



An Roinn Iompair
Department of Transport

The background of the page is a dark teal color. It features several faint, circular speed limit signs in a lighter teal shade. The signs are arranged in a pattern, with some overlapping. The signs show various speed limits: 20 km/h, 30 km/h, 40 km/h, 50 km/h, 60 km/h, 80 km/h, 100 km/h, and 120 km/h. In the center of the page, there is a large white circle with a thick red border. Inside this circle, the text 'SPEED LIMITS APPEALS PROCEDURE' is written in bold, black, uppercase letters, centered vertically and horizontally.

**SPEED LIMITS
APPEALS
PROCEDURE**

Procedure Outline: Speed Limit Appeals Procedure

Document Control Sheet

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0	For Comment	25/9/2020	Bernard Sweeney	
1	Final: For Approval	16/3/2021	Bernard Sweeney	DoT



A INTRODUCTION & BACKGROUND

In 2012, the Department of Transport formed a working group to review the system of speed limits in operation in the State. Their terms of reference were;

- Reviewing and making recommendations on the existing overall system of Speed Limits
- Reviewing and making recommendations on signs that accompany Speed Limits
- Making recommendations on awareness and communications issues on Speed Limits
- Making recommendations on the implementation of suggested changes.

A total of 18 Actions were identified. These actions, and the final report (November 2013), can be downloaded [HERE](#). Action No. 8 concerned the update of the existing speed limit Guidelines (2010) at the time. Action No's. 2 and 9 concerned the development of an appeals process.

In 2015, the Department of Transport produced the Guidelines for Setting and Managing Speed Limits in Ireland (the Speed Limit Guidelines). These Speed Limit Guidelines were issued to Local Authorities (LA's) and Transport Infrastructure Ireland (TII) under Circular RSD 01/2015.

The Speed Limit Guidelines constitute a Direction of the Minister for Transport (the Minister) and, as such, are a mandatory document to be used when setting Special Speed Limits on all Irish roads.

B THE APPEALS PROCEDURE

The following Speed Limit Appeals Procedure (the Procedure) sets out the procedure that is activated and must be followed when a member of the public (the Appellant) raises an objection to a speed limit contained within a Local Authority's current Special Speed Limit Bye-laws. This procedure is not to be used during Local Authority Special Speed Limit Bye-laws Public Consultations. The usual procedure for making submissions to proposed special speed limits remains.

This procedure is intended to facilitate the legitimate query a member of the public or interested party may have with regard to speed limits and is also intended to speed up the process of reviewing speed limit queries raised between full Local Authority speed limit reviews, which can typically be up to five years. It consists of two parts, an initial appeal to the relevant Local Authority Panel, and the option to then escalate the appeal to a Regional Panel should the appellant not accept the decision of the Local Authority Panel.

To ensure the process is not used for frivolous and repeated Appeals in relation to the same speed limit, a fee of €125 must be paid to the Local Authority by the Appellant when escalating the appeal to the Regional Panel (See Section C). This fee will be refunded if the appeal is upheld by the Regional Panel. There is no fee payable for the initial appeal to the Local Authority.



The Procedure is titled THE SPEED LIMIT APPEALS PROCEDURE as, frequently, during Public Consultations relating to Special Speed Limit Bye-laws, Local Authorities request submissions are clearly marked '*Speed Limit Review*'. It should also be noted that this Procedure is **not** a means of appealing a speeding offence. This is clearly stated on the form the Appellant is required to submit to initiate an appeal.

Further, any proposed revision to a speed limit by the Local Authority, either as part of the Local Authority speed limit review process or other, that is not accepted or adopted by the Reserved Function, and failure to implement the proposed revision is deemed by the Local Authority to be not in accordance with or in contradiction with the speed limit guidelines shall enter the appeal process and be referred directly to the relevant Regional Panel. An appeal under these circumstances must be initiated by the relevant Director of Services whose remit extends to Roads.

C OPERATION

The Procedure itself consists of four stages and operates as follows;

1. INITIATION & ACKNOWLEDGEMENT

- The Appellant downloads the form from speedlimits.ie, fills out the requested information and submits it to the relevant Local Authority.
- The Local Authority receives the form, logs it, acknowledges its receipt and indicates to the Appellant the expected time to make a decision (see table 1).

