



MapRoad
ROADWORKS LICENSING

Title: Submitting a T4 – EMERGENCY WORKS ONLY

Reference:

12

Revision:

1

Date:

22/03/17

Select "Applications".

The screenshot shows the MapRoad Roadworks Licensing web application. A red arrow points to the 'APPLICATIONS' menu item in the top navigation bar. The main content area displays a summary of application counts and a list of application details for license 2017CO0537.

MapRoad ROADWORKS LICENSING

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Help - FAQs | Eircom RMO Admin | Eircom - Logout

Home | **APPLICATIONS** | SETTINGS

This section contains Applications created and submitted by your Organisation.

Applications	Being Processed	Active	Archive
27 Draft Applications	188 Application Processing	74 Granted	33 Closed
4 Agreement Required	118 Guarantee Processing	1544 Works Status	659 Refused
3 Edit Requested	39 hours ago	3773 Guarantee Period	305 Withdrawn
2017CO0537	View	Work Days	473 Deleted

2017CO0537
Licence Type: T3
Licensing Authority: Cork County Council
Last Action: 21/03/2017
End Date: 21/06/2017

20 hours ago | Eircom RMO Admin | Comment

Additional Work Days Requested
A request has been made for additional work days on the road.
Reason: More works days required

21 hours ago | Eircom RMO Admin | Comment

Extension Requested
A request has been made to extend the validity period of this licence.
Reason: More time required

View History

Licence Valid | Thursday | Automated

2017CO0536 | View

Licence Type: T3
Licensing Authority: Cork County Council
Last Action: 16/03/2017
End Date: 16/06/2017

Thursday | Cork County Council | Comment

Road opening licence granted
A copy of the licence will be issued by the licensing authority. This must be retained on site for inspection. All works must be carried out in compliance with the conditions.

Thursday | Eircom RMO Admin | Comment

Conditions accepted by applicant
Assessment of any payments due in relation to this application will be carried out. Subject to final approval, a licence will be prepared and issued by the authority. Until notice has been given, works should not commence.

