



**MapRoad**  
ROADWORKS LICENSING

**Title: Submitting Ervia Irish Water SLA Works T4 Applications**

**Reference:**

38

**Revision:**

1

**Date:**

29/03/17

**MRL requires a Traffic Management Plan as part of all T4 applications.**

**On agreement with your Roads Dept MRL facilitates a template Traffic Management Plan for upload.**

# 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 dashboard with various application status counts and a detailed view of a specific application (2017CO0537) showing its history and status.

**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3 Edit Requested	3773 Guarantee Period	305 Withdrawn	

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

**Work Days Requested** | 3 Closeout | 473 Deleted

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** | 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.

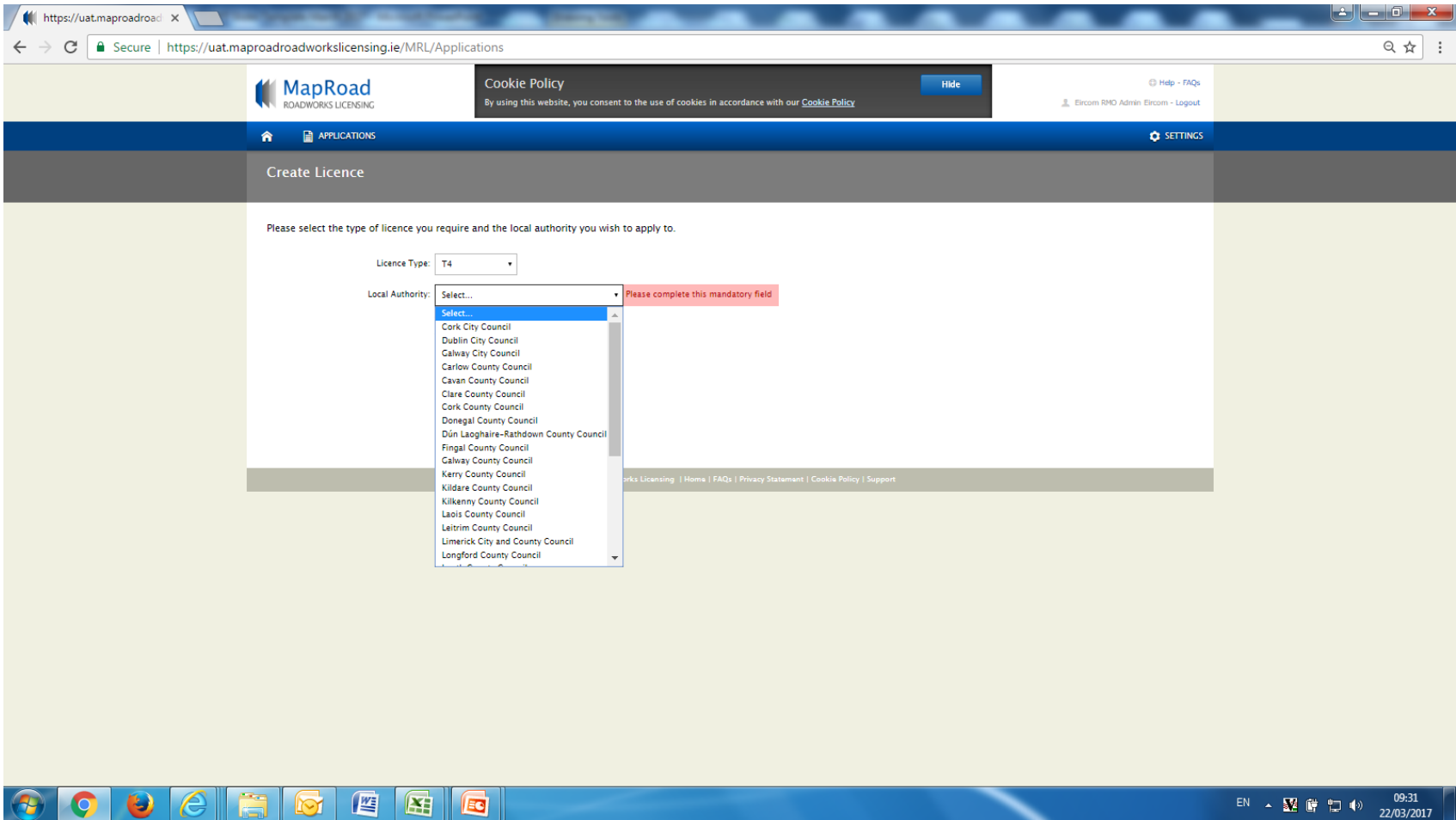
View History

# 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 navigation bar with a home icon, 'APPLICATIONS', and 'SETTINGS'. A 'New Application' button is highlighted with a red arrow. Below the navigation bar, there are filters for 'Submitted Year', 'Local Authority', and 'Licence Type'. A table lists various applications with columns for Licence Code, Type, Organisation, Internal Reference, Start Date, and Licence Stage. The table shows 34 applications, with the first few having 'No Code' and 'Application' stages, and some having 'Emergency Draft' stages.

Licence Code	Type	Organisation	Internal Reference	Start Date	Licence Stage
No Code	T1	Galway County Council			Application
No Code	T2 <sup>1</sup>	Carlow County Council			Application
No Code	T2 <sup>1</sup>	Kildare County Council			Application
No Code	T2 <sup>1</sup>	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 <sup>1</sup>	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 <sup>1</sup>	Cork County Council			Application

Select "Licence Type", "T4".  
Select relevant authority and click "Confirm".



Application defaults open to draft format – “No Code” illustrates this. The Stage is “Emergency Draft”. Scroll over exclamation marks to identify fields requiring attention. Complete all fields.

