	Type of Document:	Date Prepared	26.08.2019
	Company Standard Operating Procedure	Supersedes	3
Document Reference	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15/09/2025

DISTRIBUTION	SOFT COPY	HARD COPY
1. Defined Safety Software Users	√	
2. Others	None	None

	Name	Designation	Date
Originator	A-M. McLoughlin	PMO HS Manager	26.08.2019
Reviewed by	J. Fairley & K. Lee	Head of Land Ops & EHS Coordinator (Land Ops)	15.09.2025
Approved by	J. Fairley	Head of Land Ops	15.09.2025

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

Contents

1.0 Purpose/ Introduction	3
1.1 Introduction	3
1.2 Legal Background	3
1.3 Definition of Roadworks / Emergency Works.....	4
1.4 Glossary	5
1.5 Application of these 'Directions'	6
1.6 Traffic Management Permit to Work (PTW).....	6
1.7 Operative Date	6
2 RESTRICTIONS ON ROADWORKS	7
2.1 Timing of Roadworks	7
2.2 Road Closures.....	7
2.3 Directions to cease work.....	7
2.4 Relaxation of restrictions	7
3 PERMITS TO WORK	8
3.1 Required Notification.....	8
3.2 Requirement to Submit Documentation	8
3.3 Notification of Extension of Time	9
3.4 Insurance	9
3.5 Condition of directions/permits/consents	9
3.6 Refusal/withdrawal of permits/consents	10
3.7 Violation Notices	10
4 Minimum Reinstatement Requirements	11
4.1 Roadworks Reinstatements	11
4.2 Cycling Facilities Reinstatement	11
4.3 Permanent Reinstatement Footpaths	11
4.4 Inspection of Works	11
4.5 Concrete Flags, Granite Kerbs & Cobbles/Setts.....	11
4.6 Emergency Repairs.....	12
4.7 Bollards (Street Furniture)	12
4.8 Manhole Chambers and Frames	12
4.9 Deviations from Specifications	12
5 Other Services	13
5.1 Iarnród Éireann	13
5.2 Waterworks.....	13
5.3 Existing Services	13
5.4 Common Oil Pipeline (COP)	14
Appendix 1 – Link to TTM application form.....	15
Appendix 2 Violation Notice regarding PTW for TTM within DPC estate	16
Appendix 3 Road Names	17

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

1.0 Purpose/ Introduction

1.1 Introduction

The purpose of this document is to set out the Dublin Port Company (DPC) guidance for the installation of Temporary Traffic Management (TTM) on DPC roads in the port estate. The guidance document relates to all internal and external applications for TTM and the relevant Permit to Work (PTW) procedure.

A PTW application relates solely for a request to install TTM on DPC roads and does not relate to application to carry out works on the road network, e.g. road resurfacing, road works on port roads or adjacent properties, permission to dig, install or repair utilities, abnormal or over-dimensional load movements etc.

- I. All applications to carry out work listed in I. that require TTM must be directed to the appropriate DPC Function/Dept. for approval and include the relevant documentation detailed in Section 3.2.
- II. A PTW does not replace the statutory obligations imposed by other legislation and updated legislation.
- III. A PTW is not a traffic management design document.
- IV. A PTW may impose constraints on those who are involved in the design, implementation, the use of temporary traffic management measures and prescribed minimum reinstatement standards.

1.2 Legal Background

This document has been created to be compliant with the following legislation, and any subsequent revisions.

- I. Harbours Act (1996)
- II. Section 101D of the Road Traffic Act (1961)
- III. Section 13 of the Roads Act (1993)
- IV. Traffic Signs Manual (2019)

The Harbours Act (1996) allows for the creation of the DPC and sets out the regulations by which it can operate.

Section 101D of the Road Traffic Act (1961) allows a road authority to specify:

- I. The periods and times at which roadworks shall, or shall not, be conducted,
- II. The period within which roadworks shall, or shall not, be conducted,
- III. The way roadworks shall, or shall not, be conducted,
- IV. The requirements and standards in relation to the temporary or permanent reinstatement of a public road following the conducting of roadworks,
- V. The requirements in relation to the traffic control of traffic in the vicinity of roadworks.