2. DECISION BY LOCAL AUTHORITY PANEL

- The Local Authority Panel reviews the speed limit under Appeal to determine if the speed limit has been set in accordance with The Guidelines. There are two possible outcomes;

2.1. The speed limit **has** been set in accordance with The Guidelines. The Local Authority notifies Appellant and includes the relevant extract from The Speed Limit Guidelines to explain the decision. The Appellant is also asked to indicate their acceptance of the decision or to advise whether they would like to escalate the appeal to the Regional Panel at the required fee (€125).

2.2. The speed limit has not been set in accordance with the Speed Limit Guidelines. The Local Authority notifies the Appellant and begins the process of rectifying the Speed Limit. No further action is required on the part of the Appellant.

3. ESCALATION

3.1. If the decision is 2.1 above and the speed limit is in accordance with the Speed Limit Guidelines, the Appellant can choose to escalate the appeal to the relevant Regional Panel for their review. The Appellant must indicate this within the stated timeframe in Table 1 and pay the required fee to the Local Authority prior to the escalation of the appeal. Receipted evidence of payment must accompany the request to escalate. If this does not accompany the request the appeal will not be escalated.



- 3.2.** On receipt of a request to Escalate and receipt of payment the Local Authority submits the initial appeal form, decision and all relevant particulars, to the Regional Panel and copies the Escalation notice to the Appellant.

4. RECTIFICATION

- This step only applies if the appealed speed limit hasn't been set in accordance with the Guidelines, as determined by the Local Authority or Regional Panels. The Local Authority begins the process of rectifying the speed limit in accordance with the procedure set out in the Guidelines.

D REVIEW PANELS

There are two panels referred to in this Appeals Process, the Local Authority Panel and the Regional Panel. They are made up as follows;

1. THE LOCAL AUTHORITY PANEL

The Local Authority Panel can be comprised of members of the original Local Authority speed limits team but may consist of other members providing they too have experience of setting speed limits in line with the Guidelines.

The Local Authority Panel must, as a minimum, be a two-person panel. Both panel members must have experience of setting speed limits in line with the Guidelines. The completed review must be 'signed off' by a Chartered Engineer. The Local Authority Panel is to be constituted as follows;

1 No. Senior Engineer and/or 1 No. Senior Executive Engineer

and

1 No. Executive Engineer or 1 No. Technician at either Senior Executive or Executive level.

NB: Transport Infrastructure Ireland (TII) must be advised of each appeal relating to a speed limit on a National Road. Where a Local Authority Panel is likely to decide a change to a speed limit on a National Road, and prior to any final decision, consultation shall take place with TII and the written consent of TII must accompany the panel decision to change.



2. THE REGIONAL PANELS

The 26 counties (31 Local Authorities) have been split into three regions (Dublin covers all Dublin Authorities) as shown and, as such, necessitates the formation of three Regional Panels. Each Regional Panel must be, as a minimum, a three-person panel, made up as follows;

1 No. Regional Panel Chairperson

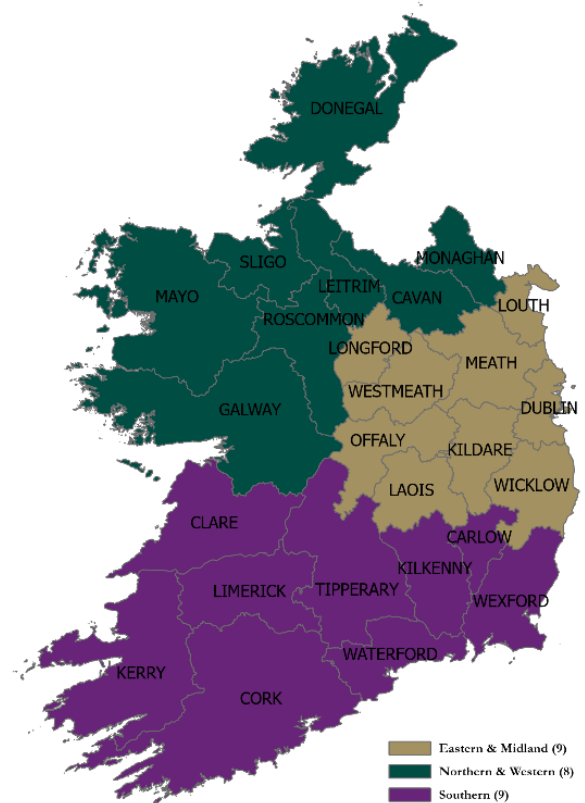
and

1 No. Senior Engineer or Senior Executive Engineer

and

1 No. Executive Engineer and/or Senior Executive Technician

At least two of these members must have experience of setting speed limits in line with the Guidelines and one must be of Chartered Engineer status.