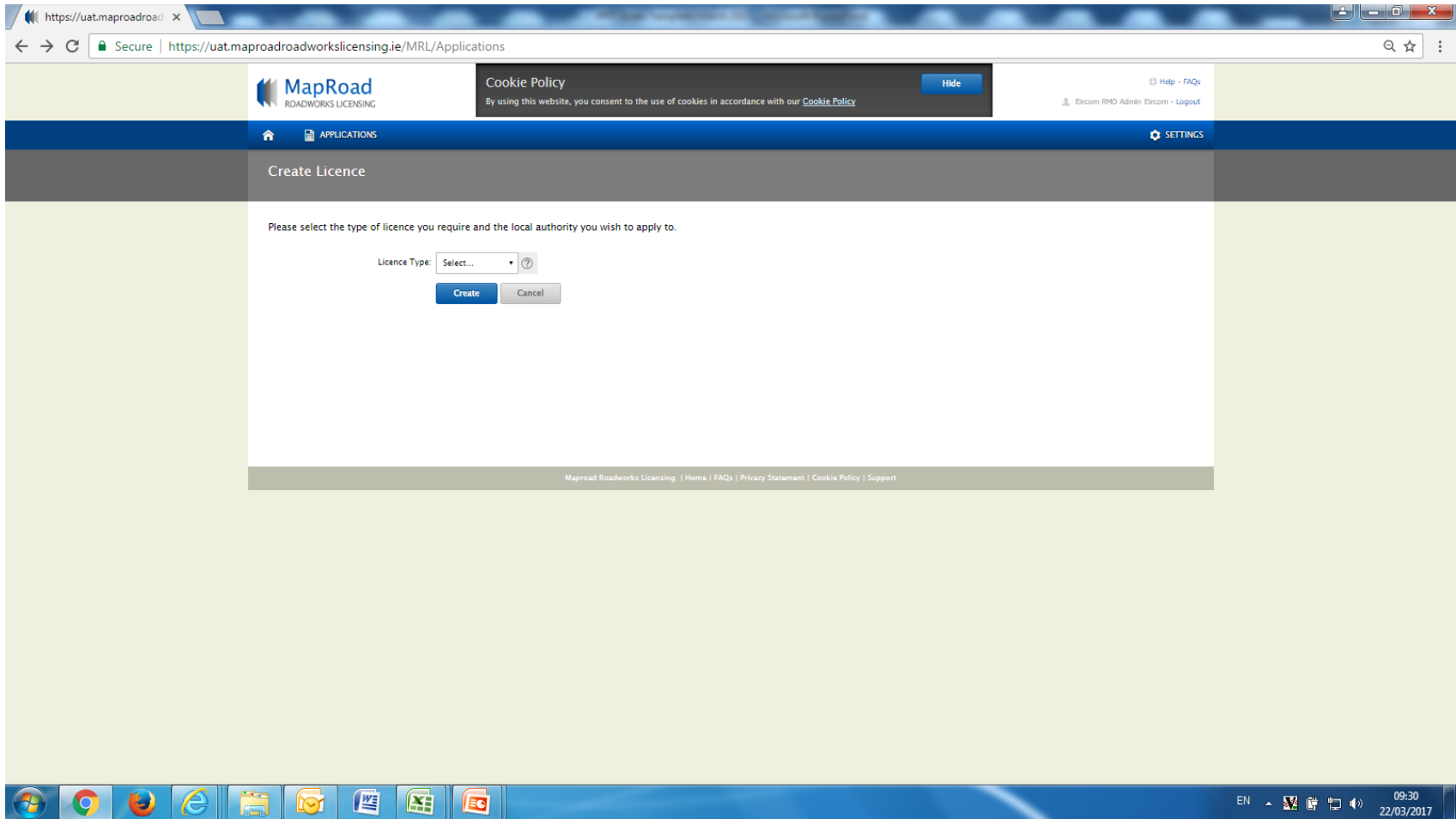
View History

Select "New Application".

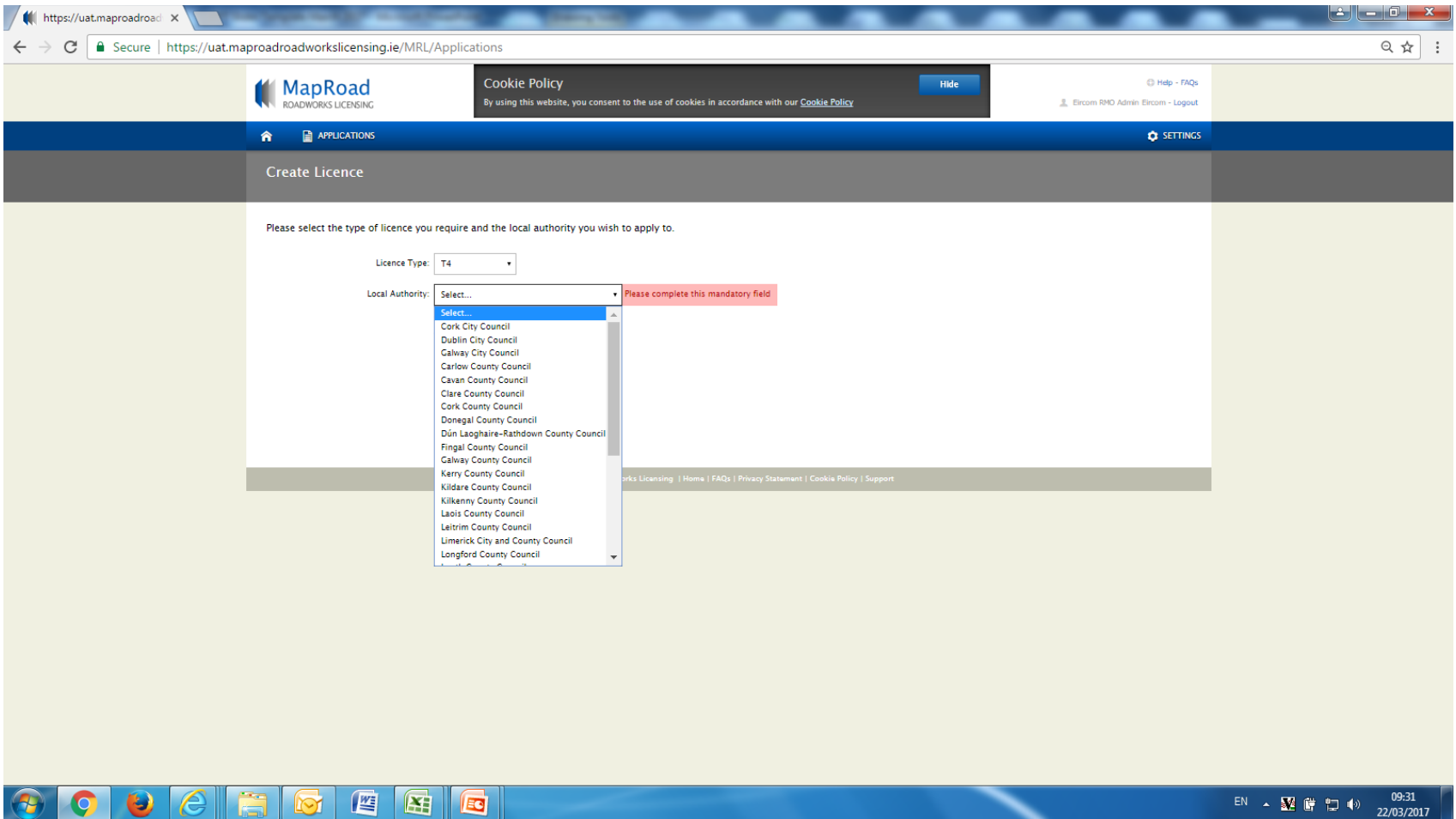
The screenshot shows the MapRoad Roadworks Licensing Applications page. The browser address bar displays <https://uat.maproadworkslicensing.ie/MRL/Applications>. The page features a blue header with the MapRoad logo and navigation links for 'APPLICATIONS', 'SETTINGS', and 'Help - FAQs'. A 'Cookie Policy' notice is visible at the top. A red arrow points to the 'New Application' button in the top right corner. The main content area is titled 'Applications' and includes a 'Stages' sidebar on the left, a 'Map View' button, and a table of applications. The table has columns for 'Licence Code', 'Type', 'Organisation', 'Internal Reference', 'Start Date', and 'Licence Stage'. The 'Licence Stage' column contains radio buttons for 'Application' and 'Emergency Draft'. The table shows 34 applications, with the first few rows having 'No Code' and 'Application' as their stage.

