



**Road Opening Licence Application Form (Licence for Opening Roads, Footpaths and Verges)
 B – GROUP WATER SCHEMES**

This form must be completed in full, signed and witnessed. Please return completed application form to your relevant Municipal District – 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 Municipal District 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:	
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)

Insurance: * 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

Municipal Districts

TULLAMORE

Tullamore Municipal District
 Cormac Street
 Tullamore
 Co. Offaly

Tel: 057 9352470

BIRR

Birr Municipal District
 Wilmer Road
 Birr
 Co. Offaly

Tel: 057 9124900

EDENDERRY

Edenderry Municipal District
 Edenderry Town Hall
 Edenderry
 Co. Offaly

Tel: 046 9731256



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		No.	
Has a detailed Method Statement for the works been submitted	Yes		No	
Do the above works involve a Road/Footpath Closure?	Yes		No	
Do the said works involve inclusion of temporary road markings as part of the Traffic Management Proposal?	Yes		No	
Have you notified the Gardai/Ambulance Services/Fire Services of any traffic disruption?	Yes		No	
Have you notified all the relevant Utility Companies e.g. Electrical, Telecom, Gas and Broadband regarding the proposed works.	Yes		No	
Have you received information from any relevant utility to confirm the location of any services within the proposed works.	Yes		No	
Part 4 Summary of Charges:				
Charges will be exerted on a cost per linear metre of the road width. The current charges applicable are as follows (reviewed on an ongoing basis):				
Roadsurfacing	€25 per linear meter	Grass Verge	€5 per linear meter	
Important Notes:				
<ol style="list-style-type: none"> 1. Consideration should be given to mole boring under the public road, where suitable. GWS can apply to the relevant Municipal District for a refund for any road crossings done using the mole bore method. <u>Refunds</u> will be given following a satisfactory inspection by the Municipal District. 2. If verge reinstatement is done in accordance with the relevant specification for reinstatement, the GWS can apply to the relevant Municipal District for 50% of the cost to open the verge to be refunded 12 months after the completion of works. Refunds will be given following a satisfactory inspection by the Municipal District. 3. These charges apply to longitudinal and transverse openings and shall be no more than 1m wide; where trench widths are greater an addition charge may be applied. The minimum charge for a road opening is €300. 4. Full width road reinstatement may be agreed/required by Offaly County Council in certain circumstances (e.g. narrow roads, roads with poor foundation in accordance with the Specification for the 'Reinstatement of Openings in National Roads'.. 5. Contractors/companies must produce for inspection by the Council a Public Liability Insurance Policy with a limit of indemnity for any one accident of €6.35 million 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 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, informing the public if water needs to be turned off to make a connection, the cost of a road closure, etc. 7. Subsequent to discussion with the relevant Municipal District, multiple road openings may be applied for on one single application for a road opening licence. 				



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 (Minimum).
- 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 legislation, regulations and guidelines:-
 - The Safety, Health & Welfare at Work Act 2005 (Health & Safety Authority (HSA))
 - The Safety, Health & Welfare at Work (Construction) Regulations, 2006 – 2013 (HSA)
 - Chapter 8, Traffic Signs Manual (DoT 2010) NRA.
 - Specifications for the reinstatement of openings in National Roads (NRA).
 - Guidelines for Opening, Backfilling and Reinstatement of Trenches in Public Roads – Department of Environment, Community & Local Government (DECLG).
 - Recommendations for site development works in Housing Areas (DECLG)
 - Guidance for the Control and Management of Traffic at Roadworks (NRA).
 - Code of Practice of avoiding Danger from overhead electricity lines (Electricity Supply Boards (ESB Networks)).
 - Code of practice of avoiding Dangers from Underground Services (ESB Networks).
 - Any other relevant legislation, regulations, guidelines and amendments thereof. Current NRA Advice notes on permanent road repair systems spec.

To be signed by the LICENCEE

The Group Water Scheme agrees 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 works has been completed satisfactorily and
- (b) Indemnify Offaly Local Authorities against all costs, expenses and outlays incurred in defending any proceedings by an party whose person or property is so damaged and in this context, the GWS undertake to effect a Standard Public Liability Policy to cover the GWS liability and that of Offaly County Council for any accident up to €6.35 million and to produce this policy for inspection by Offaly County Council in advance of road opening.



Signature of applicant: _____ on behalf of _____ Date _____

Print Name of applicant: _____ Role of Applicant: _____

Witness: _____ Date: _____ Occupation: _____

Address: _____

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

For Official use only			
Approved	Yes <input type="checkbox"/> No <input type="checkbox"/>		Road No (s) _____
Verge Opening Fee	€ _____	Misc Charges	€ _____
Road Opening Fee	€ _____	Deposit	€ _____
Drawings to be attached with conditions from relevant specification for reinstating the road at the proposed works.			
Signed:	_____ Engineer/		Date _____

<u>Municipal Districts</u>		
<u>TULLAMORE</u>	<u>BIRR</u>	<u>EDENDERRY</u>
Tullamore Municipal District	Birr Municipal District	Edenderry Municipal District
Cormac Street	Wilmer Road	Edenderry Town Hall
Tullamore	Birr	Edenderry
Co. Offaly	Co. Offaly	Co. Offaly
Tel: 057 9352470	Tel: 057 9124900	Tel: 046 9731256