



Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010

Roads Traffic Regulation (Northern Ireland) 1997 Order

Application for Holding a Special Event on a Public Road

A minimum of **12 weeks'** notice is required for a Road Closure Application
Please read DfI's "Guidance for Promoters of Events" before completing your application.
Failure to complete ALL sections fully may result in the application being returned to you

Event Details

Name of event:	Walled City 10 Mile road race
Date(s) of event:	11 th March 2023
Purpose and nature of event:	Athletics event
Location: Please attach a detailed, marked up location plan to your application	

Event Organiser's Details

Name of organisation applying and charity number if applicable:	City of Derry Spartans A.C.
Name of applicant:	Noel McMonagle
Address for correspondence (including Post Code):	110 Ballyarnett Road Derry BT48 7UF
e-mail address for correspondence:	N8oels@yahoo.com
Contact number prior to the event:	07841101933
Contact number during the event	07841101933
Do you have authority to act on behalf of the company/organisation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

About the requested road closure

Please explain why you must use the road and not an alternative off-road location for your event:	70% of the event is off road but we need to use the road to access parts of the route.
Have you held the event on the road previously?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Was a road closure granted for the event previously?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Schedule of requested road closures

Street / road to be closed <i>[Include road number]</i>	Extent of restriction From its junction with [...] up to its junction with [...]	Date(s)	Time(s) of restriction:		Type of restriction: <i>[Full Road closure; OR Lane Closure (N/S/E/W bound)]</i>
			from	until	
St Cloumbs road/Browning Bt47 6HN	From its junction with Limavady road	11 th March 23	10.25am	10.40am	Full road Closure
A2 Clooney road	From caw roundabout to gransha roundabout	11 March 23	9.30am	12 noon	Lane closure east bound
A515 Madams bank (Foyle Bridge)	From culmore road roundabout to its junction with caw roundabout	11 march 23	9.30am	12.30pm	Lane closure eastbound
Ardcaien Park up to its junction with Madams bank road (Foyle Bridge)	Ardcaien Park up to its junction with Madams bank road (Foyle Bridge)	11 march 23	9.30am	12.30am	Lane closure southbound
U515 Bay Road	From bay road up to the science park (Fort George)	11 march 23	9.30	1pm	Lane Closure

Please provide details of any structures or other equipment that you plan to erect or place on the public road:	Cones and signage
Please provide details of any businesses which may be affected by the event and provide confirmation that you have contacted them:	No businesses affected
Please provide details of any taxi / bus services which may be affected by the event and provide confirmation that you have contacted them:	N/A
Please provide details of any residents who may be affected by the event and provide confirmation that you have contacted them:	Road closure on Browning drive – residents will be given access as normal but may experience a short delay until we have a gap in runners to accommodate them passing. Letter will be posted though each door advising them
Please provide any additional information in support of this application:	

Required documentation:

You will have to provide the following documents, prior to the grant of a road closure:

- Location maps:
A map clearly showing the location of any infrastructure, e.g. staging, etc. to be placed on the road.
A map must clearly show the section(s) of roads to be closed and proposed diversion route(s) - roads to be closed must be marked red; diversion routes must be marked green.
- Signage schedule
- Traffic Management Plan
- Evidence of Public Liability Insurance cover (£10M)
- Written evidence of consultations with residents, businesses and bus/taxi companies affected by the proposed closure
- Event Management Plan (to include risk assessments)

Please note: additional documentation / certification may be requested depending on the nature of the event.

Applicant Checklist and Declaration

Please review your application and sign and date the declaration below:

Have you submitted the following documents with your application:

Location map	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To follow
Signage Schedule	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> To follow
Traffic Management Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> To follow
Evidence of Public Liability Insurance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To follow
Written evidence of consultations with residents, businesses and bus/taxi companies affected by the proposed closure	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To follow
Event Management Plan	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To follow
Application Fee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Advertisement Fee	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A

Fee details:

Applicant	Application fee	Public notice fee
Commercial (for profit) organisation	£165	£250 for each public notice newspaper advertisement There will have to be at least one public notice, but for larger events more advertisements may be required
Voluntary, community and not-for-profit groups Written proof of not profitable status must be provided with the application		

Declaration

- I hereby apply for a road closure for the event named in this application, as detailed.
- I understand that, as the event organiser, I am the person responsible for the safety of the event.
- I will ensure that appropriate risk assessments are conducted to identify necessary measures that need to be in place to prevent or reduce the risk of harm occurring during the event.
- I understand that traffic signs may only be erected on roads by competent, accredited personnel, trained to work on live highways.
- I undertake to ensure that, if the requested road closures are granted, emergency vehicle access will be maintained at all times to the roads.
- I understand that, if granted, a Road Closure Order will be subject to conditions and I undertake to abide by any such conditions.

Name SCOTT GALBRAITH

Signature of applicant: *Scott Galbraith*

Date of application: 15/1/23

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

Data Protection Officer Name: Damian McCay
Telephone: 02871 253253 Email: 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 data 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

<https://ico.org.uk/global/contact-us/>

October 2021