The Chairperson of each Regional Panel shall be, initially, appointed by the Department of Transport and shall be, at the very least, familiar with the process of setting speed limits or have been involved previously with setting speed limits or the development of speed limit strategies and policies and can be from, or have previously been employed by, any of the following organisations;

- Another Road Authority (Senior Executive Engineer or above)
- The Department of Transport
- An Garda Síochána
- Road Safety Authority
- Transport Infrastructure Ireland

These Chairpersons will select the other panel members as necessary.

Should they so wish, the Regional Panel may consult with a member of the Local Authority Panel from the initial appeal should knowledge of any local factors be required.

NB: Transport Infrastructure Ireland (TII) must be advised of each appeal relating to a speed limit on a National Road that has been escalated to the Regional Panel. Where the Panel is likely to recommend a change to a speed limit on a National Road, and prior to any final decision, they shall consult with TII and appraise them of the likely decision. The Local Authority remains responsible for seeking consent from TII.



E SCHEDULE OF TIMEFRAMES

The optimal timeframes for each step of the process are outlined below in Table 1. The Regional Panels will meet to review Appeals referred to them at scheduled quarterly assessment meetings. These timeframes may be subject to review, depending on the number of Appeals received by Local Authorities.

STAGE	PROCEDURE REFERENCE	ACTION WITH	TIMEFRAME
1	Acknowledgement of receipt of Appeal	Local Authority	2 weeks
2	Review of Initial Appeal	Local Authority	1 calendar month
3	Decision to Escalate appeal to Regional Panel	Appellant	1 calendar month
	Review of Escalated Appeal by Regional Panel and decision notified to Local Authority	Regional Panel	At next quarterly assessment meeting
	Decision of Regional Panel notified to Appellant	Local Authority	Within 2 weeks of Regional Panel decision (unless further investigation is required)
4	Local Authority to amend Special Speed Limit Bye-laws	Local Authority	Within 12 months

Table 1

F DECISIONS & REPORTS, TEMPLATES and MONITORING

1. DECISION MAKING/REPORTING

Local Authority Panel

As it is possible that the Local Authority Panels will consist of different members, possibly from appeal to appeal, it is recommended that each Panel selects, at the outset, a single person that will be responsible for logging and issuing correspondence to the Appellant and the Regional Panel as necessary.

Regional Panel

It is recommended that a similar approach be taken by the Regional Panel, i.e. the Chair and the panel members agree at the beginning of each quarterly assessment meeting who is responsible for issuing correspondence to, or requesting information from, the Local Authority.

In all cases, however, it is important to have regard to the requirement that reports are signed off by Chartered Engineers as, ultimately, they will form part of the documentation required during Public Consultations justifying the decision to rectify a speed limit.



2. TEMPLATES

Enclosed with this guidance note are nine electronic letter templates in .pdf form containing form fields. These are to be used at the relevant stages of the process. They are as follows;

A. Initial Appeal

1. Initial Appeal - Acknowledgement (LA to Appellant)
2. LA Panel Decision to Appellant – In Accordance (LA to Appellant)
3. LA Panel Decision to Appellant – Not In Accordance (LA to Appellant)
4. Acknowledgement of not escalating – (LA to Appellant)

B. Escalated Appeal

5. Escalation to Regional Panel (LA to Regional Panel) – copy to appellant
- 5a. Escalation to Regional Panel (DOS to Regional Panel) – copy to Elected Members
6. Regional Panel Decision and Report (Regional Panel to LA)
7. Escalated Appeal - In Accordance (LA to Appellant)
8. Escalated Appeal – Not in Accordance (LA to Appellant)

