



**Dún Laoghaire - Rathdown County Council**  
*Comhairle Contae Dhún Laoghaire - Ráth an Dúin*

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*Aonad Cothabhála agus Rialú Bóithre, An Roinn Bonneagair agus Athrú Aeráide,  
Halla an Chontae, Dún Laoghaire, Co. Átha Cliath.*  
Road Maintenance & Control Section,  
Infrastructure and Climate Change Department, County Hall, Dún Laoghaire, Co. Dublin.

## Application for Path, Verge & Roadways Surface Permit

**DÚN LAOGHAIRE-RATHDOWN COUNTY COUNCIL REQUIRES 14 WORKING DAYS (FROM RECEIPT OF APPLICATION) TO PROCESS AND ISSUE PERMIT. THE COUNCIL CANNOT GUARANTEE PERMITS FOR ANY APPLICATION THAT FAILS TO ADHERE TO THIS REQUIREMENT.**

**PLEASE COMPLETE IN BLOCK CAPITALS. INCOMPLETE OR ILLEGIBLE APPLICATIONS MAY BE RETURNED.**

Location of Vehicle/ Structure: \_\_\_\_\_

\_\_\_\_\_

Dimensions of Structure/Vehicle (m):- L:\_\_\_\_\_ W:\_\_\_\_\_ H:\_\_\_\_\_ Area(m<sup>2</sup>)\_\_\_\_\_

Description of Vehicle/Structure & Weight (if known):

\_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Dates Requested - From: \_\_\_\_\_ to: \_\_\_\_\_

Contractors Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Contractors Address: \_\_\_\_\_

Planning Permission Number: \_\_\_\_\_ Date of Planning Permission: \_\_\_\_\_

Nature of Work: \_\_\_\_\_

I/We hereby apply for a Permit regarding the information above.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Authorisation for Applicants Contractor to Sign Permit

Please issue the permit to my contractor, named above. I authorise the contractor to sign the permit on my behalf and I accept full responsibility. {Please sign here even when both the applicant and contractor are the same}

Signature of applicant/ contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Insurance Details: - Name of Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Renewal/Expiry Date: \_\_\_\_\_

Level of Public Liability: \_\_\_\_\_

Specific Indemnity to Dún Laoghaire-Rathdown County Council

Yes	No
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**\*Note:** Applications will not be processed until specific indemnity is provided to Dún Laoghaire-Rathdown County Council.

Note: - The Structure/Vehicle is **NOT** to be put in place until the permit has been granted. In case of emergency, personal application may be made to the Council to allow immediate installation.

*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](mailto:Paidparking@dlrcoco.ie)*

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## Undertaking

I hereby accept the permit subject to the inspector's/ engineer's remarks & recommendations, additional traffic directions, and the conditions for establishment of a vehicle/structure as outlined on (Pg. 3). I agree, undertake and bind myself to observe and fulfil them accordingly.

Signature of/for (applicant) licensee: \_\_\_\_\_ Date: \_\_\_\_\_

Once the Application has been completed it should be returned to:

**Road Maintenance & Control Section,  
Infrastructure and Climate Change Department,  
Ballyogan Operations Centre,  
Co. Dublin, D18 CV97.**

## Conditions for the erecting of a Vehicle/ Structure:

1. Insurance details (copies) must accompany any licence application and must be on the original headed paper of either the Insurance Company or the Broker.
2. **The following insurance details are required:**
  - a. Name of Insurance Company
  - b. Policy Number
  - c. Commencement and Expiry Dates
  - d. Level of Public Liability: –
    1. National Primary and Secondary Routes €6,348,700
    2. Regional Road €6,348,700
    3. Local Road €2,539,500
  - e. **Specific Indemnity to Dún Laoghaire-Rathdown County Council.** The indemnity can be as follows: "Dún Laoghaire-Rathdown County Council are hereby indemnified under the terms and conditions of the above policy in respect of all claims, proceedings and/or expenses of whatever nature arising in connection with the activities covered by this application." **The Council must be named.**
3. A map of the site/area showing the proposed location of the vehicle/structure with relevant dimensions of affected paths or roads shown, must accompany the application.
4. Health and Safety measures must be drawn up and implemented at all times. Applications must be accompanied by a Traffic Management Plan detailing the management of pedestrians and traffic in the vicinity of the works. All such plans must be in compliance with the Traffic Signs manual – Chapter 8.
5. Signage must be erected giving the name of the contractor and emergency contact numbers and should comply with The "Traffic Signs Manual" as Published by The D.O.E.H.L.G., in particular Chapter 8 therein.
6. Vehicle(s) / Structure(s) must have adequate reflectors, signage and lighting to ensure that the walkway is clearly visible to both pedestrians and motorists at all times.
7. If traffic flow is impeded by Vehicle(s) / Structure(s) a traffic management plan must be submitted with application.
8. Accessibility for the mobility impaired must be maintained at all times.
9. Traffic sightlines at and around junctions must be maintained at all times.
10. Traffic/pedestrian lights and signposts must remain unobstructed at all times.
11. Please inform the Council when you have permanently completed the works.

## Path, Verge & Roadways Surface Permits.

### **Outlined below are charges that apply for Path, Verge & Roadways Surface Permits within the area of Dún Laoghaire-Rathdown County Council.**

- ❖ The charge is €200 per day or part thereof where a vehicle, crane, mobile scaffolding, any equipment, any materials or a standard hoist is located on a public footpath, verge or in a loading bay, provided pedestrian access can be maintained on the public footpath at all times.

In all other cases where the vehicle, crane, mobile scaffolding, any equipment, any materials or a standard hoist impinges on a public road or forces pedestrians onto the public road then the following charges will apply:

- The charge is €300 if the duration of the works is less than or equal to 6 hours\*
- The charge is €500 if the duration of the works is less than or equal to 24 hours and more than 6 hours\*

*\*These charges may be reduced by 50% if the work is carried out between 7pm and 7am and on Saturday, Sunday or on a Public Holiday.*

#### **Checklist:**

1. Completed application form (signed on pages 1 and 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.