



GUIDE TO ROAD OPENING LICENCES

1. *Is there more than one type of Road Opening Licence?*

Yes. There are two types of Road Opening Licence:

1) **T3– Minimum Impact Works Notification.**

This is a licence application for a Single Excavation *less than 5 square metres* in area with minimum impact on Traffic or Pedestrian Flow. It takes 7 days to process a T3 application.

2) **T1 – Roadworks Notification**

This is a licence application for a Single Excavation *greater than 5 square metres*. It takes 28 days to process a T1 application.

2. *How do I apply for a Road Opening Licence?*

You must complete the relevant application form which can be obtained from:

- a) Cork City Council website: www.corkcity.ie
- b) Roads Control Division, Tel: 021 4924330 or 021 4924073
- c) Reception Desk, City Hall, Cork.

3. *What documentation do I need to obtain a licence?*

a) **A completed application form.**

(Original Application Forms will only be accepted - no photocopies)

b) **Application Fee.**

- ◆ T1 – Charge of €10
- ◆ T3 – Charge of €60 (for a road which has not been resurfaced within the past 5 years)
- ◆ T3 - Charge of €1,610 (for roads which have been recently resurfaced i.e. within the past 5 years)

Applicants will be invoiced by Cork City Council for all additional charges incurred upon completion of the work.

c) **Map.**

In the case of a T3 (Minimum Impact Works Notification) the applicant must highlight **the exact location** of the proposed works on an Ordnance Survey or similar map of the area. Maps of the area can be provided by Cork City Council at the public counter. For copyright reasons maps provided by the City Council cannot be removed from the City Hall.

d) **Insurance.**

There are two elements to the Insurance requirement as follows:

1. **Indemnification**

The Applicant will be required to sign up to an indemnification which will form part of each application form and licence.

2. Evidence of Insurance Cover

The Applicant must provide evidence of Employer's and Public Liability Insurance cover for limits not less than €13 million and €6.5 million respectively in respect of legal liability for bodily injury or third party property damage claims arising in connection with the roadworks/activities, the subject of the application, until completion of the maintenance period, where appropriate to the satisfaction of Cork City Council. The Applicants policy must be extended to indemnify Cork City Council for the above limits.

4. What fees might I expect to incur in obtaining a Road Opening Licence?

Application Fee:

T3 – Minimum Impact Works Notification:

Administration Charge	€10
Long Term Damage Fee	€ 50
Deposit	€500
TOTAL	€660

Where an application effects a roadway that has been resurfaced within the past 5 years.

Administration Charge	€110
Deposit	€1,500
TOTAL	€1,610

T1 – Roadworks Notification

Administration Charge	€10
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An assessment of additional charges will be carried out on completion of the works.

5. What is the procedure if I need to close a road?

If a temporary Road Closure is required you will have complete a **R1 form** – Application for a Temporary Road Closure

R1 forms are available from the City Council's Website, the Reception Desk in the City Hall or from the Traffic Division and must be returned to The Traffic Division.

6. What happens when the application form is complete?

You can return the appropriate fees along with the completed application form(s) and relevant documentation to the Reception Desk, City Hall or you can post it to The Roads Control Division, City Hall, Cork. The Roads Control Division will then contact you and will advise you if your application has been successful .

NOTE:

Responsibility for any temporary reinstatement and permanent reinstatement remains with the applicant for a maintenance period of 24 months from the date of the permanent reinstatement.

Twenty one months from the date of Excavation the licensee should apply to The Roads Control Division of Cork City Council for repayment of the deposit quoting the relevant license number. Following inspection by Cork City Council and certification that works are in order the deposit will be returned to the applicant on completion of the maintenance period.

CONTACT TELEPHONE NUMBERS

Roads Control Division, Cork City Council, City Hall, Cork.
Tel: 021 4924330 or 021 4924073