The Traffic Signs Manual (2019) sets out the specification for all signs, devices, bollards, street furniture and road markings for public roads. Chapter 8 of the Traffic Signs Manual sets out the rules and regulations governing temporary roadworks.

The following Guidance Documents and subsequent revisions support this legislation:

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

- I. The Design Document (2019)
- II. The Operations Manual (2019)

1.3 Definition of Roadworks / Emergency Works

Road works include any works on the carriageway and footpath, where public road and footpath space is temporarily unavailable for public use. This can include the placement of skips on a public road or footpath. DPC adopts the rules and regulations for the use of skips on public roads from Dublin City Council (Control of Skips) Byelaws, (1999).

Emergency road works are defined as road works the conducting of which is immediately required to prevent, or reduce the risk of loss, injury or damage to persons or property.

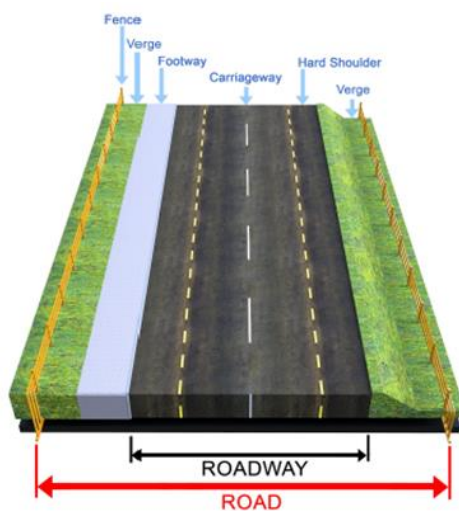


Figure 0.1.6.1 Design Guidance (2019)

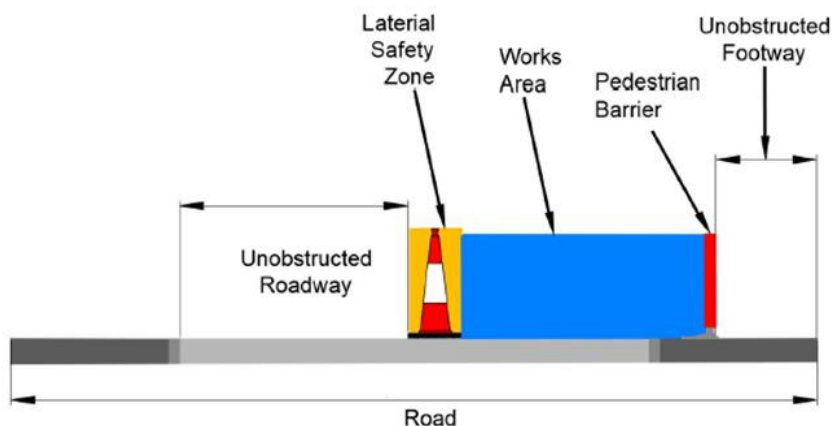


Figure 0.1.6.2 Design Guidance (2019)

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

1.4 Glossary

These following abbreviations and references are contained in this document:

DPC	Dublin Port Company (The 'Client' & 'Road Authority')
PMO	DPC Project Management Office (Capital Projects)
M&S	DPC Maintenance & Services
Land Ops	DPC Land Operations
TTM	Temporary Traffic Management
TMP	Traffic Management Plan
TTMLD	Temporary Traffic Management Layout Drawing
TTOS	Temporary Traffic Operations Supervisor
CSCS	Construction Skills Certificate Scheme
SLG	Signing, Lighting and Guarding (TTOS qualification)
PTW	Permit to Work
COP	Common Oil Pipeline

Utility Company

Any company responsible for gas, electric, water, telecoms etc., conducting work on those projects within the Dublin Port estate.

Main Contractor

Any company other than a utility company engaged to conduct work on projects within the Dublin Port estate.

Rigid road

A road with a pavement in which the main structural element is a high strength concrete slab that also provides the wearing surface.

Flexible road

A road with a pavement in which the road base is either cement bound or bituminous with bituminous upper layers.

