

**ROAD TRAFFIC REGULATION (NORTHERN IRELAND) ORDER 1997 (as amended)  
Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010**

**APPLICATION TO HOLD A SPECIAL EVENT ON A PUBLIC ROAD**

Use this form if you wish to hold a special event on a road which requires the making of an Order to prohibit or restrict the use of a public road.  
Please complete this form in block capitals or electronically using the PDF Fill and Sign tools and email it to [Licensing@midandeastantrim.gov.uk](mailto:Licensing@midandeastantrim.gov.uk)

**Applicant Details:**

Title: Mr  Mrs  Miss  Ms

Name			
Address			
Position held / role			
Email		Telephone	

Company / club / society name (if applicable)			
Address			
Name of contact (if different from above)			
Position held / role of contact			
Email		Telephone	

Are you a community group?                      Yes                       No

Are you are a 'not-for-profit' organisation?                      Yes                       No

**Event Details:**

Name of Event	
Date of Event	
Purpose and Nature of Event	
Public Liability Insurance Details	

Is this a 'small event'? (see guidance) Yes  No

Have all other options for holding the event off the public road been explored? If no give details.

Yes  No

**Possible Impact:**

1. Name of road (s) on which event is to be held. (Enclose a detailed, marked up location plan)

2. Please list all roads to be signed as diversionary routes  
The list of roads must detail the exact part of each road to be closed/restricted, eg:- *Main Street between High Street and Broad Street High Street between Main Street and John Street*

3. Type of restriction - full road closure / lane restriction etc

4. Date and Start / End times of proposed road restriction

5. Name of company undertaking the Traffic Management Plan and undertaking signage work including a signing schedule for your event ? (See Guidance document for )

6. Will your traffic management company be putting up advance notice signage of the road closures (normally put up 10 days in advance of event) Yes  No   
If yes please provide the details of signage

7. Has this event been held previously? Yes  No

8. If yes, are the previous arrangements amended in any way? Provide details

Yes  No  Not applicable

9. Please give details of any structure or equipment to be erected on the public road as part of the event -

10. Provide details of any businesses and residents which may be affected by the event

11. Please give details of the when and which areas you will be providing residents/businesses with details of road closure

12. Provide details of any other steps you are taking to make local community aware of your road closure

13. Will details of road closure be advertised on your social media/website?

Yes  No

14. Is a bus route affected (public and / or Education Authority)

Yes  No

15. Will the Council's waste collection service be affected?

Yes  No

16. Please detail the arrangements for cleaning up after the event.

17. Provide any other information that may assist with processing your request.

**Declaration**

I confirm that I have read and understood the responsibilities of the applicant in this application form and the Department for Infrastructure 'Special Events on Roads - Guidance for Promoters of Events' and I understand that Mid and East Antrim Borough Council may apply any or all of the conditions as it deems necessary, under the provisions of the Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010.

I also understand that the Council may request any further information that it considers necessary to process this application and that my application may not proceed if I fail to produce this additional information.

Signature :

Date :

Please return your completed form to [licensing@midandeastantrim.gov.uk](mailto:licensing@midandeastantrim.gov.uk)

Or by post to the following address -

Licensing Section, Public Protection Health & Wellbeing Department  
Smiley Buildings  
Victoria Road  
Larne  
BT40 1RU

<b>Checklist:</b>	<b>Yes</b>
Application fee (see guidance)	
Public Liability Insurance policy (£10 million cover)	
Location plan showing closed/restricted roads and diversion routes	
Traffic Management Plan including Signing Schedule	
Proof of Company's Competency to produce a Traffic Management Plan (e.g. Lantra sector 12 D (M7) or equivalent)	
Details of Consultees and feedback received (bus providers, residents, businesses)	

Mid and East Antrim Borough Council is collecting and processing your personal information to fulfil our legal obligation & public task in relation to managing requests across our services.

We will keep your information secure, accurate and for no longer than is necessary in accordance with data protection laws.

*Your information may be shared with PSNI and DFI Roads Service and other statutory bodies for the purpose above.*

If you wish to find out more about how we control and process personal data and protect your privacy please see [www.midandeastantrim.gov.uk/privacy-notice](http://www.midandeastantrim.gov.uk/privacy-notice)