Licence Code	Type	Organisation	Internal Reference	Start Date	Licence Stage
No Code	T1	Galway County Council			Application
No Code	T2 ¹	Carlow County Council			Application
No Code	T2 ¹	Kildare County Council			Application
No Code	T2 ¹	Kildare County Council			Application
No Code	T4	Tipperary County Council			Emergency Draft
No Code	T4	Cork City Council			Emergency Draft
No Code	T2 / 3	Cork County Council			Application
No Code	T2 / 3	Cork County Council			Application
No Code	T2 / 3	Transport Infrastructure Ireland			Application
No Code	T2 / 3	Lairim County Council			Application
No Code	T0	Lairim County Council			Application
No Code	T2 ¹	Galway County Council			Application
No Code	T0	Cork County Council	baltimore rd		Application
No Code	T2 / 3	Cork County Council			Application
No Code	T2 / 3	Cork County Council			Application
No Code	T2 / 3	Galway County Council			Application
No Code	T2 ¹	Cork County Council			Application

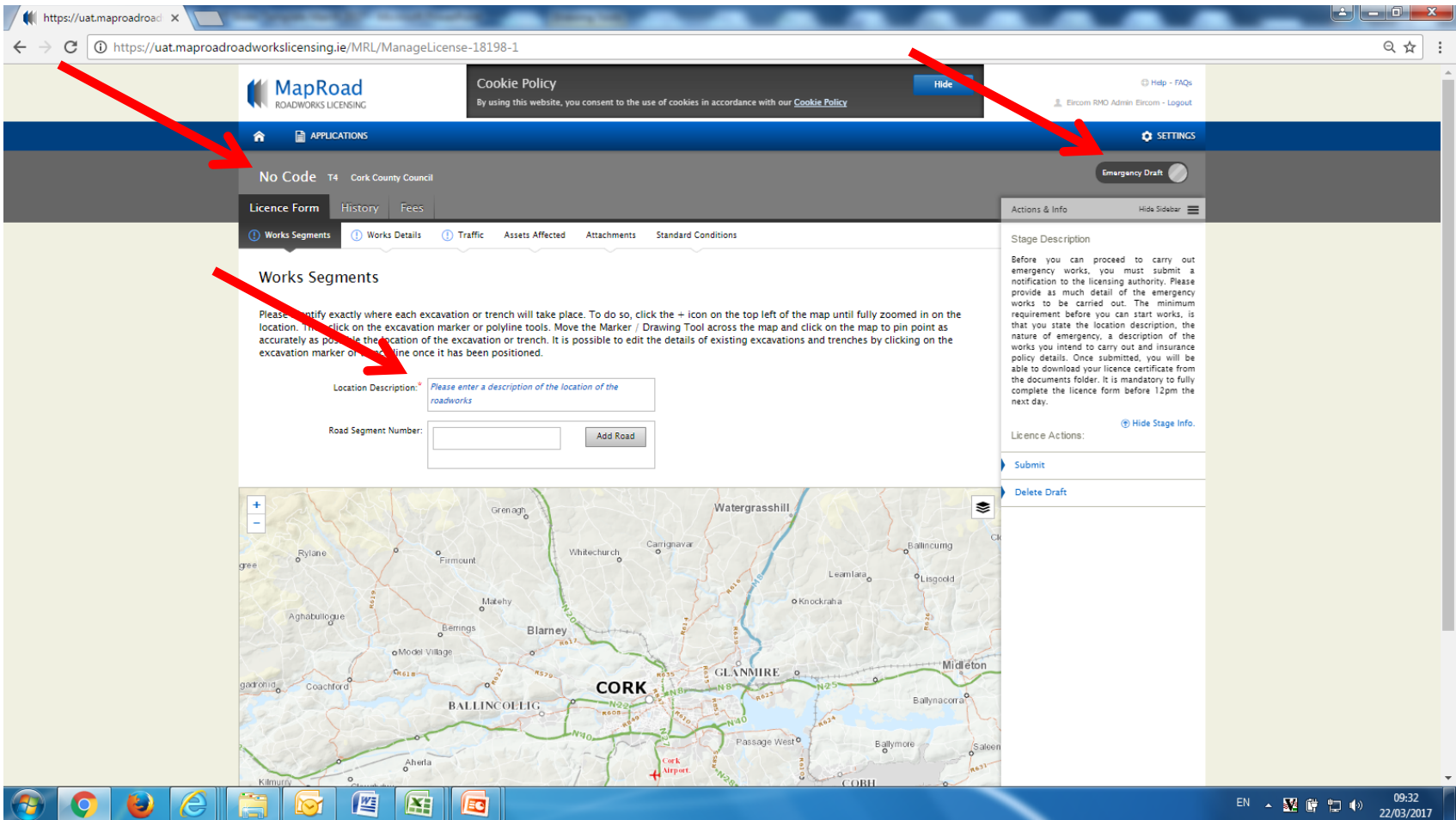
Select "Licence Type"



