



Roads and Transportation Directorate – Asset Management/Roads
Maintenance Division, Room 324, City Hall, Cork, **T12 T997**.
Telephone: 021 – 492 4660 Fax: 021 - 492 4659

FORM T3

MINIMUM IMPACT WORKS NOTIFICATION

March 15

**Licence Application for a Single Excavation less than 5 square metres in area
with minimum impact on Traffic or Pedestrian Flow**

ALL SECTIONS MUST BE COMPLETED

Applicant: _____ **Applicant Ref.** _____
(Applicant must be insurance holder)

Address of Applicant: _____

Contact Telephone No: _____ **Fax No:** _____ **E-mail:** _____

Exact location of proposed works: _____

Purpose of excavation: _____

Area of Excavation: **Road** _____ m2 **Footpath** _____ m2 **Open Space** _____ m2

If Total excavation is greater than 5 m2, USE FORM T1

- Is a Temporary Street Closure required: Yes No **If Yes, use FORM R1 also**
- Are Road Markings Affected: Yes No
- Are Traffic Loops or Signalised Junctions Affected: Yes No **If Yes, how many?** _____
- Are Disc Parking Bays Affected: Yes No **If Yes, how many?** _____
- Has a Safe System of Work Plan been prepared: Yes No **See Licence Condition 4.**
- Is a Road Crossing Required: Yes No **If Yes, No. of Traffic Lanes:** ____ (Inbound) ____ (Outbound)
- Have all existing services been located on site: Yes No **See Section 9 of the “Directions for the Management and Control of Roadworks in Cork City”**
- Is a Footpath Affected: Yes No **If Yes, please attach a drawing to indicate extent, layout, signage, guardrails etc of temporary footpath around works**
- Is a Recently Resurfaced Roadway Affected: * Yes No **If yes, also complete form T3A**
- Is a Recently Resurfaced Footpath Affected: * Yes No **If yes, further conditions and increased deposit will apply**
- Is a copy of your Traffic Management Plan included with this application? Yes No
- Have you enclosed a copy of the notification issued to the Gardai? Yes No
- Have you included a copy of your site layout plan? Yes No

* NOTE: “Recently Resurfaced” implies within the past 5 years

Proposed duration of works: Dates From _____ To: _____

Evidence of Employer’s and Public Liability Insurance attached, extended to indemnify Cork City Council, for limits of 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 this application, until completion of the maintenance period to the satisfaction of Cork City Council (See Licence Condition 2) Yes No

If the works are to be carried out by a contractor, complete the following:-

Name of Contractor: _____

Address of Contractor: _____

Telephone No: _____ **Fax No:** _____ **Mobile Tel. No:** _____

I have read the Licence Conditions 1 to 19 overleaf /attached and I hereby accept same and hereby undertake and agree with Cork City Council to be bound to the said conditions.

I shall be solely liable for and shall indemnify Cork City Council from and against all claims in respect of injury or damage to persons or property that may be occasioned in connection with or arising out of the roadworks the subject of this application and/or the activities associated with or arising thereout and against road-opening or all actions or proceedings that may at any time be brought against Cork City Council in consequence of such injury or damage and against all costs expenses and liability connected therewith.

Designated Contact Person/ Co-ordinator of Safety and Health on site: _____
(BLOCK CAPITALS)

