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|  | * 1. **Roads and Transportation Department**   2. **Áras an Chontae**   **Roscommon F42 VR98**  **Phone: 090 66 37152**  **Email: roads@roscommoncoco.ie** |

**Section 75 Roads Act 1993 and Article 12 Roads Regulations 1994**

1. Application shall be made to Roscommon County Council a minimum of **six** weeks prior to the proposed closure date, in order to allow sufficient time for processing of the application and two advertisements - please see application process on page 2.
2. The applicant shall consult with the local Area Engineer and the application **must be approved/ signed** by the Area Engineer, before submission. Please contact 090 6637152
3. The applicant **must pay a fee** to cover advertising and administration costs (see **Appendix 1**). This fee is non-refundable. Costs will be recouped after application is processed. Exemption from fees will apply to Charities, only where the Charity Number is provided.
4. The applicant must provide evidence of up-to-date insurance, which specifically covers the temporary road closure and specifically indemnifies Roscommon County Council against all losses and claims that may result from the temporary road closure. The minimum level of indemnity required is Employers Liability €13m and Public Liability €6.5m and **both policies must specifically include a notation of indemnity to Roscommon County Council.**
5. In addition the applicant shall pay, where appropriate, any other expenses incurred by Roscommon County Council such as the temporary removal and replacement of traffic signs or the temporary replacement of road markings.
6. The applicant shall submit a Traffic Management Plan in writing. The Plan must be in compliance with Chapter 8 of the Traffic Signs Manual and shall provide the following information:-

* Details of the proposed road closure (highlighted in red on map submitted)
* Details of the proposed alternative route(s) (highlighted in blue on map submitted)
* Provision for local, pedestrian and emergency access
* Location and details of signage. Details of delivery of materials, etc. to the site.
* Define the length of the works.

1. The applicant must apply separately apply for Road Opening Licences in the normal way, where applicable.
2. Please include detail with application, of the location of welfare cabins/huts, heavy equipment or skips within the closed area. 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.
3. It is the responsibility of the applicant to ensure that the temporary closed road has signage indicating the closure and that they control access into the area.
4. Any breach of these conditions may result in the withdrawal of the road closure.
5. Roscommon County Council reserve the right to require a higher level of insurance cover, impose additional conditions, to withdraw the road closure or refuse any application.

**Procedure for Processing Applications**

* Submission of a valid Application, including all relevant documentation
* Assessment by Executive Engineer/Senior Executive Engineer
* Publication of Intention Notice in Local/National Newspapers
* Statutory Notification to Prescribed Bodies
* Allow time for public to make submissions and consideration of any submissions made
* Decision by Director of Services, Roads and Transportation Department
* Publication of Decision Notice in Local/National Newspapers
* Statutory Notification to Prescribed Bodies

Please return completed application to:

* 1. Roads and Transportation Department
  2. Áras an Chontae

Roscommon F42 VR98

Email: roads@roscommoncoco.ie

Phone: 090 6637152

**Appendix 1 – Fees**

* The application fee is based on an administrative fee plus advertising costs (two notices are required to be advertised, one for Intention and one for Decision).
* The advertising cost will depend on whether the notice needs to be published in Local Newspaper (Local or Regional Roads) and/or National newspapers (National Roads), as required by legislation.
* Once advertisements have been placed and payment processed, Roscommon County Council will invoice the applicant for recoupment of fees.
* Exemption from fees will apply to Charities, only where the Charity Number is provided.

**Schedule of Fees**

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| --- | --- |
| Administration Fee | Cost €100 |
| **Plus** Cost of Advertisements |  |
| **Local and Regional Roads** – Local Newspaper | Approximate Cost €250 - €900  **Total Approximate Cost €350 – €1,000** |
| **National Roads** – Local & National Newspaper | Approximate Cost €1,500 - €2,000  **Total Approximate Cost €1,850 – €3,000** |

These fees are approximate. The amount recouped from the applicant will be the actual costs of advertisements plus admin fee of €100.

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|  | **Roads and Transportation Department**  **Áras an Chontae**  **Roscommon F42 VR98**  **Phone: 090 66 37152**  **Email: roads@roscommoncoco.ie** |

**APPLICATION FOR TEMPORARY ROAD CLOSURE**

Section 75 Roads Act 1993 and Article 12 Roads Regulations 1994

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| Applicant Name | |  | |
| Address  Eircode | |  | |
| Name and Address of Contractor carrying out Works *(where different than applicant)* | |  | |
| Details of Organisation/Company  Including Address | |  | |
| Charity Number (*where applicable*) | |  | |
| Designated Contact Person | | Name: | Mobile: |
| Email | |  | |
| Designated Contact Person/  Co-ordinator of Safety and Health on site: | | Name: | Mobile: |
| Road Number and/or Street Name | |  | |
| Section of Road | | From: | To: |
| Length of Road to be closed | |  |  |
| Date Closed | | From: | To: |
| Hours Closed | | From: am/pm | To: am/pm |
| Reason for Closure | |  | |
| Alternative Route(s)  Road Number(s) | |  | |
| Is local/emergency access maintained at all times? | | Yes | No |
| Have households/schools/ businesses in the area been consulted/notified? | | Yes | No |
| Have you contacted the relevant Roscommon County Council Area Engineer? | Yes | | No |
| Have you liaised with the local Gardaí? | Yes | | No |
| Insurance Company:  Policy No:  Expiry Date: | Public Liability  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Employers Liability (*where applicable*)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I/we wish to apply for a temporary road closure, details of which are set out above. I/we have read and understand the conditions attached to this application. I/we agree to the following:

* Payment of Application Fees once invoiced (Administration Fee plus cost of advertisements)
* Under General Data Protection Regulation (GDPR) your consent is required to transfer your personal information to third parties. This may arise in the event of enquiries/objections to this proposed Temporary Road Closure. Yes No

**Signed: Applicant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Signed: Roscommon County Council Area Engineer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

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| **Checklist of Documentation to be submitted with Application** |

1. Traffic Management Plan, including location of route signage
2. Map identifying Section of Road that is to be closed
3. Map outlining Diversion Route
4. Risk Assessment
5. Public Liability Insurance policy with a minimum limit of indemnity of €6.5m for a single claim indemnifying Roscommon County Council

**and**

1. Employers Liability Insurance policy with a minimum limit of indemnity of €13m for a single claim indemnifying Roscommon County Council
2. Agreement to pay Application Fees once invoiced (Admin Fee + cost of advertisements)