

***The Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010   
The Roads Traffic Regulation (Northern Ireland) 1997 Order***

**Application for Holding a Special Event on a Public Road   
Applications must be made a minimum of 12 weeks before the event.**

(*Please read the guidance notes before completing this form in block capitals*)

**Applicant Details**

Name of applicant

Name of contact (if different from above)

Role of applicant and/or contact

Confirm you have authority to act on behalf of the company/club/society YES/NO

Address of applicant and/or contact

Post code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency/Contact Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Details**

Name of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose and nature of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fee: **Large Event - £165.00 /** **Small Event – See Guidance**   
 **Charitable/Community organisation exempt from fees**

*(Written proof of registration for either of the above must be provided with application)*

**Schedule of roads to be closed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Street / road to be closed** | **Extent of restriction** | **Date(s)** [*optional – delete column if one day event*] | **Time(s) of restriction:** | | **Type of restriction:** |
| **from** | **until** |
| *[Include road number]* | From its junction with […] up to its junction with […] |  |  |  | [*Full Road closure; OR Lane Closure (N/S/E/W bound)*] |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Have you enclosed your signing schedule and completed checklist? YES/NO

Have you enclosed your indemnity agreement? YES/NO

Has this event been held previously? YES/NO

If yes, are the arrangements applied for amended in any way? YES/NO

Please give details

Please provide details of any structures or other equipment that you plan to erect or

place on the public road

Please give details of any businesses, including bus services and residents which

may be affected by the event and provide confirmation that you have contacted them

Please give any more detail which you feel relevant to this application

I confirm that we have read and understand the standard conditions that accompanied this application form, and understand that the Council may apply any or all of the conditions as it feels necessary.

Signature of application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of application \_\_\_\_\_\_\_\_\_\_\_\_

**Privacy Notice**

Data Controller Name: Health & Community Well Being Department/Licensing Derry City & Strabane District Council

Address: 98 Strand Road, Derry, BT48 7NN

Telephone: 02871 253253 Email: [licensing@derrystrabane.com](mailto:licensing@derrystrabane.com)

Data Protection Officer Name: Damian McCay

Telephone: 02871 253253 Email: [Damian.McCay@derrystrabane.com](mailto:Damian.McCay@derrystrabane.com)

**Why are you processing my personal information?**

* For the logging, processing and determination of licensing/permit applications.

**What categories of personal data are you processing?**

* Personal contact details

**Where do you get my personal data from?**

* Application Forms and accompanying documents

**Do you share my personal data with anyone else?**

* Yes, where required by legislation we may share personal date with other agencies as outlined on Council website at the following link <http://www.derrystrabane.com/Footer/Privacy-Policy>

**Do you transfer my personal data to other countries?**

No

**How long do you keep my personal data?**

We will only retain your data for as long as necessary to process your application or investigate an Enforcement case, and in line with Council’s Retention and Disposal Schedule.

**What rights do I have?**

* You have the right to obtain confirmation that your data is being processed, and access to your personal data
* You are entitled to have personal data rectified if it is inaccurate or incomplete
* You have a right to have personal data erased and to prevent processing, in specific circumstances
* You have the right to ‘block’ or suppress processing of personal data, in specific circumstances
* You have the right to data portability, in specific circumstances
* You have the right to object to the processing of your data, **in specific circumstances**
* You have rights in relation to automated decision making and profiling

**You should refer to the Council’s website for further information on your rights:** <http://www.derrystrabane.com/Footer/Privacy-Policy>

**How do I complain if I am not happy?**

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact our Data Protection Officer*.*

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):

**Information Commissioner’s Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 Email: [casework@ico.org.uk](mailto:casework@ico.org.uk) <https://ico.org.uk/global/contact-us/>