Rad Management Office An Olfig um Balnistiù Bölthre		MRL User Procedures						
		Stage	Guide No	Rev Authority/ Applicant	Title	Scope	Status Date	
le tings	1	MRL Adjustable System Settings	15	1 Authority	Changing licence Limits (permanently or temporarily)	Guide to authority users to adjust T framework limits issued to applicant.	16/03/2017	
	1	MRL Adjustable System Settings	29	1 Authority	Conditioning Template	Guide for authority user to show how to create a conditioning template available for selection for future application	20/03/2017	
RL itab Sett	1	MRL Adjustable System Settings	35	1 Authority/Applicant	Clear Browser History for Internet Explorer Users	Guide for applicant or authority user to clear brower history on device using Internet Explorer browser.	27/03/2017	
djus em ;	1	MRL Adjustable System Settings	36	1 Authority/Applicant	Clear Browser History for Chrome Users	Guide for applicant or authority user to clear brower history on device using Chome. browser.	27/03/2017	
MRL Adjustable System Setting	1	MRL Adjustable System Settings	42	1 Authority	Componenets of an Application	Guide to illustrate the components of road opening license applications.	30/03/2017	
	2	Application	1	1 Applicant	Applicant Guide T2/T3	Guide to assist applicant create t2/t3	16/03/2017	
	2	Application	2	1 Applicant	Submitting a T1 Notification	Guide to assist applicant create T1	16/03/2017	
	2	Application	3	1 Applicant	Withdrawal Request	Guide to assist applicant request withdrawl of application.	28/03/2017	
	2	Application	4	1 Applicant	Creating a T2 <sup>1</sup>	Guide to assist applicant create a T2 <sup>1</sup>	16/03/2017	
	2	Application	5.1	1 Applicant	Works Programme - Drafting and Submitting a Works Block	Guide to assist applicant draft and submit works block in works programme	28/03/2017	
uo	2	Application	6	1 Applicant	Creating a Traffic Management Template	Guide for applicant to create template traffice managment plan for future application submissions.	03/04/2017	
icati	2	Application	8	1 Authority	Finding an application by Map View	Guide for authority user to find specific application on MRL geographically by utilising the map view functionality.	15/03/2017	
Appl	2	Application	9	1 Authority	Finding an Application by License Number	Guide to assist authority users find a specific application with knowledge of the application/licence number.	28/03/2017	
*	2	Application	12	1 Applicant	Submitting a T4	Guide to assist applicant create a T4	22/03/2017	
	2	Application	37	1 Applicant	Marking the Map on Works Segment	Guide for applicant to complete works segments tab requirements on submitting an application.	27/03/2017	
	2	Application	38	1 Authority/Applicant	Submitting Ervia Irish Water T4	Guide for authority or applicant user to submit a T4 for Erivia Irish Water.	29/03/2017	
	2	Application	39	1 Authority/Applicant	Raise a Discussion	Guide for applicant or authority user to communicate on MRL retaining communication details on file.	05/04/2017	
	3	Processing	2	1 Applicant	Withdrawal Request	Guide to assist applicant request withdrawl of application.	28/03/2017	
	3	Processing	5.1	1 Applicant	Works Programme - Drafting and Submitting a Works Block	Guide to assist applicant draft and submit works block in works programme	28/03/2017	
	3	Processing	5.2	1 Applicant	Works Programme - Activating and Submitting a Works Block	Guide to assist applicant activate and complete works block in works programme	28/03/2017	
	3	Processing	5.2	1 Applicant	Creating a Traffic Management Template	Guide for applicant to create template traffice managment plan for future application submissions.	03/04/2017	
	3	Processing	8	1 Authority	Finding an application by Map View	Guide for authority user to find specific application on MRL geographically by utilising the map view functionality.	15/03/2017	
	3	Processing	9	1 Authority	Finding an Application by License Number	Guide to assist authority users find a specific application with knowledge of the application/licence number.	28/03/2017	
	3	Processing	10	1 Authority	Assign Licence	Licence can be assigned to another user from the same user group	08/03/2017	
sing	3	Processing	11	1 Authority	Processing a Withdrawal Request	Guide to show authority user how to process the requested withdrawal of a application.	15/03/2017	
oces	3	Processing	23	1 Authority	Processing Stage	Guide for authority user to progress an application through the processing stage.	20/03/2017	
Pr	3	Processing	28	1 Authority	Edit Request	Guide for authority user to create an edit request which enables the applicant to add or edit the submitted application of the submi	20/03/2017	
	3	Processing	39	1 Authority/Applicant	Raise a Discussion	Guide for applicant or authority user to communicate on MRL retaining communication details on file.	05/04/2017	
	3	Processing	22	1 Applicant	Add a Document	Guide for applicant to show how to attach a document to an application.	05/04/2017	
	3	Processing	40	1 Applicant	How to copy an existing application	Guide for applicant to copy existing application which defaults to draft format and editable for new submission.	05/04/2017	
	4	Conditioning	3	1 Applicant	Withdrawal Request	Guide to assist applicant request withdrawl of application.	28/03/2017	
	4	Conditioning	5.1	1 Applicant	Works Programme - Drafting and Submitting a Works Block	Guide to assist applicant draft and submit works block in works programme	28/03/2017	
	4	Conditioning	5.2	1 Applicant	Works Programme - Activating and Completing a Works Block	Guide to assist applicant activate and complete works block in works programme	28/03/2017	
