

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

*Please read the 'guidance notes for promoters of events' before completing this form*

<b>ABOUT YOU</b>	
Name of Promoter	
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	
Email address	
<b>ABOUT THE EVENT</b>	
Name of Event	
Date of event	
Purpose and nature of event	
Can the event be held on other than a public road?	
<b>POSSIBLE IMPACT</b>	
Name of road(s) on which event is to be held along with a detailed, marked up location plan	
Date and Start time of proposed road restriction	

Date and End time of proposed road restriction	
Type of restriction (full road closure/lane restriction/prohibition of certain types of vehicles/footway closure etc)	
Is this a small event?	
How many people are you hoping will attend your event?	
Is a signing schedule enclosed?	Yes/No
Is a signing schedule enclosed?	Please list all Roads which will be signed as diversionary routes.
Is a traffic management plan enclosed?	Yes/No
Has this event been held previously?	Yes/No
If yes, are the arrangements previously applied for amended in any way	Yes/No/Not applicable
Please give details of any structure or equipment to be erected on the public road as part of the event	
Can you confirm that public liability insurance	Yes/No

will be provided in the event of an Order being granted?	
Please give details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	
Is a bus route affected (public and/or Education authority)	
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 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. 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.