



Roads Section
South Tipperary County Council
County Hall
Clonmel, Co. Tipperary

Telephone: (052) 34455
Fax: (052) 23228
Email: roads@southtippcoco.ie

ROAD OPENING LICENCE APPLICATION FORM

Part 1

Contractors/Applicants Name:

Address:

.....

Contact Telephone Number: Mobile:

Fax: Email:

Refer. No/Drawing No:

Location of Proposed Opening:

Road Detail -From: To:

DIMENSIONS (metres)

Length of	Length of	Length of
<u>Roadway</u>	<u>Footpath</u>	<u>Grass Area</u>
<u>Width</u>	<u>Width</u>	<u>Width</u>

Duration of Works **Dates** from..... to.....
Hours from..... to.....

Purpose of Works.....

INSURANCE DETAILS

Name of Insurance Company: _____ Policy No: _____

Level of Public Liability Cover: _____ Expiry Date: _____

Indemnification of Local Authority provided (Yes/No) _____

Details of other Insurance Cover as required: _____

Please attach a copy of Insurance Certificate

Other approvals necessary to facilitate this application:

Is the permission of the Water Services Department required : Yes / No
Has this permission been obtained in respect of water/sewer connections: Yes / No

Please state:

Water/Sewer Connection Approval Number _____

Note: Road Opening Licences cannot be issued until Water/Sewer Connections are approved.

ROAD OPENING FEES

1. A bond is required per m² of road/footpath reinstated as necessary. The minimum bond is €1000 and the maximum bond shall not exceed €10,000.00. This bond is refunded to the applicant/contractor once Part 2 & 3 of this form are returned by the applicant/contractor to the Local Authority and has been signed off by the Area Engineer that the works have been completed to his satisfaction. Should the Area Engineer deem the works **have not** been completed to his satisfaction he may withhold the bond and request the applicant/contractor to complete further reinstatement works or he may withhold a portion of the bond in order that the local authority complete these work.
2. A non-refundable fee of 20% of the bond amount is payable to the Local Authority representing an administrative/supervision charge.
3. A non-refundable fee is payable to the Local Authority based on the m² of road/footpath reinstated to compensate for long term deterioration of the road structure.
4. Fees are calculated based on the schedule on page 5 of this application.
5. Large Schemes: The local authority reserves the right to review charges for large schemes.
6. Penalties: If road openings are carried out within 5 years of local authority overlay works, then penalties may apply at the discretion of the local authority. Penalties will generally involve either full road width or half road width reinstatement.

DECLARATION OF COMPLIANCE WITH CONDITIONS OF LICENCE

I/We _____

hereby undertake to abide by the conditions of this licence as set out by South Tipperary County Council as the local authority.

The conditions of this licence are as follows:

- (1) The licensee shall not carry out any works on the public road outside the scope of works submitted as part of this licence or in a manner or on a date other than as authorized by this licence.
- (2) The license shall be responsible for all damage to property and for injury or nuisance caused by the work, workmen, plant or others employed on the job, to persons or their property and shall hold the South Tipperary County Council and its Officers harmless and indemnified in respect thereof, and also in respect of any claim made under the Workmen's Compensation Acts, or the Employer's Liability Act, or at Common Law. The licensee shall indemnify South Tipperary County Council against any claim however arising as a result of this opening and accordingly arrange employers Public Liability insurance cover to a minimum amount of €6,500,000 and Employee Liability cover to a minimum amount of €13,500,000. Evidence of such indemnity to be submitted to South Tipperary County Council with this application.
- (3) The licensee shall submit a detailed drawing to a scale of not greater than 1:1000 describing in detail the scope of the works and the length and position of the road opening.
- (4) The licensee shall be responsible for the proper and efficient lighting, fencing and watching of the road Surface, footpath surface or margin so opened, and for the displaying of proper signing and guarding and traffic management while work is being carried out by me/us or my/ our agents. **All roadworks must be in accordance with Chapter 8 of the Department of Environment and Local Government Traffic Signs Manual.**

