



WICKLOW COUNTY COUNCIL

Application for a licence to open or carry out work in
Wicklow County Council Road, Footpath or Public Open Space

*A map at a scale of at least 1:2500 indicating the location of the proposed opening must be attached to this form

Applicant/Licence Holder Name: _____

Address: _____

Telephone No.: _____

Email Address: _____

Contractor Name: _____

Address: _____

Telephone No.: _____

Email Address: _____

Location of Opening: _____

Road No. (s) if known: _____

Purpose of Opening:

Gas Connection	<input type="checkbox"/>
Water Connection	<input type="checkbox"/>
Sewerage Connection	<input type="checkbox"/>
Other Connection	<input type="checkbox"/>

If for other, please state: _____

(If for service connection, identify all services that will be laid.)

Proposed Commencement Date of works: _____

Intended Duration of Works: _____

Planning Application No.: _____

(if applicable)

Date of Final Grant: _____

Insurance Company: _____

(Note: Licence Holder will be required to submit verification of cover prior to issue of Licence)

Policy No.: _____

Expiry Date: _____

Please indicate length and location of proposed opening/works:

	Length (m)
Footpaths	
Carriageway	
Unsurfaced Area	
Roadside Margin	
Road Markings	
Recently Resurfaced (within last 7 years)	

(A rates list for cuttings is given on page 8 . Please note that these rates are for estimate purposes only and to be used as a guideline)

I certify that the measurements entered on the above schedule are correct:

Signature of Applicant: _____

Date: _____

CHECK LIST OF INFORMATION REQUIRED

The following must be included with your application. An incomplete application will result in delays.. Incomplete applications may be returned.

- | | Please tick <input type="checkbox"/> |
|--|--------------------------------------|
| 1) Completed & Signed Application Form | <input type="checkbox"/> |
| 2) Confirmation of Public Liability Insurance | <input type="checkbox"/> |
| 3) A Map Showing the Location of the Proposed Opening
(At a scale of at least 1:2500) | <input type="checkbox"/> |
| 4) A Proposed Works Diagram
(If applicable) | <input type="checkbox"/> |
| 5) Programme of the Works, including a Preliminary Traffic Management Plan
(Required for large schemes) | <input type="checkbox"/> |
| 6) A Copy of approval received from Irish Water
(Applicable for Water and Sewerage Connections) | <input type="checkbox"/> |

I hereby certify that the necessary documentation, as required, is attached herewith.

Signed: _____
(Applicant)

Date: _____

Standard Conditions:

General

- 1.1 No works are to commence until the applicant has been issued with a licence.
- 1.2 The applicant shall only carry out the works within the times and dates indicated on the licence. This licence application only appertains to areas within the jurisdiction of Wicklow County Council. On the direction of An Garda Síochána, or Authorised Officer of Wicklow County Council, works must be immediately suspended and safe provision made for pedestrians and vehicular traffic flow. The reasons for ordering a cessation will be confirmed.
- 1.3 A copy of the Road Opening Licence must be kept on site at all times during the works. Failure to produce a copy of the licence when requested will result in an immediate cessation of the works and a new Road Opening Licence must be applied for.
- 1.4 The licence is issued on the basis of information indicated on the application. Any subsequent amendment of this information prior to commencement of work shall be submitted in writing to Wicklow County Council and subject to agreement.
- 1.5 Please note that the granting of any licence by Wicklow County Council does not comprise any undertaking that it is safe to open the road and that it is your responsibility to enquire of Telecom Éireann, Bord Gáis, and other utilities, as to what services lie under the road so as to ensure the safety of the operatives carrying out the proposed works.
- 1.6 It is the contractor's responsibility to make themselves aware of all services, including any public foul and surface water sewers, in the area and to take the necessary precautions to protect any such services found. The contractor will be liable for any damage caused to such services and shall be responsible for the proper repair of any services damaged during excavation.