Select "T4".
Select relevant authority and click "Confirm".



Application defaults to draft format – “No Code” illustrates this.
The Stage is “Emergency Draft”.
Complete Mandatory fields marked with red asterisks.



Exclamation marks on tab request users attention for completion.
Red exclamation marks are mandatory fields.
Orange exclamation marks are not mandatory fields.

https://uat.maproadroadworkslicensing.ie/MRL/ManageLicense-18198-1

No Code T4 Cork County Council

Licence Form History Fees

Works Segments Works Details Traffic Assets Affected Attachments Standard Conditions

Works Segments

Please identify exactly where each excavation or trench will take place. To do so, click the - icon on the top left of the map until fully zoomed in on the location. Then click on the excavation marker or polyline tools. Move the Marker / Drawing Tool across the map and click on the map to pin point as accurately as possible the location of the excavation or trench. It is possible to edit the details of existing excavations and trenches by clicking on the excavation marker or trench line once it has been positioned.

Location Description: !

Road Segment Number: !

Watergrasshill

Blarney

CORK

BALLINGOLEIG

GLANMIRE

MIDLETON

CORRH

CARRIGALINE

Whitegate

CPS | IING | ITM Latitude: 51.960323 Longitude: -8.244386

Leaflet | Roads Network Full, Map data © Ordnance Survey Ireland

Emergency Draft

Actions & Info Hide Sidebar

Stage Description

Before you can proceed to carry out emergency works, you must submit a notification to the licensing authority. Please provide as much detail of the emergency works to be carried out. The minimum requirement before you can start works, is that you state the location description, the nature of emergency, a description of the works you intend to carry out and insurance policy details. Once submitted, you will be able to download your licence certificate from the documents folder. It is mandatory to fully complete the licence form before 12pm the next day.

Licence Actions: [Hide Stage Info.](#)

Next

Maproad Roadworks Licensing | Home | FAQs | Privacy Statement | Contact Policy | Support

EN 09:40 22/03/2017

Minimum Mandatory fields to submit a **T4 Notification** if works are **NOT** complete are identified with red asterisks.

On the Works Segments tab, the mandatory field is “Location Description”.

On Works Details Tab the mandatory fields are “Nature of Emergency” & “Nature of Works”.

Remaining fields must be completed within 24 hours per The Purple Book Guidelines.

The screenshot displays a web browser window with the URL <https://uat.maproadroadworkslicensing.ie/MRL/ManageLicense-18198-1>. The page is titled "No Code" and is for "Cork County Council". The main navigation includes "Licence Form", "History", and "Fees". The "Works Segments" tab is active, showing a form with the following fields:

- Location Description:** A text input field containing "sample, street, sample townland, sample town".
- Road Segment Number:** A text input field containing "R-----" and an "Add Road" button.

Below the form is a map of the Cork region, showing major roads and towns like Watergrasshill, Blarney, and Carrigaline. A red asterisk is visible on the map, indicating a mandatory field. The map includes a coordinate display: "CRS: I NG | ITM Latitude: 51.960223 Longitude: -8.244386".

On the right side of the page, there is a sidebar with the following sections:

- Emergency Draft:** A toggle switch.
- Actions & Info:** A section with a "Hide Sidebar" button.
- Stage Description:** A text area containing instructions: "Before you can proceed to carry out emergency works, you must submit a notification to the licensing authority. Please provide as much detail of the emergency works to be carried out. The minimum requirement before you can start works, is that you state the location description, the nature of emergency, a description of the works you intend to carry out and insurance policy details. Once submitted, you will be able to download your licence certificate from the documents folder. It is mandatory to fully complete the licence form before 12pm the next day."
- Licence Actions:** A section with a "Hide Stage Info" button.
- Submit** and **Delete Draft** buttons.