The screenshot displays the MapRoad application interface. At the top, the browser address bar shows the URL: <https://uat.maproadroadworkslicensing.ie/MRL/ManageLicense-18198-1>. The application header includes the MapRoad logo, a Cookie Policy notice, and a 'SETTINGS' button. The main navigation bar shows 'No Code' (Cork, County Council) and 'Licence Form' (History, Fees). The 'Works Segments' tab is active, displaying a form for 'Nature of Emergency' and 'Nature of Works'. The 'Nature of Emergency' dropdown is set to 'Emergency Draft'. The 'Nature of Works' section includes a 'Map File' upload field and a 'Map File' description. Below this, there are fields for 'Location Description' (sample, street, sample townland, sample town) and 'Road Segment Number' (2---). A map of the Cork region is shown at the bottom, with a red pin indicating the location. The right sidebar contains 'Stage Description' and 'Licence Actions' (Submit, Delete Draft). Red arrows point to the 'No Code' label, the 'Emergency Draft' toggle, and the 'Works Segments' tab.

Zoom into map location to access marker buttons to mark the “Works Segment” on the map.

The screenshot displays the MapRoad web application interface. The browser address bar shows the URL: <https://uat.maproadworkslicensing.ie/MRL/ManageLicense-18198-1>. The application header includes the MapRoad logo, a Cookie Policy notice, and user information for 'Enron RMO Admin Enron - Logout'. The main navigation bar shows 'No Code T4 Cork County Council' and 'Licence Form' with tabs for 'History' and 'Fees'. The 'Works Segments' section is active, displaying instructions: '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.' Below the instructions are input fields for 'Location Description' (containing 'sample, street, sample townland, sample town') and 'Road Segment Number' (containing 'R----'). A red arrow points to the map controls on the left side of the map area. A star-shaped callout box on the right contains the text: 'Scroll over either button to identify its function. Polyline = Marks a trench Marker = Excavation marker'. The bottom of the screenshot shows the Windows taskbar with various application icons and the system tray displaying the time '09:50' and date '22/03/2017'.

Scroll over either button to identify its function.  
Polyline = Marks a trench  
Marker = Excavation marker

Complete mandatory fields in Excavation Code pop up box. Select “Add” to continue.

