



**MapRoad**  
ROADWORKS LICENSING

<b>Title:</b>	<b>Components of a Licence Application</b>
<b>Reference:</b>	<b>042</b>
<b>Revision:</b>	<b>0</b>
<b>Date:</b>	<b>10/04/2017</b>

The next two slides summarise the stages of the MRL Licensing Process.

## MRL LICENCE STAGES 1/2

Stage	Stage Name	Action Description	Action By
1	APPLICATION	Prepare and submit application	Applicant
2	PROCESSING	Review of Application and “Submit for Conditioning” to the relevant engineer	Authority
3	CONDITIONING	Review the application and add any specific conditions that apply to the licence. Edits can be requested at this stage. An additional conditioning department may be invited (e.g. Parks/ Public Lighting/ Traffic etc). All pending conditions must be processed by a conditioner approver before submission for Approval.	Authority
4	APPROVAL	The licence application has been processed and conditioned. 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.	Authority
5	AGREEMENT	Applicant reviews the conditions applied to the licence and confirms their acceptance.	Applicant
6	PAYMENT APPROVAL	Costs are finalised. The invoice may be attached and payment arrangements put in place.	Authority/Applicant
7	GRANTED (Clerical but should be assigned to Inspector when granted)	The licence is granted once the payment arrangements are in place. On the 'Validity Start' date the licence defaults to 'Licence Valid' Inspections can be carried out on site after the Granted Stage.	Authority

## MRL LICENCE STAGES 2/2

Stage	Stage Name	Action Description	Action By
8	LICENCE VALID	The Validity Period in relation to this licence is now active. Functionality for Works Blocks and Notifications are available.	Applicant/Authority
9	VALIDITY PERIOD	Once the Validity Period is expired, no further works are permitted on site. Extensions must be applied for during the Validity Period.	Applicant/Authority
10	SIGNOFF	The Licence Holder has indicated that works have been completed. The Authority can carry out inspections.	Applicant/Authority
11	GUARANTEE CONDITIONING	Conditioners can create any special conditions that are to apply during the Guarantee Period. (Exceptional circumstances)	Authority
12	GUARANTEE PERIOD	Licence in Guarantee Period (Commences on submission of a satisfactory Signoff from the Applicant) and Applicant has responsibility for a minimum of 2 years.	Applicant/Authority
13	LICENCE CLOSEOUT	Once the Guarantee Period ends, the Authority addresses any issues relating to charges etc during this stage.	Authority
14	LICENCE CLOSED	The Licence is closed by the Roads Authority	Authority

The slides/screenshots in this presentation demonstrate the information contained in a licence application on the MRL system. The accuracy of information on an application is dependent on the applicant inputs.

User guides have been prepared to assist the Road Authority user in carrying out the various actions that can be taken during the stages of the licensing process. In order to progress the licence to another stage the user will need to use the commands on the licence action sidebar. (which is visible on the right hand side of each screenshot)

A list of these user guides for both the local authority and applicant are viewable on Pages 25-38. These user documents are available through the RMO.

## LICENCE FORM/WORKS SEGMENTS

When opening a licence the first tab that appears under Licence Form is “Works Segments”.

- The location description is given which is the address of the proposed works
- If included by the applicant the Road Segment Number is visible.

The screenshot displays the 'Works Segments' interface. At the top, the browser address bar shows the URL: <https://maproadroadworkslicensing.ie/MRL/ManageLicense-19604>. The application header includes 'APPLICATIONS', 'EXTERNAL LICENCES', 'LICENSING', and 'SETTINGS'. The main header shows the application ID '2017MH0151', user 'T2 Eircom', and assigned person 'Barbara Smyth - Ratoath'. The 'Licence Form' tab is active, with sub-tabs for 'Works Segments', 'Works Details', 'Traffic', 'Assets Affected', and 'Standard Conditions'. The 'Works Segments' section contains a 'Request Edit' button and a text block: 'The location(s) of excavations or trenches required for these works are marked on the map below. Click a marker or trench line to view the excavation area and work segment details.' Below this, the 'Location Description' is '65 to 65 College Park, Dunshaughlin, Meath' and the 'Road Segment Number' is 'Not Specified'. A map shows a grid of plots numbered 61-73. The right sidebar lists 'Stage Description', 'Licence Actions' (Submit for Conditioning, Refuse Licence), 'Options' (Takeover, Assign Licence), and 'Application Contacts' (Brian O'Malley, Licence.management@knns.ie, Phone: 014575000, Mobile: 0877637727, Address: GF-03 eircom HQ, 1 Heuston South Quarter, St John's Road, Dublin 8; Meath County Council, Phone: 0469097000). The Windows taskbar at the bottom shows the system tray with the date '30/03/2017' and time '12:51'.

## LICENCE FORM/WORKS SEGMENTS

The excavation or excavations indicated by the applicant are visible on the map, if the user hovers over the excavation the excavation code, dimensions of the excavation and surfaces affected will appear as below.

https://maproadroadworkslicensing.ie/MRL/ManageLicense-19604

APPLICATIONS EXTERNAL LICENCES LICENSING SETTINGS

2017MH0151 T2 Eircom Assigned: Barbara Smyth - Ratoath You're acting as: Road Opening Processor Processing

Licence Form Works Form Document Folder Notifications Discussions Fees

Works Segments Works Details Traffic Assets Affected Standard Conditions

### Works Segments

[Request Edit](#)

The location(s) of excavations or trenches required for these works are marked on the map below. Click a marker or trench line to view the excavation area and work segment details.

Location Description: **65 to 66 College Park, Dunshaughlin, Meath**

Road Segment Number: **Not Specified**

Excavation Code: **GTM25H**  
Footway / Off Road Cycleway - Asphalt/ Bitumen  
Length (m): **4.00** | Width (m): **1.00** | Depth (m): **0.75**  
Kerb Affected (m): **0.00**  
Verge - Length (m): **6.00** | Width (m): **1.00** | Depth (m): **0.75**  
Kerb Affected (m): **0.00**

Actions & Info Hide Sidebar

Stage Description

Check that the purpose and nature of the works to be carried out have been adequately described and assess whether this application should proceed to Conditioning. The Request Edit button on the licence form tabs can be used to highlight any changes you want the applicant to make to the application. Any financial documents such as receipts for any payments received can be uploaded via the Document Folder > Finance category.