The Windows taskbar at the bottom shows the system tray with the date "22/03/2017" and time "09:40".

Scroll over exclamation marks to identify fields requiring attention.
Mark the map to show works.

The screenshot shows a web browser window with the URL <https://uat.maproadworkslicensing.ie/MRL/ManageLicense-18198-1>. The page header includes the MapRoad logo and a Cookie Policy notice. The main content area is titled 'Licence Form' and includes a 'Works Segments' tab. A dark tooltip box is overlaid on the form, listing instructions for 'Nature of Emergency', 'Nature of Works', 'Map File', 'Excavation Contractor', and 'Reinstatement Contractor'. Below the tooltip, there are input fields for 'Location Description' (containing 'sample, street, sample townland, sample town') and 'Road Segment Number' (containing 'R---'). A map of the Cork region is displayed at the bottom, with a red starburst callout pointing to it. The callout contains the text: 'Refer to Manual Ref: 37 Marking the Map on Works Segments.' The Windows taskbar at the bottom shows the date and time as 09:47 on 22/03/2017.

Select “Next” or “Works Details” to continue.

The screenshot displays a web browser window with the URL <https://uat.maproadroadworkslicensing.ie/MRL/ManageLicence-18198-1>. The application interface includes a top navigation bar with tabs for 'Licence Form', 'History', and 'Fees'. Below this, a sub-navigation bar contains 'Works Segments', 'Works Details', 'Traffic', 'Assets Affected', 'Attachments', and 'Standard Conditions'. The main content area is titled 'Works Segments' and contains the following text: 'Please identify exactly where each excavation or trench will take place. To do so, click the - icon on the top left of the map until fully zoomed in on the location. Then click on the excavation marker or polyline tools. Move the Marker / Drawing Tool across the map and click on the map to pin point as accurately as possible the location of the excavation or trench. It is possible to edit the details of existing excavations and trenches by clicking on the excavation marker or trench line once it has been positioned.'

Form fields include:

- Location Description:
- Road Segment Number:
-

A map is displayed below the form, showing a road network with a blue location pin. The map includes a scale bar and coordinates: **CPS | ING | ITM** Latitude: 51.811489 Longitude: -8.535786. The map data is attributed to Leaflet | Roads Network Full, Map data © Ordnance Survey Ireland.

On the right side, the 'Actions & Info' panel is visible, containing a 'Stage Description' section with detailed instructions, 'Licence Actions' (Hide Stage Info), and buttons for 'Submit' and 'Delete Draft'. A 'Next' button is located at the bottom right of the main content area.

The Windows taskbar at the bottom shows the system tray with the date 22/03/2017 and time 10:13, along with various application icons.

If works have taken place please identify date and time and complete **all** fields to apply for a T4 licence.
The Notification remains available to complete within 24hours of the date and time identified as start of works.

https://uat.maproadroadworkslicensing.ie/MRL/ManageLicense-18198-1

No Code T4 Cork County Council

Emergency Draft

Licence Form History Fees

Works Segments Works Details Traffic Assets Affected Attachments Standard Conditions

Works Details

Please provide details of the emergency works and the contractors who will be carrying it out. Please ensure that suitable maps and drawings of the works are provided.

Nature of Emergency:

Nature of Works:

Maps (max. of 5):

Excavation Contractor:

Reinstatement Contractor:

Emergency works are in-progress or complete:

Insurance Policy:

- Policy Type: Public Liability
Policy Number: LMA66960
Cover Period: Valid From: 01/07/2016 Valid To: 30/06/2017
Indemnity Limit: €6,500,000.00
Policy File: [Eircom Insurance 2016-2017.pdf](#)
- Policy Type: Employer Liability
Policy Number: LMA66960
Cover Period: Valid From: 01/07/2016 Valid To: 30/06/2017
Indemnity Limit: €13,000,000.00
Policy File: [Eircom Insurance 2016-2017.pdf](#)

Internal Reference:

Previous

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EN 10:14 22/03/2017

Stage Description

Before you can proceed to carry out emergency works, you must submit a notification to the licensing authority. Please provide as much detail of the emergency works to be carried out. The minimum requirement before you can start works, is that you state the location description, the nature of emergency, a description of the works you intend to carry out and insurance policy details. Once submitted, you will be able to download your licence certificate from the documents folder. It is mandatory to fully complete the licence form before 12pm the next day.

Licence Actions:

Day and time required if works have been completed or are currently in progress.