The screenshot displays the 'Maproad Roadworks Licensing' web application. The browser address bar shows the URL: <https://uat.maproadworkslicensing.ie/MRL/ManageLicense-18198-1>. The page header includes 'No Code' and 'Cork County Council'. The main navigation tabs are 'Licence Form', 'History', and 'Fees'. The 'Works Segments' section is active, showing a form with fields for 'Location Description' (containing 'sample, street, sample townland, sample town') and 'Road Segment Number' (containing 'R----'). Below the map, the 'Excavation Code: No Code' pop-up box is open, displaying the 'Add Surface Details' section. This section includes a 'Part of Road' dropdown menu and 'Back' and 'Add' buttons. The map shows a road network with a red pin indicating the location. The Windows taskbar at the bottom shows the system tray with the date '22/03/2017' and time '10:06'.



Excavation details may be reviewed or edited. When completed select “Save”.

GPS / ING / ITM coordinates available to ensure correct location is identified. Edit button available to select required format.

Select "Next" to continue.

The screenshot shows a web browser window with the URL <https://uat.maproadroadworkslicensing.ie/MRL/ManageLicence-18198-1>. The page title is "Licence Form" and it has several tabs: "History", "Fees", "Works Segments", "Works Details", "Traffic", "Assets Affected", "Attachments", and "Standard Conditions". The "Works Segments" tab is active.

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."

Below the text are two input fields: "Location Description" with the value "sample, street, sample townland, sample town" and "Road Segment Number" with the value "R----". There are "Remove" and "Add Road" buttons next to the "Road Segment Number" field.

The bottom half of the page is a map showing a road network. A blue location pin is placed on a road. 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 of the page, there is a sidebar with the following sections: "Actions & Info" (with a "Hide Sidebar" button), "Stage Description" (with a detailed paragraph of instructions), "Licence Actions:" (with a "Hide Stage Info" button), "Submit", and "Delete Draft".

At the bottom right of the main content area, there is a blue "Next" button.

The Windows taskbar at the bottom shows the system tray with the date "22/03/2017" and time "10:13".

All fields with a red asterisk are mandatory and must be filled. In addition as the works have taken place please identify date and time as per the arrow below. MRL accepts a works date to a maximum of 21 days retrospectively once all the information is inputted select “Next”

The screenshot shows a web browser window with the URL <https://uat.maproadroadworkslicensing.ie/MRL/ManageLicense-18198-1>. The page is titled "No Code T4 Cork County Council" and is for "Licence Form". The "Works Details" section is active, with a "Stage Description" sidebar on the right. The "Works Details" section contains the following fields:

- 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](#)
  -
- Insurance Policy:
  - 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:

The "Stage Description" sidebar contains the following text: "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 "Submit" and "Delete Draft" buttons.

A red arrow points to the "Emergency works are in-progress or complete" checkbox. The "Next" button is visible at the bottom right of the form.

Add “Traffic Management Plan”. This is the template document agreed with your Local Authorities Roads Dept.

The screenshot displays the MapRoad Roadworks Licensing web application. The browser address bar shows the URL: <https://uat.maproadworkslicensing.ie/MRL/ManageLicense-18200-1>. The page 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 'Emergency Draft' status. The 'Licence Form' is active, with tabs for 'Works Segments', 'Works Details', 'Traffic', 'Assets Affected', 'Attachments', and 'Standard Conditions'. The 'Traffic' tab is selected, displaying the following content:

### Traffic

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.

[Add Traffic Management Plan](#)

Navigation: [Previous](#) [Next](#)

Footer: Maproad Roadworks Licensing | Home | FAQs | Privacy Statement | Cookie Policy | Support

Right-hand sidebar (Actions & Info):

- 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: [Submit](#), [Delete Draft](#), [More Contacts Info](#)

System tray (bottom right): EN, 15:54, 22/03/2017

# Add relevant “Traffic Management Plan Template”.

The screenshot shows a web browser window with the URL <https://uat.maproadworkslicensing.ie/MRL/ManageLicense-18200-1>. The page title is "Add Traffic Management Plan". The navigation menu includes "Licence Form", "History", and "Fees". The "Traffic" tab is active, showing a list of "Traffic Management Plan Templates":

- Two way street
- New template name
- New Template Name

A red starburst callout points to the "Traffic" tab with the text: "Exclamation marks disappear on tab when required field are completed."

