



MapRoad
ROADWORKS LICENSING

Title : Approval Stage

Reference:

25

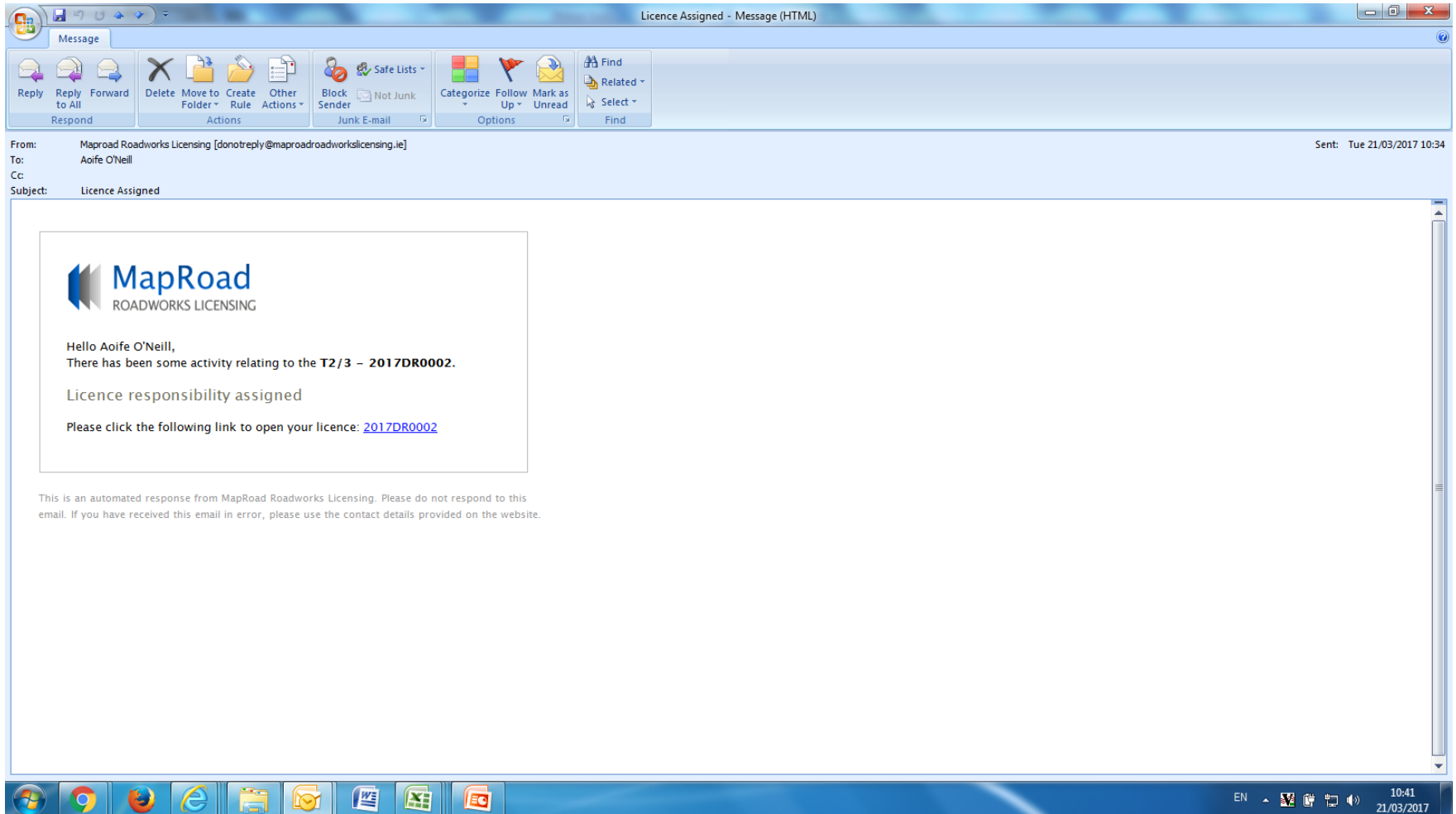
Revision:

1

Date:

21/03/17

When an application is assigned to the user, an email notification is issued with relevant link and application number.



