|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicant Details** | | | | | | |
| **Company Name** |  | | | | | |
| **Address** |  | | | | | |
| **City/State/Zip** |  | | | | | |
| **Contact Name** |  | | | | | |
| **Phone** |  | | **Mobile** | |  | |
| **Email** |  | | | | | |
|  | | | | | | |
| **Closure Details**  *Location of Proposed Closure: (please attach copy O.S. area map scale 1:1000)* | | | | | | |
| **Dates Closed** | **From:** |  | | **To:** | |  |
| **Hours Closed** | **From:** |  | | **To:** | |  |
| **Reason for Closure** |  | | | | | |
|  | | | | | |
| **Length of Road affected** |  | | | | | |
| **Length of Pay & Display Parking affected (if any):** |  | | | | | |
| **No. of Pay & Display Parking Bays affected (if any):** |  | | | | | |

**Insurance Details**

Anyone who applies for temporary road closure will be required to have Public Liability Insurance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Insurance Company:** |  | | |
| **Policy No:** |  | **Expiry Date:** |  |

**(N.B. Level of Public Liability Cover required: €6.4 million indemnity to Wexford County Council.)**

**I have read and agree to the below conditions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**Checklist**

Completed Application Form

Traffic Management Plan

Insurance Cover Sheet

**Conditions**

1. Applications must be submitted at least **8 weeks** prior to the proposed closure. This is to allow for processing the application and placing the required statutory notices.
2. There are two statutory notices legally required to temporarily close a public road:
   * Notice of Intention informing the public of the proposed closure and allowing them to make a submission/objection
   * Notice of Decision shall be published after any submissions/objections have been considered and must be placed at least 7 days before the proposed closure in accordance with Section VIII of the Road Regulations 1994

These notices will be placed in the local newspapers. The statutory process will only commence once **all fees** have been received.

1. The applicant will be responsible for reimbursing Wexford County Council for the costs associated with advertising and administration. An invoice will be sent out with details of the cost.
2. The applicant shall submit a Traffic Management Plan which details the following:

* Proposed diversion route(s)
* Provision for pedestrians and local access
* Location & details of signage

1. The applicant shall provide a copy of the cover sheet of their insurance detailing their public liability *(N.B. Level of Public Liability Cover required: €6.4 million indemnity to Wexford County Council, all applications must be received at least eight weeks prior to proposed road closure.)*
2. The applicant is responsible for the provision of all appropriate signage.
3. The applicant must notify residents and business owners that may be affected by the closure a minimum of 7 days before the closure.
4. The applicant will be informed of any objections/submissions received. It is the responsibility of the applicant to resolve any issues that may arise.
5. Specific conditions may also be set for road closures, depending on the closure and impact of that closure on the surrounding area.
6. The applicant will pay, where appropriate, any other expenses incurred by Wexford County Council, such as the suspension of parking bays, temporary removal and replacement of traffic signs or the temporary replacement of road markings.
7. The applicant will pay for any damage to the public road.

***(Official Use Only)***

|  |  |
| --- | --- |
| Administration Fee | €150 |
| Advertising Fee | € |

**Additional Charges**

Paid parking charge – if there is paid parking on the road that you want to temporarily close, you will have to pay a daily charge for the suspension of these based on the relevant tarrif.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No. of Bays** |  | x | **No. of Days** |  | = | € |

|  |  |
| --- | --- |
| **Total Charges** | |
| Administration Fees | €150 |
| Advertising Fees | € |
| Parking Bay Charges | € |
| **Total Charges** | **€** |

**Specific Conditions**

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| --- | --- |
| **Authorised by:** |  |
| **Role:** |  |
| **Date:** |  |

**Company Stamp:**