



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

Roadworks Control Unit
Environment & Transportation Department
Block 2, Floor 6, Civic Offices, Dublin 8.

Ph: (01) 222 2246 www.dublincity.ie
e-mail: roadworks.control@dublincity.ie

**Application Form to place a HOIST/CHERRY PICKER/VEHICLE/EQUIPMENT
on a Public Road or Footpath** (see separate form for Mobile Crane)

Please note that in order to allow for proper assessment of the application, it should be submitted no later than **7 days** (excluding weekends & Bank Holidays) prior to the proposed placement of the hoist/cherry picker/vehicle/equipment. Dublin City Council cannot guarantee permits for any applications received at short notice. The Council may withdraw an issued permit where circumstances change or in cases where additional information is received.

Applications will not be processed unless all relevant details are submitted. Please use Block Capitals

Road / Street Name:			
Property Name/No. or between junctions:			
Applicant's Name/Address			
Application in respect of (please tick appropriate box(es))	Hoist <input type="checkbox"/>	Cherry Picker <input type="checkbox"/>	Vehicle <input type="checkbox"/> Equipment <input type="checkbox"/>
Date(s) of Use:	Operational Hours:		
Purpose for which vehicle(s) parked:			
Contractor Name/Address:			
Contact Name:	Contact Tel. No(s):		
E-Mail Address:			

STATUTORY DECLARATION

I hereby apply for a permit to place a Hoist/Cherry Picker/Vehicle/Equipment* on a public road or footpath at the location above and understand that I, the applicant, will be liable for all or any damage to the footpath / carriageway resulting from this placement. I hereby confirm that a Health and Safety Statement is in operation at this site and that I have indemnified Dublin City Council (minimum €6.5m in respect of any single claim) against all claims for damages whatsoever which may arise from the positioning and operation of this hoist/cherry picker/vehicle. I am aware that the granting of a permit/licence does not represent agreement by DCC to contravene any conditions of an associated planning permission e.g. permitted working hours.

Signed: _____ Date: _____

If your vehicle, etc will affect Pay & Display/Permit Parking bay(s), you must contact the Council's Parking Enforcement Division in advance – e-mail: parkingenforcement@dublincity.ie or Tel. (01) 222 2261. This Department has no objection to the positioning of a Hoist/Cherry Picker/Vehicle/Equipment as detailed above, subject to compliance with the following conditions:

- ☐ A comprehensive Health & Safety Statement, prepared by competent person, is in place.
- ☐ Local Garda notified ☐ Banksman/pointsman on duty
- ☐ Provision is made for the safe passage of vehicular/pedestrian traffic around the hoist/cherry picker/vehicle/equipment
- ☐ The Permit is retained on site for inspection by authorised officers of Dublin City Council
- ☐ Identification signs and reflective markings (if required) are displayed
- ☐ Prepayment for any metered, pay & display or disc parking bays that will be affected by the positioning of the hoist/cherry picker/vehicle/equipment is received by this office
- ☐ If the hoist/cherry picker/vehicle/equipment is being located on a pedestrian zone during operational hours, arrangements for its movement to and from site must be approved by An Garda Síochána.
- ☐ Traffic management arrangements are to comply with Traffic Signs Manual Chapter 8 "Temporary Traffic Measures and Signs for Roadworks" published by the Department of Transport.
- ☐ Comply with Planning & other legislation.
- ☐ Letter drop required to inform local stakeholders.
- ☐ Other conditions as specified below

Approved by: _____ Date: _____
Authorised Officer

NB: If your application is approved, the Roadworks Control Unit will contact you via your email address in order to arrange payment for your Permit.

Note 1 Completed forms - along with any up-to-date photos of the location of vehicle, hoist etc - may be e-mailed to the address above.

Note 2 Fees are non-refundable after the permit has been issued to applicant.

P.T.O.

Applicant's rights under the General Data Protection Regulations (GDPR) 2018

- Dublin City Council is the data controller
- The DPO's contact details are dataprotection@dublincity.ie and 01 2223775
- Data Subject's rights:
 - the right to access the personal data that we hold about you, together with other information about our processing of that personal data;
 - the right to require us to rectify any inaccuracies in your personal data;
 - the right to require us to erase your personal data;
 - the right to request that we no longer process your personal data for particular purposes;
 - the right to object to our use of your personal data or the way in which we process it; and
 - the right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.
- Make a complaint to the Data Protection Commission (DPC)
 - If you are not satisfied with the outcome of the response you received from Dublin City Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commission who may investigate the matter for you.
 - Contact details: - Lo Call Number: 1890 252 231; info@dataprotection.ie
 - Postal Address: Data Protection Commission, Canal House, Station Road, Portarlington, Co. Laois. R32 AP23

For further information please check our website <http://www.dublincity.ie/privacy-statement>

General Data Protection Regulations (GDPR) — Privacy Notice, Roadworks Control Section

Your information is collected to process an application to place a Vehicle / Hoist / Cherry picker / Equipment on a public road or footpath. The legal basis for this is provided for under **Section 72 of the Road Traffic Act 1993**. Information collected by us is generally limited to the location of the proposed vehicle/hoist/cherry picker/equipment and your contact details. Debit or credit card details, if provided, are deleted as soon as payment is confirmed.

The information (other than credit card details) may be shared internally with:

- Other sections within the Environment & Transportation Department - whose assistance is necessary to process work associated with your request.
- Other departments within Dublin City Council – for the purpose of providing a record of road & footpath use

Your information may be retained for a minimum of 6 years as part of the record of traffic management in Dublin City Council's administrative area.

For more information contact: Roadworks Control Section
Environment & Transportation Department
Dublin City Council
Block 2, Floor 6
Civic Offices
Wood Quay
Dublin 8

Office opening hours: 09.30 to 16.00

Tel: (01) 222 2246

Email: roadworks.control@dublincity.ie