

APPLICATION FORM

GROUND ANCHOR INSTALLATION LICENCE



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

Environment & Transportation, Road Maintenance Services, Civic Offices, Block 2, Floor 4, Wood Quay, Dublin 8, D08 RF3F Information: 01 222 2255
Email: roadmaintenance@dublincity.ie

SECTION 1 - GROUND ANCHOR INSTALLATION LICENCE APPLICATION FORM

APPLICANT DETAILS

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PLEASE USE BLOCK CAPITALS

Company Name	Email
Contact Person	Office
Applicant Address	Mobile

LOCATION DETAILS

Street Name	Location
Eircode of Installation	Development Planning Ref.

GROUND ANCHOR DESIGNER DETAILS

Structural Designer / Company Name	
Contact Person	Office
Ground Anchor Designer Email	Mobile
Number of Anchors to be installed	
Period for which Licence is required	
Public Liability Insurer & Policy No.	

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

Note: The installation of a ground anchor into/beneath a public road/path without a Ground Anchor Installation Licence is not permitted. Under Section 13 of the Roads Act (1993), any person to do so shall be guilty of an offence.

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SECTION 2 - GROUND ANCHOR INSTALLATION LICENCE APPLICATION FORM APPLICANT CHECK SHEET

The following items are required to be included as part of the GAIL application. An incomplete application will result in delays. Please include and tick as appropriate. The Applicant is referred throughout to a more detailed list of requirements as included in the "Ground Anchor Installation Licence – Information Document".

CHECK LIST

Included?

- | | | | | | |
|--------|---|-----|--------------------------|----|--------------------------|
| (i) | Completed GAIL Application form (Section 1 & 2), with fee included and signed DECLARATION (as per para. 3.1 & 3.2 of GAIL Information Document) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (ii) | Details of anchor type, materials proposed, length of time required, detailed anchor drawings in plan and section etc. (as per para. 3.3 & 3.4 of GAIL Information Document) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (iii) | Detailed Section & Plan with location of anchors and existing utilities identified (as per para. 3.5 of GAIL Information Document) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (iv) | Anchor designer's Risk Assessment | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (v) | Certification provided by Anchor Designer identifying available utility corridor (as per para. 3.6 of GAIL Information Document) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (vi) | Baseline survey and proposed monitoring system throughout "anchor support period" (as per para. 3.7 of GAIL Information Document) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (vii) | Utilities have been contacted by the Applicant in advance (as per para. 3.8 of GAIL Information Document) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (viii) | Safety Statement and Method Statement submitted, which incorporates the proposed anchor installation works and which complies with all relevant Health & Safety Legislation (as per para. 3.10 & 3.11 of GAIL Information Document) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (ix) | Licence fee included? Electronic funds transfer (EFT) or by cheque.
Account Name: DCC EFT A/C Sort Code: 93-20-86
Account Number: 80134597 Swift Code: AIBKIE2DXX
IBAN: IE41 AIBK 9320 8680 1345 97
Reference Street Name and Location with payment.
(rate per anchor, as per para. 3.13 of GAIL Information Document) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

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Included?

- | | | | | | |
|-------|---|-----|--------------------------|----|--------------------------|
| (x) | Application only relates to installa of anchors in public domain only (as per para. 3.14 of GAIL Information Document) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (xi) | All relevant statutory utilities to be advised 7 days in advance of any anchor installation taking place (as per para. 4.1 of GAIL Information Document) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (xii) | Proof of Dublin City Council indemnity submitted by Applicant (period from start of works through until one year after end of “anchor support period” (as per para. 4.2 of GAIL Information Document) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

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SECTION 3 - GROUND ANCHOR INSTALLATION LICENCE APPLICATION FORM END OF ANCHOR SUPPORT PERIOD CHECK SHEET

At the **end** of the licensed “anchor support” period (decommissioning of anchors) the following documentation and submission confirmation is to be submitted to the DCC Road Maintenance Department. The Applicant is referred to a more detailed list of requirements as included in the “Ground Anchor Installation Licence – Information Document”.

CHECK LIST

Included?