conditioning	4	Conditioning	6	1 Applicant	Creating a Traffic Management Template	Guide for applicant to create template traffice managment plan for future application submissions.	03/04/2017	
	4	Conditioning	8	1 Authority	Finding an application by Map View	Guide for authority user to find specific application on MRL geographically by utilising the map view functionality.	15/03/2017	
	4	Conditioning	9	1 Authority	Finding an Application by License Number	Guide to assist authority users find a specific application with knowledge of the application/licence number.	28/03/2017	
	4	Conditioning	10	1 Authority	Assign Licence	Licence can be assigned to another user from the same user group	08/03/2017	
	4	Conditioning	11	1 Authority	Processing a Withdrawal Request	Guide to show authority user how to process the requested withdrawal of a application.	15/03/2017	
	4	Conditioning	13	1 Authority	Works Programme	Overview of the Works Programme process.	21/03/2017	
	4	Conditioning	13.1	1 Authority	Approving Works Block	Applicant submits a block of works days which can be approved or rejected by the local authority On each licence application a local authority can block off days on the Works Programme calendar which will	21/03/2017	
	4	Conditioning	13.2 16	1 Authority	Blocking Works Days		21/03/2017	
	4	Conditioning	16	1 Authority 1 Authority	Adding A Condition	Guide to authority user to show how to add a condition to an application.	20/03/2017 20/03/2017	
0	· ·	Conditioning	24	1 Authority	Selecting a Condition Template	Guide to authority user to show how to select a Conditiong template which Conditioner may choose to create per a	20/03/2017	
	4	Conditioning Conditioning	24	1 Authority	Conditioning Stage Edit Request	Guide for authority user to progress an application through the conditioning stage.	20/03/2017	
	4	Conditioning	28	1 Authority		Guide for authority user to create an edit request which enables the applicant to add or edit the submitted applicate.	20/03/2017	
	4	Conditioning	30	1 Authority	Conditioning Template	Guide for authority user to show how to create a conditioning template available for selection for future applications of the conditioning departments input Conditions on an application in the Conditioning	20/03/2017	
	4	Conditioning	30	1 Authority	Inviting A Conditioning Dept	Guide for authority user to enable conditioning departments input Conditions on an application in the Conditioning	20/03/2017	
	4	-	31		Conditioning Dept Invited to Condition Application	Guide for authority user in a Conditioning Department submit a Condition on an application.	05/04/2017	
	4	Conditioning Conditioning	22	1 Authority/Applicant	Raise a Discussion	Guide for applicant or authority user to communicate on MRL retaining communication details on file.	05/04/2017	
	4	Conditioning	22	1 Applicant	Add a Document	Guide for applicant to show how to attach a document to an application.	05/04/2017	
	4	conuctioning	40	1 Applicant	How to copy an existing application	Guide for applicant to copy existing application which defaults to draft format and editable for new submission.	03/04/2017	

6 6 6 6 6 6 6 6 6 6 6 6 6 6	Stage   Approval   Approval   Approval   Approval   Approval	Guide No	Rev Authority/ Applicant			
S     S       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       7     Pay       7     Pay       7     Pay       7     Pay       7     Pay       7     Pay       7     <	Approval Approval		,	Title	Scope	Status Date
S     S       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       7     Pay       7     Pay       7     Pay       7     Pay       7     Pay       7     Pay       7     <	Approval Approval					
5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       7     Pay       7     Pay       7     Pay       7     Pay       7     Pay       7 <td< td=""><td>Approval</td><td>3</td><td>1 Applicant</td><td>Withdrawal Request</td><td>Guide to assist applicant request withdrawl of application.</td><td>28/03/2017</td></td<>	Approval	3	1 Applicant	Withdrawal Request	Guide to assist applicant request withdrawl of application.	28/03/2017
S     S       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     7       7     Pay       7     Pay       7     Pay       7     Pay       7     Pay       7 <td< td=""><td></td><td>5.1</td><td>1 Applicant</td><td>Works Programme - Drafting and Submitting a Works Block</td><td>Guide to assist applicant draft and submit works block in works programme</td><td>28/03/2017</td></td<>		5.1	1 Applicant	Works Programme - Drafting and Submitting a Works Block	Guide to assist applicant draft and submit works block in works programme	28/03/2017
5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     7       7     Pay       7     Pay       7     Pay       7     Pay       7     Pay       7     Pay       7     <	Annroval	5.2	1 Applicant	Works Programme - Activating and Completing a Works Block	Guide to assist applicant activate and complete works block in works programme	28/03/2017
5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     7       7     Pay       7     Pay       7     Pay       7     Pay       7     Pay       7     Pay       7     <		6	1 Applicant	Creating a Traffic Management Template	Guide for applicant to create template traffice managment plan for future application submissions.	03/04/2017
5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       5     5       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     7       7     Pay	Approval	8	1 Authority	Finding an application by Map View	Guide for authority user to find specific application on MRL geographically by utilising the map view functionality.	15/03/2017