Traffic Management Plan selected visible to view, edit or delete.  
Multiple plans may be attached.

The screenshot displays the MapRoad web application interface. The browser address bar shows the URL: <https://uat.maproadworkslicensing.ie/MRL/ManageLicence-18200-1>. The page header includes the MapRoad logo, a Cookie Policy notice, and user information (Errom RMO Admin Errom - Logout). The main navigation bar shows 'No Code T4 Cork County Council' and 'Emergency Draft' status. The 'Traffic' tab is selected in the sub-navigation. The main content area is titled 'Traffic' and contains a text block: '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 is a table of 'Active Traffic Management Plans' with one entry: 'Two way street' added on '22/02/2017' with an 'Emergency Draft' status. A right-hand sidebar contains a 'Stage Description' section with detailed instructions and 'Licence Actions' (Submit, Delete Draft, More Contacts Info). The footer includes navigation links and the date '22/03/2017'.

Associated TMP Name	Date added to Licence	Stage Created	Options
Two way street	22/02/2017	Emergency Draft	

Select “Licensing Area” and enter text if required and select “Confirm”. When this box below disappears a licence number will appear in the top left hand corner where previously was written “No Code”.

The screenshot displays the MapRoad Roadworks Licensing web application. The browser address bar shows the URL: <https://uat.maproadworkslicensing.ie/MRL/ManageLicense-18198-1>. The page header includes the MapRoad logo and a Cookie Policy notice. The main navigation bar shows 'No Code' and 'Cork County Council'. The 'Traffic' tab is active, displaying a 'Submit' dialog box with the following content:

**Submit** | Emergency Draft | Licence Valid

Submitting means you are indicating that the works are immediately required in order to prevent, or reduce the risk of, loss, injury or damage to persons or property.

Licensing Area: [Dropdown menu]

Note: [Text area]

[Confirm] [Cancel]

The dialog box is overlaid on the 'Traffic' section of the 'Licence Form'. The background page shows a 'Stage Description' on the right and a 'Licencee Actions' section with 'Submit' and 'Delete Draft' buttons. The Windows taskbar at the bottom shows the system tray with the date and time: 10:24 22/03/2017.

Once you have received a Licence no and in order to indicate to the local authority that the works are fully completed double click on the excavation marker.

https://uat.maproadroadworkslicensing.ie/MRL/ManageLicense-18200-1

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ROADWORKS LICENSING

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2017CO0539 T4 Cork County Council

Licence Valid

Licence Form Works Form Document Folder History Discussions Fees

Works Segments Traffic Inspection

Works Segments

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.

Location Description: sample street, sample townland, sample town

Road Segment Number: R----

Excavation Code: XFQCL8  
Roadway - Surface Dressed  
Length (m): 1.00 | Width (m): 1.00 |  
Depth (m): 1.00  
Kerb Affected (m): 0.00  
Reinstatement Incomplete

Stage Description  
If not already done so, please ensure that you provide the requested information regarding the traffic management and affected road traffic assets and Submit the Application as soon as possible. When works have been completed click the 'Works Complete' button.

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

Works Complete

Application Contacts

Elcom RMO Admin - 1566@licensing.ie  
Phone: 000000000 Address: GF-08 elcom HQ, 1 Heuston South Quarter, St John's Road, Dublin 8

Cork County Council  
Phone: 02821299  
Address: Roads Finance & Administration, The Courthouse, Skibbereen, Co. Cork

[More Contacts Info.](#)

CPS | INC | ITM Latitude: 51.811877 Longitude: -8.537030

MapRoad Roadworks Licensing | Home | FAQs | Privacy Statement | Cookie Policy | Support



Select "Complete", then select "Confirm" which then changes to "Done"

https://maproadroadworkslicensing.ie/MRL/ManageLicense-16653

Licence Form Works Form Document Folder Notifications Discussions Fees

Works Programme Works Segments Traffic Inspection

### Works Segments

A blue marker or line on the map below pinpoints an excavation or trench. Click the marker or trench line to view the work segment details. Once works commence these details should be updated.