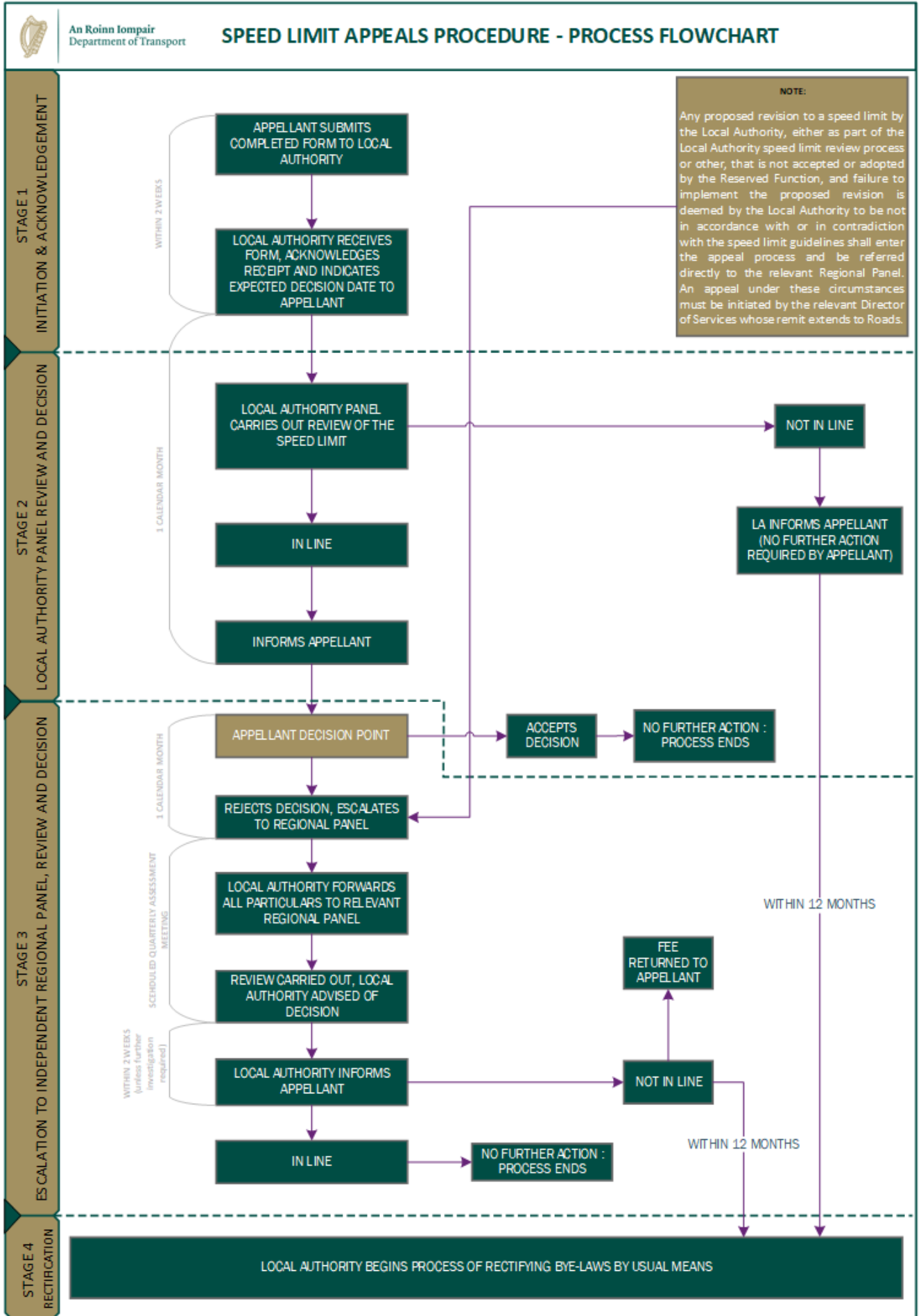
Copies of these completed letters and reports will be made available during Public Consultations and to the Elected Members if a speed limit is deemed to not be in accordance with the Guidelines and requires rectification.

3. MONITORING

This Appeals Procedure will be kept under review; improvements and streamlining of the process may be implemented should these opportunities arise. It is unknown at the outset the likely amount of appeals Local Authorities can be expected to receive or the amount Escalated to the Regional Panels. It is expected that there will be significant interest in the Procedure to begin with. To that end, also enclosed with this Procedure are two progress Summary Sheets, one for the Local Authority Panel to complete twice a year (at the end of Quarters 2 and 4) and one for the Regional Panel to complete at the end of each Quarterly Assessment Meeting (4 in total). These are to be completed and returned to appealsprocess@speedlimits.ie whereupon basic metrics will be made available on the website.



APPENDIX A





SECTION A – APPELLANT DETAILS

Please tick the box opposite if you agree to be contacted by the Local Authority in relation to this appeal should we require any further details from you.