[Hide Stage Info.](#)

Licence Actions:

- [Submit for Conditioning](#)
- [Refuse Licence](#)

Options:

- [Takeover](#)
- [Assign Licence](#)

Application Contacts

**Brian O'Malley** -  
[licence.management@knns.ie](mailto:licence.management@knns.ie)  
Phone: 014575000  
Mobile: 0877637727  
Address: GF-03 eircom HQ, 1 Heuston South Quarter, St John's Road, Dublin 8

**Meath County Council**  
Phone: 0469097000

EN 12:58 30/03/2017

# LICENCE FORM/WORKS SEGMENTS

If the user clicks on the excavation the box below will appear giving a more detailed explanation of the excavation. The excavation, location and dimensions of the application are inputted by the applicant. MRL does not cross check between the drawn excavations and the inputted location or dimensions.

**Works Segments**

The location(s) of excavations or trenches required for these works are marked on the map below. Click a marker or trench line to view the excavation area and work segment details.

Location Description: **65 to 66 College Park, Dunshauglin, Meath**

Road Segment Number: **Not Specified**

**Excavation Code: GTM25H**

**View Excavation Details**

Below are work segments related to this excavation  
*\*Length x Width x Depth - [Kerb] (Metres)*

- Footway / Off Road Cycleway - Asphalt/ Bitumen**  
4.00 x 1.00 x 0.75 - [0.00]
- Verge**  
Is the nearest point of trench to the roadway < 1m from national/regional road or < 0.5m of paved local road?: No  
6.00 x 1.00 x 0.75 - [0.00]

**Stage Description**

Please review the application and add any specific conditions that are to apply to the licence. The Request Edit button on the licence form tabs can be used to highlight any changes you want the applicant to make to the application. A conditioning department can indicate they have finished conditioning by selecting the Department Sign-off option. All pending conditions must be processed by a Conditioner Approver before the application can be submitted for approval.

**Licence Actions:**

- Submit for Approval
- Refuse Licence

**Options:**

- Takeover
- Assign Licence

**Application Contacts**

- Brian O'Malley** -  
Licence.management@knns.ie  
Phone: 014575000  
Mobile: 0877637727  
Address: GF-03 eircom HQ, 1 Heuston South Quarter, St John's Road, Dublin 8
- Meath County Council**  
Phone: 0469097000  
Address: County Hall, Railway Street, Navan, C15 AW81, Co. Meath



# LICENCE FORM/WORKS SEGMENTS

To see the Road Schedule details on map, zoom in until black lines appear. To view the attributes of a road segment click on the black line (note: short delay before data displays)

**Works Segments** [Request Edit](#)

The location(s) of excavations or trenches required for these works are marked on the map below. Click a marker or trench line to view the excavation area and work segment details.

Location Description: **From T50 Turning Chamber at 53.4130, -6.44244, to Facebook connection chamber at 53.4136, -6.44300**

Road Segment Number: **R147**

**Licence Actions:**

- [Submit for Approval](#)
- [Refuse Licence](#)

**Options:**

- [Takeover](#)
- [Assign Licence](#)

**Application Contacts**

- M & M Contractors Ltd -**  
alan.byrne@colt.net  
Phone: +35314365970  
Mobile: +353866010246  
Address: Unit 15 and 16, Docklands Innovation Park, East Wall Road, Dublin 3
- Meath County Council**  
Phone: 0469097000  
Address: County Hall, Railway Street, Navan, C15 AW81, Co. Meath

[More Contacts Info.](#)

Map: GPS | ING | ITM Latitude: 53.412972 Longitude: -6.438353

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# LICENCE FORM/WORKS SEGMENTS

The box below will appear which will show 1. Road ID 2. Road Segment Number 3. Road Class 4. Road Type 5. Engineering Area 6. Start & End Position Of Road 7. Impact Number 8. Last Resurfacing Date

**Works Segments** [Request Edit](#)

The location(s) of excavations or trenches required for these works are marked on the map below. Click a marker or trench line to view the excavation area and work segment details.

Location Description: **From T50 Turning Chamber at 53.4130, -6.44244, to Facebook connection chamber at 53.4136, -6.44300**

Road Segment Number: **R147**

**Road ID: 1700767**

**PMS Road Attributes**

Road Segment Number:	L-5028-1
Road Class:	LS
Road Type:	S
Engineering Area:	Ratoath
Start:	Junc. at roundabout north of N3
Finish:	Junc. of LS5028 & LS5027 at Mayne 3-rds
Impact Number:	0

**Last Resurface**

Date:	2010-12-31
Name:	L-5028-1
Description:	Mayne

**Application Contacts**

- M & M Contractors Ltd - [alan.byrne@colt.net](mailto:alan.byrne@colt.net)  
Phone: +35314365970  
Mobile: +353866010246  
Address: Unit 15 and 16, Docklands Innovation Park, East Wall Road, Dublin 3
- Meath County Council  
Phone: 0469097000  
Address: County Hall, Railway Street, Navan, C15 AW81, Co. Meath

[More Contacts Info.](#)

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

GPS | ING | ITM Latitude: 53.419635 Longitude: -6.436588

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## LICENCE FORM/WORKS DETAILS

In "Licence Form" under the "Works Details" tab the following information is visible

- The licence category applied for by the applicant dependent on local authority parameters.
- The validity period requested which depends on local authority parameters .
- The purpose of the works
- A map file attachment required as a separate document.
- Contact details of both the Reinstatement & Excavation Contractor used by Road Authority as site contacts during the work.
- Public & Employers Liability details of the applicant at time of application. Insurances maintained in order by RMO.

The screenshot shows a web browser window with the URL <https://maproadroadworkslicensing.ie/MRL/ManageLicense-19603-5>. The page has a navigation bar with tabs: Licence Form, Works Form, Document Folder, Notifications, Discussions, Fees. Below this is a sub-navigation bar with tabs: Works Segments, Works Details (selected), Traffic, Assets Affected, Standard Conditions, Conditions.