Location Description: **Pembroke Wood, Passage West, CO.Cork**

Road Segment Number: **L-6722-5**

Excavation Code: NKC2MS

Move Marker Add Surface

#### Edit Excavation Details

Below are the road excavation details. Click edit to make any changes required.

\*Length x Width x Depth - [Kerb] (Metres)

Roadway - Asphalt / Bitumen Bound Surface

Geometry: Transverse Trench/ Road Crossing

Measured: 8.00 x 0.50 x 0.90 - [1.00]

✖ Reinstatement Incomplete

Edit Complete Works Not Done

Cancel Done

Stage Description

The works in relation to this licence are currently in progress. Please refer to the Works Segments tab to indicate when reinstatement of a work segment has been completed. When all reinstatement work has been completed you can select the "Works Complete" button. The Local Authority will be notified that they can complete their inspections and assessment for Sign-Off.

Licence Actions: Hide Stage Info.

Works Complete

Options: Copy Application

#### Application Contacts

Timmy O'Donovan - timmyodonovan123@gmail.com  
Phone: 0868163733 Address: 20 Pembroke Wood, Passage West, Co. Cork

Cork County Council  
Phone: 02821299  
Address: Roads Finance & Administration, The Courthouse, Skibbereen, Co. Cork

More Contacts Info.

EN 15:36 22/03/2017

# Select "Works Complete"

The screenshot shows a web browser window with the URL <https://maproadroadworkslicensing.ie/MRL/ManageLicense-16653>. The application has a top navigation bar with tabs: Licence Form, Works Form, Document Folder, Notifications, Discussions, and Fees. Below this is a sub-navigation bar with: Works Programme, Works Segments (active), Traffic, and Inspection.

## Works Segments

A blue marker or line on the map below pinpoints an excavation or trench. Click the marker or trench line to view the work segment details. Once works commence these details should be updated.

Location Description: **Pembroke Wood, Passage West, CO.Cork**

Road Segment Number: **L-6722-5**

The map shows a residential street named 'Pembroke Wood' with numbered plots (1-25). A blue location pin is placed on the road. The map data is attributed to Ordnance Survey Ireland.

GPS | ING | ITM Latitude: 51.873752 Longitude: -8.346353

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

The right-hand sidebar is titled 'Actions & Info' and contains the following sections:

- Stage Description: The works in relation to this licence are currently in progress. Please refer to the Works Segments tab to indicate when reinstatement of a work segment has been completed. When all reinstatement work has been completed you can select the 'Works Complete' button. The Local Authority will be notified that they can complete their inspections and assessment for Sign-Off. [Hide Stage Info.](#)
- Licence Actions: **Works Complete** (highlighted with a red arrow), [Copy Application](#)
- Options: [Copy Application](#)
- Application Contacts:
  - Timmy O'Donovan - [timmyodonovan123@gmail.com](mailto:timmyodonovan123@gmail.com)  
Phone: 0868163733 Address: 20 Pembroke Wood, Passage West, Co. Cork
  - Cork County Council  
Phone: 0282 1299  
Address: Roads Finance & Administration, The Courthouse, Skibbereen, Co. Cork[More Contacts Info.](#)

# Select Confirm to progress to Sign Off Stage.

The screenshot displays the MapRoad website interface. At the top, the browser address bar shows the URL <https://uat.maproadworkslicensing.ie/MRL/ManageLicense-18200-1>. The page header includes the MapRoad logo, a Cookie Policy notice, and navigation links for Home, FAQs, Privacy Statement, Contact Us, and Support. The main content area is titled '2017CO0539 T4 Cork County Council' and features a 'Licence Valid' indicator. A 'Works Complete' dialog box is overlaid on the map, prompting the user to confirm that emergency roadworks have been completed. The dialog box contains a text input field with the text 'Sample works complete T' and two buttons: 'Confirm' and 'Cancel'. The background map shows a road segment with a blue location pin. The right sidebar contains 'Stage Description', 'Licence Actions', and 'Application Contacts'.

Please submit any queries to the  
RMO through

[Support@mrl.jitbit.com](mailto:Support@mrl.jitbit.com)