Composite road

A road with a pavement in which the main structural element is a high strength concrete slab over which a bituminous surface is applied.

Temporary reinstatement

Means the first part of a two-stage reinstatement procedure where, in general a granular or cement bound material is used to make up the level to within 65mm of the finished surface level in the case of footways, and 75mm in the case of roads. This is then topped by 75mm of Dense Bitumen Macadam Basecourse (20mm nominal size) material in the case of road carriageways, and 65mm of Delay Set Macadam or similar approved material for footways, which is only designed to last for a short period of time.

Permanent reinstatement

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

Means the second part of a two-stage reinstatement procedure where the upper part of a temporary reinstatement is removed and the reinstatement completed.

Immediate permanent reinstatement

Means a one-stage reinstatement procedure where, in general, cement bound material rather than a granular material is used to make up the level to the road pavement and the reinstatement completed.

Shallow excavation

Is works which involve an excavated depth of less than 1.25m.

Deep excavation

Is works which involve an excavated depth of equal to or more than 1.25m.

1.5 Application of these ‘Directions’

These ‘Directions’ apply to all parties including DPC functions who intend conducting works on the road network in the Dublin Port estate.

In addition, specific ‘Directions’ in respect of any individual proposed roadworks may be issued by various DPC functions i.e. the Project Management Office, Land Operations, Engineering Services (M&S) etc.

All applications for ‘Directions’ relating to a PTW for TTM in Dublin Port will be administered by Land Operations, commencing **25th September 2025**.

All TTM applications must be sent via the DPC website, **Online Applications Portal**, whilst supplementary correspondence must be sent to ttm@dublinport.ie.

1.6 Temporary Traffic Management (TTM) - Permit to Work (PTW)

No roadworks, irrespective of duration, may be carried out on any road without a specific permit/consent from the relevant DPC function, which includes an overview of the TTM location, duration and times. Once the permit/consent has been agreed an application for a PTW for TTM shall be made using the online system (insert link)

Except for emergency works a minimum of two calendar weeks’ notice is required, and this period will commence from the next Monday that the application was received.

1.7 Operative Date

The operative date at which these ‘Directions’ came into force was the 31st of December 2019. The updated version came into effect on Monday, 15th September 2025.

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

2 RESTRICTIONS ON ROADWORKS

2.1 Timing of Roadworks

Having regard to the need to minimise the disruption to traffic caused by TTM, there may be restrictions to the times that applicants will be permitted to work, this is at the discretion of DPC.

2.2 Road Closures

Where the applicant believes a road closure is necessary to safely conduct the works, full diversionary routes must accompany the application including information for advance notification to impacted stakeholders.

2.3 Directions to cease work

DPC Authorised Officers/Representative, Harbour Police/Security, or a member of An Garda Síochána, may give immediate directions to cease works and works must be immediately suspended and safe provision made (including secured plating where required) for pedestrian and vehicular traffic flow.

2.4 Relaxation of restrictions

In exceptional cases where, because of the nature of the TTM being installed, it is, in the judgement of DPC, not feasible to comply with the general restrictions set out above, or compliance would result in the imposition of excessive costs consideration may be given to relaxing these general directions.

The prior written consent of DPC must be obtained for the relaxation of any of these general directions.

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

3. PERMITS TO WORK (PTW)

3.1 Required Notification

All PTW must be submitted online to DPC in relation to all proposed TTM in the Dublin Port estate. The requirements in relation to notification are set out in the following sections.

Since one of the purposes of notification is to ensure the co-ordination of TTM to minimise any disruption to traffic, DPC reserves the right to circulate details of TTM notifications to third parties.

All applications for a PTW for TTM must be submitted by the relevant utility company/main contractor and not by their sub-contractors, or any other third party.

All applications for a PTW for TTM must be made to DPC via the online system and will be managed by Land Operations in consultation with the relevant DPC function approving the road works.

Application under this Section does not entitle the applicant to commence work until a PTW for TTM has been approved and all appropriate conditions completed.

A summary of the full work details proposed, the location(s) and all supporting documentation must be submitted via the online application.

Failure to do so may result in the application being refused or delayed.

