

Offaly County Council, Áras an Chontae, Charleville Road, Tullamore, Co. Offaly

Tel: (057) 9357415

Web: www.offaly.ie e-mail: roads@offalycoco.ie



Form D - Application for Road Opening Licence

(Note: to also be used following receipt of payment to Irish Water for water/sewer connection).

This form must be completed in full, signed and witnessed. Please return completed application form to your relevant Municipal District Office along with permission and proof of payment from Irish Water. If unsure of which District you are in please see map available on the website www.offaly.ie or contact the Roads Section on 057 93 57415. The Municipal District Office will then process the application and upon receipt of fee will issue you with a road opening license.

It is an offence to interfere with the public road without a Road Opening Licence.

Name :	
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Address:	
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Contact Telephone No:		E-mail address	
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Exact location of proposed works (Please attach a 1/2500 Site Location Map)	
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Premises for which connection is required:	Dwelling house only <input type="checkbox"/>	Farm Only <input type="checkbox"/>
	Dwelling house & Farm <input type="checkbox"/>	Business Premises Only <input type="checkbox"/>
	Dwelling house & Business premises <input type="checkbox"/>	Industrial premises Only <input type="checkbox"/>
	Other <input type="checkbox"/> Please state: _____	

Planning Permission Reference No.	PL2/ _____ Date of grant (If known): _____
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The connection will not be permitted until the following have been paid:	<ol style="list-style-type: none"> 1. All Connection Fees payable to Irish Water or Group Water Scheme, as applicable. 2. All relevant Development Contributions 3. Road Opening Fee of €250 payable to Offaly County Council.
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Signature of applicant: _____ Date: _____

Witness: _____ Date: _____ Occupation: _____

Address: _____

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

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	

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, 2013
Chapter 8, Traffic Signs Manual (2010)
Guidelines for backfilling and reinstatement of trenches in Public Roads
Recommendation for site development works in Housing Areas
NRA Specification for roadworks & current NRA Advice notes on permanent road repair materials spec.
Offaly County Council policy for Taking in Charge of Estates

For Official use only

Approved	Yes <input type="checkbox"/> No <input type="checkbox"/>
Development Levy	€ _____ Paid Yes <input type="checkbox"/> No <input type="checkbox"/>
Irish Water Fee or Group water scheme connection fee, (copy receipt received & attached)	€ _____ Paid Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Conditions/ Comments:	
Signed	_____ Senior Executive Engineer/Clerk of Works
Date	_____

Municipal District Offices:

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

Notes:

Procedure for connection from 1st January 2014

From 1st January 2014 all applications for connections will be made to Offaly County Council who will assess the application and forward to Irish Water. This form can be downloaded on the Offaly County Council website under Water Services at http://www.offaly.ie/eng/Services/Water_Services/Forms/

The customer will then be invoiced by Irish Water. On receipt of payment to Irish Water, the customer should contact the council with a proof of payment and apply for a Road Opening Licence (see Form D) where relevant.

Please note : It is an offence to interfere with the public road without a Road Opening Licence. This includes road, footpaths and grass verges up to the road fence/boundary.

Please note the following:

- The combined application form for Road Opening Licence and Public Water/Sewer/connection has been discontinued. It is now necessary to make a separate application for a road opening licence – See Form D.
- Any applicant(s) requiring a new water connection to a group water scheme shall complete Form D - for road opening licence, following payment of fees to Group water scheme for water connection.
- Any applicant(s) requiring connection to another service shall complete Form C - Utilities.
- The above procedure will operate for an interim period until Irish Water agree a national connection charge with the Commission for Energy Regulation.

All forms can be downloaded from our website www.offaly.ie on the Roads Page <http://www.offaly.ie/eng/Services/Roads/Forms/>.

NB: Please note that the following forms should be used as required:

- Form A:** Application for Storm Water connection.
Form B: Application for Road Opening Licence - Group Water Schemes
Form C: Application for Road Opening Licence - Utilities
Form D: Application for Road Opening Licence.