# MapRoad
## ROADWORKS LICENSING

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| **Title:** | **Works Programme – Activating and Completing a Works Block** |
| **Reference:** | **05.2** |
| **Revision:** | **0** |
| **Date:** | **29/03/2017** |

Works Programme will show the following details

- Works Days submitted by Applicant

- Works Days Approved by the Local Authority

- Active Works Days

- Completed Works Days

- Blocked Works Days

  The Applicant must have a Works Block drafted, submitted and the local authorities Approval to complete the following steps listed.
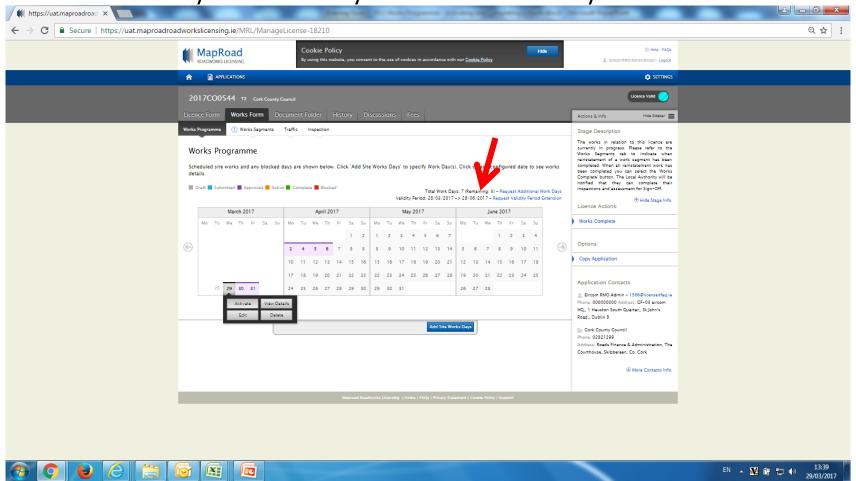
On Local Authorities Approval of Works Block, applicant is notified by email.
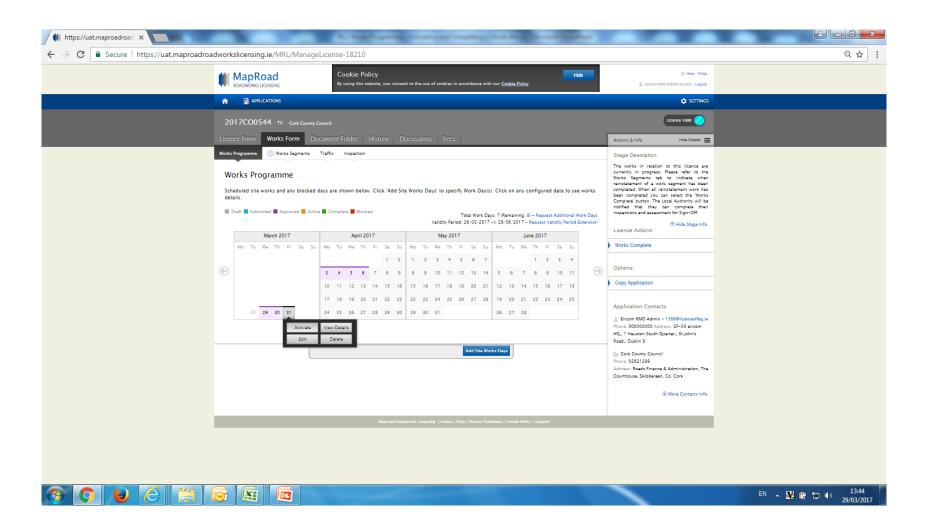Open application and Works Programme tab illustrates the approved Works Block.
Please select appropriate works block and access options available.
Multiple Blocks may be applied for.
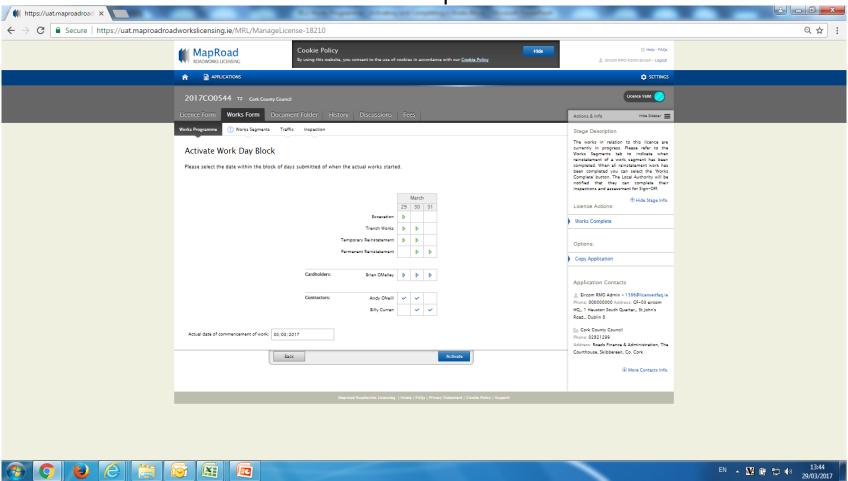Please note your Works Days Balance and Validity Period limitations.

