



Road Opening Licence Application Form (Licence for Opening Roads, Footpaths and Verges) C – UTILITIES e.g. Electrical, Telecom, Gas, Broadband

This form must be completed in full, signed and witnessed. Please return completed application form to your relevant Area Office – see end of form. If unsure of which area you are in please see area map available on the website www.offaly.ie, or contact the Roads Section on 057 93 57415. The Area Office will then process the application and applicant will be notified by post of the Council's decision. If approval for road opening is granted, a set of conditions for road opening, and the road opening fee will also be included.

Part 1 Personal Details: ROAD OPENING APPLICATION (please use block capitals)

Name :			
Address:			
Contact Telephone No:		E-mail address:	
Purpose of Road Opening:			
Exact location of proposed works (Please attach a 1/2500 Site Location Map)			
Length of excavation	Road _____ m	Footpath _____ m	Verge/Open Space _____ m
	Average Trench Width _____ m		
Proposed duration of works	Dates from _____ to _____		

Part 2 Relevant Details: ROAD OPENING APPLICATION (please use block capitals)

<u>Insurance: *</u> Does the applicant have the required Insurances to indemnify Offaly County Council against all claims in respect of injury to persons or property arising out of the street or footpath until completion of the Maintenance period.	Yes* <input type="checkbox"/> No <input type="checkbox"/> *If yes, copy of the insurance must be submitted to Offaly County Council for inspection. Refer to last Note 5 in Part 5		
Name of Competent Contractor:			
Address of contractor:			
Telephone no.		Mobile no:	
Name of Project Supervisor Design Process (PSDP)		Contact No	
Name of Project Supervisor Construction Stage (PSCS)		Contact No	

Part 3 Traffic Management/Health & Safety Details:

Has a detailed Traffic /Pedestrian Management Plan in accordance with the latest edition of Chapter 8 of the Traffic Signs Manual been submitted?	Yes			
Has a detailed Method Statement for the Works been submitted?	Yes		No	
Do the above works involve a Road/Footpath Closure?	Yes		No	
Have you notified the Gardai/Ambulance Services/Fire Services of any Traffic Disruption?	Yes		No	
Do the said works involve the inclusion of temporary road markings as part of the Traffic Management Proposal?	Yes		No	



Part 4 Summary of Charges:

Charges will be exerted on a cost per sq. metre basis. While it would be a basic requirement of all road opening permits that trench widths are as narrow as possible, all trenches of 1 metre in width or less, shall be regarded as being 1 metre wide for the purpose of calculation of charges. For trenches of greater than 1 metre in width, the actual width will be assumed for calculation purposes. The current charges applicable are as follows (reviewed on an ongoing basis):-

		Cost of Opening:	Grass verge	Footpath/Road
Insurance	€100	Long term damage	€15 per sq metre	€100 per sq metre
Licence Fee (process and Inspection)	€125	Refundable deposit refer to notes below	€0	€100 per sq metre
		Total	€15 per sq metre	€200 per sq metre

Important Notes:

1. These charges apply to longitudinal and transverse openings. The minimum charge for a road opening is €300.
2. Consideration should be given to mole boring under the public road, where suitable. Applicants can apply to the relevant area office for a refund for any road crossings done using the mole bore method. Refunds will be given following a satisfactory inspection
3. The area engineer will refund the refundable deposit following a satisfactory inspection. A waiting period of 12 months will apply from final reinstatement to ensure full consolidation of the trench before the deposit will be refunded. In the event that any work is not carried out to the satisfaction of Offaly County Council, the Council may carry out remedial works and deduct cost of same from the deposit.
4. Full width road reinstatement may be agreed/required by Offaly County Council in certain circumstances (e.g. narrow roads, roads with poor foundation)
5. The insurance fee is payable only by applicants who are private individuals with no Public Liability Insurance policy to cover such works subject to the normal terms, conditions and exceptions of the Council's Public Liability policy. Contractors/companies must produce for inspection by the Council a Public Liability Insurance Policy with a limit of indemnity for any one accident of €6,350,000 endorsed to indemnify the County Council against all costs, expenses, outlays and claims incurred in defending any proceedings by any party whose person or property is damaged because of this road opening. All reasonable precautions to avoid accidents should be taken by the "Road Opener" including adequate signs/lights as per the requirements of Chapter 8, such signs/lights to be maintained until permanent restoration has been carried out by Offaly County Council.
6. A miscellaneous fee may be required for road marking, loss of paid parking or cost of a road closure, etc.