MRL accepts a works date to a maximum of 21 days retrospectively.

Applicant may select “Submit” within 24 hours of commencement of works with option to return and complete application in accordance with the Purple Book Guidelines. Select “Next” to progress.

The screenshot displays the 'Works Details' section of the MRL Manage License application. The form is titled 'Licence Form' and includes tabs for 'History' and 'Fees'. The 'Works Details' section contains the following fields and information:

- Nature of Emergency:** Gas Leak
- Nature of Works:** Emergency sample details.
- Maps (max. of 5):** Upload Map File
- Excavation Contractor:** Choose
- Reinstatement Contractor:** Choose
- Emergency works are in-progress or complete:**
- Date works started:** 22/03/2017
- Time works started:** 10:22
- Insurance Policy:**
 - Policy Type:** Public Liability
 - Policy Number:** LMA66960
 - Cover Period:** Valid From: 01/07/2016, Valid To: 30/06/2017
 - Indemnity Limit:** €6,500,000.00
 - Policy File:** [Eircom Insurance 2016-2017.pdf](#)
 - Remove**
- Policy Type:** Employer Liability
- Policy Number:** LMA66960
- Cover Period:** Valid From: 01/07/2016, Valid To: 30/06/2017
- Indemnity Limit:** €13,000,000.00
- Policy File:** [Eircom Insurance 2016-2017.pdf](#)
- Remove**

- Internal Reference:**

At the bottom right of the form, there is a 'Next' button. A red arrow points to this button. The 'Actions & Info' sidebar on the right contains a 'Submit' button and a 'Delete Draft' button. The 'Stage Description' sidebar on the right provides instructions for emergency works.

NB: If selecting a work date retrospectively it is necessary to complete all information to submit T4 Notification.

The screenshot displays the 'Works Details' form within the UAT Map Roadworks Licensing System. The browser address bar shows the URL: <https://uat.maproadworkslicensing.ie/MRL/ManageLicense-18198-1>. The page header includes 'No Code T4 Cork County Council' and 'Emergency Draft' status. The navigation menu includes 'Licence Form', 'History', and 'Fees'. The main content area is titled 'Works Details' and contains the following fields and sections:

- Nature of Emergency:** A dropdown menu with 'Gas Leak' selected.
- Nature of Works:** A text input field containing 'Emergency sample details'.
- Maps (max. of 5):** An empty text input field with an 'Upload Map File' button.
- Excavation Contractor:** A 'Choose' button.
- Reinstatement Contractor:** A 'Choose' button.
- Emergency works are in-progress or complete:** A checked checkbox.
- Date works started:** A date input field with '01/03/2017'.
- Time works started:** A time input field with '08:05'.
- Insurance Policy:** Two policy entries are listed:
 - Public Liability:** Policy Number: LMA66960, Cover Period: Valid From: 01/07/2016, Valid To: 30/06/2017, Indemnity Limit: €6,500,000.00, Policy File: [Bircorn Insurance 2016-2017.pdf](#), Remove button.
 - Employer Liability:** Policy Number: LMA66960, Cover Period: Valid From: 01/07/2016, Valid To: 30/06/2017, Indemnity Limit: €13,000,000.00, Policy File: [Bircorn Insurance 2016-2017.pdf](#), Remove button.
- Internal Reference:** An empty text input field.

The right-hand sidebar contains a 'Stage Description' section with a warning message: 'Before you can proceed to carry out emergency works, you must submit a notification to the licensing authority. Please provide as much detail of the emergency works to be carried out. The minimum requirement before you can start works, is that you state the location description, the nature of emergency, a description of the works you intend to carry out and insurance policy details. Once submitted, you will be able to download your licence certificate from the documents folder. It is mandatory to fully complete the licence form before 12pm the next day.' Below this is a 'Licence Actions' section with a 'Submit' button and a 'Delete Draft' button.

If entering retrospective date, please complete all fields.

The screenshot shows a web browser window with the URL <https://uat.maproadroadworkslicensing.ie/MRL/ManageLicense-18200-1>. The page is for a 'No Code' license under 'Clack County Council'. The main section is 'Works Details', which includes a 'Licence Form' tab and a 'History' tab. The 'Works Details' section contains the following fields:

- Nature of Emergency:** A dropdown menu with 'Gas Leak' selected.
- Nature of Work:** A text area containing 'Emergency Sample Details'.
- Map (Max. of 5):** A field with '1:500' and a file icon, with a 'Remove' button and an 'Upload Map File' button.
- Excavation Contractor:** A form with fields for Name (Kearney Wk (Green)), Email (1047@licensing.ie), Address, Phone (021-4200000), and Mobile, with 'Choose' and 'Remove' buttons.
- Reinstatement Contractor:** A form with fields for Name (Kearney Wk (Green)), Email (1047@licensing.ie), Address, Phone (021-4200000), and Mobile, with 'Choose' and 'Remove' buttons.
- Emergency works are in progress or complete:** A checkbox.
- Date works started:** A date field with '21-02-2017' entered.
- Time works started:** A time field with '18:00' entered.
- Insurance Policy:** Two sections for 'Public Liability' and 'Employer Liability' insurance, each with fields for Policy Type, Policy Number (L1045900), Cover Period (Valid From: 01-07-2016, Valid To: 30-06-2017), Indemnity Limit (€10,000,000.00), and Policy File (Green Insurance 2016-2017.pdf), with a 'Remove' button for each.
- Internal Reference:** A text field.