3.2 Requirement to Submit Documentation

It is a requirement of DPC that the following documents are to be submitted as part of the online PTW for TTM application:

A site-specific TMP incorporating the following elements:

- The submission of a TTM Layout Drawing (TTMLD).
- Compliance with Department of Transport's Traffic Signs Manual (2019).
- A comprehensive site-specific set of RAMS including detailed Risk Assessments and Method Statements for the Temporary Traffic Management.

The TTMLD should incorporate the following elements:

- The type and locations of all temporary signage to be erected,
- The type and locations of all temporary road markings to be installed,
- Details of any temporary changes to existing road markings and signage that will be required to facilitate the road closure,
- The proposed operation of any contra flow traffic lanes,
- The location of proposed temporary traffic signals/Flagmen,
- Details of any changes to other street infrastructure (e.g. taxi ranks, bus stops, etc.) that will be required to facilitate the roadworks,
- Arrangements for local access and pedestrian access,
- Provision for pedestrian movements including any special provision required for mobility impaired and less abled,

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

- Proposed changes to parking arrangements,
- Any proposals to erect barriers,
- Proposed lighting arrangements,
- Proposals for the use of flag men and/or temporary traffic signals
- Arrangements for storage of materials

The RAMS should incorporate the following elements:

- Details of personnel CSCS qualifications & other training
- Maintenance schedule while works are in place
- Removal plan
- Audit & inspection schedule if required as specified in the Guidance Document (2019)

**Due to the complex nature of operations within Dublin Port and the ever-changing environment, it is essential that all works are planned appropriately, for this reason generic documentation will not be accepted.*

3.3 Notification of Extension of Time

If a utility company/main contractor requires an extension of time, it must notify Land Operations at least 3 working days before expiry of original PTW for TTM that an extension of time is required for work at a specified location and state the expected finishing date.

3.4 Insurance

All utility companies/main contractors conducting work that require a PTW for TTM within the Dublin Port estate must have, as a minimum, the following insurances:

- €13M Public Liability
- €6.5M Employer's Liability (for any one incident)
- €1M Professional Indemnity

Furthermore, proof of the same must be provided to the DPC when making an application for a PTW.

Indemnification – DPC requires the following wording to be included in the Applicants evidence of insurance.

“Dublin Port Company are named as Additional Insured, waiving rights of subrogation, in respect of liability for Bodily Injury and/or Property Damage arising out of the operations performed by the contractor”.

3.5 Condition of directions/permits/consents

When considering an application for a PTW for TTM, DPC will have regard to the following:

- Traffic control, including peak traffic times, and or scheduled events
- Protection of the environment and of amenities
- Protection of the Public
- The manner and timing of the reinstatement of the road
- Not to discriminate unfairly between utility companies, main contractors, and their agents

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

In considering a PTW for TTM application, in addition to the factors set out above, DPC shall have regard to the past performance of the utility company/main contractor and/or any person engaged by the utility company/main contractor in complying with conditions attached by DPC to previous PTW for TTM issued to the utility company/main contractor.

3.6 Refusal/withdrawal of permits/consents

Where the holder of a PTW for TTM does not comply with any condition, DPC may, if it considers it appropriate to do so, withdraw the consent. DPC also reserves the right to withdraw other PTW for TTM issued to the utility company/main contractor concerned.

DPC will refuse an application for a PTW for TTM in the following cases:

- Where the applicant has not followed the online application process and provided DPC with the prescribed information.
- Where DPC is not satisfied that there is enough space to accommodate the proposed TTM.
- Where DPC is of the view that the installation of the planned TTM would seriously compromise the capacity of the road.
- Where a moratorium on roadworks has been imposed by the DPC on the road.
- Where the past performance of the utility company/main contractor and/or any person engaged by the utility company/main contractor in complying with the provisions of these Directions and with any conditions attached by DPC to previous PTW, which has, in the opinion of DPC, been unsatisfactory.
- Where there is conflict with other TTM arrangements.

3.7 Violation Notices

To ensure compliance with the 'Directions', DPC may inspect roadworks sites on an ongoing basis. Where utility companies/main contractors or their agents are not complying with these Directions, Violation Notices will be issued.