NAME	
ADDRESS	

PHONE		<input type="checkbox"/>
E-MAIL		<input type="checkbox"/>
DATE		

HAVE YOU PREVIOUSLY SUBMITTED A SPEED LIMIT REVIEW APPLICATION FORM? If yes, please give details below:	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

SECTION B – SPEED LIMIT BEING APPEALED

LOCAL AUTHORITY					LOCATION	
ROAD NUMBER					GPS CO-ORDINATES	
POSTED SPEED LIMIT						
THIS SPEED LIMIT IS	TOO HIGH	<input type="checkbox"/>	TOO LOW	<input type="checkbox"/>		

Detailed description of location (if GPS unknown) and reason for appealing this speed limit

SECTION C – DECLARATION

I declare that the information I have provided above is accurate at the time of this application and am aware that this process is concerned only with the review of existing speed limits and is not a mechanism to appeal a fixed charge penalty notice with regard to speeding and that the Local Authority will review the speed limit above in terms of its compliance with the Guidelines for Setting and Managing Speed Limits in Ireland.

SIGNED	
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This form should be returned to the Transportation section of the relevant Local Authority and clearly marked 'Speed Limit Appeal'

Before submitting this application form, please check www.speedlimits.ie or the website of the relevant Local Authority for any Public Consultation that may be ongoing with regard to their speed limit review. The Guidelines are also available to download from this website.



Today's Date:

Appeal Ref. No:

**SPEED LIMIT APPEALS PROCEDURE
ACKNOWLEDGEMENT OF APPEAL APPLICATION**

Dear

I wish to acknowledge receipt of your application to appeal the speed limit on the between and

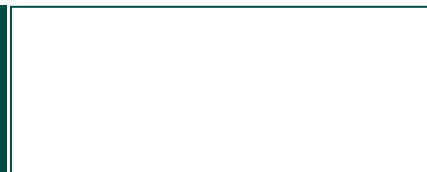
This appeal has been assigned reference number . Please quote this number in any correspondence relating to this appeal.

Local Authority Panel

In accordance with the established Speed Limit Appeals Procedure this matter will be referred to the Local Authority Panel to determine whether this speed limit has been set in accordance with the Guidelines for Setting and Managing Speed Limits in Ireland (March 2015 edition)

will revert within 1 calendar month with the outcome of the Local Authority Panel review of this appeal and will advise accordingly of the next steps in this process.

Yours faithfully,





Today's Date:

Appeal Ref. No:

SPEED LIMIT APPEALS PROCEDURE

LOCAL AUTHORITY PANEL DECISION – SPEED LIMIT IN ACCORDANCE WITH THE GUIDELINES

Dear

I wish to confirm that the Local Authority Panel has completed its review of the speed limit on the between and referred by you on and has determined that this speed limit has been set in accordance with the Guidelines for Setting and Managing Speed Limits in Ireland (March 2015 edition). I attach, for your convenience, a copy of the relevant section from these Guidelines supporting the setting of this speed limit ().

Escalation

In accordance with the established Speed Limit Appeals Procedure you may now choose to escalate this matter to the Regional Panel for their assessment. This Panel covers and meets quarterly to assess speed limit appeals. Should you wish to escalate this matter to them please indicate so by ticking the relevant box below.

A fee of €125, payable to the Local Authority, applies. This fee is refundable should be appeal be upheld by the Regional Panel. If the appeal is not upheld, the fee will not be refunded. A receipt from the Local Authority indicating that this fee has been paid **must** be enclosed with this form in order for the appeal to be escalated.

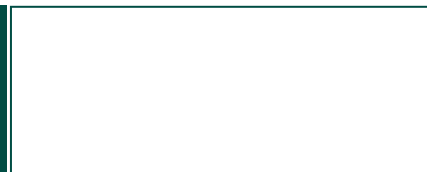
If you choose not to escalate this appeal and indicate so by ticking the box below, this will end the process relating to this speed limit. An acknowledgment of same will be issued to you.