Tenoud P 5 5 5 5 5 5 5 5 5 5 5 5 5	Approval	9	1 Authority	Finding an Application by License Number	Guide to assist authority users find a specific application with knowledge of the application/licence number.	28/03/2017
Page 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Approval	10	1 Authority	Assign Licence	Licence can be assigned to another user from the same user group	08/03/2017
S     S       5     5       5     5       5     5       5     5       5     5       5     5       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     7       7     Pay	Approval	11	1 Authority	Processing a Withdrawal Request	Guide to show authority user how to process the requested withdrawal of a application.	15/03/2017
Temeson 5 5 5 5 5 5 5 5 5 6 6 6 6 6 6 6 6 6 6 6 6 6	Approval	13	1 Authority	Works Programme	Overview of the Works Programme process.	21/03/2017
5 5 5 5 5 6 6 6 6 6 6 6 6 6 6 6 6 6	Approval	13.1 13.2	1 Authority	Approving Works Block	Applicant submits a block of works days which can be approved or rejected by the local authority On each licence application a local authority can block off days on the Works Programme calendar which will	21/03/2017
5 5 5 5 6 6 6 6 6 6 6 6 6 6 6 6 6	Approval		1 Authority	Blocking Works Days		21/03/2017
5 5 5 5 6 6 6 6 6 6 6 6 6 6 6 6 6	Approval	25	1 Authority	Approval Stage	Guide for authority user to progress an application through the approval stage.	21/03/2017
5	Approval	39	1 Authority/Applicant	Raise a Discussion	Guide for applicant or authority user to communicate on MRL retaining communication details on file.	05/04/2017
6 6 6 6 6 6 6 6 6 6 6 6 6 6	Approval	22	1 Applicant	Add a Document	Guide for applicant to show how to attach a document to an application.	05/04/2017
6 6 6 6 6 6 6 6 6 6 6 6 6 6	Approval	40	1 Applicant	How to copy an existing application	Guide for applicant to copy existing application which defaults to draft format and editable for new submission.	05/04/2017
6 6 6 6 6 6 6 6 6 6 6 6 6 6						
6 6 6 6 6 6 6 6 6 6 6 6 6 6						
6 6 6 6 6 6 6 6 6 6 6 6 6 6	Agreement	2	1 Applicant	Withdrawal Request	Guide to assist applicant request withdrawl of application.	28/03/2017
6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     7       7     Pay	<u> </u>	5.1	1 Applicant			28/03/2017
6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     7       7     Pay	Agreement	5.2	1 Applicant	Works Programme - Drafting and Submitting a Works Block	Guide to assist applicant draft and submit works block in works programme	28/03/2017
Image: second	Agreement Agreement	5.2	1 Applicant 1 Applicant	Works Programme - Activating and Completing a Works Block Creating a Traffic Management Template	Guide to assist applicant activate and complete works block in works programme Guide for applicant to create template traffice managment plan for future application submissions.	03/04/2017
Image: second	Agreement	0	1 Authority			15/03/2017
6     6       6     6       6     6       6     6       6     6       6     6       6     6       6     6       7     Pay	Agreement	<u>ہ</u>	1 Authority	Finding an application by Map View Finding an Application by License Number	Guide for authority user to find specific application on MRL geographically by utilising the map view functionality. Guide to assist authority users find a specific application with knowledge of the application/licence number.	28/03/2017
6     6       6     6       6     6       6     6       6     6       6     6       6     7       7     Pay	Agreement	11	1 Authority	Processing a Withdrawal Request	Guide to show authority user how to process the requested withdrawal of a application.	15/03/2017
6       6       6       6       6       6       6       6       7	Agreement	39	1 Authority/Applicant	Raise a Discussion	Guide for applicant or authority user to communicate on MRL retaining communication details on file.	05/04/2017
6       6       6       6       6       6       7	Agreement	22	1 Applicant	Add a Document	Guide for applicant to show how to attach a document to an application.	05/04/2017
6       6       6       6       7	Agreement	40	1 Applicant	How to copy an existing application	Guide for applicant to copy existing application which defaults to draft format and editable for new submission.	05/04/2017
6       6       6       7	Agreement	13	1 Authority	Works Programme	Overview of the Works Programme process.	21/03/2017
6       7     Pay	Agreement	13.1	1 Authority	Approving Works Block	Applicant submits a block of works days which can be approved or rejected by the local authority	21/03/2017
7     Pay	Agreement	13.2	1 Authority	Blocking Works Days	On each licence application a local authority can block off days on the Works Programme calendar which will	21/03/2017
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7     Pay	Payment Approval	5.1	1 Applicant	Works Programme - Drafting and Submitting a Works Block	Guide to assist applicant draft and submit works block in works programme	28/03/2017
7     Pay	Payment Approval	5.2	1 Applicant	Works Programme - Activating and Completing a Works Block	Guide to assist applicant activate and complete works block in works programme	28/03/2017
7 Pay 7 Pay 7 Pay 7 Pay 7 Pay	Payment Approval	6	1 Applicant	Creating a Traffic Management Template	Guide for applicant to create template traffice managment plan for future application submissions.	03/04/2017
re 7 Pay 7 Pay 7 Pay	Payment Approval	8	1 Authority	Finding an application by Map View	Guide for authority user to find specific application on MRL geographically by utilising the map view functionality.	15/03/2017