### Works Details

The following information has been provided in relation to these works

**Request Edit**

Licence Category:	T2
Validity Period:	Start Date: 27/04/2017 End Date: 27/07/2017
Purpose of Works:	Replace existing damaged duct prior to resurfacing
Map File:	1: 500 (Cooneys Lane.pdf)

### Contractors

<b>Reinstatement Contractor:</b>	<b>Excavation Contractor:</b>
Actavo - Michael O Connell michael.oconnell@sierra.ie Phone: 0874008313 Address: John F Connolly Road, Churchfield, Cork, Co. Cork Organisation: Virgin Media Ireland Ltd	Actavo - Michael O Connell michael.oconnell@sierra.ie Phone: 0874008313 Address: John F Connolly Road, Churchfield, Cork, Co. Cork Organisation: Virgin Media Ireland Ltd

### Insurance

Public Liability:	LGICL20167ELPL - €6,500,000.00 - Virgin Media Ireland Insurance Cert 2016-2017.pdf Valid From: 01/06/2016 To: 31/05/2017
Employer Liability:	LGICL20167ELPL - €13,000,000.00 - Virgin Media Ireland Insurance Cert 2016-2017.pdf Valid From: 01/06/2016 To: 31/05/2017

Previous Next

#### Actions & Info

Stage Description

Please review the application and add any specific conditions that are to apply to the licence. The Request Edit button on the licence form tabs can be used to highlight any changes you want the applicant to make to the application. A conditioning department can indicate they have finished conditioning by selecting the Department Sign-off option. All pending conditions must be processed by a Conditioner Approver before the application can be submitted for approval.

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

- Submit for Approval
- Refuse Licence

Options:

- Takeover
- Assign Licence

#### Application Contacts

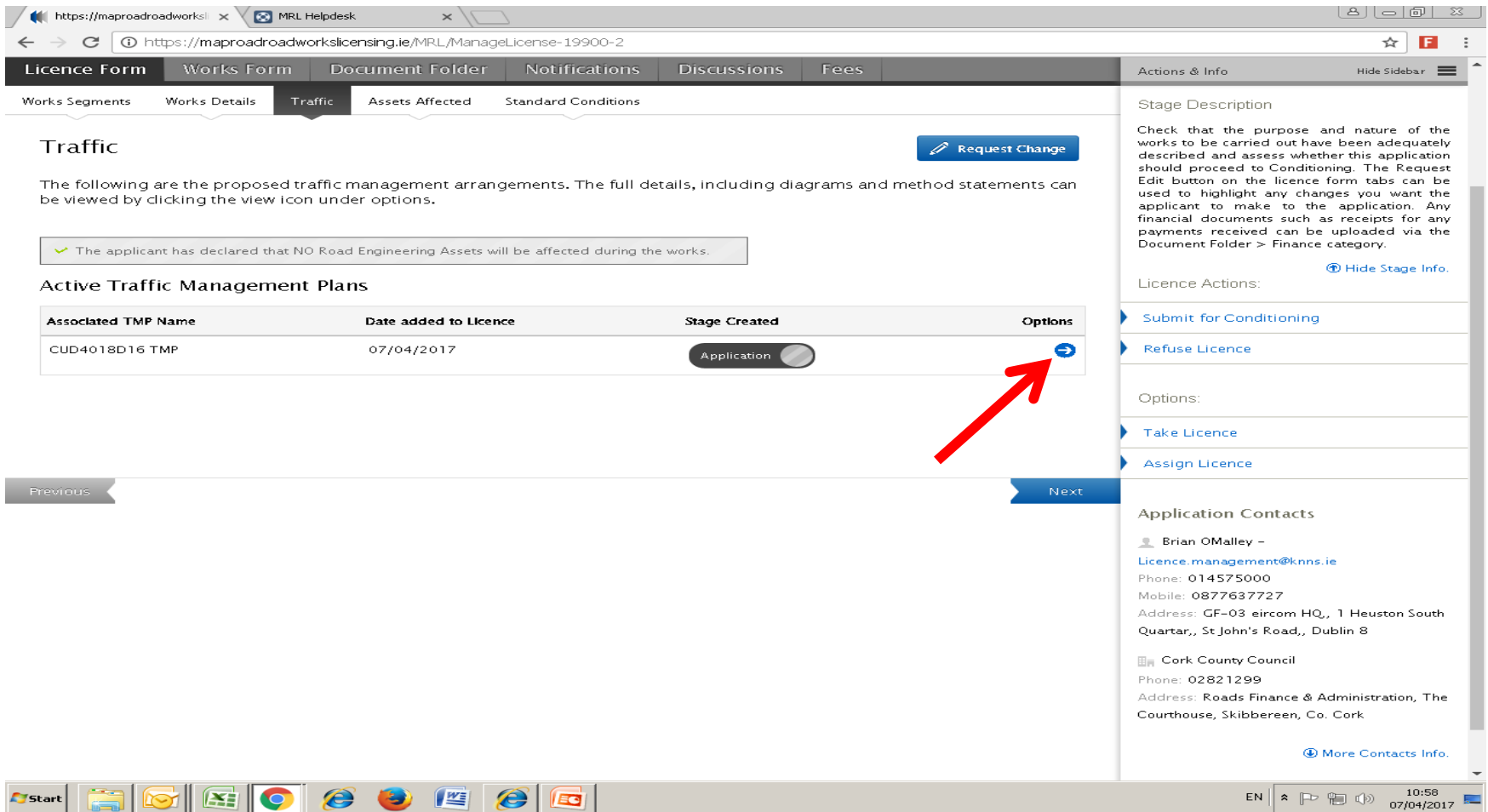
Paul Grufferty - pgrufferty@upc.ie  
Phone: 0212392379  
Mobile: 0868187981  
Address: Building Unit P2, Eastpoint Business Park, Clontarf, Dublin 3

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


[More Contacts Info.](#)

## LICENCE FORM/TRAFFIC

In “Licence Form” under “Traffic” the Traffic Management Plan submitted by the applicant is visible by clicking on the highlighted tab below



The screenshot shows a web browser window with the URL <https://maproadroadworkslicensing.ie/MRL/ManageLicense-19900-2>. The page is titled "Traffic" and contains a "Request Change" button. Below this, there is a message: "The following are the proposed traffic management arrangements. The full details, including diagrams and method statements can be viewed by clicking the view icon under options." A green checkmark indicates: "The applicant has declared that NO Road Engineering Assets will be affected during the works." The "Active Traffic Management Plans" section contains a table with the following data:

Associated TMP Name	Date added to Licence	Stage Created	Options
CUD4018D16 TMP	07/04/2017	Application	

A red arrow points to the "Options" button (view icon) for the first row. The right sidebar shows "Stage Description" and "Licence Actions" including "Submit for Conditioning", "Refuse Licence", "Take Licence", and "Assign Licence". The "Application Contacts" section lists Brian O'Malley and Cork County Council.

## LICENCE FORM/TRAFFIC

When viewing the Traffic Management Plan the following information is available – Traffic Management Plan Name – Traffic Management Type – Traffic Management Type document – If any amenities or parks are affected – Traffic Management Inspection Routine – Advance Signage Distance – No Of Advanced Signs – Minimum Advance Sign Visibility (m) – Size Of Signs (mm) – Height Of Cones (mm) – Taper – Taper Cone Spacing (m) – Unobstructed Width – Sideways Safety Zone – Longitudinal Safety Zone – Longitudinal Cone Spacing – Maximum Length Of Shuttle (m) – Method Statement

**View Traffic Management Plan** [Request Change](#)

Please review the selected traffic management plan details below. Use the Back button to return to main Traffic screen.

