



DCC Telecoms Unit

Rooftop Access Product Matrix

JUNE 2025

Dublin City Council – Telecoms Unit



**Comhairle Cathrach
Bhaile Átha Cliath**
Dublin City Council

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1. Document Scope

This document sets out all aspects of the DCC offering for rooftop access.

2. Product Description

This product facilitates access to the rooftops of DCC owned buildings for the installation of structures and equipment to support telecoms services.

3. Pricing and Rate Card

The rate cards, see Appendix A, apply to standard service offerings within the canals and outside of the canals. Case-by-case pricing will be required for nonstandard offerings.

4. Roles and Responsibilities

The section sets out the roles and responsibilities of all parties involved in the provision and the use of the rooftop access offering.

The Telecoms Unit:

Provides a single point of contact for the processing of rooftop access requests. The Telecoms Unit will liaise with all other relevant DCC departments for the provision of this product. The other DCC departments include, but are not limited to: Planning, Property, Legal and Parks. Novegen are the Telecoms Unit's appointed management agent.

Contact: support@dcctu.zendesk.com

The Customer:

To use the agreed rooftop space in accordance with the agreed commercial agreement, see Appendix B – [Commercial Agreement](#).

DCC Property / Management Companies (Building Managers etc):

Facilitating access to the buildings in a timely manner in line with support SLAs set out in the Commercial agreement.

5. Processes and Procedures

The following processes and procedures have been defined to support Rooftop access.

- New Service Request
- Service Delivery
- Annual Billing

6. Commercial and License Agreements

License / Commercial Agreements:

An existing commercial agreement, see Appendix B, is in place to support rooftop access product.

7. Supporting Information

The following supporting information is available for rooftop access.

- Asset Maps
- Product Definition
- Rate Card
- Commercial Agreements
- Process Maps
- Planning Guidelines

8. Supporting Information Required to Access the Rooftop

The following information will be required to access the rooftops.

- RAMs
- Health and Safety Statements
- Low Level Designs
- Evidence of Appropriate Insurance
- Appropriate Commercial Agreements
- Surveys
- Planning Documentation

9. Support Contacts

All support requests should be addressed to the Telecoms Unit and/or their management agent Novegen.