Maintenance Period

- 2.1 Responsibility for the excavation and the permanent reinstatement remains with the applicant for a maintenance period of twenty-four months from the date of excavation. Any remedial works required during this maintenance period shall be carried out by the applicant to the requirements of Wicklow County Council. The maintenance period shall be extended for a period of twenty-four months from the date of completion of all remedial works.

Insurances

- 3.1 The Licence Holder shall and hereby does indemnify Wicklow County Council against all responsibility in respect to injury of persons or property arising in conjunction with this licence until completion of the maintenance period. The minimum indemnity for a single accident shall be €6,500,000
- 3.2 A copy of the Licence Holders Public Liability Insurance with minimum cover of €6,500,000 should be lodged with Wicklow County Council prior to the commencement of works.

- 3.3 The Licence Holder shall be solely responsible for and shall indemnify Wicklow County Council and the National Roads Authority in respect of any legal liability, loss, claim or proceedings whatsoever arising out of or in connection with death and/or bodily injury to any persons whomsoever and/or loss or damage to any property whatsoever which arises directly or indirectly out of the granting of the Road Opening Licence and all associated works or activities including any installed property save for the negligence of Wicklow County Council and the National Roads Authority.

Financial

- 4.1 The cost of this licence shall be calculated by Wicklow County Council and shall include the standard application fee, the road opening bond (Including the long-term damage charge), and any applicable costs associated with the temporary removal of traffic parking bays and traffic loops.
- 4.2 The cost of the licence shall be paid by the applicant and lodged with Wicklow County Council prior to the issue of the licence.
- 4.3 Twenty-four months from the date of start of the maintenance period the applicant should apply to Wicklow County Council for repayment of the bond quoting the relevant Licence number.
- 4.4 Following inspection by Wicklow County Council and certification that the works are in order the bond (less non-refundable portion) will be returned to the Applicant on completion of the maintenance period.
- 4.5 There shall be a standard application fee of €200 for each Road Opening Licence application.
- 4.6 A portion of the road opening bond, will be retained for long-term damage and is non refundable. This is calculated on the following criteria.
- Road resurfaces within the last 7 years – 15% of the Road Opening Bond is retained.
 - Road resurfaced more than 7 years – 10% of the road opening bond is retained.

General Construction Requirements

- 5.0 The Municipal District Engineer should be contacted a minimum of 3 working days prior to the commencement of the works.
- 5.1 Working hours will be specified in the licence and must be complied with. No work should be carried out on Saturday, Sunday or public holidays.
- 5.2 Traffic control measures and the necessary signage should be in accordance with Chapter 8 of the Traffic Signs Manual, Guidance for the Control and Management of Traffic at Road Works published by the Department of Transport and any specific conditions contained in the Road Opening Licence.
- 5.3 In the execution of the work to which this licence relates, the applicant shall exercise all reasonable care to avoid inconvenience to pedestrians and vehicular traffic. Where works interfere with a public footpath a temporary footpath with suitable handrails and nonslip ramps shall be provided around the works. In particular a hazard must not be created for persons with disability or blind or partially sighted users of the public road/footpath. Control and signposting of roadwork's shall be in accordance with Chapter 8 of the

Traffic Signs Manual and the Guidance for the Control and Management of Traffic at Road Works by the Department of Transport. If any works are to be carried out in proximity to Iarnród Éireann railway lines or bridges, the applicant shall be obliged to liaise with representatives from Iarnród Éireann regarding the works.

- 5.4 Bridge and culvert crossings shall be agreed with the Municipal District Engineer.
- 5.5 The use of a backacter is assumed for mechanical excavation. The use of other means of mechanical excavation (e.g. trencher/top cutter) shall be subject to prior written approval from Wicklow County Council. The use of rubber tyred excavators is required for trenches in public roads.
- 5.6 The road is to be kept clean during and after the works.
- 5.7 A minimum of two signs shall be displayed on site indicating the name and local contact telephone number for the contractor.
- 5.8 Works adjacent to or affecting traffic loops shall be subject to prior written approval from Wicklow County Council.
- 5.9 No restrictions to surface water drains shall occur due to the proposed works.
- 5.10 Any inlets or drains disturbed during the course of the works shall be completely restored to the Council's satisfaction.
- 5.11 Any excess material shall be carted away and the site left in a safe and proper condition.
- 5.12 On completion of the works, the applicant must notify Wicklow County Council.