- (5) The contractor shall comply with all relevant Statutory requirements with respect to health and safety, such as, the 2005 Safety Health and Welfare at Work Act, The Construction Regulations (SI481 of 2001), etc. The contractor must provide South Tipperary County Council with details of Project Supervisor Design Process, (PSDP) and Project Supervisor Construction Stage, (PSCS) for this proposed work in the spaces provided. He must also provide a declaration that the nominated PSDP and PSCS are competent to carry out this role with this application. Where traffic disruption is unavoidable a detailed Traffic Management Plan must accompany this application.
- (6) The licensee shall take all proper precautions to prevent injury to the public during the progress of any works carried out.
- (7) Before trench is excavated trench lines shall be neatly sawcut.
- (8) All excavated material to be removed from site and disposed of by the authorised licence holder in a licenced landfill site or alternatively recycled.
- (9) Reinstatements shall follow the following recommendations: (Any deviation from these to be agreed in writing with the Area Engineer prior to the commencement of works.)
- i) *Asphalt Road*
The trench shall be backfilled to within 115mm of the road surface with leanmix (12N) concrete. A layer of basecourse macadam surfacing to a depth 75mm to be laid, and this is to be followed by a layer of road quality asphalt to a depth of 40mm to complete the reinstatement. A road quality sealer shall be used to seal the joint between the reinstated surface and the original road.
 - ii) *Macadam Road*
The trench shall be backfilled to within 115mm of the road surface with leanmix (12N) concrete. Macadam surfacing to a depth of 115mm to be laid in a two separately compacted layers to complete the reinstatement. The reinstatement shall be protected from traffic for 2 days. A road quality sealer shall be used to seal the joint between the reinstated surface and the original road.
 - iii) *Surface Dressed Road*
The trench shall be backfilled within 50mm of the surface with leanmix (12N) concrete. Macadam surfacing to a depth of 50mm shall be laid and compacted to complete the reinstatement. A road quality sealer shall be used to seal the joint between the reinstated surface and the original road.
 - iv) *Concrete Footpaths*
The trench shall be backfilled to within 100mm of the surface with either leanmix (12N) concrete or an approved granular material. A 100mm layer of grade 30N/20 concrete shall be laid to complete the reinstatement. Reinstated concrete surface shall be protected from any heavy traffic for 7 days and from pedestrian traffic for 2 days.
 - v) *Flagged Footpath and Paved Footpath*
The trench shall be backfilled to within 12mm beneath flag/paving level with either leanmix (12N) concrete or an approved granular material. Flags/paving shall be reset level and stable on the footpath and any filling required shall be completed with approved granular material.
 - vi) *Grass Margin and Open Spaces*
The trench shall be reinstated with the excavated material and compacted to a level of 200mm below the surface. The final 200mm shall be finished with 200mm of good quality topsoil. Any unsuitable material shall not be used and disposed of by the licensee.
- (10) This licence shall cease to have effect one month from its date of issue, if the said road opening works have not commenced.
- (11) The said road opening works shall be completed within 30 days of the commencement date of the works unless otherwise agreed with the Area Engineer. If the Licensee has completed the works prior to this date, he shall agree in writing with South Tipperary County Council on the date when the works were completed. On his date the Licence shall cease to have effect.
- (12) The licensee shall be responsible for locating all underground services. South Tipperary County Council will not be held responsible for any damage to existing underground services.
- (13)** The licensee is responsible for the maintenance of all temporary and permanent reinstatements. Permanent Reinstatement must be completed no later than 8 weeks after excavations unless otherwise agreed in writing with the Area Engineer. Without agreement **any delay in this will be deducted from the bond at a rate of €200 per week.** The licensee will notify South Tipperary County Council, in writing, when all permanent reinstatements are complete. When South Tipperary County Council has inspected the permanent works the responsibility for the reinstatement will rest with the licensee for a guarantee period of 24 months from the date of certification by the Council of the satisfactory completion of the permanent re-instatement. If any remedial works are required during the guarantee period they will be carried out by the licensee to the requirements and satisfaction of South Tipperary county Council.
- (14)** All incomplete road opening licence applications will be returned to the applicant.

Applicants Signature:.....

NAME (Block Capitals)..... Date.....

Designated Contact Person..... Tel No: Day:..... Evenings.....

Mobile No:

Project Supervisor Design Process (PSDP)

PSDP Address and Contact No.:

.....

