

APPLICATION FORM

TELECOMMUNICATIONS INFRASTRUCTURE 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

PLANNING AND DEVELOPMENT ACT 2000 (Section 254)
PLANNING AND DEVELOPMENT REGULATIONS 2001 to 2006
COMMUNICATIONS REGULATION ACT 2002 (20/2002) (Section 54.1)

APPLICANT DETAILS

PLEASE USE BLOCK CAPITALS

Company Name	Email
Contact Person	Mobile
Applicant Address	

Site map to a scale of 1:1000 shall be forwarded with the application showing the precise location for the proposed over-ground electronic communications infrastructure or any associated physical infrastructure and other features in the vicinity. The drawing shall clearly indicate (i) width of existing footway (ii) working area required when cabinet door is opening.

LOCATION DETAILS

Street Name	Location
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APPARATUS DETAILS

APPARATUS STRUCTURE (Cabinet, Pole, Public Light, Antenna or Other)	Length (m)	Depth (m)	Height (m)	Area (m ²)	Volume (m ³)	Colour
1.						
2.						
3.						

Completed Road Opening Licence application form? Yes ☐ No ☐

Width of Footpath at proposed Location (m)
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During construction and undertaking maintenance work, will there be sufficient room when the cabinet door is opened to allow for the safe passage of pedestrians with a pram/buggy/wheelchair? Yes ☐ No ☐

No excavation may be made in a public road/path without a **T2 Traffic Permit**.
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 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: 01 222 2246).

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CHECK LIST

Included?

- (i) 4 number 1/100 scale drawings (Showing all in situ items of street furniture e.g. litter bins, kiosks/pedestals, public lighting, columns, telecom cabinets, surface gullies, cycle stands, fire hydrants etc. within 10 metres either side of the proposed area)? Yes ☐ No ☐
- (ii) 4 number 1/1000 Site location Map? Yes ☐ No ☐
- (iii) 4 number photographs of site notice in place indicating date of erection of site notice? Yes ☐ No ☐
- (iv) Letter from applicant confirming safety statement is in place?
Identifies the company, and their registered offices, on company letter headed paper. Signed by an authorised person, with their name and position within the company. Yes ☐ No ☐
- (v) Confirmation of Public Liability insurance?
Applicant holds public liability insurance with a minimum indemnity of €6.5 million and has a specific indemnity noted to Dublin City Council on the policy. Yes ☐ No ☐
- (vi) Licence fee included (Non-refundable)?
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. Yes ☐ No ☐

DECLARATION

I confirm that all the above information is correct. I am aware that if a licence is granted it does not exempt me from the provisions of any other legislation. I agree to abide by the general conditions that apply in respect of the telecommunication apparatus licence and by any specific conditions, which may be attached to the licence by Dublin City Council.

PRINT NAME	Applicant	Amount Paid by Applicant
Signature	Applicant	Date
Licence Application number	Date Received	
Application Fee Receipt number	TRL SF	OFFICE USE ONLY
Signature	Form Checked by	Date

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GENERAL

Dublin City Council in accordance with the provisions of Section 254 of the Planning and Development Act 2000 and the Planning and Development Regulations 2001 to 2006, licences the placement of telecommunication infrastructure on the public road/footpath at suitable locations. An application must be made to Dublin City Council and a licence granted before such cabinets are placed on the public road/footpath. All licences are granted subject to the conditions, which are outlined on page 4.

The issue of a licence is subject to payment of an application fee; a licence fee; and acceptable evidence of Public Liability Insurance cover indemnifying Dublin City Council. When processing a licence application, consideration is given to pedestrian safety, width of the footpath, pedestrian flow, other items of street furniture, internal reports (e.g. Planning and Roads & Traffic), and representations received from the public in relation to the application.

