



Laois County Council
Licence for Opening Roads, Footpaths and Verges.
Application Form

Please Note: In order for Laois County Council to permit any contractor to carry out works on public property, the Council must be satisfied that the contractor has the necessary Health and Safety systems in place. To this end, the following is required to be in place prior to any works being carried out:

- Appointment of PSDP (Project Supervisor Design Process)
- Appointment of PSCS (Project Supervisor Construction Stage)
- Health and Safety Plan (Site Specific)
- Risk Assessment (Site Specific)
- Traffic Management Plan (Site Specific) designed in accordance with Chapter 8 of the Traffic Signs Manual.
- Necessary Insurances

By ticking the above boxes, you are confirming the necessary documentation and systems are in place and Laois County Council will not be liable for any claims that may arise as a result of the works.

Laois County Council reserve the right to request, at any time during the road opening process, evidence of the above and failure to submit such evidence within time limits notified will result in the road opening licence application being deemed invalid or, in the case of the licence having been issued, that licence being cancelled and no fees associated with it will be returned.

Completed applications can be posted to:

Road Opening Licence Section, Roads Department, Laois County Council, Aras an Chontae, J.F.L. Avenue, Portlaoise, Co. Laois.

Alternatively, applications may be E-Mailed to: rolicenceapplications@laoiscoco.ie

1. Applicant Details

Name of Applicant: _____

Address of Applicant: _____

Telephone No.: _____

2. Contractor Details

Name of Contractor: _____

Address: _____

Telephone No.: _____

Insurer: _____

P.L Policy No.: _____ Expiry Date: _____

Limit of Indemnity under P.L.: € _____

3. Health and Safety Contact Information

Name of PSDP (Project Supervisor Design Process): _____

Contact No.: _____

Name of PSCS (Project Supervisor Construction Stage): _____

Contact No.: _____

4. Details of Proposed Works

Location of Proposed Opening: _____

- Electoral Area: Portlaoise
 Borris in Ossory/Mountmellick
 Graguecullen/Portarlinton

O.S Map(Scale 1:2500 or 1:1000) to be submitted indicating clearly, in red, the location of the proposed opening. Plan also to be submitted to appropriate scale showing precise location and extent of the proposed works.

Opening in (tick as required):

Road Length: _____ Width: _____

Footpath (Cobble lock) Length: _____ Width: _____

Footpath (Tar) Length: _____ Width: _____

Footpath (Concrete) Length: _____ Width: _____

Verge (Grass) Length: _____ Width: _____
Verge (Hardcore) Length: _____ Width: _____
Other (Please Specify) Length: _____ Width: _____

Purpose of opening: _____

I confirm I have read the following: General conditions
 Specifications
 Traffic Management Details

and I am fully acquainted with the requirements contained therein.
I undertake, if granted a road opening licence, to indemnify Laois County Council against all claims for damages which may arise as a result of the works, from the date of issue of the Licence to the end of the maintenance period, currently 2 years from the date of refund of the bond.

Signature of applicant: _____
Date: _____



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General Conditions

A road opening may only be carried out under licence by Laois County Council.

A licence will expire **45 Days** after the granting of same, unless otherwise agreed in writing with the Local Authority.

The licensee must provide evidence of up to date insurance which specifically covers the nature of the works being undertaken and specifically indemnifies Laois County Council against all losses and claims that may result from such works. The minimum level of indemnity required is:

Public Liability: €6,400,000.00

Employers Liability : €12,700,000.00

The Employers Liability and Public Liability must be stand alone policies which operate independently of any other insurance policies.

All excess excavated material must be taken away, properly and legally disposed of, and the site left in a proper, safe condition.

A copy of the licence must be kept on site at all times for inspection.

All works must be compliant with current Safety, Health and Welfare at Work (Construction) Regulations.