On the right side, there is a 'Stage Description' section with a 'Submit' button and a 'Delete Draft' button. The bottom of the page has a navigation bar with 'Previous' and 'Next' buttons, and a footer with 'Home | FAQs | Privacy Statement | Contact Policy | Support'.

Add "Traffic Management Plan".

The screenshot displays the MapRoad Roadworks Licensing web application interface. The browser address bar shows the URL: <https://uat.maproadworkslicensing.ie/MRL/ManageLicense-18200-1>. The application header includes the MapRoad logo, a Cookie Policy notice, and user information (Elzom RMO Admin Elzom - Logout). The main navigation bar shows 'No Code T4 Cork County Council' and an 'Emergency Draft' toggle. The current page is the 'Licence Form' for 'Traffic', with sub-tabs for 'Works Segments', 'Works Details', 'Traffic', 'Assets Affected', 'Attachments', and 'Standard Conditions'. The 'Traffic' section contains the following text: 'Please provide the following information in relation to the traffic flow and management arrangements to ensure the safety of workers and road users for the duration of the works.' Below this text is a prominent blue button labeled 'Add Traffic Management Plan'. A right-hand sidebar provides a 'Stage Description' and 'Licence Actions' (Submit, Delete Draft, More Contacts Info). The footer of the application includes navigation links: 'Maproad Roadworks Licensing | Home | FAQs | Privacy Statement | Cookie Policy | Support'. The Windows taskbar at the bottom shows the system tray with the date '22/03/2017' and time '15:54'.

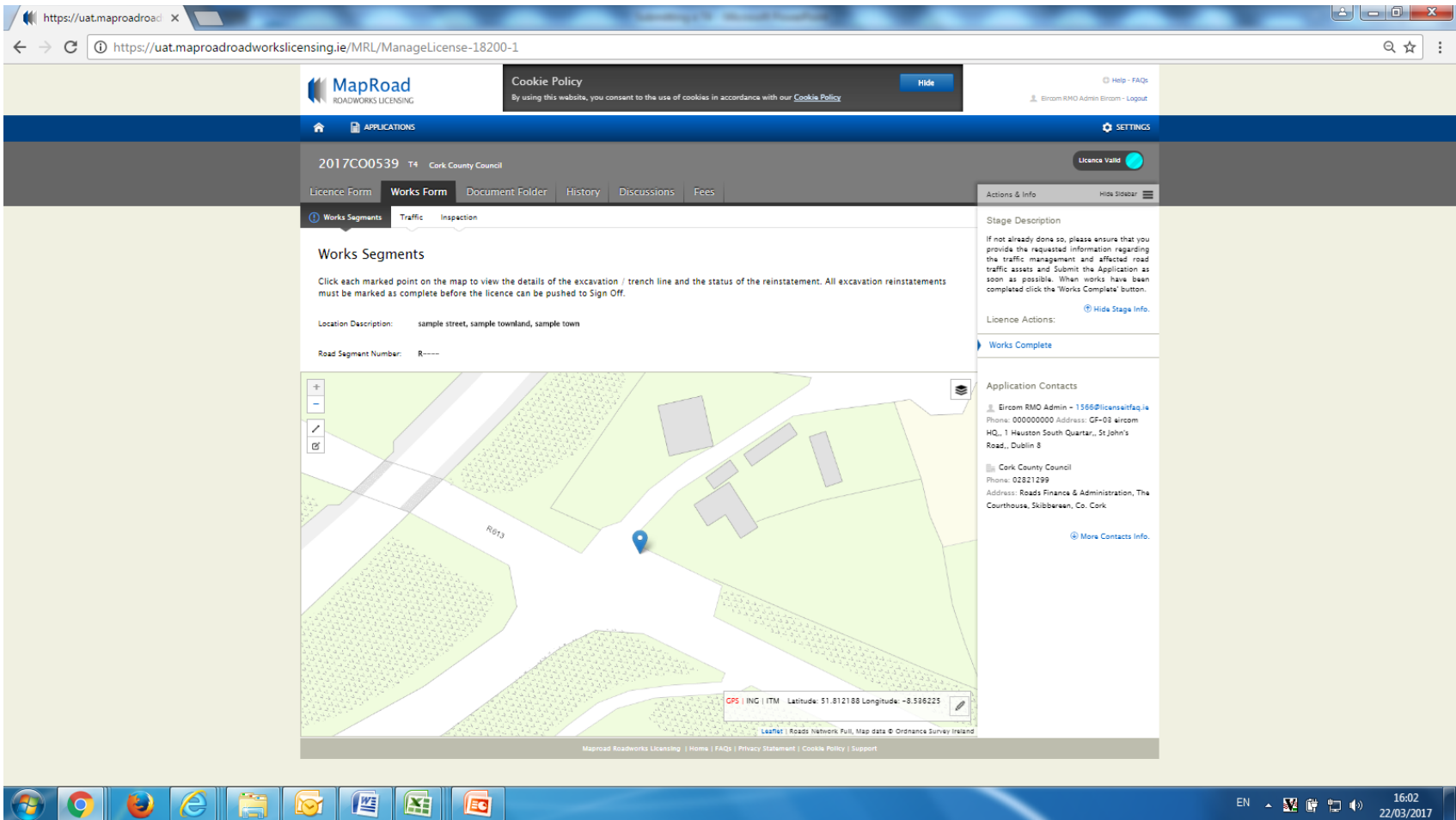
Add “Traffic Management Plan Template” or “New Traffic Management Plan”.
Traffic Management Plan selected visible to view, edit or delete.
Multiple plans may be attached.

