



# TEMPORARY ROAD CLOSURE APPLICATION FORM

## ➤ MINIMUM 6 WEEKS ADVANCE NOTIFICATION TO COMPLETE PROCESS

### CONDITIONS OF TEMPORARY ROAD CLOSURE

1. Applications must be made a minimum of 6 weeks prior to the proposed closure date (see pg 4) to allow for processing of applications and 2 adverts. A seven week advance notification applies for Council applicants.
2. The applicant **must submit a fee of €2,375 at the time of application** to cover advertising and administration costs (see page 4), otherwise your application will be put on hold and new dates required for the 6 week process. Any other relevant charges will be applied after application has been considered.
3. The road will be deemed to be closed from the nearest junction leading to a through-road (of equal or greater Traffic Impact) at each end of the works area. The road space charge for the applicant's closure will be based upon this junction to junction area.
4. The applicant shall pay any other relevant expenses incurred by the Council such as the suspension of parking bays, the temporary removal and replacement of traffic signs or the temporary replacement of road markings. In the case of disc parking and/or pay & display parking, a 5m length is equivalent of 1 no. parking space. The legal Confirmation Letter will not be issued until all costs are fully paid.
5. The applicant shall submit in writing a Traffic Management Plan, which details the proposed diversion route(s). The plan must be in compliance with Chapter 8 of the Traffic Signs Manual and outline the provision for pedestrians and local access, and the location and details of signage, which is to be bi-lingual.
6. The applicant must still separately apply for any T1-4s road openings in the usual way.
7. Please inform us at the time of application if it is proposed to place welfare cabins/huts, heavy equipment or skips within the closed area and where they are to be placed. No non-goods vehicles shall be located within the site. Vehicles or plant not actively engaged in the work may not be kept on site.
8. Permission must also be sought in advance if you propose moving any statutory signage or Council equipment and this will be at the applicant's expense.
9. The applicant shall indemnify Dublin City Council against all claims, proceedings, liabilities, losses or expenses of whatever nature, however arising in connection with the road closure for the period and times during which the temporary road closure is in place.
10. It is the applicant's responsibility to ensure that the temporarily closed road has signage indicating the closure and that they control access into the area. If they do not, their vehicles could be inadvertently clamped and fines will not be waived. It is also the applicant's responsibility to ensure others do not park there as this may obstruct their work and the Council will not be in a position to intervene.
11. Any breach of these conditions may result in the immediate withdrawal of the temporary road closure.

# TEMPORARY ROAD CLOSURE APPLICATION FORM (Fill in and sign)

(In accordance with section 75 of the Roads Act 1993)

1. Applicant: \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. Contact Name: \_\_\_\_\_ 4. Email \_\_\_\_\_
5. Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_
6. Road/Street Name: \_\_\_\_\_
7. Section of Road: From: \_\_\_\_\_  
To: \_\_\_\_\_
8. Dates Closed: From: \_\_\_\_\_ To: \_\_\_\_\_
9. a) Hours Closed: From: \_\_\_\_\_ To: \_\_\_\_\_ b) Is it Per Day  **OR** Entire Period
10. Reason for closure: \_\_\_\_\_
11. Length of road affected: \_\_\_\_\_ metres
12. Length of Disc Parking/Pay & Display affected: \_\_\_\_\_
13. No. of Paid Parking Bays affected: \_\_\_\_\_
14. Chargeability Code (Dublin City Council applicants only) : \_\_\_\_\_

## **DECLARATION**

I hereby apply for approval for a temporary road closure and agree to be bound by the general conditions listed on page 1 above and any specific conditions imposed by Dublin City Council.

I agree to comply with the provisions of the agreed works statement/traffic management plan. I hereby undertake to maintain a public liability insurance policy with a minimum limit of indemnity of €6.5 million for a single claim indemnifying Dublin City Council against all claims, proceedings, liabilities, losses or expenses of whatever nature arising as a result of the temporary road closure.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print name (for signature above): \_\_\_\_\_

Print position held: \_\_\_\_\_ Print company: \_\_\_\_\_

**If when we receive your application it does not contain all of the following 3 items, then we will put your application on hold and a new start date will be needed:**

- |   | <b>Checklist</b>         |
|---|--------------------------|
| • A completed and signed application form               | <input type="checkbox"/> |
| • The advertising/administration fee of €2,375          | <input type="checkbox"/> |
| • A traffic management plan, see condition 5 on page 1. | <input type="checkbox"/> |

# Temporary Road Closure charges (For office use only & info)

1. **Advertising / Administration fees** to be enclosed with this application: €2,375.00  
(Non-refundable once engineer deems the application acceptable)

## 2. Road space charges

All roads within the Council's area have been given a traffic impact number based on the road's traffic importance. The road space charges are calculated using a daily charge per linear metre (based on the traffic impact), per lane, per number of days, for use of public road.