The utility company/main contractor will be notified of the fact by DPC on a Violation Notice (see Appendix II). DPC will record all Violation Notices and non-compliances.

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

4 Minimum Reinstatement Requirements

4.1 Roadworks Reinstatements

All works must be conducted in accordance with the current TII / 'NRA Specification for Road Works', and the current Department of the Environment Guidelines for trench reinstatement in public roads, including all amendments & additions to the above documents by DPC.

DPC reserve the right to undertake coring of reinstatements. Where the cores indicate a reinstatement to be outside the specification, the full cost of the coring operation shall be borne by the utility company/main contractor together with the cost of reinstating the opening to the DPC's specification.

In the case of road crossings, the alignment shall be at right angles where possible to the kerb or property line. Failure to meet these requirements shall cause the area of reinstatement to be extended.

In the case of rigid roads, the edge of the opening shall coincide with an existing joint where possible; otherwise, the area of reinstatement shall be squared.

DPC requires all permanent reinstatement to be conducted as soon as possible after the works and no later than 4 weeks after the initial work was undertaken. However, the overriding consideration is public safety, and temporary reinstatements shall always be properly maintained. Failure to comply with this Direction may lead to future PTW for TTM applications being refused.

4.2 Cycling Facilities Reinstatement

Cycle facilities to be reinstated in accordance with The Current Traffic Management Guidelines issued jointly by The TII / NTA, Department of Transport and Department of The Environment and Local Government. The reinstatement of coloured surfacing is to be conducted using resin based coloured surface treatment and the colour must match the existing cycle track.

4.3 Permanent Reinstatement Footpaths

On all footpaths with longitudinal trenches only one joint will be permitted (i.e. the reinstatement will be from the trench to the kerb line or back of path line).

4.4 Inspection of Works

DPC may decide on an initial joint inspection of the route prior to any work being conducted. Regardless of the foregoing, the onus is on the utility company/main contractor to bring any existing defects to the attention of DPC prior to the commencement of work.

DPC may decide to inspect the site while the works are being undertaken. During any inspection, the DPC may point out additional areas of damage to the roads, footpaths or verges resulting from the works. If this additional damage is agreed, the utility company/main contractor shall also reinstate the areas. If the areas are disputed, they shall be referred to the relevant DPC function for an adjudication.

4.5 Concrete Flags, Granite Kerbs & Cobbles/Setts

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

Under no circumstances shall drilling of any form take place in granite pavement slabs or kerbs. All existing granite flags, granite kerbs and cobble/sets of any type of stone within the limit of the site on or in the public roads and pavements are the property of DPC.

The utility company/main contractor shall be responsible for any damage or loss caused to said items which may arise out of or in consequence of their contractors' operations during the works, and the full cost of replacing such damaged or missing items shall be payable by the utility company/main contractor.

DPC will accept the works after 3 months of same being returned. If the reinstatement is not satisfactory, the utility company/main contractor will be notified of same by DPC and appropriate measures are to be implemented.

4.6 Emergency Repairs

Should DPC find it necessary to engage a Road Maintenance repair crew to conduct any emergency remedial measures to any works being undertaken, a minimum charge of €2,000 for each site visit will be payable by the utility company/main contractor.

4.7 Bollards (Street Furniture)

All existing bollards in the carriageways and footways are the property of DPC. The utility company/main contractor shall be responsible for any damage or loss caused to said items which may arise out of or in consequence of their operations during the works, and the full cost of replacing such damaged or missing items shall be payable by the utility company/main contractor.

4.8 Manhole Chambers and Frames

All manhole chambers and other ironwork shall remain the responsibility of the utility company together with a 300mm wide surrounding strip of carriageway/footway. In the event of manhole/chamber covers and frames or other ironwork having to be altered by DPC, the full cost of such alterations shall be borne by the utility company.

4.9 Deviations from Specifications

If for any reason any deviation from specification is required such as to cover over ducts, reinstatement widths etc., it will be necessary to get written consent from DPC. In these cases, it may also be necessary to have the work certified by a Chartered Engineer.