[Back](#)

Traffic Management Plan Name:	<b>CUD4018D16 TMP</b>
Traffic Management Type:	<b>Stop and Go</b>
TMP document:	<a href="#">CUD4018D16 TMP.pdf</a>
Are amenities or parks affected or adjacent to the works?:	<b>No</b>
Traffic Management Inspection Routine:	Mon: <b>09:00</b>
Advance Signage Distance (m):	<b>75</b>
Number of Advanced Signs:	<b>3</b>
Minimum Advance Sign Visibility (m):	<b>50</b>
Size of Signs (mm):	<b>600</b>
Height of Cones (mm):	<b>750</b>
Taper:	<b>45 Degrees</b>
Taper Cone Spacing (m):	<b>3.00</b>
Unobstructed Width?:	<b>No</b>
Sideways Safety Zone (m):	<b>0.5</b>
Longitudinal Safety Zone (m):	<b>12</b>
Longitudinal Cone Spacing (m):	<b>6</b>
Maximum Length of Shuttle (m):	<b>3</b>
Method Statement:	<a href="#">CUD4018D16 MS.pdf</a>

**Stage Description**

Check that the purpose and nature of the works to be carried out have been adequately described and assess whether this application should proceed to Conditioning. The Request Edit button on the licence form tabs can be used to highlight any changes you want the applicant to make to the application. Any financial documents such as receipts for any payments received can be uploaded via the Document Folder > Finance category.

[Hide Stage Info.](#)

**Licence Actions:**

- [Submit for Conditioning](#)
- [Refuse Licence](#)

**Options:**

- [Take Licence](#)
- [Assign Licence](#)

**Application Contacts**

[Brian O'Malley](#) –  
[licence.management@knns.ie](mailto:licence.management@knns.ie)  
Phone: 014575000  
Mobile: 0877637727  
Address: GF-03 eircorm 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.](#)

## LICENCE FORM/ASSETS AFFECTED

In “Licence Form” under “Assets Affected” any assets that will be affected by the proposed works will be visible if indicated by the applicant e.g. Road Lining

The screenshot displays a web browser window with the URL <https://maproadroadworkslicensing.ie/MRL/ManageLicense-19900-2>. 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 tabs: Works Segments, Works Details, Traffic, Assets Affected, and Standard Conditions. The 'Assets Affected' tab is active, showing the heading 'Assets Affected' and a 'Request Edit' button. The text below reads: 'Assets affected by the planned works are listed below. There are no traffic assets affected.' At the bottom of the main content area are 'Previous' and 'Next' navigation buttons. The right sidebar, titled 'Actions & Info', contains a 'Stage Description' section with a 'Request Edit' button and a 'Hide Stage Info' link. Below this are 'Licence Actions' with buttons for 'Submit for Conditioning', 'Refuse Licence', 'Take Licence', and 'Assign Licence'. The 'Options' section is empty. The 'Application Contacts' section lists two contacts: Brian O'Malley (Licence.management@knsns.ie, Phone: 014575000, Mobile: 0877637727, Address: GF-03 eircom HQ, 1 Heuston South Quarter, St John's Road, Dublin 8) and Cork County Council (Phone: 02821299, Address: Roads Finance & Administration, The Courthouse, Skibbereen, Co. Cork). A 'More Contacts Info.' link is at the bottom of the sidebar. The Windows taskbar at the bottom shows the Start button, several application icons, and a system tray with the language set to EN, the date 07/04/2017, and the time 11:57.

## LICENCE FORM/STANDARD CONDITIONS

In “Licence Form” under “Standard Conditions” the user can view the standard conditions of that local authority which will be applicable to this licence application.

The screenshot shows a web browser window with the URL <https://maproadroadworkslicensing.ie/MRL/ManageLicense-19900-2>. The page title is "Standard Conditions". The navigation menu includes "Licence Form", "Works Form", "Document Folder", "Notifications", "Discussions", and "Fees". The "Standard Conditions" tab is active, showing a list of five conditions:

- 1 : This licence cannot be assigned to a third party.
- 2 : This licence only applies to locations in the charge of Cork County Council.
- 3 : The Licence Holder shall comply with The 'Guidelines for Managing Openings in Public Roads ' as published by DTTAS ('The Guidelines') September 2015. Where there is a contradiction between it and the Guidelines set out in this licence the Conditions herein will prevail. The Guidelines are available to download at <http://www.rmo.ie/guidelines-for-managing-openings-in-public-roads.html>
- 4 : The Licence Holder shall be solely responsible for and shall indemnify Cork County Council and the National Roads Authority/ TII in respect of any legal liability, loss, claim or proceedings whatsoever arising out of or in connection with death and/or bodily injury to any persons whomsoever and/or loss or damage to any property whatsoever which arises directly or indirectly out of the granting of the Road Opening Licence and all associated works or activities including any installed property save for the negligence of Cork County Council and the National Roads Authority/ TII.
- 5 :

The right-hand sidebar contains "Actions & Info" and "Application Contacts". The "Application Contacts" section lists:

- Brian OMalley -**  
Licence.management@knns.ie  
Phone: 014575000  
Mobile: 0877637727  
Address: GF-03 eircom 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

# WORKS FORM/WORKS PROGRAMME

When a user opens a licence from the Granted stage onwards it will default to this tab rather than the Licence Form tab. The Works Programme will show any works days that have been submitted, approved, activated, completed by an applicant. It also allows the local authority to block off work days within the validity period.

**Works Programme**

Manage the Works Programme related to this Licence. Click on a work day block for more options.

Submitted Approved Active Complete Blocked

Total Work Days: 0 (Remaining: 10)  
Validity Period: 14/04/2017 -> 14/07/2017

April 2017							May 2017							June 2017							July 2017						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
							1	2	3	4	5	6	7				1	2	3	4						1	2
							8	9	10	11	12	13	14				5	6	7	8	9	10	11				
				14	15	16	17	18	19	20	21	22	23				12	13	14	15	16	17	18				
17	18	19	20	21	22	23	24	25	26	27	28	29	30				19	20	21	22	23	24	25				
24	25	26	27	28	29	30	31										26	27	28	29	30						

Block / Unblock day(s)

**Stage Description**

Check that the purpose and nature of the works to be carried out have been adequately described and assess whether this application should proceed to Conditioning. The Request Edit button on the licence form tabs can be used to highlight any changes you want the applicant to make to the application. Any financial documents such as receipts for any payments received can be uploaded via the Document Folder > Finance category.