Traffic Impact 1	= € 5.50	Traffic Impact 4	= € 30.80
Traffic Impact 2	= € 11.00	Traffic Impact 5	= € 46.40
Traffic Impact 3	= € 15.40		

TRAFFIC IMPACT	CHARGE PER LINEAR METRE	NUMBER OF METRES	NUMBER OF LANES	NUMBER OF DAYS	ROAD SPACE CHARGE (Subtotal)
1	€ 5.50				
2	€ 11.00				
3	€ 15.40				
4	€ 30.80				
5	€ 46.40				

## 3. Additional charges (Only if applicable)

a). Paid parking charge – if there is paid parking on the road you are temporarily closing, you will have to pay a daily charge for these suspension based on the relevant tariff zone.

Parking charges: No. of bays \_\_\_\_\_ times No. of days \_\_\_\_\_ = € \_\_\_\_\_

b). A fee will also be charged for removal/replacement/reinstatement of road markings, pay & display machines etc. if required. A list of charges is available on request, but these charges don't usually apply to most applicants.

Additional charges: \_\_\_\_\_ € \_\_\_\_\_

<b>Total Charge (1+2+3): €</b>
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### Particular Conditions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorised Officer: \_\_\_\_\_ Date: \_\_\_\_\_

# How the process works

1. **REQUIREMENTS** - At the very start we need to receive the following from you: **Checklist**
- A completed and signed application form
  - The advertising/administration fee of €2,375
  - A traffic management plan.

❖ If we don't get all 3 items, your application will be put on hold and new dates required for 6 week process.

2. **ASSESSMENT** - The Roadworks Control engineer will assess the application and if acceptable, we will write to you with:
- The road space costs, and
  - If applicable, charges for the suspension of any paid-parking bays on the road
  - Then we will proceed to the public notice stage.
3. **ADVERT 1** – we will arrange the 1<sup>st</sup> newspaper advert for the proposed closure to be published
- The advert informs the public what closure is being considered and states that objections can be made by email or letter.
4. **INDEMNITY** – We will post you an indemnity agreement for signature, stamping and return by post. This is the legal agreement that details the applicant's liability as the applicant is temporarily in charge and liable for what happens on the road during the closure.
5. **ADVERT 2** – we will arrange for a 2<sup>nd</sup> newspaper advert of the proposed closure, after the date for objections has passed
- This 2<sup>nd</sup> advert states what the Council intends to do re the road closure
  - If objections have been received following the 1<sup>st</sup> newspaper advert, publication of the 2<sup>nd</sup> advert may have to be delayed until the objections are dealt with satisfactorily by the applicant. Accordingly, the date of proposed road closure may also have to be deferred to a later date
  - All remaining charges should be received by us before the 2<sup>nd</sup> advert is placed in the paper.
6. **CONFIRMATION LETTER** – Without the legal Confirmation Letter you are not authorised to temporarily close the road, the Gardaí will not have been informed of the closure and any Authorised Officers of Dublin City Council or the Gardaí will immediately remove you or any contractors working illegally on your behalf.

We will not issue the confirmation letter unless:

- All remaining charges have been received from the applicant
- We have received the original signed and stamped indemnity agreement (we will accept a scanned electronic 'signed and stamped' copy temporarily if the circumstances warrant it).

7. **SIGNAGE & LETTER DROP** –

- It is the applicant's responsibility to ensure that appropriate road signs are in place in order to inform road users travelling along nearby streets about the closure
- Local residents and businesses (near the part of the road to be closed or that will be affected) are to be letter-dropped informing them of the upcoming closure as per the confirmation letter. Please forward a copy of this letter to [roadworks.control@dublincity.ie](mailto:roadworks.control@dublincity.ie) at the same time.