



Comhairle Contae Chorcaí

Cork County Council

Temporary Road Closures

(Pursuant to Section 75 of Roads Act, 1993 & part VIII of the Roads Regulations, 1994)

EXPLANATORY NOTES

REV 10

- Cork County Council, as a Roads Authority, will consider applications from organisations and persons for the temporary closure of public roads (Section 75 of the Roads Act, 1993).
- Application Forms are available from:

Dept.	Address	Tel. No.	Fax. No.	Email
Roads Finance & Admin. Dept.	Cork Co. Council, Courthouse, Skibbereen, Co. Cork.	028 - 21299	028 - 21995	roadclosures@corkcoco.ie

- The Council's website www.corkcoco.ie

A fully completed Application Form, together with all relevant supporting documentation must be received in this office at least 7 weeks in advance of the proposed closure.

In advance of submitting a completed application form and supporting documentation:

1. Your organisation must engage with the Emergency Services (e.g. ambulance, fire services) and agree in advance procedures for dealing with 999/112 calls within enclosed area and the general area of closure.
2. For **planned Events or Car Rallies** (non-Construction related), a site specific Traffic Management Plan (which must also include a Risk Assessment of diversion route(s)) must be prepared by a competent designer.

3. For **construction related projects**, a site specific Traffic Management Plan (which must also include a Risk Assessment of diversion route(s)) must be prepared by a competent designer. The following are the requirements for a Traffic Management Plan for construction related projects:

(a) Planned Works

(i) The Traffic Management Plan must be prepared by a competent designer, who has a current traffic management design qualification.

(ii) The holder of a current 3 day (SLG) Signing, Lighting & Guarding CSCS card must be on site for installation / modification / removal of the Traffic Management Plan.

(iii) The holder of a current 1 day Health & Safety at Roadworks CSCS card must be on-site where works are on-going to maintain the Traffic Management system, as set out by the 3 day cardholder.

(b) Routine Works

(i) The holder of a current 3 day (SLG) Signing, Lighting & Guarding CSCS card must be on site for installation /modification/removal of the Traffic Management Plan.

(ii) The holder of a current 1 day Health and safety at Roadworks CSCS card must be on site where works are ongoing, to maintain the Traffic Management system as set out by the 3 day cardholder:-

4. The Traffic Management Plan must be discussed and **agreed in advance** with the local Gardai, the local Cork County Council Municipal District Engineer and any relevant stakeholders (e.g. emergency services, ambulance services, fire service, coastguard, scheduled private and public transport services, schools) etc.
5. The applicant is advised to notify all residences, businesses, local clergy etc located in the affected areas. This notice should include the purpose of the Temporary Road Closure, dates of the closure, contact details of the applicant's liaison person, the procedure to be followed by householders in the event of an emergency and a map detailing the section of road to be closed along with the diversion route.
6. The applicant shall confirm on the temporary road closure application form if local access will be maintained throughout the duration of the Road Closure.
7. If the road closure is for the purpose of opening / excavating the public road/footpath/grass margin, a Road Opening Licence must be obtained from Cork County Council to coincide with the dates of the road closure. Further details are available at www.corkcoco.ie
8. A Road Opening Licence is required for all cattle underpasses. In this regard the associated Planning Permission authorising this work and any conditions attached to the planning should be submitted.

9. If the space available on the Application Form is insufficient for road description details (e.g., for car rallies) further information can be submitted on an additional sheet.
10. Upon receipt of a valid Application and approval from relevant Stakeholders, the Roads Authority proceeds to publish a First Public Notice, which advises the public of the intent to close a road(s) for a specified period and purpose. At least 3 working days are allowed for written objections/observations (to the proposed closure) which are to be submitted to this office.
11. If any objections/observations are received, the applicant will be notified and may be required to engage directly with the Third Party. It may also be necessary to make the Applicant's contact details available to the Objectors. Personal data provided to Cork County Council is processed in accordance with our Privacy Policy which is available at <https://www.corkcoco.ie/Privacy-Policy>.
12. Before deciding to close the public road(s), the Roads Authority may require written confirmation from the Applicant as to how objections/observations were addressed. The Roads Authority may also seek confirmation from the Objector/s regarding the outcome of same. If at this stage, the Roads Authority considers it appropriate to close the road(s), a second public notice to this effect is published. This must be published at least 7 days before the commencement date of the closure.
13. Estimated advertising costs and administrative fees must be paid by the Applicant in advance of placing the second advertisement and any additional costs incurred by the Roads Authority will be recovered following the event. Any overpayment made will be refunded to the applicant.
14. Road Closures (including alternative routes) in Gaeltacht areas need to be advertised in both Irish and English, in order to comply with the Official Languages Act 2003, which Local Authorities are obliged to follow. This will result in additional advertising costs for the Applicant, as it entails two First Public Notices and two Final Public Notices.
15. **Confirmation of Insurance Details Form** must be completed and submitted with the application form. The policy must contain specific indemnity to Cork County Council, as a Roads Authority, and Public and Products Liability cover of €6.5 million together with Employer's Liability cover of €13 million. **The name on the policy must match the name of the applicant on the application form.**
16. Any queries regarding this procedure may be directed to Roads Department, Cork Co. Council, The Courthouse, Skibbereen, Co. Cork, or email roadclosures@corkcoco.ie