The screenshot displays the MapRoad web application interface. The main content area is titled "Add Traffic Management Plan" and features a "New Traffic Management Plan" button. Below this, a list of "Traffic Management Plan Templates" is shown, including "Two way street", "New template name", and "New Template Name". Each item in the list has a small exclamation mark icon to its left. A red starburst callout points to these exclamation marks with the text: "Exclamation marks disappear on tab when required field are completed." The browser's address bar shows the URL: "https://uat.maproadworkslicensing.ie/MRL/ManageLicense-18200-1".

Select “Licensing Area” if you know the relevant area and enter text if required and then select “Confirm”.

The screenshot shows a web browser window with the URL <https://uat.maproadroadworkslicensing.ie/MRL/ManageLicense-18198-1>. The page header includes the MapRoad logo and a Cookie Policy notice. The main navigation bar shows 'No Code T4 Cork County Council' and 'Emergency Draft' status. The 'Traffic' tab is active, displaying a form with a 'Submit' dialog box. The dialog box contains a 'Licensing Area' dropdown menu and a 'Note' text area. The 'Submit' button is highlighted in blue. The background form includes a 'Stage Description' section with instructions on how to submit an emergency draft.

The T4 Notification defaults to “Licence Valid” if works are current and application is completed in full or in part as a notification.
The T4 Notification defaults to “Validity Expired” if application is completed retrospectively.



Scroll over excavation to identify status.
Mark Works "Complete" when appropriate.

The screenshot shows the MapRoad website interface. The browser address bar displays <https://uat.maproadworkslicensing.ie/MRL/ManageLicense-18200-1>. The page header includes the MapRoad logo, a Cookie Policy notice, and navigation links for Home, Applications, and Settings. The user is logged in as '2017CO0539 T4' for 'Cork County Council'. The main navigation menu includes 'Licence Form', 'Works Form', 'Document Folder', 'History', 'Discussions', and 'Fees'. The 'Works Form' section is active, showing 'Works Segments', 'Traffic', and 'Inspection' tabs. The 'Works Segments' section contains instructions: 'Click each marked point on the map to view the details of the excavation / trench line and the status of the reinstatement. All excavation reinstatements must be marked as complete before the licence can be pushed to Sign Off.' Below this, the 'Location Description' is 'sample street, sample townland, sample town' and the 'Road Segment Number' is 'R-----'. A map shows an excavation site with a red arrow pointing to a popup box containing the following details:
Excavation Code: XFQCL8
Roadway - Surface Dressed
Length (m): 1.00 | Width (m): 1.00 |
Depth (m): 1.00
Kars Affected (m): 0.00
Reinstatement Incomplete
A star-shaped callout box on the right side of the map area contains the text: 'Please refer to Manual no 7 to mark works complete.' The right sidebar shows 'Actions & Info', 'Stage Description', 'Licence Actions', 'Works Complete', and 'Application Contacts'. The 'Application Contacts' list includes 'Eircom RMO Admin - 1566@licensing.ie' and 'Cork County Council'. The footer of the page includes 'MapRoad Roadworks Licensing | Home | FAQs | Privacy Statement | Cookie Policy | Support' and the system tray shows the time as 16:03 on 22/03/2017.

Please submit any queries to the
RMO through

Support@mrl.jitbit.com