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

5 Other Services

5.1 Iarnród Éireann

There is a rail track running along the centre of Alexandra Road and into the Northport Common User Area from East Wall Road which present a significant risk to road users. Although travelling at low speed, trains cannot steer to avoid obstructions. Accordingly, special precautions need to be taken by utilities/contractors and other parties conducting works on, near or adjacent to the rail tracks.

Before a PTW for TTM is issued the utility companies/main contractors must provide proof of consultation and approval of the Rail Operator:

Iarnród Éireann,
CIE Works,
Inchicore Parade,
Inchicore,
Dublin
D08 K6Y3

The Rail Operator may impose restrictions over and above those imposed by DPC.

5.2 Waterworks

Where cables, poles or junction boxes are to be laid near existing watermains, the contractor on the site should have in their possession a copy of the watermain records for the area.

Consultations should take place with the DPC Engineering Services function at least one calendar month before any work which is due to be conducted in the vicinity of an arterial watermain.

Application for watermains connections must be made to DPC Engineering Services in advance.

5.3 Existing Services

Damage to any service must be immediately reported to the DPC to ensure the safety of the public and workforce personnel. A GPR survey must be conducted prior to any breaking of ground which provides additional information of underground services.

The following conditions must be complied with:

- i. Cables must not be laid through DPC manholes or sewers.
- ii. Under no circumstances any manhole or inspection chambers be constructed over, or within, a minimum distance of 300mm of any existing sewer.
- iii. No proposed piping, ducting or cable laying should interfere in any way with sewer services.

A CCTV survey of all drainage infrastructure along the route of any newly laid services may be required. No material, liquid or solid, may be discharged to a sewer. Sewers may not be used for discharge of pumped groundwater without the written permission of the DPC.

Application for sewer connections must be made to DPC Engineering Services.

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

5.4 Common Oil Pipeline (COP)

The Common Oil Pipeline runs along Tolka Quay Road and on Breakwater Road.

DPC are the company responsible for managing and maintenance of the COP.

No works may be carried out within 15m of the COP and without the express permission of DPC (contact Engineering Services at DPC).

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

Appendix 1 Application form

APPLICATION FOR PERMIT TO WORK (PTW) to place TEMPORARY TRAFFIC MANAGEMENT (TTM) within the DPC estate.

To apply for permission to place Temporary Traffic Management (TTM) within the Dublin Port Company (DPC) Estate, the company requesting the TTM must submit this application form together with all the mandatory documentation indicated. The applicant will be notified within 15 working days of the outcome of the application.

If you encounter any difficulties, please contact DPC Land Operations at *ttm@dublinport.ie*

<https://www.dublinport.ie/about-dublin-port/online-applications-portal/application-for-permission-to-place-traffic-restrictions-within-dpc-estate/>

This is an application only and does not constitute permission from DPC to install TTM or commence any work including excavations. On receipt of an online application, DPC may request the applicant to provide additional information.

No traffic management installations / road openings are permitted within DPC estate until written permission from DPC is received by the applicant in the form of a permit to work.

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

Appendix 2 Violation Notice

VIOLATION NOTICE regarding PTW for TTM within DPC estate

DPC will inspect PERMITTED roadworks sites on an ongoing basis. Where utility companies/main contractors or their agents are not complying with the PTW, a Violation Notice will be issued. DPC will record all Violation Notices and non-compliances.

Company Name:	
Name:	
Address:	
Responsible person:	
Name:	
Address:	
Contact Telephone Number:	
Email Address:	
Location:	
TTM Permit application No	
Location	
Violation Notice	
Details of Violation	
Traffic management Violations must be rectified otherwise the Permit will be cancelled and Traffic Management is to be removed from the road	
Name: _____ Signature _____	
Date: _____	

DPC is committed to processing personal information in ways that comply with its legal and regulatory obligations and ensuring that we are clear with customers about how their personal information is used. Should we ask you to provide certain information by which you can be identified when using this website, then it will only be used in accordance with our Privacy Statement

Document Number	SOP-DPC-PMO-001	Revision	4
Title	Guidance for the Installation of Temporary Traffic Management (TTM) in the Dublin Port estate	Issue Date	15.09.2025

App 3 Road Names S