7 Pay	Payment Approval	9	1 Authority	Finding an Application by License Number	Guide to assist authority users find a specific application with knowledge of the application/licence number.	28/03/2017
a	Payment Approval	10	1 Authority	Assign Licence	Licence can be assigned to another user from the same user group	08/03/2017
	Payment Approval	11	1 Authority	Processing a Withdrawal Request	Guide to show authority user how to process the requested withdrawal of a application.	15/03/2017
· · · · · · · · · · · · · · · · · · ·	Payment Approval	13	1 Authority	Works Programme	Overview of the Works Programme process.	21/03/2017
Ĕ	Payment Approval	13.1	1 Authority	Approving Works Block	Applicant submits a block of works days which can be approved or rejected by the local authority	21/03/2017
	Payment Approval	13.2	1 Authority	Blocking Works Days	On each licence application a local authority can block off days on the Works Programme calendar which will	21/03/2017
	Payment Approval	26	1 Authority	Payment Approval	Guide for authority user to progress an application through the payment approval stage.	21/03/2017
	Payment Approval	34	1 Authority	How to Issue an Invoice/Receipt	Guide for authority user to issue invoice and/or reciept to the applicant.	24/03/2017
	Payment Approval	39	1 Authority/Applicant	Raise a Discussion	Guide for applicant or authority user to communicate on MRL retaining communication details on file.	05/04/2017
	Payment Approval	22	1 Applicant	Add a Document	Guide for applicant to show how to attach a document to an application.	05/04/2017
7 Pay	Payment Approval	40	1 Applicant	How to copy an existing application	Guide for applicant to copy existing application which defaults to draft format and editable for new submission.	05/04/2017

Cicence Valid	8 Granting   9 Licence Valid   9 Licence Valid	Guide No 5.1 5.2 6 8 9 10 27 39 22 40 13 13.1 13.2 	1 Applicant 1 Authority 1 Authority 1 Authority 1 Authority 1 Authority 1 Authority 1 Authority/Applicant 1 Applicant	Title     Works Programme - Drafting and Submitting a Works Block     Works Programme - Activating and Completing a Works Block     Creating a Traffic Management Template     Finding an application by Map View     Finding an Application by License Number     Assign Licence     Granted     Raise a Discussion     Add a Document     How to copy an existing application     Works Programme	Scope     Guide to assist applicant draft and submit works block in works programme     Guide to assist applicant activate and complete works block in works programme     Guide for applicant to create template traffice managment plan for future application submissions.     Guide for authority user to find specific application on MRL geographically by utilising the map view functionality.     Guide to assist authority users find a specific application with knowledge of the application/licence number.     Licence can be assigned to another user from the same user group     Guide for authority user to progress an application through the grant stage.     Guide for applicant or authority user to communicate on MRL retaining communication details on file.     Guide for applicant to show how to attach a document to an application.	Status Date 28/03/2017 03/04/2017 15/03/2017 28/03/2017 08/03/2017 05/04/2017 05/04/2017 05/04/2017
0     0       8     8       8     8       8     8       8     8       8     8       8     8       8     8       9     9       10     10       10     10       10     10       10     10       10     10       10 <t< th=""><th>8 Granting   8 Granting   9 Licence Valid   9 Licence Valid</th><th>5.2 6 8 9 10 27 39 22 40 13 13.1 13.1 13.2</th><th>1   Applicant     1   Applicant     1   Authority     1   Authority/Applicant     1   Applicant     1   Applicant     1   Authority     1   Authority     1   Authority</th><th>Works Programme - Activating and Completing a Works Block     Creating a Traffic Management Template     Finding an application by Map View     Finding an Application by License Number     Assign Licence     Granted     Raise a Discussion     Add a Document     How to copy an existing application</th><th>Guide to assist applicant activate and complete works block in works programme     Guide for applicant to create template traffice managment plan for future application submissions.     Guide for authority user to find specific application on MRL geographically by utilising the map view functionality.     Guide to assist authority users find a specific application with knowledge of the application/licence number.     Licence can be assigned to another user from the same user group     Guide for authority user to progress an application through the grant stage.     Guide for applicant or authority user to communicate on MRL retaining communication details on file.     Guide for applicant to show how to attach a document to an application.</th><th>03/04/2017 15/03/2017 28/03/2017 08/03/2017 21/03/2017 05/04/2017 05/04/2017</th></t<>	8 Granting   9 Licence Valid   9 Licence Valid	5.2 6 8 9 10 27 39 22 40 13 13.1 13.1 13.2	1   Applicant     1   Applicant     1   Authority     1   Authority/Applicant     1   Applicant     1   Applicant     1   Authority     1   Authority     1   Authority	Works Programme - Activating and Completing a Works Block     Creating a Traffic Management Template     Finding an application by Map View     Finding an Application by License Number     Assign Licence     Granted     Raise a Discussion     Add a Document     How to copy an existing application	Guide to assist applicant activate and complete works block in works programme     Guide for applicant to create template traffice managment plan for future application submissions.     Guide for authority user to find specific application on MRL geographically by utilising the map view functionality.     Guide to assist authority users find a specific application with knowledge of the application/licence number.     Licence can be assigned to another user from the same user group     Guide for authority user to progress an application through the grant stage.     Guide for applicant or authority user to communicate on MRL retaining communication details on file.     Guide for applicant to show how to attach a document to an application.	03/04/2017 15/03/2017 28/03/2017 08/03/2017 21/03/2017 05/04/2017 05/04/2017
