

	Dún Laoghaire - Rathdown County Council <i>Comhairle Contae Dhún Laoghaire - Ráth an Dúin</i>
Fón / Tel: - 00-353-(1) 2054879 Riomhpost/ Email: info@dlrcoco.ie http://www.dlrcoco.ie	<i>Aonad Cothabhála agus Rialú Bóithre, An Roinn Bonneagair agus Athrú Aeráide,</i> <i>Halla an Chontae, Dún Laoghaire, Co. Átha Cliath.</i> Road Maintenance & Control Section, Infrastructure and Climate Change Department, County Hall, Dún Laoghaire, Co. Dublin.

HOARDING/ FENCING/ SCAFFOLDING LICENCE

Dun Laoghaire Rathdown County Council requires **14 working days** (from receipt of application) to process and issue licence. Please complete in **BLOCK CAPITALS**.

CHARGES

A Hoarding/Fencing/Scaffolding Licence shall be subject to a charge of:

- **€10 per m² per week for all roads with worktime restrictions.**
- **An Alternative charge of €5 per m² per week applies to all other roads with a minimum charge of €200 applying.**

INSURANCE

The applicant / contractor shall submit their insurance details with the licence application. This Insurance must be on the original headed paper of the Insurer or the Broker.

The following details are required:

1. The Name of the Insurance Company

2. The Policy number

3. The Commencement and Expiry/Renewal Dates

4. The Level of Public Liability:

- | | |
|----------------------------------------|------------|
| • National Primary & Secondary Routes: | €6,348,700 |
| • Regional Roads: | €6,348,700 |
| • Local Road: | €2,539,500 |

IMPORTANT:

Dún Laoghaire-Rathdown County Council MUST be specifically named as the indemnified party on the applicant's insurance for the duration of the works and until the licence has been discharged. Failure to comply with this condition will result in the licence application not being processed.

Works Method Statement/Traffic Management Plan

- **Where it is proposed to locate a hoarding/fence/scaffolding on or adjacent to a major road, a Works Method Statement/Traffic Management Plan which will include the following, must be submitted:**
- **Arrangements for deliveries to the site incl. time of day restrictions, vehicle queuing arrangements, etc.)**
- **Provision for on-street storage of materials, skips, debris, machinery etc.**
- **Proposed arrangements to ensure minimum impact on traffic flow.**

**APPLICATION FOR A LICENCE/PERMIT TO ERECT AND MAINTAIN A
HOARDING/FENCE/SCAFFOLDING ON A PUBLIC ROAD /FOOTPATH AND FOR THE
USE OF PUBLIC ROAD SPACE**

1. Nature of Application (a) New Licence Permit (b) Extension of existing licence permit

If (b) above please insert existing License Number

HLA/

2. Applicant:- Name: _____ Phone No: _____
Address: _____

3. Contractor:- Name: _____ Phone No: _____
Address: _____
_____ Email: _____

4. On site Contact:- Name: _____ Mob. No.: _____

5. Duration of Licence:- From: _____ To: _____

6. Nature of work:- _____

7. Location /Address of Hoarding/Fence/Scaffolding: * _____

* (Where the Hoarding/Fence/Scaffolding will be located on more than one street please include the names of each street)

8. Is Public Road affected by this proposal? Yes / No

9. Public Road affected – Area: _____ Length: _____ Width: _____ Height _____

10. Number of paid parking bays/ places affected by the proposal: _____

11. Is a detailed drawing showing the location of the structure and its exact dimensions included? Yes / No

12. Is a method statement/ Traffic Management Plan included? Yes / No

Please note that applications will not be processed without a plan of the proposed works and a Traffic Management Plan.

DECLARATION

I hereby apply for a licence/permit to construct and maintain a hoarding/fence/scaffolding and for the use of the public road space at the location described above.

I agree to be bound by the general conditions listed on pages 5 & 6 and any specific conditions imposed by Dún Laoghaire-Rathdown County Council. I agree to comply with the provisions of the agreed Works Method Statement/Traffic Management Plan.

I hereby undertake to maintain a public liability insurance policy with a minimum value of €6,348,700 for National Primary, Secondary & Regional Roads and €2,539,500 for Local Roads for a single claim indemnifying Dún Laoghaire-Rathdown County Council against all claims, proceedings, liabilities, losses or expenses of whatever nature in respect of all road works to which this permit licence applies.

Signature of Applicant: _____ Date: _____

Position in Company: _____

Please forward completed application form to:

**Hoarding/ Fencing/ Scaffolding Applications, Road Maintenance Section,
Transportation Department, Ballyogan Operations Centre, D18 CV97.**

The licence/permit will be issued subject to the following conditions:

Please read the conditions carefully as they are standard conditions applied to all licenses

