

INFORMATION

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 2507
Email: roadmaintenance@dubincity.ie

WHAT IS A ROAD OPENING LICENCE?

A Road Opening Licence (ROL) is a licence that allows the holder to excavate a specified section of the public road, (the public road includes carriageway/footway and associated grass verge), and carry out reinstatement (which may be permanent or temporary). A ROL may be issued for the purposes of installing service connections to a new development, reconstructing a portion of the public road if damaged over the course of a development, or as required by Planning Permission. A Road Opening Licence normally takes approx 21 days to process, if the application is complete. Incomplete applications will result in delays.

The applicant must familiarise themselves with the "[Guidelines for Managing Openings in Public Roads](#)", 2017.

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).

WHO MAY APPLY ROAD OPENING LICENCE?

» Main Contractor

The applicant shall be the Main Contractor which is the company who has contractual relationship with the Developer/Client, and has overall control of the site in question. They must also hold Public Liability Insurance with a minimum indemnity of €6.5 million. Main Contractors must be registered with the Roadworks Control Online System (RCOE) before they can be granted a T2 permit. No works may be carried out in the public road without a Road Opening Licence and a T2 traffic permit. A T2 permit will not be issued until a Road Opening Licence is issued first. (Contact Roadworks Control Unit ph. 01 222 2246 re: RCOE & T2s)

WHAT WORKS MAY BE CARRIED OUT UNDER A ROAD OPENING LICENCE?

» Surface Water connections to developments.

» Reconstructing a portion of the public road if damaged over the course of a development.

The applicant may only carry out permanent reinstatement, provided that the damaged section is to be reconstructed in in-situ concrete or asphalt. The material of permanent reinstatement shall match the existing, unless otherwise directed by Road Maintenance Services. Under no circumstances shall a modular stone or modular concrete footpath/carrageway be excavated and permanently reinstated by the applicant. All modular stone or concrete (i.e. cobblestones, stone setts, stone flags, stone kerbs, concrete flags, concrete brick/pavers/setts etc.) reinstatements shall be carried out by Dublin City Council, or their agents, the licence fee being non-refundable in this case.

» Reconstructing a section of the public road if required to do so by Planning Permission.

Same conditions as above apply

» Trial Pits / Slit Trenches

WHAT WORKS MAY **NOT** BE CARRIED OUT UNDER A ROAD OPENING LICENCE?

» Works greater than 20 linear metres or 20m².

Unless directed to do so by Road Maintenance Services, or in order to satisfy a Condition of a Planning Permission.

» Works carried out on behalf of a Utility.

Where a connection is made to a Utility, these works are deemed to be on behalf of a utility, rather than a service connection. Such works are to be carried out by the Utility. In such a case, the developer/applicant is to make arrangement with the Utility concerned to for the Utility to complete these works.

» Works requiring a T1 permit application.

Works requiring a T1 include works greater than 100m in length, works at junctions with traffic lights, works on bridges, and several other categories of work. See "[Guidelines for Managing Openings in Public Roads](#)", 2017, for details of such works. This document is available from DCC Roadworks Control Unit (01 222 2246), or from www.dubincity.ie. A Road Opening Licence will only be issued after the T1 has been granted.

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WHAT IS THE COST OF A ROAD OPENING LICENCE ?

- » In order to be granted a Road Opening Licence, the applicant must pay a fee. Dublin City Council holds this fee for a period of two years (the Maintenance Period) as a deposit, after written notification of completion of the works is received and certificate of completion issued.
- » If the works are found to be satisfactory at the end of the Maintenance Period, the deposit amount will be refunded, less an amount for Long-Term Damages (if applicable). If the reinstatement is not satisfactory, whatever repairs are necessary must be carried out by the contractor/developer, and prior to DCC taking back in charge. If however, DCC have to carry out any repairs, the cost of these will be deducted from the deposit, and the balance refunded.
- » The amount payable depends on the area of the proposed opening and the Pavement Type. The Reinstatement Rates (€/m²) are included within the ROL application form. In addition to the Pavement Type, the Reinstatement Rate applicable depends upon the area i.e. openings less than 2m², from 2-10m², and greater than 10m².
- » The Reinstatement Rate also depends on the Impact Number of the road, which is determined by its strategic importance for traffic flows. The Impact Numbers of roads is given in "Directions for the Control and Management of Roadworks in Dublin City"(June 2010 edition).
- » To account for edge ravelling, 0.3m is to be added to the length and width of the opening, before calculating the area, and consequently, the amount payable.
- » Pavement Type refers to the type of paving material at the location at present, e.g. concrete flag footpath, in-situ concrete carriageway, asphalt carriageway etc. There is an additional charge for specialist surfaces such as anti-skid, cycle lanes, etc. Modular paving (stone flags/cobbles/setts or concrete flags/paving blocks) are only to be reinstated by DCC, or their agents, the licence fee is non refundable in this case. Specialist surfaces, such as anti-skid, cycle lanes, or asphalt ramps are to be reinstated permanently.
- » The amount is to include for the area surrounding any proposed manholes.
- » Long Term Impact Charge are charges, which are excluded in the Reinstatement Rates, due to the damage caused by excavating trenches in roads paths. Such excavations, no matter how well constructed, will always reduce the life of a pavement. It is considered reasonable that the applicant should bear a portion of the cost of resurfacing/reconstruction the pavement at some future point.
- » The current rates for Long Term Impact Charge are shown on the application form. If the reinstatement passes the inspection at the end of the Guarantee Period, DCC taking in charge letter will be issued, and it will revert to the charge of Dublin City Council.
- » The Road Opening Licence fee is to be by Electronic Fund Transfer (EFT) or by cheque, made payable to Dublin City Council.