Yours faithfully,

I WISH TO ESCALATE THIS APPEAL

I DO NOT WISH TO ESCALATE THIS APPEAL

Appellant Signature





Today's Date:

Appeal Ref. No:

SPEED LIMIT APPEALS PROCEDURE

LOCAL AUTHORITY PANEL DECISION – SPEED LIMIT NOT IN ACCORDANCE WITH THE GUIDELINES

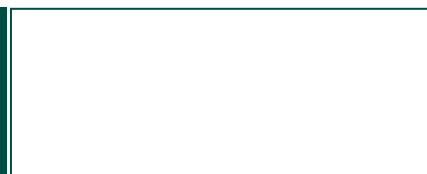
Dear

I wish to confirm that the Local Authority Panel has completed its review of the speed limit on the between and referred by you on and has determined that this speed limit has not been set in accordance with the Guidelines for Setting and Managing Speed Limits in Ireland (March 2015 edition).

Rectification

In accordance with the established Speed Limit Appeals Procedure, within 12 months of the date of this decision, will rectify this speed limit. As such, no further action is required from you.

Yours faithfully,





Today's Date:

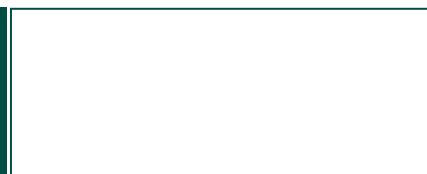
Appeal Ref. No:

**SPEED LIMIT APPEALS PROCEDURE
APPEAL NOT ESCALATED - ACKNOWLEDGEMENT**

Dear

I wish to acknowledge receipt of your decision not to escalate this appeal, ref no.: _____, to the Regional Panel for their assessment. As the speed limit was deemed to have been set in accordance with the Guidelines for Setting and Managing Speed Limits in Ireland (March 2015 edition), no further action in relation to this speed limit is necessary, and this appeal is now complete.

Yours faithfully,





Chair of Regional Panel

c/o
escalation@speedlimits.ie

Today's Date:

Appeal Ref. No:

SPEED LIMIT APPEALS PROCEDURE ESCALATION OF APPEAL TO REGIONAL PANEL

Dear Chair,

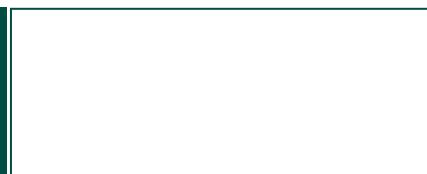
Please find enclosed all relevant particulars relating to Speed Limit Appeal Ref No.:

The Local Authority Panel for _____ have determined that this speed limit was set in accordance with the Guidelines for Setting and Managing Speed Limits in Ireland (March 2015 edition), however, the Appellant has exercised their right to Escalate the matter to the Regional Panel for its assessment at its next Quarterly Assessment Meeting. I can confirm that the relevant fee has been paid to the Authority and that Escalation to the Regional Panel may proceed.

Please find enclosed the following documents;

In accordance with the established procedure, the Regional Panel must revert to this Authority within two weeks of its review of this Appeal at its next Quarterly Assessment Meeting, unless further investigation is required. Should you require any further information please do not hesitate to contact the undersigned.

Yours faithfully,





Chair of Regional Panel

c/o
escalation@speedlimits.ie

Today's Date:

Appeal Ref. No:

SPEED LIMIT APPEALS PROCEDURE SUBMISSION OF APPEAL TO REGIONAL PANEL

Dear Chair,

Please find enclosed all relevant particulars relating to Speed Limit Appeal Ref No.:

has prepared the following Draft Speed Limit Bye-laws.

It was indicated at

that this speed limit would not be adopted by the Reserved Function.

In order to not unduly delay the making of our Bye-laws this speed limit has been removed from the Draft Bye-laws and is now being referred to this Regional Panel for its review. The following documents are enclosed;

In accordance with the established procedure, the Regional Panel must revert to this Authority within two weeks of its review of this Appeal at its next Quarterly Assessment Meeting, unless further investigation is required. Should you require any further information please do not hesitate to contact

Yours faithfully,



Today's Date:

Appeal Ref. No:

**SPEED LIMIT APPEALS PROCEDURE
ESCALATION - DECISION OF REGIONAL PANEL**

Dear

With regard to speed limit appeal reference no.: _____, the Regional Panel for
has determined that the speed limit under appeal;

Please find enclosed our report and extracts of relevant sections from the Guidelines in support of this decision, where applicable.