[Hide Stage Info.](#)

**Licence Actions:**

- Submit for Conditioning
- Refuse Licence

**Options:**

- Take Licence
- Assign Licence

**Application Contacts**

**Brian O'Malley -**  
Licence.management@knns.ie  
Phone: 014575000  
Mobile: 0877637727  
Address: GF-03 eircom 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.](#)



# WORKS FORM/WORKS SEGMENTS

In “Works Form” under “Works Segments” once the works are completed (when licence enters “Signoff” stage) by the applicant the excavation(s) dimensions will be visible here.

The screenshot displays the MRL Works Form interface in a web browser. The browser address bar shows the URL: <https://maproadroadworkslicensing.ie/MRL/ManageLicense-19603-5>. The interface features a top navigation bar with tabs for "Licence Form", "Works Form", "Document Folder", "Notifications", "Discussions", and "Fees". Below this, there are sub-tabs for "Works Programme", "Works Segments", "Traffic", and "Inspection".

The main content area is titled "Works Segments" and contains the following information:

- Location Description:** Cooneys Lane from Grange Vale Court to entrance to Hillside, Cork
- Road Segment Number:** L-2461-0

A map is displayed below the text, showing a street layout with a blue line and a blue marker indicating an excavation site. The map includes a scale bar and a GPS location: Latitude: 51.866540 Longitude: -8.448830. The map data is attributed to Leaflet and Ordnance Survey Ireland.

On the right side, there is a sidebar titled "Actions & Info" with a "Hide Sidebar" button. The sidebar contains the following sections:

- Stage Description:** Please review the application and add any specific conditions that are to apply to the licence. The Request Edit button on the licence form tabs can be used to highlight any changes you want the applicant to make to the application. A conditioning department can indicate they have finished conditioning by selecting the Department Sign-off option. All pending conditions must be processed by a Conditioner Approver before the application can be submitted for approval. [Hide Stage Info.](#)
- Licence Actions:** [Submit for Approval](#), [Refuse Licence](#)
- Options:** [Takeover](#), [Assign Licence](#)
- Application Contacts:** Paul Grufferty - [pgrufferty@upc.ie](mailto:pgrufferty@upc.ie)  
Phone: 0212392379  
Mobile: 0868187981  
Address: Building Unit P2, Eastpoint Business Park, Clontarf, Dublin 3  
Cork County Council  
Phone: 0282 1299  
Address: Roads Finance & Administration, The Courthouse, Skibbereen, Co. Cork  
[More Contacts Info.](#)

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date 07/04/2017 and time 15:49.

# WORKS FORM/TRAFFIC

In “Works Form” under “Traffic” an applicant can submit multiple Traffic Management Plans throughout the life cycle of the licence which will be visible here

The screenshot shows a web browser window with the URL <https://maproadroadworkslicensing.ie/MRL/ManageLicense-19602-5>. The application has a navigation menu with tabs for 'Licence Form', 'Works Form', 'Document Folder', 'Notifications', 'Discussions', and 'Fees'. Under 'Works Form', there are sub-tabs for 'Works Programme', 'Works Segments', 'Traffic', and 'Inspection'. The 'Traffic' tab is active, displaying the title 'Traffic' and a paragraph: 'The following are the proposed traffic management arrangements. The full details, including diagrams and method statements can be viewed by clicking the view icon under options.'

Below this is the section 'Active Traffic Management Plans' with a table:

Associated TMP Name	Date added to Licence	Stage Created	Options
TTM CC01 Rev01	30/03/2017	Application <input type="checkbox"/>	

The right sidebar, titled 'Actions & Info', contains the following sections:

- Stage Description:** Please review the application and add any specific conditions that are to apply to the licence. The Request Edit button on the licence form tabs can be used to highlight any changes you want the applicant to make to the application. A conditioning department can indicate they have finished conditioning by selecting the Department Sign-off option. All pending conditions must be processed by a Conditioner Approver before the application can be submitted for approval. [Hide Stage Info.](#)
- Linked To:** [2017CO0905](#)
- Licence Actions:** [Refuse Licence](#)
- Options:** [Takeover](#), [Assign Licence](#)
- Application Contacts:**
  - Shareridge Ltd -**  
[rolcorkshareridgeiw@gmail.com](mailto:rolcorkshareridgeiw@gmail.com)  
Phone: 0949024663 Address: Colvill House, 24-26 Talbot Street, Dublin 15
  - Cork County Council**  
Phone: 02821299  
Address: Roads Finance & Administration, The Courthouse, Skibbereen, Co. Cork

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date 07/04/2017 and time 16:06.

## WORKS FORM/INSPECTION

In “Works Form” under “Inspection” any details of inspections or breaches or defects carried out after the licence has been granted by the local authority will be visible here.

https://maproadroadworkslicensing.ie/MRL/ManageLicense-19603-5

Licence Form **Works Form** Document Folder Notifications Discussions Fees

Works Programme Works Segments Traffic **Inspection**

### Inspection

Details of inspections carried out and any defects or breaches found are described below.

There are no inspection defects or breaches which exist that have been published.

Actions & Info Hide Sidebar

Stage Description

Please review the application and add any specific conditions that are to apply to the licence. The Request Edit button on the licence form tabs can be used to highlight any changes you want the applicant to make to the application. A conditioning department can indicate they have finished conditioning by selecting the Department Sign-off option. All pending conditions must be processed by a Conditioner Approver before the application can be submitted for approval.

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

- Submit for Approval
- Refuse Licence

Options:

- Takeover
- Assign Licence

Application Contacts

Paul Grufferty - [pgrufferty@upc.ie](mailto:pgrufferty@upc.ie)  
Phone: 0212392379  
Mobile: 0868187981  
Address: Building Unit P2, Eastpoint Business Park, Clontarf, Dublin 3

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

[More Contacts Info.](#)

Start [Icons] EN 16:16 07/04/2017

## DOCUMENT FOLDER

The Document Folder contains all files that have been submitted by the applicant, in addition the local authority can also attach a document or request the applicant to attach another document.

Documents

[Attach Document](#) [Request Document](#)

The Document Folder contains all documents relating to the licence. Use 'Request Document' to request any additional documentation required.

Published to applicant ★ | Not published ☆ | Deleted ✖ | Delete ☒

Click on the Star option to publish/unpublish. Click on the X option to delete.