If you wish to edit the days of the Works Block please select "Edit".
If you activate the Works Block, **All Days** of the Block are Activated.
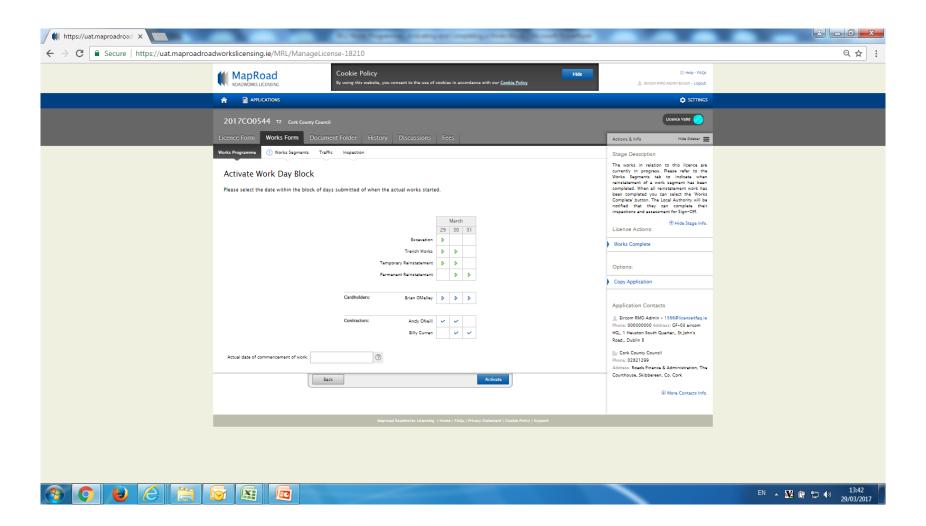Select "Activate"

Details of works block are available to view. Complete mandatory field.
Work days of Approved Works Block will not be reissued if they are prior to the
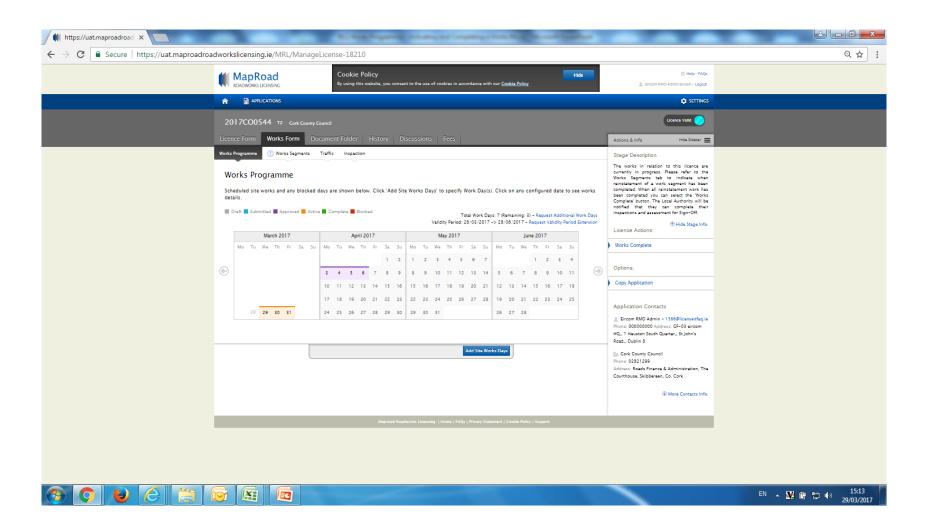"Actual Date of Commencement".
Please select "Back" and "Edit" on previous screen to credit your Works Days
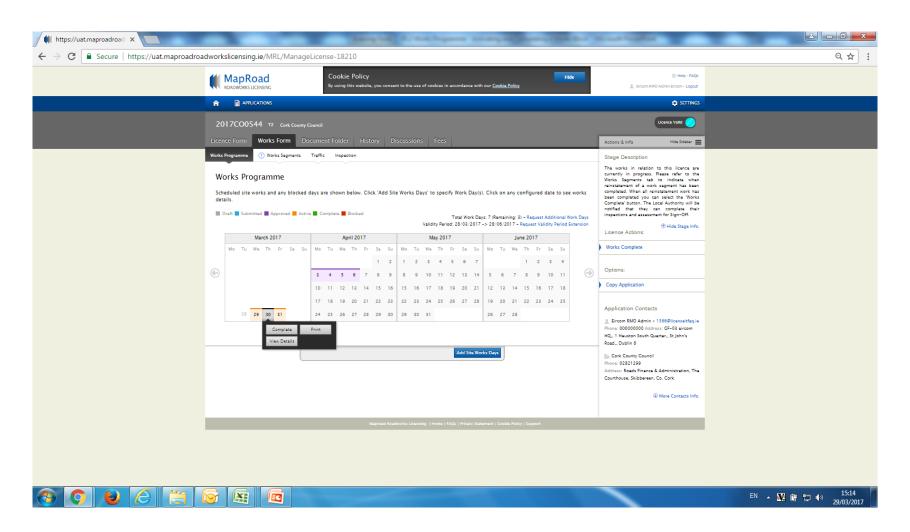total if required.

