



## Information on Road Opening Licences

**Before applying for a Road Opening Licence, please read and understand the following information.**

### ***What is a Road Opening Licence?***

A Road Opening Licence (ROL) is a licence that allows the holder to excavate a specified section of the public road, (the public road includes carriageway/footway and associated grass verge), and carry out reinstatement (which may be permanent or temporary). A ROL may be issued for the purposes of installing drainage connections to a new development, reconstructing a portion of the public road if damaged over the course of a development, or as required by Planning Permission. A Road Opening Licence normally takes approx one (1) week to process, if the application is complete. Incomplete applications will result in delays.

**The applicant must familiarise themselves with “*Directions for the Control and Management of Roadworks in Dublin City*” (September 2007 edition) before proposing any works in the public road.**  
**This document is available from DCC Roadworks Control Unit (01 222 2246), or from [www.dublincity.ie/SiteCollectionDocuments/roadworks\\_control\\_directive.pdf](http://www.dublincity.ie/SiteCollectionDocuments/roadworks_control_directive.pdf)**

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

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

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

### **Who May Apply For A Road Opening Licence?**

- Main Contractors  
*The Main Contractor is the company who has contractual relationship with the Developer/Client, and has overall control of the site in question. They must also hold Public Liability Insurance with a minimum indemnity of €6.5 million. Main Contractors must be registered with the Roadworks Control Online System (RCOS) before they can be granted a T2 permit. No works may be carried out in the public road without a Road Opening Licence and a T2 traffic permit. A T2 permit will not be issued until a Road Opening Licence is issued first.  
(Contract Roadworks Control ph. 222 2246 re: RCOS & T2s)*

### **Who May Not Apply For A Road Opening Licence?**

- Private Individuals
- Sub-Contractors  
*Where the application relates to a development with a Main Contractor.*
- Those not registered on the Roadworks Control Online System  
*To register, contact Roadworks Control at 222 2246.*
- Those proposing works on behalf of a Utility Company  
*Where it is proposed to excavate, the Utility/Utilities in question are to apply for all (T1/T2) permits via the roadwork's control on-line system.*

### **What Works May Be Carried Out Under A Road Opening Licence?**

- Drainage connections to developments only.
- Reconstructing a portion of the public road if damaged over the course of a development.  
*The applicant may only carry out permanent reinstatement, provided that the damaged section is to be reconstructed in in-situ concrete or asphalt. The material of permanent reinstatement shall match the existing, unless otherwise directed by Roads Maintenance Services. Under no circumstances shall a modular stone or modular concrete footpath/carrageway be excavated and permanently reinstated by the applicant. All modular stone or concrete (i.e. cobblestones, stone setts, stone flags, stone kerbs, concrete flags, concrete brick/pavers/setts etc.) reinstatements shall be carried out by Dublin City Council, or their agents, the licence fee being non-refundable in this case.*
- Reconstructing a section of the public road if required to do so by Planning Permission, or directed to do so by Road Maintenance Area Engineer.  
*Same conditions as above apply*
- Trial Pits / Slit Trenches

**What Works May Not Be Carried Out Under A Road Opening Licence**

- Works carried out on behalf of a Utility  
*Where a connection is made to a Utility, these works are deemed to be on behalf of a utility. In such a case, the developer/applicant is to make arrangements with the Utility concerned and for the Utility to apply for all (T1/T2) permits via the roadworks control on-line system.*
- Works by Sub-Contractors  
*Works in the public road are to be carried out by Main Contractors only.*
- Works by private individuals  
*Works are to be carried out by Main Contractors only.*
- Works requiring a T1 permit application  
*Works requiring a T1 include works greater than 100m in length, works at junctions with traffic lights, works on bridges, and several other categories of work. See “Directions for the Control and Management of Roadworks in Dublin City” (September 2007 edition) for details of such works. This document is available from DCC Roadworks Control Unit (01 222 2246), or from [www.dublincity.ie](http://www.dublincity.ie)  
A Road Opening Licence will only be issued after the T1 has been granted.*

### ***What Is The Cost Of A Road Opening Licence?***

- In order to be granted a Road Opening Licence, the applicant must pay a fee. Dublin City Council holds this fee for a period of two years (the *Maintenance Period*) as a deposit, after written notification of completion of the works is received and certificate of completion issued.
- If the works are found to be satisfactory at the end of the *Maintenance Period*, the deposit amount will be refunded, less an amount for *Long-Term Damages (if applicable)*. If the reinstatement is not satisfactory, whatever repairs are necessary must be carried out by the contractor/developer, and prior to DCC taking back in charge. If however, DCC have to carry out any repairs, the cost of these will be deducted from the deposit, and the balance refunded.
- The amount payable depends on the area of the proposed opening and the *Pavement Type*. The *Reinstatement Rates* (€/m<sup>2</sup>) are included within the ROL application form. In addition to the *Pavement Type*, the *Reinstatement Rate* applicable depends upon the area i.e. openings less than 2m<sup>2</sup>, from 2-10m<sup>2</sup>, and greater than 10m<sup>2</sup>.
- The *Reinstatement Rate* also depends on the Impact Number of the road, which is determined by its strategic importance for traffic flows. The Impact Numbers of roads is given in "*Directions for the Control and Management of Roadworks in Dublin City*".
- To account for edge ravelling, 0.3m is to be added to the length and width of the opening, before calculating the area, and consequently, the amount payable.
- *Pavement Type* refers to the type of paving material at the location at present, e.g. concrete flag footpath, in-situ concrete carriageway, asphalt carriageway etc. There is an additional charge for specialist surfaces such as anti-skid, cycle lanes, etc. Modular paving (stone flags/cobbles/setts or concrete flags/paving blocks) are only to be reinstated by DCC, or their agents, the licence fee is non refundable in this case. Specialist surfaces, such as anti-skid, cycle lanes, or asphalt ramps are to be reinstated permanently.
- The amount is to include for the area surrounding any proposed manholes.
- *Long Term Damages* are charges, which are already included in the *Reinstatement Rates*, due to the damage caused by excavating trenches in roads paths. Such excavations, no matter how well constructed, will always reduce the life of a pavement. It is considered reasonable that the applicant should bear a portion of the cost of resurfacing/reconstruction the pavement at some future point.
- The current rates for *Long-Term Damages* are shown on the application form. If the reinstatement passes the inspection at the end of the

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*Maintenance Period*, DCC taking in charge letter will be issued, and it will revert to the charge of Dublin City Council.