All applications in Approval are available to view under Licensing in the Approval Stage.

The screenshot displays the MapRoad Roadworks Licensing web application. The browser address bar shows the URL <https://maproadworkslicensing.ie/MRL/>. The page header includes the MapRoad logo, a Cookie Policy notice, and navigation links for 'APPLICATIONS', 'LICENSING', and 'SETTINGS'. A 'Welcome to MapRoad Roadworks Licensing' message is displayed. A summary table shows the status of applications:

Archive	Active	Being Processed
0 Closed	1 Granted	3 Processing
1 Refused	9 Works Status	1 Conditioning
1 Withdrawn	5 Guarantee	2 Approval
	0 Closeout	1 Payment Approval

The main content area shows a list of applications. The first application, 2017DR0002, is in the 'Approval' stage. Its details are as follows:

- Application ID:** 2017DR0002
- Licence Type:** T2
- Applicant Organisation:** Eircom
- Assigned User:** Aoife O'Neill
- Last Action:** 21/03/2017
- Start Date:** 29/03/2017

The application status is 'Licence ready for approval'. A message states: 'This licence application has been conditioned and is ready for approval.' The conditioning process is detailed as follows:

- 10 minutes ago:** DLRD RMO Admin Account: Engineering Department has signed off. Engineering Department has signed off on the road opening conditions made by (or for) this department.
- 18 hours ago:** Aoife O'Neill: Conditioning: Water Works Department has signed off. Water Works Department has signed off on the road opening conditions made by (or for) this department.

Other applications in the list include 2017DR0001 (Processing, Application Submitted) and 2016DR0022 (Processing, Application Submitted). The bottom of the screen shows the Windows taskbar with the system clock at 10:44 on 21/03/2017.

Applications assigned to the user are listed under “Managed By You”.
Select the licence number to access.

The screenshot shows a web browser window with the URL <https://maproadworkslicensing.ie/MRL/Licenses-0-129>. The page header includes the MapRoad logo and a Cookie Policy notice. The main navigation bar has 'Licensing' and 'Settings' options. The 'Licensing' section is active, showing a 'Managed by You' tab. Below this, there is a 'BEING PROCESSED' section with a 'Map View' button and a 'Showing 1 of 1. Submitted to: Dún Laoghaire-Rathdown County Council.' message. A table lists the application details:

Licence Code	Type	Organisation	Advance Notification Period Remaining ANP (Days)	Requested Start Date	Licence Stage
2017DR0002	T2	Eircom	29	29/03/2017	Approval

The bottom of the page features a footer with links for Home, FAQs, Privacy Statement, Cookie Policy, and Support. The Windows taskbar at the bottom shows the time as 10:46 on 21/03/2017.

Application defaults open to the “Licence Form”, “Details” tab.
All tabs are available to open to review.

The screenshot displays the MapRoad website interface for managing a licence application. The browser address bar shows the URL: <https://maproadworkslicensing.ie/MRL/ManageLicense-19134-4>. The page header includes the MapRoad logo and a Cookie Policy notice. The main navigation bar shows the application ID '2017DR0002' and the user 'Eircom'. The 'Licence Form' tab is selected, and the 'Details' sub-tab is active. The 'Details' section provides information about the planned works and insurance cover. The 'Works Details' section includes:

- Licence Category: T2
- Validity Period: Start Date: 29/03/2017, End Date: 29/06/2017
- Daily Hours of Work: Start Time: 09:00, End Time: 17:00
- Purpose of Works: Telecoms
- Map File: 1:500 Irish Water Insurance Cert 2017.pdf

The 'Insurance' section includes:

- Public Liability: LMA66960 - €6,500,000.00 - Eircom Insurance 2016-2017.pdf, Valid From: 01/07/2016 To: 30/06/2017
- Employer Liability: LMA66960 - €13,000,000.00 - Eircom Insurance 2016-2017.pdf, Valid From: 01/07/2016 To: 30/06/2017