I agree to

- a). accept responsibility for any accident, loss or damage which may occur to any person or property, until the Director of Service/Area Engineer has certified that the work has been completed satisfactorily; and
- b). indemnify the Council against all costs, expenses and outlays incurred in defending any proceedings by any party whose person or property is so damaged, and in this context, I undertake to effect a Standard Public Liability Policy to cover my liability and that of the Council for any accident up to €6.35 million and to produce this policy for inspection by the County Council, in advance of road opening; or
- c). as a private individual who is not a company or contractor to pay Offaly County Council the sum of €100 so that such insurance cover can be adequately affected on my behalf. (See important notes 5.).

Signature of applicant: _____ on behalf of _____ Date: _____

Witness: _____ Date: _____ Occupation: _____

Address: _____

(Note: witness should be a Garda, Clergyman, County Councillor, Peace Commissioner, Teacher or County Council Official)



Part 5 General Conditions:

- A Public Road, Footpath, Verge Opening may only be carried out under Licence by Offaly County Council.
- A Licence will expire 28 days from the date of grant of the permit.
- The Licencee must provide evidence of up to date Insurance which specifically covers the nature of the works being undertaken and specifically indemnifies Offaly County Council against all costs, expenses and outlays and claims as a result of the said works.
- The minimum level of indemnity required is:
Public Liability €6.35 million
Employers Liability €12.7 million
- In the case of a private individual, who is not a company or contractor, a payment in the sum of €100 shall be paid to Offaly County Council so that such insurance cover can be adequately affected on their behalf.
- Employers and Public Liability must be stand-alone policies which operate independently of any other Insurance Policy.
- Copy of the Licence must be kept on site at all times for Inspection.
- All works must be in compliance with the following guidelines and regulations:-
The current Safety, Health & Welfare at Work Act 2005
The current Safety, Health & Welfare at Work (Construction) Regulations, 2006
Chapter 8, Traffic Signs Manual (2008)
Guidelines for backfilling and reinstatement of trenches in Public Roads
Recommendation for site development works in Housing Areas
NRA Specification for roadworks.
Offaly County Council policy for Taking in Charge of Estates

For Official use only:

Approved	Yes <input type="checkbox"/> No <input type="checkbox"/>	Road No. _____			
Road Opening Fee (Process & Inspection):	€ _____	Deposit:	€ _____	Road Restoration	€ _____
Misc Charges (€)	€ _____	Insurance Fee (if applicable):	€ _____		

Drawings to be attached with conditions from 'Guidelines for Opening, Backfilling and Reinstatement of Trenches in Public Roads'

Standard dwg. No 2 - concrete footways		Standard dwg. No 6 - grass verges, medians, fields, lawns	
Standard dwg. No 3 - bituminous macadam footways		Standard dwg. No 11 - roadways with bituminous wearing courses on leanmix or dbm road bases	

Signed: _____ Engineer/Overseer Date _____

Area Offices:

<u>TULLAMORE</u> Tullamore Area Office Cormac Street Tullamore Co. Offaly Tel: 057 9363708	<u>BIRR</u> Birr Civic Offices Wilmer Road Birr Co. Offaly Tel: 057 9124900	<u>FERBANE</u> C/O Birr Civic Offices Wilmer Road Birr Co. Offaly Tel: 057 9124900	<u>EDENDERRY</u> Edenderry Area Office Edenderry Town Hall Edenderry Co. Offaly Tel: 046 9731256
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