- The Road Opening Licence fee is to be by cheque, made payable to Dublin City Council.

### **Measuring the Area Of Reinstatement?**

- The requirements of DCC are given, in full, in *“Directions for the Control and Management of Roadworks in Dublin City” (September 2007 edition)*, the guidance given here is preliminary, and for information only.
- Where the opening is within 1.0m of a joint in footway/carrageway, any existing ironwork, or the kerb/back of path, the reinstatement is to extend to same. The area of the opening is to be calculated to take account of any such features, and the amount payable is to be calculated accordingly.
- All trenches/reinstatements across public roads/footpaths shall be perpendicular to the road centreline. In general, the material of reinstatement shall match the existing, but in all cases, this to be agreed in advance with Roads Maintenance Services.
- Where it is proposed to lay a service diagonally across a road, the reinstatement shall be a rectangular section, extending from kerb to centreline, or kerb to kerb. Diagonal reinstatements to trenches are not permitted. Likewise, where it is proposed to lay services diagonally across footpaths, the full width of the path shall be reinstated.
- Footpaths may only have one longitudinal joint, reinstatement is to be from trench to kerb, or trench to back of path, to be agreed in advance with Roads Maintenance Services.
- Where it is proposed to carry out works in a public path that already has an existing trench/reinstatement, the extent of the new reinstatement shall be increased to include the old one. Likewise, a proposed reinstatement in a public road shall include any existing trench/reinstatement/construction joint within 1.0m, to be agreed in advance with Roads Maintenance Services.
- Special conditions apply to roads reconstructed within the last five (5) years, or footpaths improved within the last ten (10) years. For details, please see *“Directions for the Control and Management of Roadworks in Dublin City” (September 2007 edition)*. This document is available from DCC Roadworks Control Unit (01 222 2246), or from [www.dublincity.ie](http://www.dublincity.ie) Details of such works are to be agreed in advance with Roads Maintenance Services.
- All road markings are to be reinstated to the satisfaction of the Traffic Dept.
- The above list is not intended to be exhaustive, and the details of every reinstatement are to be agreed in advance of works commencing with Roads Maintenance Services Area Engineer, or Area Inspector.

***What Is The Maintenance Period?***

- By signing the Road Opening Licence Application Form, the applicant agrees to enter into a *Maintenance Period*.
- This ***Maintenance Period*** lasts for a **minimum period of 24 months** from the date of issue of the certificate of completion of permanent reinstatement.
- During the *Maintenance Period*, the applicant is responsible to the maintenance and upkeep of the reinstatement.
- During the *Maintenance Period*, the applicant shall be liable for any accident claims arising from the reinstatement. This also includes claims made after the reinstatement is taken back into the charge of Dublin City Council, where the claim relates to an incident that occurred during this *Maintenance Period*.
- After 24 months have expired, and once the licence holder applies in writing to Dublin City Council, the reinstatement will be inspected. If found to be satisfactory, DCC taking in charge letter will be issued and the reinstatement will revert to the charge of Dublin City Council, and the deposit refunded, less *Long Term Damages (if applicable)*.
- If written notification of completion of the works is not received by Roads Maintenance Services, the certificate of completion cannot be issued, and the *Maintenance Period* will be deemed not to have started. In this case, the applicant will continue to carry liability for the reinstatement, until such written notification is received, and the certificate of completion issued to the applicant.
- 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 has been issued by the department).

***What Must Be Submitted With A Road Opening Licence Application?***

- The completed Road Opening Licence Application Form.  
*(All fields are to be completed. An incomplete submission will result in delays in issuing the Road Opening Licence)*  
*The form is to be completed by the contractor carrying out the work, not their employer.*
- Drawing(s) (2no. copies)  
*This is to be drawn accurately to scale, not to be diagrammatic.*  
*Location of opening is to be clearly shown relative to existing addresses/features.*  
*Proposed opening is to be clearly shown and dimensioned.*  
*Proposed manholes/boxes are to be clearly shown and dimensioned*
- Programme.  
*Start and completion dates of the proposed works included*
- Letter From Applicant Confirming Safety Statement.  
*Confirms that the applicant has a valid safety statement in place, which complies with all relevant Health and Safety Legislation.*  
*Identifies the company, and their registered offices*  
*Signed by an authorised person, with their name and position within the company identified*
- Letter From Insurer Confirming Public Liability Insurance.  
*Confirms that the applicant holds P.L. Insurance with a minimum indemnity of €6.5 million.*  
*P.L. insurance has a specific indemnity to Dublin City Council.*
- Licence Fee  
*By cheque, made payable to Dublin City Council.*
- Letter Of Approval / Drainage Licence From Drainage Dept.  
*(For Sewer Connections Only)*

Completed Road Opening Licence applications to be sent 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.

**What Happens After The Road Opening Licence Is Issued?**

