

# KILRUSH TOWN COUNCIL



## COMHAIRLE BHAILE CILL RUIS

## LICENCE APPLICATION FORM

**For: OPENINGS / CROSSINGS**

**To: ROADS, FOOTWAYS, VERGES AND OPEN  
AREAS**

This form can only be completed by the contractor opening the road/verge/open spaces.

All correspondence relating to this licence shall be directed to: (Contractor's Name and address)

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**SECTION A: TO BE COMPLETED BY THE CONTRACTOR**

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Tel No.: day \_\_\_\_\_ night \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Planning Register No. (if applicable) \_\_\_\_\_

Exact Location of Proposed Opening(s) \_\_\_\_\_

Attach 3 copies of a location map showing the extent and location of the Works and any road crossings. The scale of such maps shall be 1:2500 in Rural areas & 1: 1000 in Urban Areas

**Details of proposed crossing**

| <b>Length</b> | <b>Width</b> | <b>Surface Type**</b> |
|---------------|--------------|-----------------------|
|               |              |                       |
|               |              |                       |
|               |              |                       |
|               |              |                       |

\*The dimensions are those of the opening plus 75mm all round

\*\*Surface Type: state whether road, footpath, verge or open area

**Number of transverse openings  
(i.e. road crossings)** \_\_\_\_\_

**Purpose of Opening** \_\_\_\_\_

**Duration of Opening** \_\_\_\_\_

Type and size of pipe \_\_\_\_\_

Average depth of pipe \_\_\_\_\_

**SECTION B: INSURANCE DETAILS**

**TO BE COMPLETED BY THE CONTRACTOR**

Insurance Company: \_\_\_\_\_ Policy No: \_\_\_\_\_  
Level of Public Liability Cover: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Indemnification of Local Authority provided (Yes/No)  
\_\_\_\_\_

Insurances Schedule to be submitted with the application or else signed verification of the above by Insurance Company/Broker must be provided

Signature of Contractor or Company Stamp: \_\_\_\_\_  
Date: \_\_\_\_\_

**SECTION C: FEE CALCULATION – (for Official use only)**

| Length | Width | Surface Type | Rate | Fee |
|--------|-------|--------------|------|-----|
|        |       |              |      |     |
|        |       |              |      |     |
|        |       |              |      |     |
|        |       |              |      |     |

|           |  |
|-----------|--|
|           |  |
| Total Fee |  |

\*The dimensions are those of the opening plus 75mm all round

Payment received Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Cash Office Receipt Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Licence Reference Number:** \_\_\_\_\_

**SECTION D: DIRECTIONS – (for Official use only)**

| Surface Type | Drawing Number for Reinstatement |
|--------------|----------------------------------|
|              |                                  |
|              |                                  |
|              |                                  |
|              |                                  |

The Flow Chart applying to this Licence is **Appendix II– Fig. \_\_\_\_**

**Signed:** \_\_\_\_\_  
(Area Engineer)

**CONDITIONS**

- The Application pertains only to openings and not to services. Any connection to a service is a separate matter to be agreed between each applicant and the owner of that service
- The Application is valid only when all four sections A, B, C & D are signed / completed.
- Kilrush Town Council reserves the right to require individual applicants to enter into a bond agreement prior to undertaking any Works.
- All outstanding planning contributions, required by planning condition(s) applicable to this Licence, must be fully discharged before the Works can proceed
- In the event that a road closure is required a minimum period of one month’s notice will be required to process a road closure application.

## **AGREEMENT BY LICENCEE**

### **I (the Licencee) hereby agree to:**

- To comply fully with the terms, conditions and specification of the Licence
- Submit a Traffic Management Plan and Method Statement for the Works if requested by the Local Authority
- Fully investigate existing Utilities and obtain from the appropriate Bodies separate permission for any disturbances
- Properly light, watch and fence the Works
- Take all proper precautions to prevent harm to persons and property
- Maintain safe and smooth flow of pedestrian and vehicular traffic past the Works by ensuring that control and signposting of all roadworks shall be in accordance with the Department of the Environment and Local Government's *Traffic Signs Manual* and any specific conditions contained in the Road Opening Licence
- Restore and maintain the roadway and / or footway to the specification of the Local Authority
- Be responsible for the reinstatement for a period of 24 months from the date of the issue of the completion certificate
- Keep the road clean at all times and remove all Excess Material
- Make good and / or replace with new materials any damage to storm drains, road markings, material and roadside features or furniture, which may be disturbed / blocked / damaged whilst the Works are being undertaken
- Have a copy of this Form available for inspection on site
- Notify the Local Authority 7 days before Works commences

- Notify the Local Authority when reinstatement has been completed
- Ensure that all construction Works are in accordance with the current Safety, Health and Welfare at Work (Construction) Regulations
- Indemnify and save harmless the Local Authority, in respect of all claims, proceedings, liabilities, losses or expenses of whatever nature, howsoever arriving in connection with the activities covered by this application, with minimum indemnity of €6,350,000 for any one claim. The period of cover shall be that of the duration of the Works and the maintenance period.
- Take Charge of the Defence of any proceedings as aforesaid at the request of the Local Authority

**Signature of Contractor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# KILRUSH TOWN COUNCIL

## Appendix III- Notice No. 1

### Advance Notice of Road / Footpath / Verge Opening

To be submitted to the Planning Office of Kilrush Town Council.

This Notice must be submitted one week in advance of starting the works.

Licence Ref: No. \_\_\_\_\_

Road opening at: \_\_\_\_\_

\_\_\_\_\_

Name & Address: \_\_\_\_\_

\_\_\_\_\_

Work on the above opening will commence on: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Designated Contact Person: \_\_\_\_\_

Mobile Tel. No. \_\_\_\_\_

Night-time Tel: No. \_\_\_\_\_ Signed: \_\_\_\_\_

Name:(Block Capitals) \_\_\_\_\_

# KILRUSH TOWN COUNCIL

## Appendix III- Notice No. 2

### Road Opening Completion Notice

To be submitted to the Planning Office of Kilrush Town Council.

This Notice must be submitted one week in advance of starting the works.

Licence Ref: No. \_\_\_\_\_

Road opening at: \_\_\_\_\_

\_\_\_\_\_

Name & Address: \_\_\_\_\_

\_\_\_\_\_

Work on the above opening will commence on: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Designated Contact Person: \_\_\_\_\_

Mobile Tel. No. \_\_\_\_\_

Night-time Tel: No. \_\_\_\_\_ Signed: \_\_\_\_\_

Name:(Block Capitals) \_\_\_\_\_

# KILRUSH TOWN COUNCIL

## Appendix III- Notice No. 3

### Guarantee Period Expiry Certification

To be submitted to the Planning Office of Kilrush Town Council.

This Notice must be completed on Joint Inspection of the completed works.

Licence Ref: No. \_\_\_\_\_

Road opening at: \_\_\_\_\_

\_\_\_\_\_

Name & Address: \_\_\_\_\_

\_\_\_\_\_

Work on the above was inspected on: \_\_\_\_\_

And was found to be satisfactory.

Signed: \_\_\_\_\_ (on behalf of the Licensee)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (on behalf of the Local Authority)

Date: \_\_\_\_\_