General Construction Specifications

- 6.1 All works, including overnight and temporary storage of plant and equipment, shall be in accordance with the N.R.A. 'Specification for Road Works', the "Guidelines for the Opening, Backfilling and Reinstatement of Trenches in Public Roads" published by the Department of Environment & Local Government, April 2002 any other conditions specified in the Road Opening Licence.
- 6.2 All reinstatements shall be in accordance with the 'Guidelines for the Opening, Backfilling and Reinstatement of Trenches in Public Roads' published by the Department of Environment & Local Government, April 2002.
- 6.3 Immediate permanent reinstatement is defined as a one-stage reinstatement procedure where, in general, a cement bound material rather than a granular material is used as a sub-base or backfill material to make up the level to the base of the road pavement and the reinstatement is completed.
- 6.4 Permanent reinstatement is defined as the second stage of a two-stage reinstatement procedure where the temporary reinstatement is removed and the permanent pavement reinstatement is completed.

- 6.5 Temporary reinstatement is defined as the first stage of a two-stage reinstatement procedure where a D.B.M. temporary wearing/surface course is laid over a sub-base of granular rather than a cement bound material.
- 6.6 Excavations shall be sufficiently protected to avoid harmful effects of adjacent wheel loading from both traffic and construction vehicles and to prevent undermining of the adjacent pavement.
- 6.7 If undermining of the adjacent pavement occurs, it must be cut back 75mm beyond the edge of the collapse along the whole of that section of excavation to maintain a straight edge parallel to the original excavation.
- 6.8 The specification for buried services shall be appropriate to sustain the relevant traffic loading at the depth of cover of the installed service.
- 6.9 A minimum 50mm clearance is required vertically and horizontally between individual ducts or services installed in a group.
- 6.10 Material in which services are to be laid shall be sufficiently compacted to prevent the occurrence of residual consolidation.
- 6.11 Longitudinal installations and trench excavations shall be straight, of reasonable length and laid out parallel to the centre of the road/footway in so far as practicable. In the case of transverse road or footway crossings, the alignment shall be at right angles to the kerb or property line. Failure to meet these requirements shall cause the area of reinstatement to be extended.
- 6.12 All edges of excavated areas on concrete or bituminous footways and roadways shall be saw cut to form trimmed edges. For permanent reinstatements, a trimmed edge shall be a minimum of 100mm from the firm edge of the excavation.

ADDENDUM – CHARGES FOR ROAD OPENINGS

- Administration Fee €200

- Domestic Road Opening Bond €1,000
(i.e. Water./Sewerage)

- Commercial Road Opening Bond
 - Small Works - €1,000

 - Medium Works - €150 per metre of trench up to 1 metre wide
(Minimum charge €1,000)

 - Large Works - €15,000 per month based on
(€15,000/30 days for works of at least a month' duration)

- Long Term Damages
 - Roads improved within the last seven years - 15% of Road Opening Bond
 - Other roads - 10% of Road Opening Bond.

Note: 10-15% of the Road Opening Bond is retained by Wicklow County Council for long- term damage and is non-refundable.

**PLEASE USE THIS FORM WHEN SUBMITTING PAYMENT OF ROAD OPENING LICENCE
ADMINISTRATION FEE & BOND(S)**

ROAD OPENING LICENCE PAYMENT INFORMATION

NAME OF ROL APPLICANT: _____

LOCATION OF ROAD OPENING: _____

NAME OF PAYEE: _____
(Bond(s) will be refunded to the payee)

ADDRESS OF PAYEE: _____

ADMINISTRATION FEE €200

REFUNDABLE BOND € _____

LONG-TERM DAMAGE FEE € _____