Project Supervisor Construction Stage (PSCS)

PSCS Address and Contact No.:

.....

Documents to be submitted as part of this application: Please

Completed and signed Application form

Location map of area

Detailed site location map illustrating scope of works (scale 1:500/1:1000)

Copy of Insurance and Indemnity forms

Evidence of permission obtained for water/sewer connections (if applicable)

Letter/evidence of competence of PSDP & PSCS

Traffic management Plan

South Tipperary County Council Contact Numbers:

Cahir Area	Cashel Area	Fethard Area	Tipperary Area	Clonmel Area
Cahir Area Office, The Square, Cahir, Co. Tipperary	Civic Offices, Friar Street, Cashel, Co. Tipperary	Town Hall Carrick-on-suir, Co. Tipperary.	Dan Breen House, Tipperary, Co. Tipperary.	County Hall, Clonmel, Co. Tipperary.
Tele No.: 052-41322	Tele No.: 062-64700	Tele No: 051-640587	Tele No: 062-51167	Tele No: 062-51167

Completed form together with payment should then be forwarded to the Secretary, South Tipperary County Council, Accounts Section, County Hall, Clonmel.

Charges for water and sewerage connections may be ascertained from the Sanitary Services Section, South Tipperary County Council, County Hall, Clonmel

For South Tipperary County Council Office Use Only

Licence No: _____ Applicant/Contractor: _____

Location of Works: _____

FEE CALCULATION

The following fees are levied to cover a cash bond for permanently reinstating the opening, a long term damage charge and a processing fee.

A. Re-Instatement Bond (Refundable on completion of works)

Surface Type	Area	Rate	
Roadway	_____	€100/m ²	€
Footpath	_____	€100/m ²	€
Grass Verge	_____	€ 30/m ²	€
Trenches > 20m in length		€ 50/m	€
Special Paving area etc		€100/ m ²	€

			€ (A)

(Note: Minimum charge of €1000 applies)

Processing Fee:

€ 250 (B)

Long Term Damage Fee:

Surface Type	Length	Rate		
Roadway	_____	€30 per sq. m	€	<i>(Note: Min. charge €320 applies)</i>
Footpath	_____	€89 per cubic m.	€	<i>(Note: Min. charge €254 applies)</i>
Grass Margin	_____	€4 per sq m.	€	<i>(Note: Min. charge €64 applies)</i>

				€ (C)

€

+

€

=

€

BOND TOTAL (A)

FEE'S TOTAL (B+C)

TOTAL AMOUNT DUE (A+B+C)

Calculated by:
Area Engineer

Signature _____

Date: _____

Additional Conditions:

Part 2 & 3

TO BE RETAINED by the contractor and submitted to: Roads Section, South Tipperary County Council, County Hall, Clonmel, Co. Tipperary, when Permanent Re-instatement has been completed and Refund is applied for.

Enter the Road Opening Licence No. :

Part 2 – Reinstatement

Contractor.....Contact Tele No.:

Address.....Fax:

Reinstatement Closure Dimensions

Road/Street Name	Location	F'Way/C'Way or Grass	Length	Width	Date Completed	Material

I certify that the above permanent reinstatements have been completed in accordance with the conditions and specifications laid down in Road Opening Licence No. and that the responsibility for the above will rest with me for a guarantee period of 24 months from the date of the certification by the Council of the satisfactory completion of the permanent reinstatement. If any remedial works are required during the guarantee period they shall be carried out by me to the requirements and satisfaction of South Tipperary County Council.

Signed..... Date.....

NAME (Block Capitals).....

Part 3 - Refund (N.B. All refunds must be claimed within 3 years of the date of the licence)

I have certified that the trench has been reinstated in accordance with the Council's specification as conditioned in the licence issued in respect of these works.

Signed: _____ Date: _____

FOR SOUTH TIPPERARY COUNTY COUNCIL OFFICE USE ONLY

I have inspected the work. This was a visual inspection only and does not take account of any works covered up. I recommend that a refund be **GRANTED / REFUSED** (delete as appropriate).

Signed: _____ (Area Engineer) Date: _____

If a refund is being refused in part or in whole please state reason:

