

# Application form for a temporary road closure.

(Section 75 of the Roads Act, 1993)



**This form is available in a variety of accessible formats (i.e. large print or Braille) upon request.** This form is also available on our website [www.dlrcoco.ie](http://www.dlrcoco.ie) ; at the information desk at County Hall, Dún Laoghaire; at our Dundrum Council offices, Dundrum; or by fax or by post upon request.

Before any application for a Temporary Road Closure is approved, the applicant **MUST** first contact the Traffic Section of the Municipal Services Department: phone (01) 205 4700; email [info@dlrcoco.ie](mailto:info@dlrcoco.ie) to arrange a meeting with the relevant Area Traffic engineer.

The purpose of the meeting is for the applicant to outline his/her reasons for a road closure.

If agreement is reached on the need to temporarily close a roadway, the date for the closure, the duration of the closure, the proposed diversion route(s) and any special requirements will be discussed and agreed.

Following the meeting this application form must be completed in full and using block capitals. The relevant documentation and fees should be forwarded to the Traffic Section, Municipal Services Department, Dún Laoghaire-Rathdown County Council, County Hall, Marine Road, Dún Laoghaire, Co Dublin. Or you can email it to us at: [info@dlrcoco.ie](mailto:info@dlrcoco.ie).

Please allow at least five weeks before the planned road closure date so that we have time to place the required advertisements in a national newspaper and process your application.

It should be noted that all closures must be undertaken with the agreement and co-operation of the local Gardaí.

The items to be returned with this application form are:

## Traffic management plan

A written traffic management plan must be prepared by a chartered engineer with experience in preparing and putting traffic management plans in place. This plan must detail:

- the proposed route that diverted traffic will use;
- how you will provide for pedestrians;
- how you will provide local access;
- what signs you will use and where they will be;
- the delivery of materials (for development sites); and
- any skips that will be used on the development site.

## Public liability insurance

Enclose a copy of your public liability insurance cover. It must be for a minimum of €6.5 million and indemnify the Council against third-party claims. Dún Laoghaire- Rathdown County Council **must be named** on the policy.

## How much does it cost / Fees?

Please make all fees with your application payable to Dún Laoghaire-Rathdown County Council.

### Standard Administration / Advertising Fee

- Advertising/Administration fee of €3,000 per road closure application. In certain circumstances additional charges may be required after your application has been assessed, for example for increased advertisement costs for larger adverts.

### Plus

- Fee of €500 per day for weekday road closures, and €250 per day for Saturday and Sunday road closures will apply.

### Additional charges

- The suspension of Pay & Display bays is €25.00 per bay per day or part thereof.

It should be noted that a penalty charge of €750 per day applies where a road closure exceeds the number of days applied for, irrespective of what day of the week it is.

# General conditions

## Your signs

Unless we tell you otherwise, the signs at the affected section of the road should say 'ROAD CLOSED - LOCAL ACCESS ONLY'.

You must pay for any other signs to do with the road closure and for their maintenance and this includes temporary signage required under the traffic management plan.

## Statutory signs

If you need to remove statutory signs to carry out your work, you must first notify the Area Traffic engineer. With the engineer's agreement, you must remove the signs at the beginning of the proposed works and replace them when you have finished. You must bear the cost of doing this.

## Materials

You must store your materials within the area defined as the site and not in the rest of the public carriageway.

## Site huts

If you want to put your site huts on the public road, you must first apply to our Traffic section for written permission to do so.

## Non-goods vehicles

Non-goods vehicles must not be located within the site. You can only keep vehicles or plant on the site if they are actively engaged in the work.

## Any other expenses

You must pay for any other appropriate expenses we incur to do with your road closure. This includes any expenses regarding the granting of an extension to the road closure such as additional advertising costs.

## Withdrawal of road closure

We will withdraw our permission to close the road if you breach the agreed traffic management plan or any of these conditions.

**Please use block capitals to fill in your details.**

1 Name of company

2 Address of company

Email:

3 Contact name

Contact email

4 Landline phone

Mobile

5 What is the name of the road or street you wish to close?

6 Which section of the road or street do you wish to close?

From \_\_\_\_\_

To \_\_\_\_\_

7 On what dates do you wish to close the street?

From \_\_\_\_\_ to \_\_\_\_\_

8 Do you wish to close the road for the entire period or for certain hours each day? Please tick one.

For the entire period  For certain hours each day

If for certain hours each day please give them here. From \_\_\_\_\_ to \_\_\_\_\_

9 Why do you want to close the road or street?

10 What is the length of the road (in linear metres) that will be affected by the closure?

Linear metres \_\_\_\_\_

11 What is the length of the disk-parking area or pay-and-display area(s) that will be affected?

Disc parking in linear metres \_\_\_\_\_ Pay and display in linear metres \_\_\_\_\_

12 How many parking bays will be affected? \_\_\_\_\_

Together with this application form, I enclose:

- a traffic management plan
- a copy of my public liability insurance
- standard administration/ advertising €3,000 fee
- fee for €500 x number weekdays + €250 x number of weekend days
- €25 per parking bay for each day, or part of each day, that it will be put out of use by the proposed road closure (if relevant)

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

**For office use only**

**Approved by:**  **(Senior Engineer, Traffic Section)**

**Date:**

**An Rannóg Seirbhísí Bardasacha** Municipal Services Department