LICENCE APPLICATION PROCEDURE

1. Erect an A4 Size Site Notice in the prescribed format (see page 2 overleaf) in relation to making of an application. The Site Notice shall be placed as close as possible to the proposed site for the cabinet and must be clearly legible by the public, for a period of two weeks from the date of lodgement of the application. The actual site must be marked on the footpath. The applicant must furnish photographic proof of erection/existence of the required Site Notice with the licence application.
2. The site notice must state that the application may be inspected at the offices of the Road Maintenance Services, Civic Offices, Block 2, Floor 4, Wood Quay, Dublin 8, during normal working hours and that observations etc. on the licence application may be submitted in writing to the above address within a period of 3 weeks from the date the application is lodged.
3. Return a completed application form with enclosures to Environment & Transportation, Road Maintenance Services, Civic Offices, Block 2, Floor 4, Wood Quay, Dublin 8, D08 RF3F.
4. The application shall be accompanied by a non-refundable licence application fee of €225.

LICENCE APPLICATION PROCEDURE

All applications must be made on the official application form (pages 1 & 5 of this leaflet) and must be accompanied by 4 No. 1/100 scale drawing indicating the following:

- All above ground utilities/services in the area including lampposts, bollards, fire hydrants, manholes, cycle stands, litter bins and all 'in situ' items of street furniture, etc. located within 10metres of the proposed area.
- All properties adjoining the footpath/road within 10m of the proposed location of cabinet shall be shown, together with details of the boundary with the road. In particular any doors, gates or openings must be clearly shown as well as any other features on the frontage of the property which could be impacted on by the cabinet.
- Dimensions of the proposed licensed area and the location and dimensions of the cabinet be located within the area.
- A site location map 1/1000 and photograph with site notice in place.
- An area map indicating existing and proposed cabinets by your company

If any of these requirements are omitted, the application may be deemed invalid and returned to the applicant.

Objections/Observations in relation to an application must be lodged within three weeks from the date of the application.

The applicant or any interested party can appeal the decision to grant or refuse a Telecommunication Infrastructure Licence to An Bord Pleanála in accordance with Section 254 [6 (a)] of the Planning & Development Act 2000. Information regarding the appeal process is available from An Bord Pleanála, 64 Marlborough Street, Dublin 1. (Telephone (01) 8588100 / Website: www.pleanala.ie)

SITE NOTICE ROAD OPENING 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

SITE NOTICE

DUBLIN CITY COUNCIL SECTION 254 LICENCE APPLICATION

I/WE _____
INTEND TO APPLY FOR A LICENCE TO PLACE TELECOMMUNICATION INFRASTRUCTURE ON THE PUBLIC ROAD/FOOTPATH AT THE MARKED LOCATION ADJACENT TO THIS NOTICE.

ADDRESS:

REQUIRED LICENCE AREA (TICK BOX)

☐ CABINET LENGTH _____m DEPTH _____m TOTAL AREA _____ m²
 HEIGHT _____m TOTAL VOLUME _____ m³

☐ POLE LENGTH _____m DEPTH _____m TOTAL AREA _____ m²
☐ ANTENNAE HEIGHT _____m TOTAL VOLUME _____ m³

☐ OTHER (SPECIFY) _____

THIS LICENCE APPLICATION MAY BE INSPECTED BETWEEN THE HOURS OF 9.00 a.m – 1.00 p.m AND FROM 2.15 p.m – 4.30 p.m MONDAY TO FRIDAY EXCLUDING BANK HOLIDAYS AT THE OFFICES OF:

DUBLIN CITY COUNCIL, ROAD MAINTENANCE SERVICES
BLOCK 2, FLOOR 4, CIVIC OFFICES
WOOD QUAY, DUBLIN 8

SUBMISSION OR OBSERVATIONS IN RELATION TO THIS APPLICATION MAY BE MADE IN WRITING TO DUBLIN CITY COUNCIL AT THE ABOVE ADDRESS WITHIN 3 WEEKS FROM THE DATE OF LODGEMENT OF THE APPLICATION

SIGNED: _____

DATE OF ERECTION OF SITE NOTICE: _____

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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