

# PERMIT REQUEST FOR ACCESS

## PERMIT APPLICATION TERMS & CONDITIONS

**Please note that incomplete forms will be rejected and removed from the permit queue.**

**Please return completed form to [support@dctu.zendesk.com](mailto:support@dctu.zendesk.com)**

### **Permit Details**

Indemnity must be completed in full before any request for access to DCC telecoms infrastructure, can be considered by the DCC Telecoms Unit.

If questions are not relevant, please mark “N/A.” If there is insufficient space for response on the form, please attach additional pages.

- **Indemnity must be completed by a duly authorised person within your company/organisation and stamped with a company stamp.**
- **This permit does not act as a road opening license for works on DCC infrastructure.**
- Please provide as much information as possible to aid with processing your request. If documentation is incomplete your request cannot be processed.
- Processing of requests will take 3 to 5 working days. Novegen (who function as agents for the DCC Telecoms Unit) will contact you regarding the status of your request.
- DCC Telecoms Unit, have the authority to permit access to the DCC public chambers and infrastructure and do not have authority to permit access to office blocks in the area. The decision by DCC Telecoms and their agents regarding access is final.
- DCC Telecoms, reserve the right at their sole discretion to cancel a planned activity/event at any time.
- The permit is for the sole use of the applicant and cannot be transferred to another party.
- Attempts to access DCC telecoms infrastructure without permission will be stood down with immediate effect.

### **THE LEVELS OF INSURANCE REQUIRED:**

- Employers liability - Not less than €13 million.
- Public liability - not less than €6.5 million.
- Letter from Insurance provider specifically indemnifying Dublin City Council must accompany permit application or the applicant shall indemnify Dublin City Council and Novegen against all claims, proceedings, liabilities, losses or expenses of whatever nature, however arising in connection with [.....] the period and times during which the permit is in place.

# PERMIT REQUEST FOR ACCESS

## Construction Works

1. Cleanup and repair must be undertaken by those to whom permission is granted.
2. A 24hr contactable number must be given in advance to a representative of DCC TU or their agents if the event or access exceeds one day.
3. If access is granted on site, you must abide by the security and emergency procedures on site.
4. Please note any works require the following documentation to be provided to DCC TU as standard:
  - Risk Assessment
  - Method Statement
  - Condition Surveys
  - Traffic Management Plans
  - Pedestrian Management Plans
  - Mapping and Photographic details of intended location where works are to be under
  - Insurance
  - Specific Indemnity

**Note insurance must include Employers Liability, Public Liability and Limit of Indemnity.**

COMPLETE IN BLOCK CAPITALS

1. **Please provide comprehensive details of the area where the works are to take place including a map:**

---



---



---

**Note: Please double tap on the Check box and set the default value to checked where applicable**

2. **Type of work:** Please tick  as appropriate

Open Access Infrastructure	Type of Work
Survey	<input type="checkbox"/>
Civils Work	<input type="checkbox"/>
Micro Duct Installation	<input type="checkbox"/>
Splicing Works	<input type="checkbox"/>
New Fibre Connection	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

Rooftop Works	Type of Work
Rooftop Access	<input type="checkbox"/>
Mobile Equipment Installation	<input type="checkbox"/>
Radio Rooftop Equipment Installation	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

# PERMIT REQUEST FOR ACCESS

Provide comprehensive details of activity/event:

---



---



---



---



---



---

**3. LOCATION REQUIRED:** *Please tick 2 as appropriate*

Specific Location  Desired Location

*If “Specific” or “Desired” is ticked, please describe location and provide explanation:*

---



---

**4. DATE AND TIME:**

Date(s):      From:                      To:

Hours(s):      From:                      To:

**5. YOUR DETAILS:**

Company Details	Entry
Full Name of Company or Organisation:	
Full Business Address:	
Contact person for this request:	
Mobile:	
E-mail:	