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0     0       8     8       8     8       8     8       8     8       9     9       10     10       10     10       10     10       10     10       10     10       10 <t< td=""><td>8 Granting   8 Granting   9 Licence Valid   9 Licence Valid   9 Licence Valid</td><td>27 39 22 40 13 13.1 13.2</td><td>1 Authority 1 Authority 1 Authority 1 Authority/Applicant 1 Applicant 1 Applicant 1 Authority 1 Authority 1 Authority</td><td>Finding an Application by License Number Assign Licence Granted Raise a Discussion Add a Document How to copy an existing application</td><td>Guide to assist authority users find a specific application with knowledge of the application/licence number.     Licence can be assigned to another user from the same user group     Guide for authority user to progress an application through the grant stage.     Guide for applicant or authority user to communicate on MRL retaining communication details on file.     Guide for applicant to show how to attach a document to an application.</td><td>28/03/2017 08/03/2017 21/03/2017 05/04/2017 05/04/2017</td></t<>	8 Granting   9 Licence Valid   9 Licence Valid   9 Licence Valid	27 39 22 40 13 13.1 13.2	1 Authority 1 Authority 1 Authority 1 Authority/Applicant 1 Applicant 1 Applicant 1 Authority 1 Authority 1 Authority	Finding an Application by License Number Assign Licence Granted Raise a Discussion Add a Document How to copy an existing application	Guide to assist authority users find a specific application with knowledge of the application/licence number.     Licence can be assigned to another user from the same user group     Guide for authority user to progress an application through the grant stage.     Guide for applicant or authority user to communicate on MRL retaining communication details on file.     Guide for applicant to show how to attach a document to an application.	28/03/2017 08/03/2017 21/03/2017 05/04/2017 05/04/2017
0     0       8     8       8     8       8     8       9     9       6     9       6     9       6     9       6     9       6     9       6     9       6     9       6     9       6     9       6     9       6     9       6     9       7     9       7     9       7     9       7     9       7     9       7     9       8     9       9     9       9     9       9     9       9     9       9     9       9     9       9     9       9     9       9     9       9     9       9     9       9     9	8 Granting 8 Granting 8 Granting 8 Granting 8 Granting 8 Granting 8 Granting 8 Granting 9 Licence Valid 9 Licence Valid	27 39 22 40 13 13.1 13.2	1 Authority 1 Authority 1 Authority/Applicant 1 Applicant 1 Applicant 1 Authority 1 Authority 1 Authority	Assign Licence Granted Raise a Discussion Add a Document How to copy an existing application	Licence can be assigned to another user from the same user group     Guide for authority user to progress an application through the grant stage.     Guide for applicant or authority user to communicate on MRL retaining communication details on file.     Guide for applicant to show how to attach a document to an application.	08/03/2017 21/03/2017 05/04/2017 05/04/2017
0     0       8     8       8     8       8     8       9     9	8 Granting   9 Licence Valid   9 Licence Valid   9 Licence Valid	27 39 22 40 13 13.1 13.2	1 Authority 1 Authority/Applicant 1 Applicant 1 Applicant 1 Authority 1 Authority 1 Authority	Granted Raise a Discussion Add a Document How to copy an existing application	Guide for authority user to progress an application through the grant stage. Guide for applicant or authority user to communicate on MRL retaining communication details on file. Guide for applicant to show how to attach a document to an application.	21/03/2017 05/04/2017 05/04/2017
8 8 8 8 8 8 8 8 9 9 9 9 9 9 9 9 9 9 9 9	8 Granting 8 Granting 8 Granting 8 Granting 8 Granting 8 Granting 8 Granting 9 Licence Valid 9 Licence Valid	39 22 40 13 13.1 13.2	1 Authority/Applicant 1 Applicant 1 Applicant 1 Authority 1 Authority	Raise a Discussion Add a Document How to copy an existing application	Guide for applicant or authority user to communicate on MRL retaining communication details on file. Guide for applicant to show how to attach a document to an application.	05/04/2017 05/04/2017
8 8 8 8 8 8 8 8 9 9 9 9 9 9 9 9 9 9 9 9	8 Granting 8 Granting 8 Granting 8 Granting 8 Granting 9 Licence Valid 9 Licence Valid 9 Licence Valid	22 40 13 13.1 13.2	1 Applicant 1 Applicant 1 Authority 1 Authority	Add a Document How to copy an existing application	Guide for applicant to show how to attach a document to an application.	05/04/2017
8 8 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	8 Granting 8 Granting 8 Granting 8 Granting 9 Licence Valid 9 Licence Valid 9 Licence Valid	40 13 13.1 13.2	1 Applicant 1 Authority 1 Authority	How to copy an existing application		