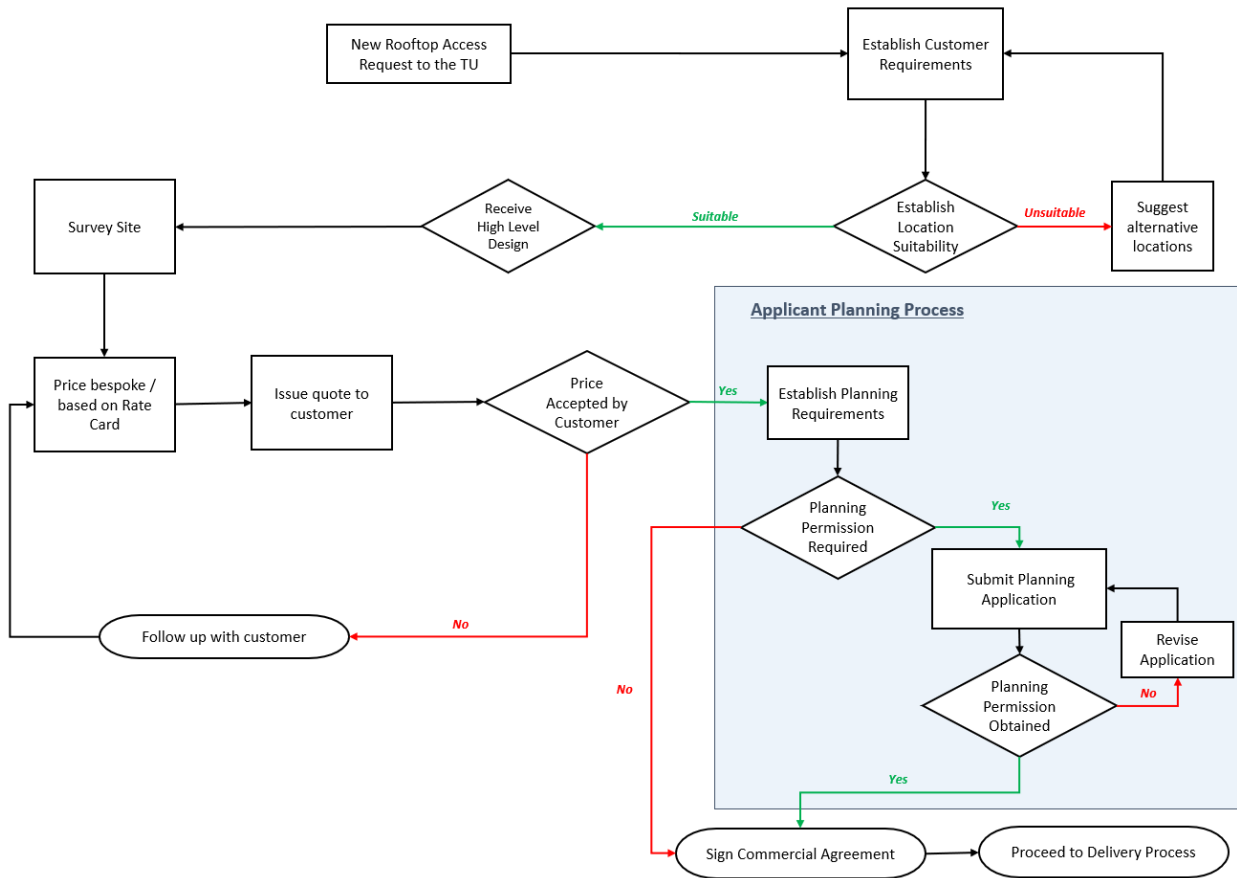
Contact: support@dcctu.zendesk.com

10. Product Matrix

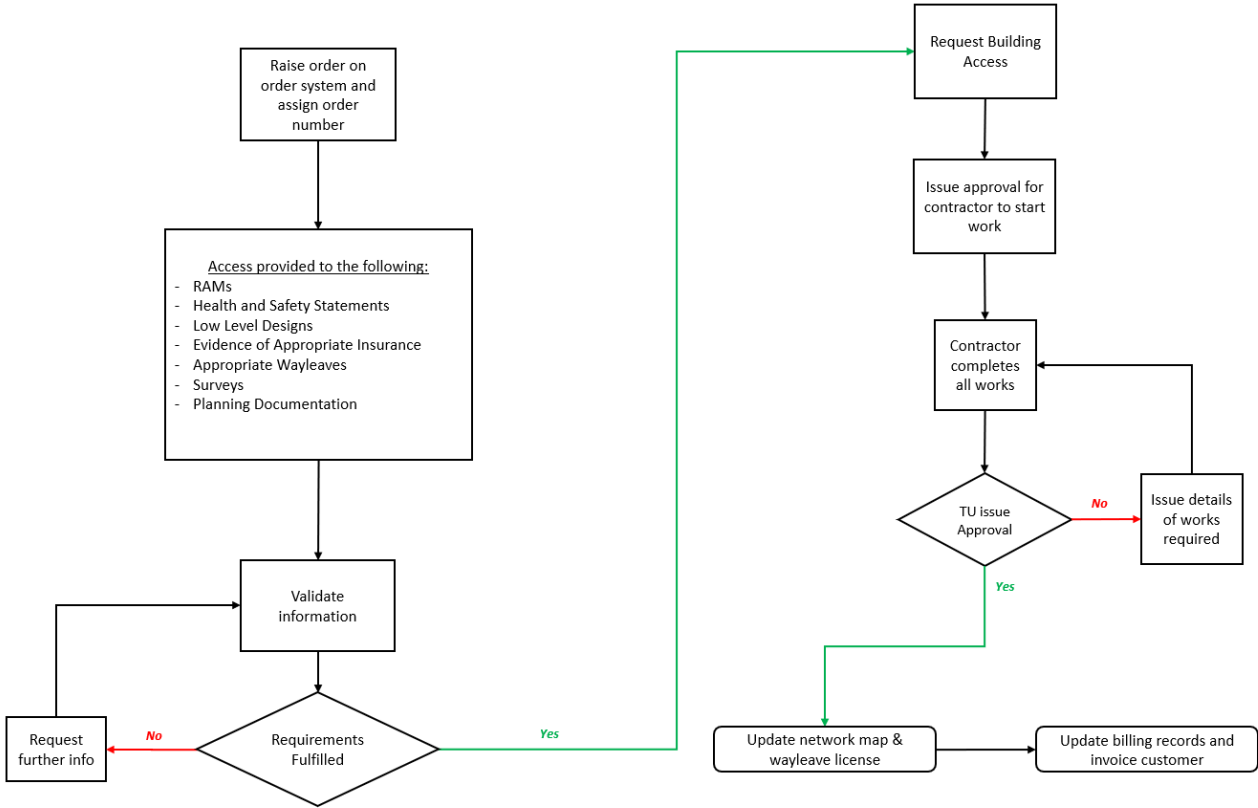
<i>Between the Canals</i>		
Code	Structure	Details
DCCMA-IC1-C	Rooftop access with equipment room for cabinet	Basic package to include 6 antennae, 2 dishes and an equipment room
DCCMA-IC1-C1	DCCMA-IC1-C Operator equipment upgrade	Upgrade to the equipment specified in the basic package
DCCMA-IC1-C2	Power for rooftop installations	In some cases where provision of a separate power supply is too difficult to costly a metered supply may be provided
<i>Outside of the Canals</i>		
Code	Structure	Details
DCCMA-OC1-C	Rooftop access with equipment room for cabinet	Basic package to include 6 antennae, 2 dishes and an equipment room
DCCMA-OC1-C1	DCCMA-OC1-C Operator equipment upgrade	Upgrade to the equipment specified in the basic package
DCCMA-OC1-C2	Power for rooftop installations	In some cases where provision of a separate power supply is too difficult to costly a metered supply may be provided