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Specifications

1. All works to Public Roads, Footpaths and Grassed Areas are to be carried out in accordance with “Guidelines for the Opening, Backfilling and Reinstatement of Trenches in Public Roads” issued by the Department of the Environment & Local Government or “Specification for the Reinstatement of Openings in National Roads” published by the NRA, unless specifically stated otherwise, and in accordance with the requirements of Laois County Council.
2. A road-cutting saw shall be used for cutting straight edges prior to excavating through roads and/or footpaths.
3. Joints in asphalt and macadam roads and footpaths are to be sealed vertically and horizontally with hot bitumen.
4. Where an opening is made through limestone/granite flags, the flags shall be carefully removed by hand prior to excavation work, and shall be re-laid in the proper manner as agreed with Laois County Council. Any limestone/granite flag damaged in the course of the works shall be replaced by limestone/granite flags, and not by any other flag or material.
5. Where an opening is made through a paved area, the paviors shall be carefully removed by hand prior to excavation work, and shall be re-laid in a proper manner as agreed with Laois County Council. Any paviors damaged in the course of the works, shall be replaced by paviors of identical size and colour, and not by any other pavior.
6. Any pre-cast concrete/granite flags damaged in the course of the works shall be replaced by flags of exact size and colour.
7. Where an opening in a concrete footpath crosses a vehicular access or driveway, the depth of concrete shall be 150mm and not 100mm as applies elsewhere on concrete footpaths, and shall be reinforced with mesh.
8. It shall be the responsibility of the Licencee to liaise with the public utilities and ascertain the existence of underground services, employ safe digging practices and take all reasonable care in the protection of the said services, as specified by the relevant Authority. The applicant shall be held responsible for any damage caused during such works.

9. Where the licensee proposes to carry out an opening through what it considers to be a sub-standard road or footpath, the condition of the said road or footpath shall be brought to the attention of Laois County Council **prior to any works commencing.**
10. If an opening is made in a concrete footpath, then the **full width** and **full length** of the affected bays of the path shall be restored in accordance with the requirements of Laois County Council.
11. Temporary reinstatements, if applicable, are to be of hot or cold macadam only. No surface reinstatement of stone, sand, grit or other “loose” material shall be permitted.
13. Charges will be exerted on a cost per m² 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 general charges applicable are as follows:-

Road Surface/Footpath - €150 per m².
Grass Verge - €15 per m².
Licence Fee - €200

Note: These charges apply to longitudinal and transverse openings.
90% of the above will be refunded 12 months after final reinstatement provided Laois County Council are satisfied with that reinstatement upon inspection.
The Licence fee will apply to all licences issued. Where there is more than one location to be covered by one licence, Laois County Council may, at its discretion, apply the licence fee to each location individually.
A minimum road opening charge of €600 will apply to all licences issued, meaning the minimum charge for a licence will be €800.

Large Schemes: The Local Authority reserves the right to review charges for large schemes.

Please Note: If road openings are carried out **within 5 years** of Local Authority resurfacing or new roadway construction or footpath works, the reinstatement shall be as follows:

Transverse Opening:

Full or half road width road reinstatement shall be specified, for a minimum length of 5 metres (2.5m each side of the trench). In this case, the trench shall be reinstated in accordance with point number 1 above and the surface course layer shall be removed and reinstated over the entire width and length specified in the conditions of the licence i.e. 5m x half road width or 5m x full road width.

Longitudinal Opening:

Full or half road width road reinstatement shall be specified. In this case, the trench shall be reinstated in accordance with point number 1 above and the surface course layer shall be removed and reinstated over the entire width and length specified in the conditions of the licence i.e. half road width or full road width. Generally, if the road in question has a marked centre line, half road width reinstatement will be specified and if no centre line is present, full road width will be specified. However, Laois County Council reserves the right to specify full road width reinstatement at any time, regardless of the presence of a centre line or not.

Road Opening charges in relation to openings being made **within 5 years** of Local Authority resurfacing or new roadway construction or footpath works will be as follows:

€150 per m² for the trench area and €50 per m² for the remaining specified reinstatement area.

Minimum Road Opening charge: €600



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Traffic Management Details

Traffic Control

- | | |
|--|--|
| Will the proposed works restrict traffic? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will flagmen be required to control traffic flow? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will temporary traffic lights be required? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will the proposed works infringe into an existing parking area | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will the proposed works obstruct a public footpath? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will the proposed works obstruct a paved pedestrian area? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Should the answer be **yes** to any of the above the applicant is required to prepare a detailed traffic management plan in accordance with Chapter 8 of the Traffic Signs Manual. The plan must detail all necessary measures that need to be in place to facilitate the safe flow of traffic including pedestrians and cyclists.

If Traffic Management is required, only qualified personnel will be permitted to design, erect, maintain, operate and remove signage, cones, barriers etc. Any personnel involved in the traffic management operation must, as a minimum requirement, hold a current certificate showing they have completed the 3 day Sign, Lighting and Guarding course.

The licensee is also required to give advance notification to Emergency Services (fire, ambulance, gardai) and public transport services, in writing, of any proposed disruption to traffic routes within a reasonable time frame.