8 8 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	8 Granting   8 Granting   8 Granting   8 Granting   9 Licence Valid   9 Licence Valid   9 Licence Valid	13 13.1 13.2	1 Authority 1 Authority		Guide for applicant to copy existing application which defaults to draft format and editable for now submission	05/04/2017
8 8 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	8 Granting 8 Granting 9 Licence Valid 9 Licence Valid 9 Licence Valid	13.1 13.2	1 Authority	Works Programme	Guide for applicant to copy existing application which defaults to draft format and editable for new submission.	05/04/201/
8 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	8 Granting   9 Licence Valid   9 Licence Valid   9 Licence Valid	13.2	,		Overview of the Works Programme process.	21/03/2017
e e e e e e e e e e e e e e e e e e e	9 Licence Valid 9 Licence Valid 9 Licence Valid		1 Authority	Approving Works Block	Applicant submits a block of works days which can be approved or rejected by the local authority	21/03/2017
- 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	9 Licence Valid 9 Licence Valid			Blocking Works Days	On each licence application a local authority can block off days on the Works Programme calendar which will	21/03/2017
- 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	9 Licence Valid 9 Licence Valid	1 22	Aralianat			22/02/2017
- 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	9 Licence Valid	32		Validity Period Extension through the Works Programme	Guide for applicant user to request an extension on a granted licence prior to end of validity period.	22/03/2017
e e e e e e e e e e e e e e		5.1	1 Applicant	Works Programme - Drafting and Submitting a Works Block	Guide to assist applicant draft and submit works block in works programme	28/03/2017
9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9		5.2	1 Applicant	Works Programme - Activating and Completing a Works Block	Guide to assist applicant activate and complete works block in works programme	28/03/2017
e e e e e e c ficence Valid e e e e e e e e e e e e e		6	1 Applicant	Creating a Traffic Management Template	Guide for applicant to create template traffice managment plan for future application submissions.	03/04/2017
e e e e e e e e e e e e e e e e e e e		7	1 Applicant	Marking Works Complete to notify Authority	Guide to assist applicant submit T5 by marking excavations as completed works.	22/03/2017
e e e e e c r c e c c e c c e c c e c e		8	1 Authority	Finding an application by Map View	Guide for authority user to find specific application on MRL geographically by utilising the map view functionality.	15/03/2017
e e e e e e e e e e e e e e e e e e e		9	1 Authority	Finding an Application by License Number	Guide to assist authority users find a specific application with knowledge of the application/licence number.	28/03/2017
e e alid e c ce calid e c ce calid		13.3	1 Authority	License extension through the work programme	Guide to assist authority user extend validity period of a currently valid licence.	21/03/2017
Plicence Valid 6 6		13.4	1 Authority	Processing a request for additional work days	Guide to assist authority user grant requested additional work days.	21/03/2017
Picence V		14	1 Authority	Inspections Breach Defect	Guide to authority users on Inspections, Breach and Defects.	08/03/2017
e Ficeno		14.1	1 Authority	Inspections	Guide to authority users on Inspections.	14/03/2017
Ĕ		14.2	1 Authority	Breach	Guide to authority users on Breach.	14/03/2017
9		14.3	1 Authority	Defect	Guide to authority users on Defect.	14/03/2017
		20	1 Applicant	Indicating Works Not Done	Guide for applicant to inform authority that works did not take place.	27/03/2017
9		33	1 Applicant	Editing Works Complete	Guide for applicant user to identify to the authority actual works which varied from the works applied for on the r	27/03/2017
9		39	1 Authority/Applicant	Raise a Discussion	Guide for applicant or authority user to communicate on MRL retaining communication details on file.	05/04/2017
9	9 Licence Valid	22		Add a Document	Guide for applicant to show how to attach a document to an application.	05/04/2017
9	9 Licence Valid	10	1 Authority	Assign Licence	Licence can be assigned to another user from the same user group	08/03/2017
9	9 Licence Valid	40	1 Applicant	How to copy an existing application	Guide for applicant to copy existing application which defaults to draft format and editable for new submission.	05/04/2017
9	9 Licence Valid	41	1 Authority	Assigning a T4 License	Guide for authority users to assign a T4 license.	30
9	9 Licence Valid	13	1 Authority	Works Programme	Overview of the Works Programme process.	21/03/2017
9	9 Licence Valid	13.1	1 Authority	Approving Works Block	Applicant submits a block of works days which can be approved or rejected by the local authority	21/03/2017
9	9 Licence Valid	13.2	1 Authority	Blocking Works Days	On each licence application a local authority can block off days on the Works Programme calendar which will	21/03/2017
10	10 Validity Expired	7	1 Applicant	Marking Works Complete to patify Authority	Guide to assist applicant submit T5 by marking excavations as completed works.	22/03/2017
10		/		Marking Works Complete to notify Authority		15/03/2017
10		8	1 Authority	Finding an application by Map View	Guide for authority user to find specific application on MRL geographically by utilising the map view functionality. Guide to assist authority users find a specific application with knowledge of the application/licence number.	