11. Process Maps

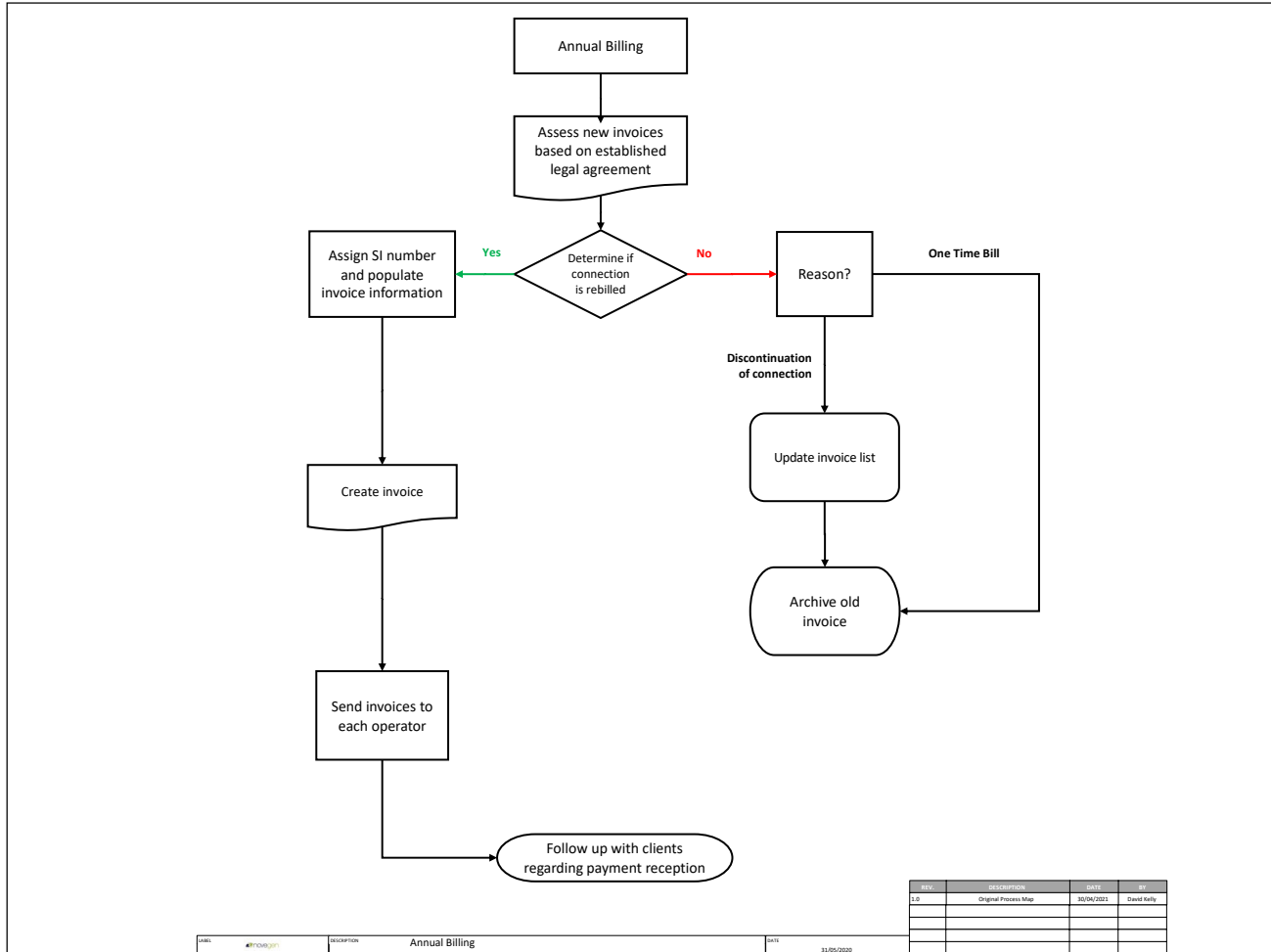
- **New Service Request**



• Service Delivery



- Annual Billing



DATE:	#170302/2011	DESCRIPTION:	Annual Billing	DATE:	31/05/2008
REV:		DESCRIPTION:		DATE:	
REV:		DESCRIPTION:		DATE:	
REV:		DESCRIPTION:		DATE:	
REV:		DESCRIPTION:		DATE:	
REV:		DESCRIPTION:		DATE:	