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MEASURING THE AREA OF REINSTATEMENT

- » The requirements of DCC are given, in full, in “Directions for the Control and Management of Roadworks in Dublin City” (June 2010 edition), the guidance given here is preliminary, and for information only.
- » Where the opening is within 1.0m of a joint in footway/carrageway, any existing ironwork, or the kerb/back of path, the reinstatement is to extend to same. The area of the opening is to be calculated to take account of any such features, and the amount payable is to be calculated accordingly.
- » All trenches/reinstatements across public roads/footpaths shall be perpendicular to the road centreline. In general, the material of reinstatement shall match the existing, but in all cases, this to be agreed in advance with Road Maintenance Services.
- » Where it is proposed to lay a service diagonally across a road, the reinstatement shall be a rectangular section, extending from kerb to centreline, or kerb to kerb. Diagonal reinstatements to trenches are not permitted. Likewise, where it is proposed to lay services diagonally across footpaths, the full width of the path shall be reinstated.
- » Footpaths may only have one longitudinal joint, reinstatement is to be from trench to kerb, or trench to back of path, to be agreed in advance with Road Maintenance Services.
- » Where it is proposed to carry out works in a public path that already has an existing trench/reinstatement, the extent of the new reinstatement shall be increased to include the old one. Likewise, a proposed reinstatement in a public road shall include any existing trench/reinstatement/construction joint within 1.0m, to be agreed in advance with Road Maintenance Services.
- » Special conditions apply to roads reconstructed within the last five (5) years, or footpaths improved within the last ten (10) years. For details, please see “Directions for the Control and Management of Roadworks in Dublin City” (June 2010 edition). This document is available from DCC Roadworks Control Unit (01 222 2246), or from www.dublincity.ie Details of such works are to be agreed in advance with Road Maintenance Services.
- » All road markings are to be reinstated to the satisfaction of the Traffic Department.
- » The above list is not intended to be exhaustive, and the details of every reinstatement are to be agreed in advance of works commencing with Road Maintenance Services Area Engineer, or Area Inspector.

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WHAT IS THE GUARANTEE PERIOD ?

- » The Road Opening Licence fee is to be by Electronic Fund Transfer (EFT) or by cheque, made payable to Dublin City Council.
- » By signing the Road Opening Licence Application Form, the applicant agrees to enter into a Guarantee Period.
- » This Guarantee Period lasts for a minimum period of 24 months from the date of issue of the certificate of completion of permanent reinstatement.
- » During the Guarantee Period, the applicant is responsible to the maintenance and upkeep of the reinstatement.
- » During the Guarantee Period, the applicant shall be liable for any accident claims arising from the reinstatement. This also includes claims made after the reinstatement is taken back into the charge of Dublin City Council, where the claim relates to an incident that occurred during this Guarantee Period.
- » After 24 months have expired, and once the licence holder applies in writing to Dublin City Council, the reinstatement will be inspected. If found to be satisfactory, DCC will issue a taking in charge letter and the reinstatement will revert to the charge of Dublin City Council, and the deposit refunded, less Long Term Impact charges (if applicable).
- » If written notification of completion of the works is not received by Road Maintenance Services, the certificate of completion cannot be issued, and the Guarantee Period will be deemed not to have started. In this case, the applicant will continue to carry liability for the reinstatement, until such written notification is received, and the certificate of completion issued to the applicant.
- » The applicant carries liability for the reinstatement until such time as it is formally taken back into the charge of Road Maintenance Services, (i.e. "taking in charge" letter has been issued by the department).

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