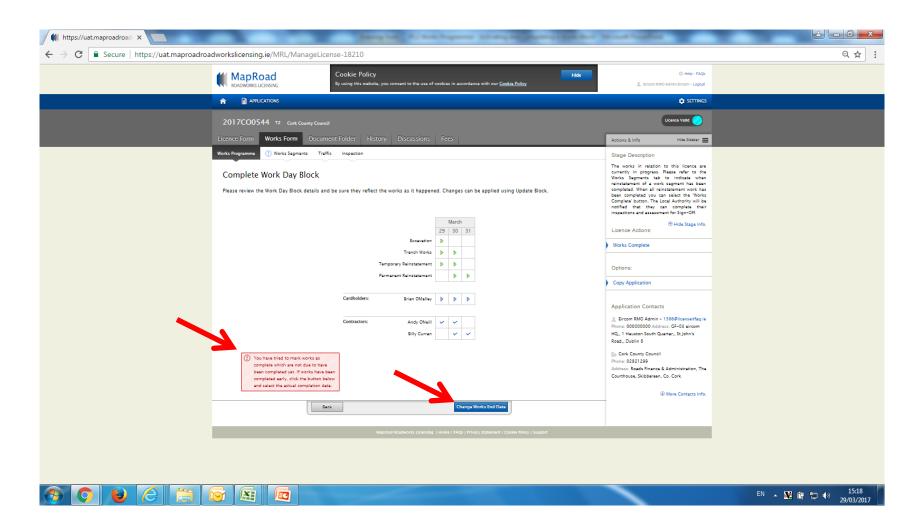Enter date of "Commencement of Works" field and select "Next".

# Works Block illustrates as "Active".
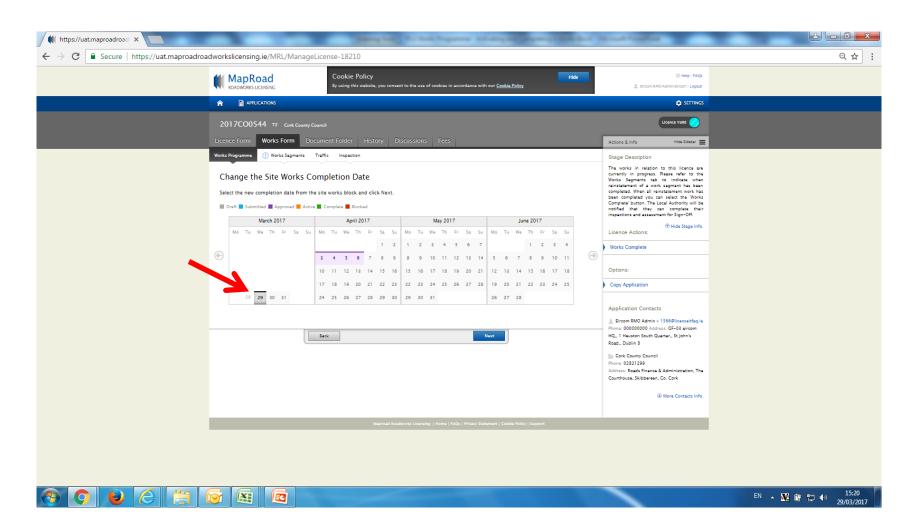# On completion of works select relevant day.