- | | | | | | |
|-------|---|-----|--------------------------|----|--------------------------|
| (i) | Confirmation that DCC Road Maintenance Services have been informed of date for decommissioning of anchors (as per para. 5.2 of GAIL Information Document) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (ii) | Design Certificate submitted by anchor Designer and signed by Chartered Engineer confirming that for all anchors installed the entire anchor length is no longer structurally required and has been de-commissioned and de-stressed (if applicable). The anchor headblock securely capped or buried | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (iii) | As constructed detailed drawings are to be provided to DCC Road Maintenance Services showing the location and details of installed anchors in plan and in section with additional information provided for all materials used (as per para. 5.4 of GAIL Information Document) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (iv) | Final monitoring survey submitted (as per para. 5.5 of GAIL Information Document) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

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SECTION 4 - GROUND ANCHOR INSTALLATION LICENCE APPLICATION FORM DECLARATION

DECLARATION

I hereby apply for approval for a Ground Anchor Installation Licence (GAIL) and agree to be bound by the conditions as listed in the "Ground Anchor Installation Licence – Information Document", the "GAIL Application Form" and any specific conditions imposed by Dublin City Council.

I agree to comply with the provisions of the submitted, anchor design, installation methodology and proposed materials, end of "anchor support period" requirements and submit all documentation, as per Section 1, 2 & 3 of this application, to the satisfaction of DCC.

This licence pertains only to the installation of ground anchors. Separate discussions requiring the opening and reinstatement of the public road / footpath / Park Area etc. must be held with and permissions obtained from the relevant departments of Dublin City Council.

For clarity Section 1, 2 and 4 of this application along with the relevant documentation are to be submitted 8 weeks prior to the issuing of the Commencement Notice or the commencement of construction, whichever is the earlier. Section 3 of this form is to be submitted along with the relevant documentation at the end of the "anchor support period".

In addition to complying with the requirements of the DCC published "Ground Anchor Installation Licence – Information Document" I also hereby agree to:

- » 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.
- » 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 4, Block 2, Civic Offices, Dublin 8, with the licence application. The licence fee incorporates both the cost of inspection of anchor installation, removal and associated administration costs.
- » Apply for a Road Opening Licence if excavation in the public domain is required.
- » The GAIL only becomes effective when approved by a representative from DCC Roads Maintenance Services.
- » Indemnify and save harmless the Council (with minimum indemnity of €6,500,000.00 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 items as per Section 3 of the GAIL Application are submitted.

PRINT NAME	Applicant	Amount Paid by Applicant
Signature	Applicant	Date
PRINT NAME	Anchor Designer	
Signature	Anchor Designer	Date

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Licence Application number	Date Received
Total Fee Received	TR ROL OFFICE USE ONLY
Signature	Area Engineer
	Date

PRIVACY NOTICE - ROAD MAINTENANCE SERVICES

Your information is collected to process requests for service to manage the maintenance of the public road network, license street furniture and telecommunication apparatus in the Dublin City administrative area. The legal basis is provided for under Section 13 of the Roads Act 1993, Sections 101D of the Road Traffic Act, 1991, as inserted by Section 9 of the Dublin Transportation Authority (Dissolution) Act 1987 and S.I. No. 139/2015 – Road Traffic (Co-ordination of Roadworks) Regulations 2015, Section 254 of the Planning and Development Act 2000 and Article 201 of the Planning and Development Regulations 2001. Information collected by us is generally limited to contact details provided in respect of requests made for road maintenance and licensing measures.

The information may be shared internally with:

- » Other sections within the Environment and Transportation Department – whose assistance is necessary to process work associated with your request;
- » Dublin City Council Local Area Offices - in respect of road maintenance related requests made on your behalf;
- » Other departments - all road maintenance and licensing queries forwarded to relevant section/department or contractors working on our behalf for processing.

Your information may be retained electronically for up to 20 years as part of the record of road management measures requested throughout Dublin City Council's administrative area.

For more information:

Road Maintenance Services,
Environment and Transportation Department,
Dublin City Council,
Block 2, Floor 4,
Civic Offices,
Wood Quay,
Dublin 8.

Office opening hours: 09.00 to 17.00.
Tel: (01) 222 2255
Email: roadmaintenance@dublincity.ie