10	, ,	9	1 Authority	Finding an Application by License Number		28/03/2017 08/03/2017
10		14	1 Authority	Inspections Breach Defect	Guide to authority users on Inspections, Breach and Defects.	14/03/2017
2 10 2 10	, ,	14.1	1 Authority	Inspections	Guide to authority users on Inspections.	14/03/2017
		14.2	1 Authority	Breach	Guide to authority users on Breach.	14/03/2017
		14.3	1 Authority	Defect	Guide to authority users on Defect.	27/03/2017
		20	1 Applicant	Indicating Works Not Done	Guide for applicant to inform authority that works did not take place.	
¯ <sup>™</sup> 10		33		Editing Works Complete	Guide for applicant user to identify to the authority actual works which varied from the works applied for on the r	27/03/2017
10		39	<i>i</i> . 11	Raise a Discussion	Guide for applicant or authority user to communicate on MRL retaining communication details on file.	05/04/2017
10	, ,	22	1 Applicant	Add a Document	Guide for applicant to show how to attach a document to an application.	05/04/2017
10		10	,	Assign Licence	Licence can be assigned to another user from the same user group	08/03/2017
10		40	1 Applicant	How to copy an existing application	Guide for applicant to copy existing application which defaults to draft format and editable for new submission.	05/04/2017
10	10 Validity Expired	41	1 Authority	Assigning a T4 License	Guide for authority users to assign a T4 license.	

Road Management Office An Oifig um Bainistiù Bölthre		MRL User Procedures						
		Stage	Guide No	Rev Authority/ Applicant	Title	Scope	Status Date	
	11	Signoff	٩	1 Authority	Finding an Application by License Number	Guide to assist authority users find a specific application with knowledge of the application/licence number.	28/03/2017	
	11	Signoff	8	1 Authority	Finding an application by Map View	Guide for authority user to find specific application on MRL geographically by utilising the map view functionality.	15/03/2017	
	11	Signoff	14	1 Authority	Inspections Breach Defect	Guide to authority users on Inspections, Breach and Defects.	08/03/2017	
	11	Signoff	14.1	1 Authority	Inspections	Guide to authority users on Inspections.	14/03/2017	
	11	Signoff	14.2	1 Authority	Breach	Guide to authority users on Breach.	14/03/2017	
Ŧ	11	Signoff	14.3	1 Authority	Defect	Guide to authority users on Defect.	14/03/2017	
Signo	11	Signoff	19	1 Authority	Authority Not Satisfied with Works Complete in Sign Off Stage	Guide for authority user of actions required to return application to applicant if unsatisfied with T5 submission.	15/03/2017	
Si	11	Signoff	21	1 Authority	Closing of a Granted Licence when Works Not Done	Guide for authority user to progress an application previously granted if works did not take place.	28/03/2017	
	11	Signoff	39	1 Authority/Applicant	Raise a Discussion	Guide for applicant or authority user to communicate on MRL retaining communication details on file.	05/04/2017	
	11	Signoff	22	1 Applicant	Add a Document	Guide for applicant to show how to attach a document to an application.	05/04/2017	
	11	Signoff	10	1 Authority	Assign Licence	Licence can be assigned to another user from the same user group	08/03/2017	
	11	Signoff	40	1 Applicant	How to copy an existing application	Guide for applicant to copy existing application which defaults to draft format and editable for new submission.	05/04/2017	
	12	Guarantee Conditioning		1 A. Abarita		Guide to assist authority users find a specific application with knowledge of the application/licence number.	28/03/2017	
	12	Guarantee Conditioning Guarantee Conditioning	9	1 Authority 1 Authority	Finding an Application by License Number Finding an application by Map View	Guide to assist authority users find a specific application with knowledge of the application/licence number. Guide for authority user to find specific application on MRL geographically by utilising the map view functionality.	15/03/2017	
	12	Guarantee Conditioning	14	1 Authority	Inspections Breach Defect	Guide to authority user to find specific application on wirk geographically by utilising the map view functionality. Guide to authority users on Inspections, Breach and Defects.	08/03/2017	
00	12	Guarantee Conditioning	14.1	1 Authority	Inspections	Guide to authority users on Inspections.	14/03/2017	
uino	12	Guarantee Conditioning	14.2	1 Authority	Breach	Guide to authority users on Impections.	14/03/2017	