Date	File Name	Category	Uploaded By	Stage	Option
07/04/2017	<a href="#">Inchydoney Road View.pdf</a>	Attachments > Pre-works photos	Harrington Plant Hire – Harrington Plant Hire Ltd	Application	
07/04/2017	<a href="#">Inchydoney Road View.pdf</a>	Form Documents > Map	Harrington Plant Hire – Harrington Plant Hire Ltd	Application	
07/04/2017	<a href="#">Traffic Management Plan – HPH.pdf</a>	Form Documents > Traffic Management Plan	Harrington Plant Hire – Harrington Plant Hire Ltd	Application	

Stage Description

Check that the purpose and nature of the works to be carried out have been adequately described and assess whether this application should proceed to Conditioning. The Request Edit button on the licence form tabs can be used to highlight any changes you want the applicant to make to the application. Any financial documents such as receipts for any payments received can be uploaded via the Document Folder > Finance category.

[Hide Stage Info.](#)

Licence Actions:

- [Submit for Conditioning](#)
- [Refuse Licence](#)

Options:

- [Take Licence](#)
- [Assign Licence](#)

Application Contacts

Harrington Plant Hire – [harringtonplanthire@gmail.com](mailto:harringtonplanthire@gmail.com)  
Phone: 0238846467 Address: Cloughgriffin, Timoleague, Co. Cork

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

[More Contacts Info.](#)

# NOTIFICATIONS

The Notifications tab will show the dates on which all notifications that have issued in relation to the selected application.

The screenshot shows a web browser window with the URL <https://maproadroadworkslicensing.ie/MRL/ManageLicense-17572-5>. The navigation menu includes 'Licence Form', 'Works Form', 'Document Folder', 'Notifications', 'Discussions', and 'Fees'. The 'Notifications' tab is active, displaying a list of notifications for a specific application.

**Notifications**

The following notifications relate to this application / licence. To add a note or response, type your message in the comment box and click the Return / Enter key.

- 22 March 2017** - Bernadette Hyland  
**Discussion Topic**  
**Licence**  
Hi, Can Licence please be reviewed and released to allow us to complete our works. If there is anything you need please contact me or raise an edit request for us to complete. Many Thanks
- 21 February 2017** - Aidan Creagh  
**Licence Assigned**  
The licence has been assigned to: James Hickey
- 09 February 2017** - Liz Whooley  
**Licence Assigned**  
The licence has been assigned to: Aidan Creagh
- 09 February 2017** - Liz Whooley  
**Application is available for conditioning**  
This application needs to be reviewed for conditioning. Please refer to the comment(s) below for further details.
- 09 February 2017** - Liz Whooley  
**Licence Assigned**  
This licence has been assigned to Liz Whooley
- 09 February 2017** - Bernadette Hyland  
**Application Submitted**  
A licence application has been submitted for processing.

**Stage Description**

Please review the application and add any specific conditions that are to apply to the licence. The Request Edit button on the licence form tabs can be used to highlight any changes you want the applicant to make to the application. A conditioning department can indicate they have finished conditioning by selecting the Department Sign-off option. All pending conditions must be processed by a Conditioner Approver before the application can be submitted for approval.

[Hide Stage Info.](#)

**Licence Actions:**

- [Submit for Approval](#)
- [Refuse Licence](#)

**Options:**

- [Takeover](#)
- [Assign Licence](#)

**Application Contacts**

- Bernadette Hyland** - [Bernadette.Hyland@gasnetworks.ie](mailto:Bernadette.Hyland@gasnetworks.ie)  
Phone: 018926391 Address: Network Services Centre, St Margarets Road, Finglas, Dublin 11
- Cork County Council**  
Phone: 0282 1299  
Address: Roads Finance & Administration, The Courthouse, Skibbereen, Co. Cork

[More Contacts Info.](#)

## DISCUSSIONS

The “Discussions” tab allows for any queries related to the application to be discussed (a) internally within the local authority (b) directly with the applicant.

The screenshot shows a web browser window with the URL <https://maproadroadworkslicensing.ie/MRL/ManageLicense-18572-5>. The navigation menu includes 'Licence Form', 'Works Form', 'Document Folder', 'Notifications', 'Discussions' (selected), and 'Fees'. The main content area is titled 'Discussion' and features an 'Add Topic' button. Below the title, there is explanatory text: 'Any queries in relation to this application can be discussed internally with your colleagues or directly with the applicant. Use the comments field to respond to a discussion topic.' and 'There are currently no discussion topics available. Click 'Add Topic' to create a new topic.' On the right side, a sidebar titled 'Actions & Info' contains a 'Stage Description' section with detailed instructions, a 'Licence Actions' section with buttons for 'Submit for Approval', 'Refuse Licence', 'Takeover', and 'Assign Licence', and an 'Application Contacts' section listing contact information for Brian O'Malley and Cork County Council. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date 10/04/2017 and time 11:06.

## FEES

In the “Fees” tab once the application has been submitted the fees in relation to Licensing Fee, Long Term Impact Charge and Reinstatement Charge will be visible. These fees are calculated based on the licence type and size of the excavation.

The screenshot shows a web browser window with the URL <https://uat.maproadroadworkslicensing.ie/MRL/ManageLicense-1823B-2>. The application has several tabs: Licence Form, Works Form, Document Folder, History, Discussions, and Fees (which is active). The 'Fees' section contains the following text:

The following fees have been calculated based on the licence type, identified traffic assets affected and where applicable, the size category. These fees are NOT exhaustive and may be subject to change. The definitive fees will be provided in the statement of fees/invoice.

Classification	Category	Type	Ref/Unit	Amount
Licensing Fee	Administration	Application Fee	T2	€190.00
Roadway	LTI Charge (€/m <sup>2</sup> )	Concrete Roadways	5GB8WN	€187.50
Roadway	Reinstatement Charge (€/m <sup>2</sup> )	Concrete Roadways	5GB8WN	€1500.00
				€1877.50

The sidebar on the right contains the following sections:

- Stage Description:** Check that the purpose and nature of the works to be carried out have been adequately described and assess whether this application should proceed to Conditioning. The Request Edit button on the licence form tabs can be used to highlight any changes you want the applicant to make to the application. Any financial documents such as receipts for any payments received can be uploaded via the Document Folder > Finance category. [Hide Stage Info.](#)
- Licence Actions:**
  - [Submit for Conditioning](#)
  - [Refuse Licence](#)
- Options:**
  - [Take Licence](#)
  - [Assign Licence](#)
- Application Contacts:**
  - Eircom RMO Admin - 1566@licenseitfaq.ie**  
Phone: 000000000 Address: GF-03 eircom 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.](#)

The following Pages 25-38 are a list of user guides for various actions on MRL these are available through the RMO.



