

Working together effectively Ag obair go héifeachtach le chéile



Title:	Licence Extension Thr	Licence Extension Through The Works Programme									
Reference:	13.3										
Revision:	0										
Date:	21/03/2017										



The local authority can extend the licence either directly creating the extension (see below) or by approving a request made by the applicant. If an extension is requested by the applicant the assigned user with the local authority will receive an email notification of same.

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If a licence extension has been requested a "Licence Extension Requested" link will be displayed on the top right hand side of the Works Programme as per below. The assigned user in the local authority will receive an email notification of same.

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Click on the link to view the details, it is mandatory that the "Note" box is filled whether the local authority are either selecting "Approve" or "Deny" in relation to the licence extension request.



Please submit any queries to the RMO through <u>Support@mrl.jitbit.com</u>



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