REV	DESCRIPTION	DATE	BY
1.0	Original Process Map	30/04/2011	David Kelly

Appendix A – Rate Cards

Between the Canals				
Code	Structure	Details	Annual Rental	Fee Detail
DCCMA-IC1-C	Rooftop access with equipment room for cabinet	Basic package to include 6 antennae, 2 dishes and an equipment room	€12,500.00	Annual renewal paid in advance
DCCMA-IC1-C1	DCCMA-IC1-C Operator equipment upgrade	Upgrade to the equipment specified in the basic package	€2,500.00	Annual renewal paid in advance
DCCMA-IC1-C2	Power for rooftop installations	In some cases where provision of a separate power supply is too difficult to costly a metered supply may be provided	TBC	TBC
Outside of the Canals				
Code	Structure	Details	Annual Rental	Fee Detail
DCCMA-OC1-C	Rooftop access with equipment room for cabinet	Basic package to include 6 antennae, 2 dishes and an equipment room	€10,500.00	Annual renewal paid in advance
DCCMA-OC1-C1	DCCMA-OC1-C Operator equipment upgrade	Upgrade to the equipment specified in the basic package	€2,000.00	Annual renewal paid in advance
DCCMA-OC1-C2	Power for rooftop installations	In some cases where provision of a separate power supply is too difficult to costly a metered supply may be provided	TBC	TBC

The dishes specified are 600mm in diameter. Anything greater than this is deemed to be an upgrade.

The antenna heights are either 1.5m or 2m and 350mm wide.

The basic package is (i.e. DCCMA-xC1-B) is limited to 6x 4G RRUs or 3x 5G RRUs (5G RRUs can be up to 39Kg in weight and have a major effect on weight loading).

Appendix B – Commercial Agreement

DATED DAY OF 20XX

DUBLIN CITY COUNCIL

AND

XXXXXXXXXXXX

COMMERCIAL AGREEMENT

THIS AGREEMENT is made the day of 20XX

BETWEEN

- (1) DUBLIN CITY COUNCIL, a local authority having its principal place of business at Civic Offices, Wood Quay, Dublin 8 (the "Council"); which expression shall, where the context so admits or requires include its successors and assigns) of the one part; and
- (2) XXXXXXXXXXXXXXXXXXXXXXXX a company incorporated in Ireland (registered number XXXXXXXXXXXXXXXXXXXXXXXX having its registered office at XXXXXXXXXXXXXXXXXXXXXXXX (the "Provider" which expression shall, where the context so admits or requires, include its successors and assigns) of the other part.

together known as "the Parties."

BACKGROUND

1. The Council holds a freehold interest in XXXXXXXXXXXXXXXXXXXXXXXX (the "Council's Property") and has the necessary authority to enter this Agreement.
2. The Provider has requested consent to enter onto the Council's Property for the purposes of erecting telecommunications infrastructure thereon and thereafter providing space on the said telecommunications infrastructure to mobile network Operators for the purposes of operating and maintaining the Equipment.
3. The Council has agreed to grant permission to the Provider to use part of the Council's Property for the Permitted Use (as hereinafter defined) on the terms set out in this Agreement.

THE PARTIES AGREE AS FOLLOWS:

1. INTERPRETATION

- 1.1 In this Agreement, the following words shall have the following meanings:

"Agreement" means this agreement made between the Council and the Provider;

"Commencement Date" means the commencement of works;

"Fee" means the Set Up Charge, Annual fee, and Documentation Review fee as stipulated in Schedule B ("the Charges") plus VAT (if payable thereon). VAT will only be payable on production of a valid VAT invoice;

"Agreement Period" means five years from the Commencement Date subject to earlier determination by the Parties as provided for in Clause 9 of this Agreement;

"Communications Area" means that part of the Council's Property identified in green on Plan XXXXXXXXXXXXXXXXXXXXXXXX at schedule A hereto and/or where applicable, and/or the additional area(s) (if any) that are agreed in writing between the Parties during the Agreement Period;

Template Commercial Agreement available to download [here](#)

Email: support@dcctu.zendesk.com