ditio	12	Guarantee Conditioning	14.3	1 Authority	Defect	Guide to authority users on Defect.	14/03/2017	
Con	12	Guarantee Conditioning	16	1 Authority	Adding A Condition	Guide to authority user to show how to add a condition to an application.	20/03/2017	
Itee	12	Guarantee Conditioning	17	1 Authority	Selecting a Condition Template	Guide to authority user to show how to select a Conditiong template which Condtioner may choose to create per	20/03/2017	
arar	12	Guarantee Conditioning	39	1 Authority/Applicant	Raise a Discussion	Guide for applicant or authority user to communicate on MRL retaining communication details on file.	05/04/2017	
Gu	12	Guarantee Conditioning	22	1 Applicant	Add a Document	Guide for applicant to show how to attach a document to an application.	05/04/2017	
	12	Guarantee Conditioning	10	1 Authority	Assign Licence	Licence can be assigned to another user from the same user group	08/03/2017	
	12	Guarantee Conditioning	40	1 Applicant	How to copy an existing application	Guide for applicant to copy existing application which defaults to draft format and editable for new submission.	05/04/2017	
nt								
Guarantee Agreeme	13	Guarantee Agreement	39	1 Authority/Applicant	Raise a Discussion	Guide for applicant or authority user to communicate on MRL retaining communication details on file.	05/04/2017	
	13	Guarantee Agreement	22	1 Applicant	Add a Document	Guide for applicant to show how to attach a document to an application.	05/04/2017	
	13	Guarantee Agreement	10	1 Authority	Assign Licence	Licence can be assigned to another user from the same user group	08/03/2017	
	13	Guarantee Agreement	40	1 Applicant	How to copy an existing application	Guide for applicant to copy existing application which defaults to draft format and editable for new submission.	05/04/2017	
q	14	Guarantee Period	39	1 Authority/Applicapt	Raise a Discussion	Guide for applicant or authority user to communicate on MRL retaining communication details on file.	05/04/2017	
erio	14	Guarantee Period	22	1 Authority/Applicant 1 Applicant	Add a Document	Guide for applicant or authority user to communicate on MRL retaining communication details on file. Guide for applicant to show how to attach a document to an application.	05/04/2017	
tee F	14	Guarantee Period	10	1 Authority	Assign Licence	Licence can be assigned to another user from the same user group	08/03/2017	
Guarant	14	Guarantee Period	40	1 Applicant	How to copy an existing application	Guide for applicant to copy existing application which defaults to draft format and editable for new submission.	05/04/2017	
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rt	15	Licence Closeout	34	1 Authority	How to Issue an Invoice/Receipt	Guide for authority user to issue invoice and/or reciept to the applicant.	24/03/2017	
Licence Closeou	15	Licence Closeout	39	1 Authority/Applicant	Raise a Discussion	Guide for applicant or authority user to communicate on MRL retaining communication details on file.	05/04/2017	
	15 15	Licence Closeout	22 10	1 Applicant	Add a Document	Guide for applicant to show how to attach a document to an application.	05/04/2017	
	15	Licence Closeout	40	1 Authority	Assign Licence	Licence can be assigned to another user from the same user group	08/03/2017	
	15	Licence Closeout	40	1 Applicant	How to copy an existing application	Guide for applicant to copy existing application which defaults to draft format and editable for new submission.	05/04/2017	
	16	Closeout	9	1 Authority	Finding an Application by License Number	Guide to assist authority users find a specific application with knowledge of the application/licence number.	28/03/2017	
L.	16	Closeout	8	1 Authority	Finding an application by Map View	Guide for authority user to find specific application on MRL geographically by utilising the map view functionality.	15/03/2017	
eon	16	Closeout	34	1 Authority	How to Issue an Invoice/Receipt	Guide for authority user to issue invoice and/or reciept to the applicant.	24/03/2017	
Clos	16	Closeout	39	1 Authority/Applicant	Raise a Discussion	Guide for applicant or authority user to communicate on MRL retaining communication details on file.	05/04/2017	
5	16	Closeout	40	1 Applicant	How to copy an existing application	Guide for applicant to copy existing application which defaults to draft format and editable for new submission.	05/04/2017	