



Dublin City Council

Comhairle Cathrach Bhaile Átha Cliath

Roads Maintenance Services,  
Floor 2, Block 4,  
Civic Offices,  
Wood Quay, Dublin 8.  
p: 222 2255 f:222 2689

**ROAD OPENING LICENCE  
Application Form**

*Before completing this form, please read the leaflet "Information on Road Opening Licences"*

**This Form is to be Completed in BLOCK LETTERS:**

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Contact Office Phone Number: \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_

Contact Mobile Number: \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_

Location of Opening: \_\_\_\_\_

*(Road/Street & Building Number)*

Purpose of Opening: \_\_\_\_\_

*(For Drainage connections, attach letter from DCC Drainage Dept. giving approval.)*

Surface Type(s): \_\_\_\_\_

*(e.g. concrete path, setts etc.)*

Planning Permission Number: \_\_\_\_\_

Public Liability Insurer & Policy No. \_\_\_\_\_

*Minimum cover of €6.5 million, with specific indemnity to Dublin City Council*

**No excavation may be made in a public road/path without a Road Opening Licence.**

**Under Section 13 of the Roads Act (1993), any person to do so shall be guilty of an offence.**

**Note: Once the Road Opening Licence is issued, no work can commence on the public road/footpath until the applicant applies for, and is granted, a T2 Traffic Permit by the Roadworks Control Unit of Dublin City Council. (Block 2, Floor 6, Civic Offices, Ph: 222-2246).**

*Developers/Main Contractors must register with the Roadworks Control Online System (RCOS) before they can be granted a T2 permit.*

## ROAD OPENING LICENCE Application Form (Contd.)



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### Licence Fee

*Rates in force from 1<sup>st</sup> January 2009*

#### Pavement Type

Rate € / m<sup>2</sup>

Carraigeway, Parking and Lay-By Areas	Traffic Impact 1 & 2*			Traffic Impact 3, 4 & 5*		
	< 2m <sup>2</sup>	2 - 10m <sup>2</sup>	> 10m <sup>2</sup>	< 2m <sup>2</sup>	2 - 10m <sup>2</sup>	> 10m <sup>2</sup>
Concrete Surfacing	360	250	200	380	270	220
Bituminous Surfacing	270	180	120	320	230	200
**Modular Concrete Paving	330	310	280	360	340	310
**Modular Stone Paving	450	420	400	500	470	450
**O'Connell St. / Henry St Specialist Stone Paving				800	780	750

Footways and Pedestrian Areas	< 2m <sup>2</sup> 2 - 10m <sup>2</sup> > 10m <sup>2</sup>			< 2m <sup>2</sup> 2 - 10m <sup>2</sup> > 10m <sup>2</sup>		
	Concrete Surfacing	350	230	150	360	240
Bituminous Surfacing	150	120	100	160	130	110
**Modular Concrete Paving	300	270	250	350	330	300
**Modular Stone Paving	400	380	360	450	430	410
Gravel, Clay or grassed surface	30	30	30	30	30	30
**O'Connell St. / Henry St Specialist Stone Paving				700	680	650

Re-lay Granite Kerbs	< 10 lin.m    > 10 lin.m		< 10 lin.m    > 10 lin.m	
		150	120	200

#### Specialist Surfacing

(in addition to above rates)

Any area

Any area

Anti Skid Surfacing / Cycle / Bus Lane	80	80
Imprinted Asphalt (ramps)	80	80

\* The Traffic Impact Numbers of roads is given in "Directions for the Control and Management of Roadworks in Dublin City", available online at:

[http://www.dublincity.ie/SiteCollectionDocuments/roadworks\\_control\\_directive.pdf](http://www.dublincity.ie/SiteCollectionDocuments/roadworks_control_directive.pdf)

\*\* Permanent reinstatement in modular stone/ modular concrete may **only** be completed by Dublin City Council. Licence fee shall be non-refundable.

Charges for Long Term Damages (for 2009) are:

Footpaths (any Traffic Impact) : €15.50/m<sup>2</sup>

Carriageways (Traffic Impact 1 or 2) : €15.50/m<sup>2</sup>

Carriageways (Traffic Impact 3,4 or 5) : €31.00/m<sup>2</sup>

Long Term Damages are included in the above rates, but are not refundable at the end of the maintenance period in the case of trench excavations.

#### Fee Calculation

Pavement Type	Length (m)	Width (m)	Area (m <sup>2</sup> )	Rate /Sq. Metre €/m <sup>2</sup>	Total €
<b>TOTAL (Minimum Charge €500)</b>					

To allow for edge ravelling 0.3 metres must be added to both length and width before multiplying.  
Licence pertains only to the dimensions given. Additional Fee/Licence is required for extra openings.