The right-hand sidebar contains 'Actions & Info' with a 'Hide Sidebar' button. The 'Stage Description' states: 'The licence application has been processed and conditioned. Please verify that all required conditions have been added before approving the licence. Once approved, the applicant will be notified and requested to acknowledge their acceptance of the licensing conditions.' Below this are 'Licence Actions' with buttons for 'Approve Licence', 'Reopen Conditioning', and 'Refuse Licence'. There are also 'Options' with an 'Assign Licence' button. The 'Application Contacts' section lists 'Eircom RMO Admin - eircom@rmo.ie' and 'Dún Laoghaire-Rathdown County Council' with their respective contact information.

Please select Conditions tab to review Conditions issued.
If further information is required please select “Reopen Conditioning” in order to submit Edit Request.

The screenshot shows the MapRoad website interface for license 2017DR0002. The 'Conditions' tab is active, displaying a list of conditions. A red arrow points to the 'Reopen Conditioning' option in the 'Licence Actions' sidebar. Two callout boxes provide instructions: one for when an edit request is required and another for when a condition is reopened.

Callout 1: If edit request required reopen Conditioning and refer to Manual Reference No 28

Callout 2: If Condition is reopened please refer to Condition Manual Reference No 24

On completion of review of conditions please select “Approve Licence”.
Option available to Refuse Licence.

The screenshot displays the MapRoad website interface for managing a licence application. The browser address bar shows the URL: <https://maproadworkslicensing.ie/MRL/ManageLicense-19134-4>. The page header includes the MapRoad logo and a Cookie Policy notice. The main navigation bar shows the application ID '2017DR0002' and the user 'Assigned: Aoife O'Neill - Area 1'. The 'Licence Form' tab is active, and the 'Conditions' sub-tab is selected. The 'Conditions' section contains two lists: 'Specific Conditions' and 'Standard Licensing Conditions'. The 'Licence Actions' list on the right includes 'Approve Licence', 'Reopen Conditioning', and 'Refuse Licence'. A red arrow points to the 'Approve Licence' button. The 'Application Contacts' section lists 'Eircom RMO Admin' and 'Dún Laoghaire-Rathdown County Council'. The Windows taskbar at the bottom shows the system tray with the date '21/03/2017' and time '10:55'.

When selecting “Approve Licence” application is submitted to the applicant for agreement of Conditions issued.
Email notification is issued to applicant to address same.
Select “Confirm”.

The application should be reassigned to the processor staff to ensure email notifications are issued to relevant personnel.

Application stage changed to "Agreement".
It is currently with the Applicant and returns to the Local Authority in the
Payment Approval Stage.

The screenshot displays the MapRoad Roadworks Licensing web application interface. The browser address bar shows the URL: <https://maproadworkslicensing.ie/MRL/ManageLicense-19134-4>. The application is for license 2017DR0002, category T2, issued by Eircom. The current stage is 'Agreement', indicated by a green dot. The user is acting as 'Road Opening Approver'. The interface includes a navigation menu with options like 'Licence Form', 'Works Form', 'Document Folder', 'Notifications', 'Discussions', and 'Fees'. The main content area is titled 'Details' and provides information about the planned works and insurance cover. The 'Works Details' section includes:

- Licence Category: T2
- Validity Period: Start Date: 29/03/2017, End Date: 29/06/2017
- Daily Hours of Work: Start Time: 09:00, End Time: 17:00
- Purpose of Works: Telecoms
- Map File: [1:500 \(Irish Water Insurance Cert 2017\).pdf](#)

The 'Insurance' section lists:

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

The right-hand sidebar contains 'Actions & Info', 'Stage Description' (stating the application has been processed and conditioned), 'Licence Actions' (with a 'Refuse Licence' button), and 'Application Contacts' (listing Eircom RMO Admin and Dún Laoghaire-Rathdown County Council). A 'Next' button is visible at the bottom of the main content area.

For any queries please contact the
RMO through

Support@mrl.jitbit.com