Yours faithfully,



REGIONAL PANEL REPORT

The Regional Panel met at its scheduled quarterly assessment meeting to review this appeal and report as follows;

Meeting Date:

Location:

Appeal Ref. No:

Panel Members:



Today's Date:

Appeal Ref. No:

SPEED LIMIT APPEALS PROCEDURE

REGIONAL PANEL DECISION – SPEED LIMIT IN ACCORDANCE WITH THE GUIDELINES

Dear

I wish to confirm that speed limit appeal ref no.: _____ escalated to the Regional Panel for _____ was reviewed by that Panel and deemed to have been set in accordance with the Guidelines for Setting and Managing Speed Limit in Ireland (March 2015 edition).

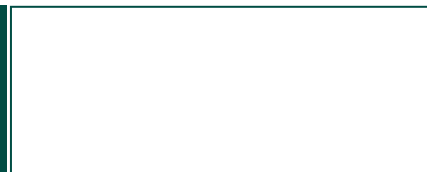
I enclose a copy of their decision and report for your information.

Fee

In accordance with the established Speed Limit Appeals Procedure, as this appeal was not upheld by the Regional Panel, the fee of €125 will not be refunded to you by the Local Authority.

This appeal is now complete.

Yours faithfully,





Today's Date:

Appeal Ref. No:

SPEED LIMIT APPEALS PROCEDURE

REGIONAL PANEL DECISION – SPEED LIMIT NOT IN ACCORDANCE WITH THE GUIDELINES

Dear

I wish to confirm that speed limit appeal ref no.: _____ escalated to the Regional Panel for _____ was reviewed by that Panel and deemed not to have been set in accordance with the Guidelines for Setting and Managing Speed Limit in Ireland (March 2015 edition).

I enclose a copy of their decision and report for your information.

Fee

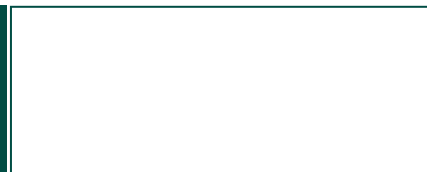
In accordance with the established Speed Limit Appeals Procedure, as this appeal was upheld by the Regional Panel, the fee of €125 will be refunded to you by the Local Authority.

Rectification

In accordance with the established Speed Limit Appeals Procedure, within 12 months of the date of this decision, _____ will rectify this speed limit. As such, no further action is required from you.

This appeal is now complete.

Yours faithfully,





An Roinn Iompair
Department of Transport

**SPEED LIMIT APPEALS PROCESS
LOCAL AUTHORITY SUMMARY SHEET**

Summary of **2** for

LOCAL AUTHORITY				TOTAL APPEALS	DATE SHEET SUBMITTED	COMPLETED BY			
<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>			

LA REF NO	DATE RECEIVED	DATE REVIEWED	ROAD NO	LOCATION	SPEED LIMIT	REASON FOR APPEAL	LA DECISION <small>In/Not in Accordance with Guidelines</small>	REFERRED TO REGIONAL PANEL?	REGION	REGIONAL PANEL DECISION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

RESET SHEET

PRINT SHEET

Notes:

1. The **Senior Engineer** is responsible for arranging the completion and submission of this 6-monthly Summary Sheet
2. The Summary Sheet **must** be submitted every 6 months, whether there have been any appeals or not (indicate on form)
3. Reports must be returned to appealsprocess@speedlimits.ie - The **SUBJECT** Line should begin with the **Local Authority Name**

SAVE SHEET

SUBMIT SHEET



**SPEED LIMIT APPEALS PROCESS
REGIONAL PANEL SUMMARY SHEET**

of

REGIONAL PANEL		TOTAL APPEALS	DATE FORM SUBMITTED	COMPLETED BY

LOCAL AUTHORITY	LA REF NO	ROAD	SPEED LIMIT	REASON FOR RP REVIEW	REGIONAL PANEL DECISION	RECTIFICATION REQUIRED?

Notes:

RESET SHEET

PRINT SHEET

1. The **Panel Chair** is responsible for arranging the completion and submission of this quarterly Summary Sheet
2. The Summary Sheet **must** be submitted after each quarterly meeting of the panel, whether there have been any appeals or not (indicate on form)

SAVE SHEET

SUBMIT SHEET

3. Reports must be returned to appealsprocess@speedlimits.ie - The **SUBJECT** Line should begin with the **Regional Panel Name**



An Roinn Iompair
Department of Transport



www.gov.ie/transport

www.speedlimits.ie

Department of Transport, Leeson Lane , Dublin 2 , D02 TR60