



**APPLICATION FOR A LICENCE TO OPEN A PUBLIC ROAD  
AND/OR CONNECT TO A PUBLIC SERVICE**

Please complete the form using BLOCK CAPITALS. Sign and date the Application.

**1. APPLICANT DETAILS:**

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

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

Phone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

**2. PLEASE SPECIFY THE TYPE OF APPLICATION(S) YOU ARE MAKING::**

(Tick as many boxes as appropriate)

- Opening a public roadway, footpath or verge  (Complete section 4)
- Connection to public water supply  (Complete section 5)
- Connection to public sewer  (Complete section 6)
- Connection to a storm drain  (Complete section 7)

**3. PROPERTY AND CUSTOMER DETAILS FOR WHICH APPLICATION IS BEING MADE:**

Planning Ref. No. \_\_\_\_\_

Name of Owner (if different to applicant): \_\_\_\_\_

Customer ID Number: \_\_\_\_\_  
(See Guidance Note C)

Address of Property: \_\_\_\_\_

Is the property within a Town Council boundary? (Yes No) \_\_\_\_\_

***The rest of this section is for water and sewer connection applicants only:***

Property Category: Domestic  Agricultural  Commercial

Industrial  Institutional  Holiday/Leisure

(If there is a domestic element included with another category, tick domestic as well as the other category)

Please describe specific use of property: \_\_\_\_\_

(e.g. Dwelling, Hairdresser, Restaurant, Retail, Office, Factory, Warehouse, Field etc.)

Number of units to be served by connection: \_\_\_\_\_ (See Guidance Note D)

**4. ROAD OPENING DETAILS:** (See Guidance Note E)

Reason road opening is required: \_\_\_\_\_

Standard road crossing: Yes/ No  
\_\_\_\_\_

Excavation length required (in metres):

- Road Surface \_\_\_\_\_  
(Including grass verge less than 1m from road edge):
- Footpath: \_\_\_\_\_
- Road verge more than 1m from road edge: \_\_\_\_\_

Manholes (number):

In carriageway: \_\_\_\_\_

In grass verge: \_\_\_\_\_

Have you checked with utility companies to establish if they already have other services in the road – and, where present, marked their location on an attached map?  
Yes/ No \_\_\_\_\_

Details of Contractor who will undertake the work: \_\_\_\_\_

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**5. WATER CONNECTION DETAILS:** (See Guidance Note F)

Distance of property from connection point (in metres): \_\_\_\_\_

Size of connection(s) to be made to watermain:

12.5mm ( ½")  100mm (4")  Other: \_\_\_\_\_

**6. SEWER CONNECTION DETAILS:**

Distance of property from connection point (in metres): \_\_\_\_\_

Size of connection(s) to be made to sewer:

100mm (4")  150mm (6")  Other: \_\_\_\_\_

Type of sewer from site (Gravity or Pumped): \_\_\_\_\_

**7. STORM DRAIN CONNECTION DETAILS:** (See Guidance Note G)

Distance of property from connection point: \_\_\_\_\_

Size of connection(s) to be made to storm drain:

100mm (4")

150mm (6")

Other: \_\_\_\_\_

**8. STANDARD CONDITIONS:**

The applicant accepts and undertakes the following:

**8.1 To indemnify Donegal County Council, Irish Water (IW) and their personnel against any claims for damage or injury to property or person arising from the works. The indemnity shall include for damage to property of the Council and to pipes or services being the property of the Council or others, and, shall be operative until the expiration of twelve months from the date on which the roadway/footpath/road verge is opened, or until such time as all reinstatement work is satisfactorily completed.**

**8.2 To pay all fees and any extra charges levied to cover the costs incurred.**

**8.3 Not to interfere in any way with the watermain/sewer to which a connection is to be made save with the supervision of the Council's authorised personnel.**

**8.4 The plumbing work to facilitate the connection will not be covered until the Council has had an opportunity to inspect the works. Otherwise, the Council may at its discretion request pipe joints, etc., to be uncovered at the applicant's expense for inspection.**

**8.5 To grant leave of entry at all reasonable times to authorised staff of the Council or IW carrying out inspections.**

**8.6 The Council and IW shall not be responsible for any failure or interruption of supply of water (even if causing a financial or other loss) and that the Council and IW shall be at liberty to cut off such supply of water as may be granted at any time without prior notice.**