# Select "Complete" to notify Local Authority.
# If completion date is prior to end of work block, following notification is issued.
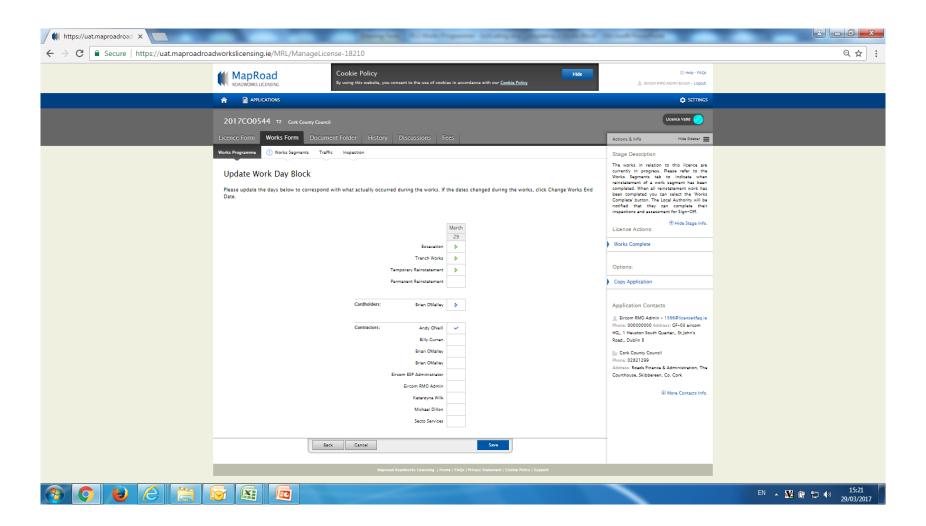
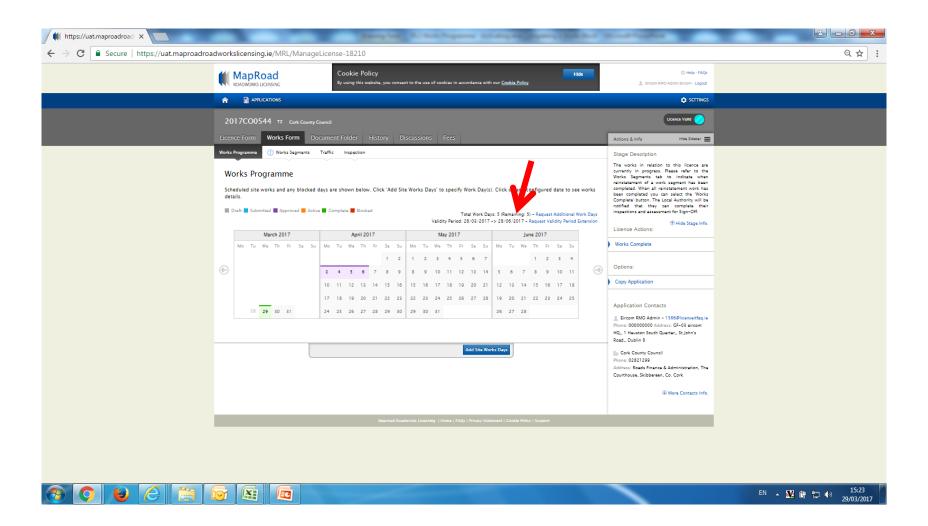# Please select "Change Works End Date".

# Works End Day must be current day. Cannot select future date. Select "Next".

# Please review Works Days Block details and select "Save" and "Complete".

# Works Block updated to "Complete" Status.
# Works Day unused from Works Block reissued to "Total Work Days" Balance.

# Please submit any queries to the RMO through [Support@mrl.jitbit.com](mailto:Support@mrl.jitbit.com)

**RMO**
An Oifig um Bainistiú Bóithre
Road Management Office

*Working together effectively*
*Ag obair go héifeachtach le chéile*