



Road Closure Guidance Notes

[Ver.2/May19]

1. Why do I need permission for a Temporary Road Closure?

- Permission to temporarily close a road is required under Section 75 of the Roads Act 1993 and the Roads Regulations 1994.

2. How do I apply for a Temporary Road Closure?

- You must complete an "R1 Application Form" which can be obtained from:
 - Cork City Council Website
<https://www.corkcity.ie/en/council-services/services/roads-and-traffic-management/licences-and-forms/>

Or

- Reception Desk
Cork City Council,
City Hall,
Cork

3. What documentation is required?

- The aforementioned R1 Application Form
- A Site Specific Traffic Management Plan (Compliant with Chapter 8 of the Traffic Signs Manual 2010)
- This plan must also provide:
 - Proposed diversion routes
 - Provisions for pedestrians
 - The location and detail of signage
 - Details of delivery of materials (for development sites)
 - Details of any skips (for development sites)
 - The size of the works, i.e the length. This is required for fixed works, i.e works at a specific location and for moving works, i.e works which are carried out along a street or road.
- Insurance: A copy of the applicant's insurance policy must accompany each application and include the below three elements:
 - Public Liability Cover to a minimum value of €6.5million
 - Employers Liability Cover to a minimum value of €13million
 - The applicant's policy must be extended to indemnify Cork City Council against all proceedings, liabilities, losses or expenses of whatever nature, however arising, in connection or arising out of activities covered by this application.
- A copy of the proposed letter drop notification, which is required to be delivered by the applicant to all affected residents/businesses as a result of the proposed road closure.

4. What happens when I complete the application form?

- Upon Completion of the R1 application form and required accompanying documentation, attendance is mandatory by the applicant at the Cork City Council weekly traffic meeting. Attendance is required a minimum of five weeks in advance of the proposed road closure dates.
- The Cork City Council Traffic Meeting is held each Tuesday in the Council Chambers, City Hall, Cork, between 1330-1530hrs. Discussion of various applications is on a first come, first served basis.

5. Application for a Road Closure under Section 75 of the Roads Act, 1993:

- Attendance is mandatory at the aforementioned Cork City Council weekly traffic meeting to discuss any proposed road closure. Upon discussion of each application, the most appropriate procedure under Section 75 of the Roads Act 1993, will be decided upon and the application will proceed on that basis.

6. What is the cost of a Temporary Road Closure?

- Administrative Fees, Road Closure Signage Implementation Costs and Advertising Costs will be advised upon when initial application/discussion has taken place. All outstanding fees will be required to be paid in advance of advertising or closure implementation. Any additional costs incurred by Cork City Council in relation to a specific closure will be recovered following the event.
- If a Parking or Loading Bay area is being removed or is not available due to the Closure, then the applicant is required to pay for the loss of revenue associated with same. The current cost is €20.00 per bay per day or part thereof for a 1 hour zone or €10.00 per bay per day or part thereof for a 2 hour zone. Loading Bay costs are €30 per space per day at standard van size. This must be paid in advance of the closure.
- In addition, the applicant shall pay, where appropriate, any other expenses incurred by Cork City Council such as the temporary replacement of road markings.

7. What Payment methods are available?

- Cheque / Bank Transfer/ Credit Card Payment are accepted.

8. What happens when I submit all the required Documentation?

- Post attendance at the Cork City Council Traffic Meeting, along with submission of all required documentation, the Transportation Division will contact you and advise you if your application is successful and the appropriate fee payable.

- “Cork City Council is committed to fulfilling its obligations imposed by the Data Protection Acts 1988 to 2018 and the GDPR. Our privacy statement and data protection policy is available at <https://www.corkcity.ie/en/council-services/public-info/gdpr/>

We request that you read these as they contain important information about how we process personal

- Tá Comhairle Cathrach Chorcaí meáite ar a cuid oibleagáidí faoi na hAchtanna um Chosaint Sonraí 1988 go 2018 agus faoi GDPR a chomhlíonadh. Tá Ráiteas i leith Príobháide agus Beartas Cosanta Sonraí le fáil ar <https://www.corkcity.ie/en/council-services/public-info/gdpr/> Iarrtar ort na cáipéisí sin a léamh toisc go bhfuil eolas tábhachtach iontu faoin tslí a ndéanaimid sonraí pearsanta a thugtar dúinn a phróiseáil.