



Road Closure Guidance Notes

[Ver.1/Jan 19]

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 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 aforementioned 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 one month 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 the hours of 1330-1530hrs. Discussion of various applications is on a first come, first served basis.

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

- A minimum non-refundable fee of €650.00 is required to cover administration costs and installation of statutory road closure signage (i.e closure less than seven days duration). Additional charges may be applied after the application has been considered in full.

- A minimum non-refundable fee of €2,200.00 is required if the closure necessitates advertisement (i.e closure for more than 7 days duration). Additional charges may be applied after the application has been considered.
- 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 €10.00per 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. See Appendix V of *"The Directions for the Control and Management of Roadworks in Cork City"* for current charges.

6. What Payment methods are available?

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

7. 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.

*****Please note, that these are only guidance notes on the process of applying for a temporary road closure.***
Further terms, conditions and stipulations could apply depending on each application.**