	<b>Guide No</b>	<b>Rev</b>	<b>Authority/ Applicant</b>	<b>Title</b>
<b>MRL Adjustable System Settings</b>	15	1	Authority	<a href="#"><u>Changing licence Limits (permanently or temporarily)</u></a>
	29	1	Authority	<a href="#"><u>Conditioning Template</u></a>
	35	1	Authority/Applicant	<a href="#"><u>Clear Browser History for Internet Explorer Users</u></a>
	36	1	Authority/Applicant	<a href="#"><u>Clear Browser History for Chrome Users</u></a>

	<b>Guide No</b>	<b>Rev</b>	<b>Authority/ Applicant</b>	<b>Title</b>
<b>Application</b>	1	1	Applicant	<a href="#">Applicant Guide T2/T3</a>
	2	1	Applicant	<a href="#">Submitting a T1 Notification</a>
	3	1	Applicant	<a href="#">Withdrawal Request</a>
	4	1	Applicant	<a href="#">Creating a T2<sup>1</sup></a>
	5.1	1	Applicant	<a href="#">Works Programme - Drafting and Submitting a Works Block</a>
	6	1	Applicant	Creating a Traffic Management Template
	8	1	Authority	<a href="#">Finding an application by Map View</a>
	9	1	Authority	<a href="#">Finding an Application by License Number</a>
	12	1	Applicant	<a href="#">Submitting a T4</a>
	37	1	Applicant	<a href="#">Marking the Map on Works Segment</a>
	39	1	Authority/Applicant	Raise a Discussion

	<b>Guide No</b>	<b>Rev</b>	<b>Authority/ Applicant</b>	<b>Title</b>
<b>Processing</b>	3	1	Applicant	<a href="#">Withdrawal Request</a>
	5.1	1	Applicant	Works Programme - Drafting and Submitting a Works Block
	6	1	Applicant	Creating a Traffic Management Template
	8	1	Authority	Finding an application by Map View
	9	1	Authority	Finding an Application by License Number
	10	1	Authority	Assign Licence
	11	1	Authority	<a href="#">Processing a Withdrawal Request</a>
	23	1	Authority	Processing Stage
	28	1	Authority	Edit Request
	39	1	Authority/Applicant	Raise a Discussion
	22	1	Applicant	Add a Document
	40	1	Applicant	How to copy an existing application

	Guide No	Rev	Authority/ Applicant	Title
<b>Conditioning</b>	3	1	Applicant	<a href="#">Withdrawal Request</a>
	5.1	1	Applicant	<a href="#">Works Programme - Drafting and Submitting a Works Block</a>
	6	1	Applicant	Creating a Traffic Management Template
	8	1	Authority	<a href="#">Finding an application by Map View</a>
	9	1	Authority	<a href="#">Finding an Application by License Number</a>
	10	1	Authority	Assign Licence
	11	1	Authority	<a href="#">Processing a Withdrawal Request</a>
	13	1	Authority	Works Programme
	13.1	1	Authority	<a href="#">Approving Works Block</a>
	13.2	1	Authority	<a href="#">Blocking Works Days</a>
	16	1	Authority	<a href="#">Adding A Condition</a>
	17	1	Authority	<a href="#">Selecting a Condition Template</a>
	24	1	Authority	Conditioning Stage
	28	1	Authority	<a href="#">Edit Request</a>
	29	1	Authority	<a href="#">Conditioning Template</a>
	30	1	Authority	<a href="#">Inviting A Conditioning Dept</a>
	31	1	Authority	<a href="#">Conditioning Dept Invited to Condition Application</a>
	39	1	Authority/Applicant	Raise a Discussion
	22	1	Applicant	Add a Document
	40	1	Applicant	How to copy an existing application

	Guide No	Rev	Authority/ Applicant	Title
<b>Approval</b>	3	1	Applicant	<a href="#"><u>Withdrawal Request</u></a>
	5.1	1	Applicant	<a href="#"><u>Works Programme - Drafting and Submitting a Works Block</u></a>
	6	1	Applicant	Creating a Traffic Management Template
	8	1	Authority	<a href="#"><u>Finding an application by Map View</u></a>
	9	1	Authority	<a href="#"><u>Finding an Application by License Number</u></a>
	10	1	Authority	Assign Licence
	11	1	Authority	<a href="#"><u>Processing a Withdrawal Request</u></a>
	13	1	Authority	Works Programme
	13.1	1	Authority	<a href="#"><u>Approving Works Block</u></a>
	13.2	1	Authority	<a href="#"><u>Blocking Works Days</u></a>
	25	1	Authority	<a href="#"><u>Approval Stage</u></a>
	39	1	Authority/Applicant	Raise a Discussion
	22	1	Applicant	Add a Document
	40	1	Applicant	How to copy an existing application

	Guide No	Rev	Authority/ Applicant	Title
<b>Agreement</b>				
	3	1	Applicant	<a href="#"><u>Withdrawal Request</u></a>
	5.1	1	Applicant	<a href="#"><u>Works Programme - Drafting and Submitting a Works Block</u></a>
	6	1	Applicant	Creating a Traffic Management Template
	8	1	Authority	<a href="#"><u>Finding an application by Map View</u></a>
	9	1	Authority	<a href="#"><u>Finding an Application by License Number</u></a>
	11	1	Authority	<a href="#"><u>Processing a Withdrawal Request</u></a>
	39	1	Authority/Applicant	Raise a Discussion
	22	1	Applicant	Add a Document
	40	1	Applicant	How to copy an existing application

	Guide No	Rev	Authority/ Applicant	Title
<b>Payment Approval</b>	5.1	1	Applicant	<a href="#"><u>Works Programme - Drafting and Submitting a Works Block</u></a>
	6	1	Applicant	Creating a Traffic Management Template
	8	1	Authority	<a href="#"><u>Finding an application by Map View</u></a>
	9	1	Authority	<a href="#"><u>Finding an Application by License Number</u></a>
	10	1	Authority	Assign Licence
	11	1	Authority	<a href="#"><u>Processing a Withdrawal Request</u></a>
	13	1	Authority	Works Programme
	13.1	1	Authority	<a href="#"><u>Approving Works Block</u></a>
	13.2	1	Authority	<a href="#"><u>Blocking Works Days</u></a>
	26	1	Authority	<a href="#"><u>Payment Approval</u></a>
	34	1	Authority	<a href="#"><u>How to Issue an Invoice/Receipt</u></a>
	39	1	Authority/Applicant	Raise a Discussion
	22	1	Applicant	Add a Document
	40	1	Applicant	How to copy an existing application

