

SECTION 75 OF THE ROADS ACT 1993



**APPLICATION FOR A TEMPORARY ROAD CLOSURE  
WITHIN THE FUNCTIONAL AREA OF SOUTH  
DUBLIN COUNTY COUNCIL**

**Applicant Details**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone no: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

**Details of Closure**

Road name:		
	From	To
Section of road to be closed:		
Dates of closure:		
Hours of closure:		
Reason for closure		

**Alternative Route(s) and Assessed Impact**

Please detail the proposed alternative route(s) and length of detour. A corresponding traffic management plan must accompany this application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please detail the assessed impact:

\_\_\_\_\_

\_\_\_\_\_

## General Conditions

1. Applications must be made a minimum of 6 weeks prior to the temporary road closure. This is to allow for processing the application, placing the required statutory notices and informing the relevant parties.
2. There are two statutory notices legally required to temporarily close a public road:
  - a. Notice of Intention informing the public that a closure has been requested and allowing the public to make a submission or objection to South Dublin County Council
  - b. A Notice of Decision published after any submissions objections have been considered.South Dublin County Council will place these notices in a local or national newspaper, as appropriate.
3. The application fee will depend on whether these notices need to be published in local or national newspapers, or both. The Engineer's decision on the most suitable form of advertising will be final. The fees are as follows:

a. One local newspaper only:	€ 525
b. Two local newspapers:	€1,025
c. National advertising only:	€2,525
d. Both local and national advertising:	€3,025

The statutory process will only commence once the full fee has been received.
4. A written traffic plan must be submitted. The plan must detail:
  - The proposed route that diverted traffic will use
  - How pedestrians will be provided for
  - How local access will be provided for
  - What signs will be used and where they will be positioned
  - The delivery of materials (for development sites)
  - Any skips to be used on the site
5. A copy of your public liability insurance cover must also be submitted. It must be for a minimum of €6.5 million and should indemnify South Dublin County Council against all claims, proceedings, liabilities, losses or expenses of whatever nature, however arising in connection with the road closure. This indemnity must be maintained for the duration of the temporary road closure. South Dublin County Council must be named on the policy.
6. The applicant is responsible for the provision of all appropriate signage.
7. Permission must be sought in advance if you propose moving any statutory signage or Council equipment, which will be at the applicant's expense.

## Declaration

I hereby apply for approval for a temporary road closure and agree to be bound by the general provisions above and any specific conditions imposed by South Dublin County Council.

I agree to comply with the provision of the agreed traffic management plan. I undertake to maintain a public liability insurance policy with a minimum limit of indemnity of €6.5 million, as detailed above.

Together with this application form, I enclose:

A traffic management plan



A copy of my public liability insurance



**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Privacy Statement for Land Use, Planning and Transport Department

### Business Unit: Traffic Section

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#### Who we are and why do we require your information?

South Dublin County Council seeks to promote the economic, social and cultural development of the County and in doing so contribute significantly to improving the quality of life of the people of South Dublin County.

The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of South Dublin County Council's core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

To provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of South Dublin County we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided the information sought may include 'personal data' as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past, current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements.

#### Why does the Council have a privacy statement?

South Dublin County Council has created this privacy statement to demonstrate the Council's firm commitment to privacy and the security of the personal data you provide to the Council.

South Dublin County Council's commitment to you is that the personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained and retained for only specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained
- Recorded accurately and, where necessary, updated
- Stored safely and securely
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Kept in a form which permits identification of the data subject
- Processed fairly and in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

#### Services referred to in this Privacy Statement:

The policy, procedure and management of data in relation to the following:

- Abnormal Load Permits
- Temporary Road Closures
- Extinguishment of a Public Right of Way
- Way-Finding Signage
- Hoarding Licences
- Applications for Traffic Calming

#### Personal data required:

PHONE NO: +353 (0)1 4149302

Email [seoroads@sdublincoco.ie](mailto:seoroads@sdublincoco.ie)

Contact data to allow for efficient communication. In the case of applications for Traffic Calming, you will also be required to provide proof of address.

**Specific and legitimate purpose for which the personal data is being sought:**

This data is required for the performance of a task carried out in the public interest or in the exercise of official authority vested in South Dublin County Council in accordance with Article 6(1) (e) of the General Data Protection Regulation, 2016.

**Legal basis under which the information is required to be supplied:**

<b>Service</b>	<b>Legal Basis for Collection</b>
Abnormal Load Permits	Road Traffic (Special Permits for Particular Vehicles) Regulations 2007
Temporary Road Closures	Section 75 of the Roads Act, 1993
Way-Finding Signage	Section 254 of the Planning and Development Act, 2000
Hoarding Licences	Section 254 of the Planning and Development Act, 2000
Extinguishment of Public Right of Way	Section 73 of the Roads Act, 1993
Traffic Calming	Section 38 of the Road Traffic Act, 1994

**Other organisations/bodies/entities that the Council will be required to share data with, or obtain data from, in order to provide the required service:**

The Council may share your information internally (within the Council) and with third parties, in accordance with statutory and regulatory obligations and subject to compliance with Section 8 of the Data Protection Acts. The staff of the Traffic Section may request, obtain and share information, in carrying out its various functions, from/with An Garda Síochána as appropriate.

**How your personal data will be kept safe from unauthorised or unlawful processing:**

We take our data security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. We review our data security measures and procedures regularly.

**Period for which your personal data will be retained**

The Land Use, Planning and Transportation Department will only keep your personal data for as long as is necessary, for the purpose for which we are processing it and in accordance with our Record Management and Retention Policy, unless we have a legitimate reason for keeping it, for example, any legal requirement to keep the data for a set time period. Where we do not need to continue to process your personal data, it will be securely destroyed.

**Your Data Protection Rights**

- You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by South Dublin County Council is found to be inaccurate, you have the right to have the data corrected by the Council.
- You may request to have information erased, object to direct marketing and to restrict the processing of your information, including automated decision-making.
- You have the right to request data portability (transfer) of personal data held electronically by the Council to another data controller where technically feasible.
- You may withdraw consent at any time where processing is based entirely on your consent.
- Please note that to help protect your privacy the Council will take steps to verify your identity before granting access to personal data.

Data access requests should be made in writing and addressed to the

**Data Protection Officer, South Dublin County Council, County Hall, Tallaght, Dublin 24.**

**E-Mail: [dataprotection@sdblincoco.ie](mailto:dataprotection@sdblincoco.ie).**

**Telephone: 01-4149000.**

**Right of Complaint to the Office of the Data Protection Commissioner**

**PHONE NO: +353 (0)1 4149302**

**Email [seoroads@sdblincoco.ie](mailto:seoroads@sdblincoco.ie)**

If you are not satisfied with the outcome of the response you receive in relation to a data access request or are unhappy with the manner of the processing of your data by South Dublin County Council, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner's website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact the Commissioner's Office at:

Lo-Call Number: 1890 252 231

E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address: Office of the Data Protection Commissioner, Canal House, Station Road, Portarlington R32 AP23, Co. Laois.