**ROAD OPENING LICENCE**  
**Application Form (Contd.)**

**Checklist:**

The following must be included with your application. An incomplete application will result in delays. Please tick as appropriate. Unless **every** box numbered (i) – (vi) is ticked “yes”, the application is incomplete, and a Road Opening Licence will **not** be issued. Boxes numbered (vii) must be ticked where appropriate.

<b>Included?</b>	<b>Yes</b>	<b>No</b>
(i) Completed Road Opening Licence Application Form?	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Drawing/Sketch Included? <i>2 no. copies</i> <i>Location of opening is <u>clearly shown</u> relative to existing addresses/features</i> <i>Proposed opening is clearly shown <u>and</u> dimensioned</i> <i>Proposed manholes / boxes clearly shown and dimensioned</i>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Programme included? <i>Start and completion dates of the proposed works included</i>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Letter From Applicant Confirming Safety Statement Is In Place? <i>Confirms that the applicant has a valid safety statement in place, which complies with all relevant Health and Safety Legislation.</i> <i>Identifies the company, and their registered offices</i> <i>Signed by an authorised person, with their name and position within the company identified</i>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Confirmation of Public Liability Insurance? <i>Confirms that the applicant holds P.L. Insurance with a minimum indemnity of €6.5 million.</i> <i>P.L. insurance has a specific indemnity to Dublin City Council.</i>	<input type="checkbox"/>	<input type="checkbox"/>
(vi) Licence Fee included? <i>By cheque, made payable to Dublin City Council.</i>	<input type="checkbox"/>	<input type="checkbox"/>
(vii) Letter Of Approval / Drainage Licence From Drainage Dept. Attached? <i>(For Sewer Connections Only)</i>	<input type="checkbox"/>	<input type="checkbox"/>

Once the application is complete, send it, along with this form, to:

**Roads Maintenance Services, Floor 2, Block 4, Civic Offices, Wood Quay, Dublin 8.**

Dublin City Council will not be held liable for applications lost/damaged in post/transit.

**ROAD OPENING LICENCE****Application Form (Contd.)**

Dublin City Council  
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**Applicant Name:** \_\_\_\_\_

**Location of Opening:** \_\_\_\_\_

This licence pertains **only** to the opening and reinstatement of the public road / footpath. Separate discussions must be held with and permissions obtained from other sections of Dublin City Council. A copy of correspondence confirming permission to connect into Dublin City Council's infrastructure must be forwarded to Roads Maintenance with this completed licence application.

**I HEREBY AGREE TO:**

- Fully investigate existing Utilities and obtain from the appropriate Bodies separate permission for any disturbances.
- Liaise with Dublin City Council's Roadworks Control Unit in the planning and execution of the works and to fully comply with the "Directions for the Control and Management of Roadworks in Dublin City" as issued by them.
- Ensure that any pipework or ducting is at the specified depth and restore and maintain the roadway and/or footpath to the specification of Dublin City Council's Roads Maintenance Services all of which is included in the Directions for the Control and Management of Roadworks in Dublin City.
- Lodge the required Licence Fee payable to Dublin City Council with Roads Maintenance Services, Floor 2, Block 4, Civic Offices, Dublin 8, with the licence application. The licence fee incorporates both the cost of permanent reinstatement and long-term damage to the road. The cost of the permanent reinstatement only will be refunded after the maintenance period if satisfactorily completed by the Contractor. The amount of Long Term Damages is not refundable in the case of trench excavation works.
- Alternatively the full licence fee can be offset against the Council carrying out the full permanent reinstatement.
- The licence becomes effective when signed by the Area Engineer, Roads Maintenance Services.
- Indemnify and save harmless the Council (with minimum indemnity of €6,500,000 for any one claim in respect of all claims, proceedings, liabilities, losses or expenses of whatever nature, howsoever arriving in connection with the activities covered by this application.) The period of cover shall be from the start of the works through until taking back in charge by DCC.
- Take charge of the defence of any proceedings as aforesaid at the request of the Council.
- The applicant **must** give written notification to the Area Engineer on completion of the works, at which point an inspection of the works will be carried out and snags agreed, a Certificate of Completion will then be issued and a maintenance period shall commence.
- The applicant **must** write to DCC after a 2-year period expires, the site to be inspected again, and the deposit refunded, minus long-term damages (if applicable), providing the pavement is up to DCC taking in charge standard.
- The applicant carries liability for the reinstatement until such time as it is formally taken back into the charge of DCC Roads Maintenance. (i.e. "taking in charge" letter is issued).

**Signed:** \_\_\_\_\_ **Applicant** \_\_\_\_\_ **Date**

**Print Name:** \_\_\_\_\_ **Applicant**

*Please note that by signing this you are entering into a legally binding agreement. Do not sign until you have read, and understand fully the conditions of this licence.*

Office Use

**Total Fee Received:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Area Engineer** \_\_\_\_\_ **Date**