of road]* Road/ Street to its junction with *[Insert name of road]* Road/ Street on (date) between the hours of *[Insert starting time]* and *[Insert finishing time]*.

A diversion route will be signposted via *[Insert name of roads]*.

Copies of the application may be inspected free of charge at *[Insert address of council]* or viewed online at <http://www> *[Insert web address if possible]*.

Persons wishing to make representations to the Council regarding the proposal may make representations in writing at the address below by 5pm *[Insert date]*, representations received after this will not be considered.

[Insert address of council]

Appendix 5

SAMPLE ORDER LAYOUT

***[Insert name of District Council]* Council**

Prohibition or restriction of use of public roads: special events

[Insert name of District Council] Council using its powers under Article 8A of, and Schedule 3A to, the Road Traffic Regulation (Northern Ireland) Order 1997, hereby makes an Order restricting/prohibiting temporarily vehicles *[or types of vehicle]* and/or pedestrians using *[Insert name of affected road]*

From its junction with *[Insert road name]* to its junction with *[Insert road name]*

The following restrictions or prohibitions apply: *[Insert details of all restrictions or prohibitions]*

Starting at *[Insert starting date and time]* and ending *[Insert finishing date and time]*

An alternative route will be signed along the following roads: *[Insert the route along which diverted traffic will be directed]*

The following statutory provisions relating to *[insert road name(s)]* are suspended or modified: *[insert provision(s) and dates and times if necessary]*.

The Order has been applied for by: *[Insert the name of the promoter]* for the purposes of: *[Insert reason for closure, i.e. holding a special event (along with a description of the special event) or the making of a Film]*

The conditions of the Order are that *[Insert the name of the promoter]*:

- Has insured against such risks in connection with the holding of the event on the above roads *[Insert details of insurance cover]*;
- Has produced all such certificates as to the safety of any structures, equipment or other apparatus to be used in association with the special event *[Insert details of safety certificates required]*;
- Erects, places and removes all barriers and signs in the following locations places and at the following times *[Insert all details of required signs]*;

- Complies with *[any other such conditions as specified by the Council – insert conditions]*.

Authorised Officer:

[Insert signature]

[Insert official's name]

[Insert official's position in Council]

Date: *[Insert date]*

Appendix 6

Checklist for District Councils

(For Official use only)

Please tick

Is the application form completed correctly?

Are the location maps included showing marshals/stewards and first aid positions?

Is the signing schedule included and is it correct?

Is a copy of the Public Liability Insurance document included?

Is written evidence of consultations with residents, businesses and bus/taxi companies affected by the proposed closure included?

Is a copy of a Sector Scheme 12ab (or Ch8) Certificate of Competence for those undertaking the signing work included?

Has written agreement with Emergency Services been included?

Appendix 7

Small Events (i.e. Street Parties)

In Order to be considered a 'small event', the event should be as follows: (please note this list is not exhaustive)

1. Be held on minor residential roads eg cul-de-sacs or side streets.
2. The proposed road to be closed must not have a bus route along it.
3. 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)
4. Not be publicised for the general public and therefore will not draw in people from the wider area.
5. Be an event which would apply to the residents of one or two streets only and not to larger areas of the district/borough/city. It is up to the District Council to consider factors such as the proposed attendance figures etc when making its decision on whether to grant an Order.
6. Finish by 11pm.
7. Not have a stage built from which entertainment would be provided.
8. Not have amplified entertainment which may cause nuisance to the wider area.
9. Not have fireworks, pyrotechnics or bonfires on the street.
10. Not have alcohol or food **sold** at the event.

The promoter may be held responsible for any costs arising from the event, e.g. clearing up, damage to street furniture or road surfaces etc.

The District Council may decide not to require a promoter to take out public liability insurance for the event. However, it is strongly recommended that promoters do so.

Promoters should be aware they may be asked to comply with any or all of the following requirements. The District Council and DfL Roads will advise during the application process:

1. The event must be organised in such a way that access for pedestrians and essential vehicles can be maintained.
2. The promoter is expected to consult with local residents and businesses that may be affected by the road closure, prior to submitting the application. A copy of the letter or flyer sent, along with a list of those notified and copies of their responses should be submitted with the application form. If local residents and businesses object, the District Council will require that promoters contact them deal with any issues raised. In the event that issues remain unresolved, the District Council may withhold consent for the event.
3. During the course of the event the promoter will be responsible for ensuring that the areas affected by the event are so far as is reasonably practical keep free from rubbish and litter at all time. When the event finishes the promoter is responsible for ensuring that the roads are left clear of litter and in a clean and tidy condition to the satisfaction of the District Council.
4. Each road to be closed shall be clearly defined by means of a “**ROAD CLOSED**” sign supported by means of a trestle or suitable half barrier on the road. Diversion signs may also be required.
5. Any barrier to be placed on the road shall have alternate red and white bands approximately 600mm in width. Where these are to remain in place during

lighting-up times the offside extremity of each barrier/trestle shall be lit by an approved road works lamp.

6. All signs and barriers shall be adequately weighted to prevent them from being blown over or dislodged.
7. All signs and barriers on the road shall be erected and removed at the times specified by the council.
8. All debris deposited/left on the street/road as a result of the event shall also be removed by the time specified by the council. Failure to do so will render the promoter liable to charge for cleaning the road or even to prosecution for failing to do so or for obstructing the road.
9. All proposed special events on public roads are required to be advertised by way of notice, in at least one local newspaper (or community paper) circulating in the district in which the road is situated. A District Council may, at its discretion, impose a charge/recoup fees incurred in the processing of any application.
10. If there are a number of celebrations e.g. National celebrations, which are occurring at the same time, where possible, a District Council will incorporate it into one notice and advertise the notice accordingly.
11. The promoter needs to be available at all times during the event and understands that their details will be passed to DfI Roads and the police.