**8.7 In the case of multiple developments, to supply details of purchasers/occupiers of individual units.**

**8.8 To undertake to remove all rubbish, materials, and equipment, and to restore the roadway, verge or footpath without delay to the entire satisfaction of the Council.**

**8.9 To undertake to refrain from opening any channel across the road, verge or footpath to such an extent as to make the passage of persons, animals or vehicles unsafe.**

**8.10 Under no circumstances is any service pipe or mains extension (water or sewer) granted under this application to be extended for use beyond that detailed in this application. A new application must be lodged for any extension required.**

**8.11 To ensure that no water is wasted on their property/premises and if such waste is identified, to rectify the problem immediately. Water running to waste, including unrepaired leaks, will be treated as normal usage for billing purposes by the Council and by IW.**

**8.12 To pay any water or service charges levied by the Council or by IW now or in the future in respect of any service connection granted.**

**8.13 In all cases where the connection serves more than one unit (e.g. apartment blocks, shopping centres / retails parks, etc), each individual unit is to be plumbed with a separate water supply, with a stopcock and meter box in an external location freely accessible by employees and/or agents of the Council and IW.**

**9. DECLARATION:**

**I hereby apply to Donegal County Council, as an agent for Irish Water, for a connection to a watermain/public sewer based on the above information. I have read the standard conditions for such works and confirm that I understand and accept them in full. All works will be undertaken in accordance with the standard conditions and the detailed specification that will be issued along with the licence.**

**I hereby apply to Donegal County Council to open a public roadway/footpath/verge and /or to connect to a public storm drain based on the above information. I have read the standard conditions for such works and confirm that I understand and accept them in full. All works will be undertaken in accordance with the standard conditions and the detailed specification that will be issued by the Council along with the licence.**

**It is my understanding that the filling of this form does not constitute permission to connect to a public water supply/sewer or to open a public roadway, footpath or verge. Furthermore, prior to the licence being issued I will be obliged to pay all fees levied in respect of this application and provide the required insurance indemnity for the works to be carried out.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Guidance Notes**

A. This form should be completed clearly and legibly – incomplete or illegible forms will be returned.

B. This application form must be accompanied by a site location and site layout map clearly indicating the location of the property/premises to be served, the location of the proposed connection and/or opening of public roadway and the route the pipeline is to take. Hand-drawn sketches are not acceptable.

C. If the property owner has had previous dealings with the Council involving a financial transaction, he/she/they will already have a Customer ID number. That number is to be given in *Section 3*.

D. In *Section 3*, a unit means a building/property or part of a building/property that will be used or operated (whether owned, rented or leased) as a single independent entity – a house, a shop, an office, a workshop, etc. Examples of where the number of units served will be more than one include:

- Housing estates – give the number of houses
- Apartment blocks – give the number of apartments
- Shopping centres / retail parks – give the number of separate retail units
- Caravan parks – give the number of caravans / hard stands
- Industrial parks / estates – give the number of separate units

A full list of owners / occupiers must be provided to the Council as soon as the information is available.

E. (i) The term “public roadway” means any roadway in the charge of the Council, and includes any area between the fences, whether surfaced or not.

(ii) When applying for a road opening, it is incumbent on the applicant to establish if any other services are already in the road (e.g. power lines, telephone cables, etc.) and mark their location on a submitted map

(iii) ‘Standard road crossing’ shall mean crossing any 2-lane Road less than 8m wide (including hard shoulder)

F. (i) *Section 5* applies to both public water schemes and group water schemes that are supplied by a public scheme, regardless of whether they are taken in charge by the Council or not.

(ii) Where a water connection is being sought in an area of low pressure and/or on high ground, applicants are strongly advised to provide additional storage. The Council does not guarantee a continuous water supply.

(iii) Distance is to be measured from point where service is to enter the site.

G. *Section 7* only applies where it is proposed to dispose of storm/surface water to a Council-owned pipe or drain. This will usually be in or close to an urban area.

H. The appropriate fees will be notified to you in due course and must be paid in full before the licence is issued. **Note that the invoice for water / sewer connection will issue from IrishWater and payment must be made to them. The invoice for road opening will issue from Donegal County Council and payment must be made to them. Two separate payments are required. Donegal County Council acts as an agent for Irish Water in relation to water and sewer connections.**

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