1. The licence is applicant-specific and is non-transferable.
2. No work shall be executed, nor shall any scaffold or ladder be raised, nor shall any materials be deposited in front of any building or on a street until a hoarding has been erected.
3. No work on the erection of a hoarding shall be carried out until Dún Laoghaire-Rathdown County Council has issued a licence.
4. The hoarding shall be firmly constructed of planks spiked to joists and shall have a pipe or channel through which a clear waterway shall be maintained unless otherwise directed by Dún Laoghaire-Rathdown County Council. It shall also have a strong handrail and platform which must extend the whole length of the works and be returned at each end of the footway.
5. The hoarding shall be firmly constructed of clean boards, properly braced, and the whole structure must be kept clean and free from spikes, splinters or anything likely to cause injury or nuisance. Covered walkways must have a splash panel on the outer edge.
6. The public shall not be excluded from any part of the footway until the hoarding has been built to the satisfaction of the County Council.
7. The applicant, unless expressly permitted by the licence is not to cause, permit or suffer any bills, notices, papers or other advertisements other than the actual Hoarding Licence and associated safety notices. (See No.26) Any advertising may be subject to planning permission.
8. The materials or debris of builders, from which dust arises, shall be kept wetted during the progress of any works. The contractor must provide details about dust prevention **BEFORE** work is carried out.
9. When the front of any building is raised to the level of the first floor, the applicant shall, if required, remove the hoarding and erect a covered way over the footway. This may be retained for the duration of the licence only.
10. All hoardings/scaffolds must be well lit and watched and any damage occasioned by them shall be made good by the applicant. Safety lamps shall be installed if deemed necessary by the County Council.
11. No Hoarding shall have doors opening outward.
12. All fire hydrants and traffic signals must be left exposed in such a manner as may enable them to be easily accessed.
13. Public lamps, traffic signals, trees or road markings are not to be enclosed without the permission of the County Council.
14. The hoarding/scaffolding and all its component parts shall be removed immediately if Dún Laoghaire-Rathdown County Council sees fit, and if not so removed, shall be removed by the County Council at the expense of the applicant.
15. The carriageway and footway shall be restored and all damage shall be made good to Dún Laoghaire-Rathdown County Council's satisfaction and if not, the County Council may execute any necessary work and recover the cost from the applicant.

16. The rainwater pipe shall be properly connected with the street sewer or with the water channel by iron gutter.
17. If the conditions of the hoarding/scaffold are deviated from, the County Council shall deem the licence void and of no further effect and may be removed by the County Council.
18. The Licence must be prominently displayed on the Hoarding at all times.
19. The Licence may be withdrawn by the County Council where it is of the opinion that by reason of the increase or alteration of traffic on the adjoining road or of the widening of the said road, the hoarding/scaffold causes an obstruction or becomes dangerous. The applicant, on being notified by the County Council, shall at their own expense remove the hoarding forthwith.
20. If the licence is at any time withdrawn by the County Council, the applicant shall not be entitled to recover any fees paid or claim costs, damages or compensation whatsoever.
21. The applicant shall specifically indemnify Dún Laoghaire-Rathdown County Council against all actions, suits, claims or demands by any person arising from injury or damage to person or property as a consequence of the erection of a hoarding/scaffold or of the failure of the applicant to maintain same in good condition.
22. The applicant shall pay any expense incurred by Dún Laoghaire-Rathdown County Council as a consequence of the Licence. **This includes the temporary or permanent suspension of parking bays which must be paid for with the application and before any work commences. The cost for temporarily suspending parking bays or proposed parking bays is €25 per day or part thereof. The cost for permanently suspending a parking bay is €15,000 plus any other costs that may be incurred. Any unforeseen disruption to Pay & Display bays will result in changes to conditions or the cancellation of the licence.**
23. Any temporary signs or road-markings installed by the County Council on or about the boundary of a hoarding shall be the responsibility of the Applicant to maintain.
24. It will be the responsibility of the Applicant to ensure that time restrictions on deliveries to the site are strictly adhered to and to inform all users of the site of such restrictions.
25. Any exposed scaffolding shall be adequately covered with plastic sleeves. Scaffolding tubes shall be cleaned and painted.
26. Signage must be erected on the hoarding giving the name of the contractor and emergency contact numbers and should comply with the "Traffic Signs Manual" published by the Department of Transport, Tourism and Sport, in particular Chapter 8 therein.
27. A minimum of 1.5 metres of pavement width must be maintained. If this is impossible, a covered walkway along the edge of the road with a minimum internal width of 1.5m must be erected. Covered walkways must have adequate reflectors, signage and lighting.
28. A Work Method Statement / Traffic Management Plan MUST be submitted with the application detailing arrangements for deliveries to site, provision for on-street storage of materials/plant/machinery and proposals to ensure minimum impact on traffic flow.
29. Accessibility for the mobility-impaired must be maintained at all times.
30. The Licensee is requested, upon completion of work, to notify the County Council in writing, so that the Council may inspect the site, with a view to prompt discharge of the licence.
31. No refund of partial costs are payable upon completion of works within the approved licence period timeframe.

High Traffic Impact Roads

N11 – Bray Road – Cabinteely By Pass – Stillorgan Road – N31 Crofton Road – Dun Leary Road – Longford Terrace – Seapoint Avenue – Fosters Avenue – Mount Anville Road – Taney Road – Churchtown Road – Braemor Road – Newtownpark Avenue – Leopardstown Road – Hillcrest Road – Blackglenn Road – Harolds Grange Road – Rock Road – Frascati Road

Roads at major shopping areas in Dún Laoghaire, Blackrock, Stillorgan and Dundrum

Kilmacud Road – Clonskeagh Road – Roebuck Road – Goatstown Road – Nutgrove Avenue – Sandyford Industrial Estate – Stradbroke Road – Deansgrange Road – Clonkeen Road – R117 Dundrum Road – Dundrum Main Street – Dundrum By-Pass – Sandyford Road – Enniskerry Road – Wyattville Dual Carriageway – Church Road – Rochestown Avenue – Abbey Road

Checklist:

1. Completed application form (signed on page 2)
2. Traffic Management Plan (please note, a licence referring to a public space requires a Traffic Management Plan)
3. Copy of your insurance on headed paper specifying that Dun Laoghaire Rathdown County Council is indemnified under the terms and conditions.

Please note:

- Does your vehicle/ structure effect Pay and Display/ Permit Parking?
If yes, it is necessary to contact the Council's Paid Parking Dept in advance at Paidparking@dlrcoco.ie