Mobile Tel. No. _____ **Tel No. Night** _____

Date : _____ **Signed:** _____

NAME: (BLOCK CAPITALS) _____

LICENCE CONDITIONS

1. The Licensee shall only carry out the works within the times and dates indicated on the Licence. This Licence application only appertains to areas within the jurisdiction of Cork City Council. On the direction of An Garda Siochana or an authorised employee of Cork City Council, works must be immediately suspended and safe provision made for pedestrians and vehicular traffic flow. The reasons for ordering a cessation will subsequently be confirmed in writing.
2. The Applicant must provide evidence of Employer's and Public Liability Insurance cover for limits of not less than €3 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 this application, until completion of the maintenance period to the satisfaction of Cork City Council. These policies must be extended to indemnify Cork City Council. Cork City Council reserves the right to review this limit of indemnity for adequacy depending on the circumstances of the roadworks location and its proximity to third party property etc.
3. **Responsibility for the excavation and the permanent reinstatement remains with the Licensee for a maintenance period of twenty four month from submission of a valid T5 Reinstatement Closure Notification or to a date 24 months from the receipt of payment for all associated fees and charges, whichever being the later. The maintenance period shall be extended for a period of up to 24 months from the date of a Defects Notification, until satisfactory remedial works have been completed.**
4. A Site Specific, Safe System of Work Plan must be prepared and retained on site for inspection, in connection with this application. This Plan shall be based on a risk assessment carried out in relation to all activities being undertaken at the place of work. A safe system of work must then be prepared and implemented to protect all employees, agents, licensees or contractors at the place of work as well as the general public, with a particular emphasis on people with disabilities.
5. It is a condition of the licence that all works shall be in accordance with the "Directions for the Management and Control of Roadworks in Cork City", available free of charge on request, supplemented by the N.R.A. 'Specification for Road Works' (available for purchase from the National Roads Authority) and the 'Traffic Signs Manual' (Department of the Environment and Local Government, available for purchase from Government Publications).
6. In the execution of the work to which this licence relates, the licensee shall exercise all reasonable care to avoid inconvenience to pedestrians and vehicular traffic. Where works interfere with a public footpath a temporary footpath with suitable handrails and nonslip ramps shall be provided around the works. In particular a hazard must not be created for blind or partially sighted users of the public road/footpath. Control and signposting of roadworks shall be in accordance with the 'Traffic Signs Manual' (Department of the Environment and Local Government, available for purchase from Government Publications).
7. All works, including overnight and temporary storage of plant and equipment, shall be in accordance with the N.R.A. 'Specification for Road Works' (available for purchase from the National Roads Authority) or where otherwise specified in the Licence.
8. **A minimum of two signs shall be displayed on site indicating the name and local contact telephone number for the contractor.**
9. The Licensee must bear all responsibility for the proper repair of all services damaged during excavation.
10. This licence is issued on the basis of information indicated on the application. Any subsequent amendment of this information prior to commencement of work shall be submitted in writing to Cork City Council and subject to agreement.
11. Excavations shall be sufficiently protected to avoid harmful effects of adjacent wheel loading from both traffic and construction vehicles and to prevent undermining of the adjacent pavement.
12. If undermining of the adjacent pavement occurs, it must be cut back 100 mm beyond the edge of the collapse along the whole of that section of excavation to maintain a straight trimmed edge parallel to the original excavation. Furthermore all edges of excavated areas on concrete or bituminous footways and roadways shall be saw cut to form trimmed edges. For permanent reinstatements, a trimmed edge shall be a minimum of 100mm from the firm edge of the excavation.
13. The specification for buried services shall be appropriate to sustain the relevant traffic loading at the depth of cover of the installed service.
14. A minimum 50mm clearance is required vertically and horizontally between individual ducts or services installed in a group.
15. Material in which services are to be laid shall be sufficiently compacted to prevent the occurrence of residual consolidation.
16. Longitudinal installations and trench excavations shall be straight, of reasonable length and laid out parallel to the centre of the road/footway in so far as practicable. In the case of transverse road or footway crossings, the alignment shall be at right angles to the kerb or property line. Failure to meet these requirements shall cause the area of reinstatement to be extended.
17. The use of a backacter is assumed for mechanical excavation. The use of other means of mechanical excavation (e.g. trencher/top cutter) shall be subject to prior written approval from The Road Maintenance Department of Cork City Council. The use of rubber tyred excavators is required for trenches in public roads.
18. Works adjacent to or affecting traffic loops shall be subject to prior written approval from The Transportation Division of Cork City Council
19. Where permission is granted by Transportation Division to excavate a **reconstructed or resurfaced road pavement** within **5 years** of the date of being overlaid/ improved, the applicant shall replace a FULL LANE WIDTH of pavement for the total length excavated. In the event of a transverse excavation, the applicant shall replace the full width of roadway for a distance of 5 metres on both sides of the excavation. Only competent surfacing contractors shall be employed, materials used and depth of reconstruction shall match the existing specification. Permanent reinstatement to be undertaken immediately or no later than 3 months from the date of initial excavation. However the overriding consideration is public safety and temporary reinstatement must be properly maintained at all times.
20. Where permission is granted by Transportation Division to excavate a **reconstructed or overlaid footpath** within **5 years** of the date of being overlaid/ improved, the applicant shall restore FULL BAY REINSTATEMENTS. The materials used and the depth of reconstruction shall match the existing specification. Permanent reinstatement to be undertaken immediately.