	<b>Guide No</b>	<b>Rev</b>	<b>Authority/ Applicant</b>	<b>Title</b>
<b>Granting</b>	5.1	1	Applicant	<a href="#">Works Programme - Drafting and Submitting a Works Block</a>
	6	1	Applicant	Creating a Traffic Management Template
	8	1	Authority	<a href="#">Finding an application by Map View</a>
	9	1	Authority	<a href="#">Finding an Application by License Number</a>
	10	1	Authority	Assign Licence
	27	1	Authority	Granted
	39	1	Authority/Applicant	Raise a Discussion
	22	1	Applicant	Add a Document
	40	1	Applicant	How to copy an existing application



	Guide No	Rev	Authority/ Applicant	Title
<b>Licence Valid</b>				
	5.1	1	Applicant	<a href="#"><u>Works Programme - Drafting and Submitting a Works Block</u></a>
	5.2	1	Applicant	<a href="#"><u>Works Programme - Activating and Completing a Works Block</u></a>
	6	1	Applicant	Creating a Traffic Management Template
	7	1	Applicant	<a href="#"><u>Marking Works Complete to notify Authority</u></a>
	8	1	Authority	<a href="#"><u>Finding an application by Map View</u></a>
	9	1	Authority	<a href="#"><u>Finding an Application by License Number</u></a>
	13.3	1	Authority	<a href="#"><u>License extension through the work programme</u></a>
	13.4	1	Authority	<a href="#"><u>Processing a request for additional work days</u></a>
	14	1	Authority	<a href="#"><u>Inspections Breach Defect</u></a>
	14.1	1	Authority	<a href="#"><u>Inspections</u></a>
	14.2	1	Authority	<a href="#"><u>Breach</u></a>
	14.3	1	Authority	<a href="#"><u>Defect</u></a>
	20	1	Applicant	<a href="#"><u>Indicating Works Not Done</u></a>
	33	1	Applicant	<a href="#"><u>Editing Works Complete</u></a>
	39	1	Authority/Applicant	Raise a Discussion
	22	1	Applicant	Add a Document
	10	1	Authority	Assign Licence
	40	1	Applicant	How to copy an existing application

	Guide No	Rev	Authority/ Applicant	Title
<b>Validity Expired</b>				
	7	1	Applicant	<a href="#"><u>Marking Works Complete to notify Authority</u></a>
	8	1	Authority	<a href="#"><u>Finding an application by Map View</u></a>
	9	1	Authority	<a href="#"><u>Finding an Application by License Number</u></a>
	14	1	Authority	<a href="#"><u>Inspections Breach Defect</u></a>
	14.1	1	Authority	<a href="#"><u>Inspections</u></a>
	14.2	1	Authority	<a href="#"><u>Breach</u></a>
	14.3	1	Authority	<a href="#"><u>Defect</u></a>
	20	1	Applicant	<a href="#"><u>Indicating Works Not Done</u></a>
	33	1	Applicant	<a href="#"><u>Editing Works Complete</u></a>
	39	1	Authority/Applicant	Raise a Discussion
	22	1	Applicant	Add a Document
	10	1	Authority	Assign Licence
	40	1	Applicant	How to copy an existing application

	Guide No	Rev	Authority/ Applicant	Title
<b>Signoff</b>				
	9	1	Authority	<a href="#">Finding an Application by License Number</a>
	8	1	Authority	<a href="#">Finding an application by Map View</a>
	14	1	Authority	<a href="#">Inspections Breach Defect</a>
	14.1	1	Authority	<a href="#">Inspections</a>
	14.2	1	Authority	<a href="#">Breach</a>
	14.3	1	Authority	<a href="#">Defect</a>
	19	1	Authority	<a href="#">Authority Not Satisfied with Works Complete in Sign Off Stage</a>
	21	1	Authority	<a href="#">Closing of a Granted Licence when Works Not Done</a>
	39	1	Authority/Applicant	Raise a Discussion
	22	1	Applicant	Add a Document
	10	1	Authority	Assign Licence
	40	1	Applicant	How to copy an existing application

	Guide No	Rev	Authority/ Applicant	Title
<b>Guarantee Conditioning</b>				
	9	1	Authority	<a href="#"><u>Finding an Application by License Number</u></a>
	8	1	Authority	<a href="#"><u>Finding an application by Map View</u></a>
	14	1	Authority	<a href="#"><u>Inspections Breach Defect</u></a>
	14.1	1	Authority	<a href="#"><u>Inspections</u></a>
	14.2	1	Authority	<a href="#"><u>Breach</u></a>
	14.3	1	Authority	<a href="#"><u>Defect</u></a>
	16	1	Authority	<a href="#"><u>Adding A Condition</u></a>
	17	1	Authority	<a href="#"><u>Selecting a Condition Template</u></a>
	39	1	Authority/Applicant	Raise a Discussion
	22	1	Applicant	Add a Document
	10	1	Authority	Assign Licence
	40	1	Applicant	How to copy an existing application

	<b>Guide No</b>	<b>Rev</b>	<b>Authority/ Applicant</b>	<b>Title</b>
<b>Guarantee Agreement</b>				
	39	1	Authority/Applicant	Raise a Discussion
	22	1	Applicant	Add a Document
	10	1	Authority	Assign Licence
	40	1	Applicant	How to copy an existing application
<b>Guarantee Period</b>				
	39	1	Authority/Applicant	Raise a Discussion
	22	1	Applicant	Add a Document
	10	1	Authority	Assign Licence
	40	1	Applicant	How to copy an existing application

	Guide No	Rev	Authority/ Applicant	Title
Licence closeout				
	34	1	Authority	<a href="#">How to Issue an Invoice/Receipt</a>
	39	1	Authority/Applicant	Raise a Discussion
	22	1	Applicant	Add a Document
	10	1	Authority	Assign Licence
	40	1	Applicant	How to copy an existing application
Closeout				
	9	1	Authority	<a href="#">Finding an Application by License Number</a>
	8	1	Authority	<a href="#">Finding an application by Map View</a>
	34	1	Authority	<a href="#">How to Issue an Invoice/Receipt</a>
	39	1	Authority/Applicant	Raise a Discussion
	40	1	Applicant	How to copy an existing application

Please submit any queries to the  
RMO through

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