Form: HDD01 – Project Information and Submission Requirements.
(Road Opening Licence applicant submission to Road Authority in advance of a T1 Notification).

Note:

This form shall be completed by the road opening licence applicant and submitted to the Road Authority prior to submission of a T1 notification for the main construction/HDD works.

The purpose of this form is to summarise the outcome of the Horizontal Directional Drilling (HDD) design process. It will form a key part of the applicant's engagement with the Road Authority prior to submitting a T1 notification and will assist in determining the structure of, and overarching conditions applicable to, any subsequent licences.

General:

- This form and the accompanying HDD01 Guidance Notes are available on the RMO website: https://www.rmo.ie/.
- This form is required for works under and/or adjacent to public roads where any part of the works is within 5 metres (m) of the public road (including roadway, footway, cycleway, verge, median).
- This form is applicable to **local and regional roads only** and does not apply to national roads, which fall under the remit of Transport Infrastructure Ireland (TII).
- This form shall be submitted for each project. Project drawings shall be divided into segments with a maximum length of 300m, or shorter where necessary, to demonstrate:
    - Changes in geotechnical conditions;
    - Changes in construction methodology (e.g. transition to open-cut installation);
    - The presence of structures, utilities, or other constraints that may affect the works.

  Any departure from this requirement shall be subject to agreement with the relevant Road Authority on a project-by-project basis.
- Site and ground investigation works must be licensed separately and carried out in advance of the HDD design process.
- No HDD works are permitted on roads constructed over peat or bog (rampart roads). The designation of such roads is at the discretion of the Road Authority.
- Where this form requires the applicant to confirm the completion of a plan, register, or other supporting document, that document is not required to accompany this application. However, the Road Authority reserves the right to request copies of any such documents at any stage where it considers them necessary for the assessment of the licence application or the ongoing management of the licensed works.
- The MapRoad Licensing (MRL) system shall be used for all updates relating to works carried out under the licence and to formally record any changes that must be notified to the Road Authority.
  However, the MRL system is not intended to be used for notifications or communications requiring the immediate attention of the Road Authority. Such matters shall be notified directly to the Road Authority without delay and include, but are not limited to:
    - Trigger values being reached or a trigger event occurring;
    - The occurrence of an unused or abandoned bore; and
    - The observation of surface deflection of 5 millimetres (mm) or greater (≥ 5 mm).

1.0	**Key Project Personnel Details [1]:**	
1.1	**Project Name:**	
1.2	**Licence Applicant:** [2] *(Organisation Name, Contact Name, Email, Contact No):*	
1.3	**Designer:** [3] *(Organisation Name, Contact Name, Email, Contact No):*	
1.4	**Designers Geotechnical Advisor:** [4] *(Organisation Name, Contact Name, Email, Contact No):*	
1.5	**Licence Applicant's Site Supervisor:** [5] *(Organisation Name, Contact Name, Email, Contact No):*	
1.6	**Licence Applicant's Site Supervisor – Attendance:** [6] *(State the minimum number of Hours/Days per week on site – as applicable):*	
1.7	**Contractor:** [7] *(Organisation Name, Contact Name, Email, Contact No):*	
2.0	**Basic Project Information:**	
2.1	**Location of the works:** *(Address, Street Name, Eircode etc..):*	
2.2	**Project description/purpose:**	
2.3	**Applicant's reason for using HDD rather than open-cut trenching:** [8]	
2.4	**Proposed overall project length: (Open Cut & Trenchless methods):** *(m):*	
2.5	**Proposed HDD length:** *(m):*	
2.6	**Product pipe diameter (OD):** *(mm):*	
2.7	**HDD Bore diameter (OD):** *(mm):*	
2.8	**Minimum depth of bore below road surface level:** [9] *(mm):*	
2.9	**Minimum depth of bore below road formation level** (measured from the bottom of the subgrade layer) *(mm):*	
2.10	**Minimum vertical distance of bore from any existing services and assets:** [10] *(mm):*	
2.11	**Minimum horizontal distance of bore from any parallel existing services and assets:** [10] *(mm):*	
2.12	**Minimum distance (vertically or horizontally) between the bore and any Special Engineering Difficulties** [11] **or Bridges or Culverts** [12]**:** *(mm):*	

2.13	**Will the HDD works encounter any challenging ground conditions? Including:** - Weak compressible soils. - Soft to very soft silts and clays. - Poorly graded loose to very loose sands and gravelly sands. - Boulders or rock. **Provide commentary as required.**		
2.14	**Applicant acknowledges that, in the event of HDD installation failure, an alternative installation methodology will require a separate road opening licence (Y/N)[13]:**		
3.0	**Project Drawings [14]:**		**Included in this submission (Y/N)**
3.1	**Site Plan** *(Include the following:)* - All physical overground features. - Ground levels. - Datum points. - HDD proposed route. - Location of existing underground services/assets. - Borehole/slit trench locations. - Minimum separation distances from existing underground services/assets. - Location of launch and reception pits.		
3.2	**Longitudinal Section and Cross Sections** *(Include the following:)* - HDD proposed route. - Depth of cover from ground/surface. - Location of existing underground services/assets. - Separation distances from existing underground services /assets.		
3.3	**Site Layout Plan** (for HDD rig site and pipe storage site).		
3.4	**Layout of Proposed Pipeline String Area**		
3.5	**Launch & Reception Pit Details** *(Include the following:)* - Launch & reception pit overall dimensions. - Product pipe depths.		
4.0	**Geotechnical Design/HDD Design:**		
4.1	**<u>Declaration:</u>** Project-specific ground risks have been identified, assessed and incorporated into the Project Risk Register. **(Y/N) [15]:**		
4.2	**Project-specific maximum predicted settlement (mm) [16]:**		
4.3	**<u>Declaration:</u> The risks of ground heave and frac-out during the design process for the proposed materials, equipment, and installation methodology has been assessed and deemed to be acceptably low (Y/N)[17]:**		
4.4	**<u>Declaration:</u>** Project-specific T**rigger Events** and **Trigger Values** have been developed, and the associated notification procedures shall be agreed with the Road Authority prior to the commencement of the works **(Y/N) [18]:**		

5.0	**Environmental Protection:**		
5.1	**Declaration:** A project-specific **Drilling Fluid Management Plan** has been completed **(Y/N)** [19]**:**		
5.2	**Declaration:** A project-specific **Waste/Spoil Disposal Plan** has been completed **(Y/N)** [20]**:**		
5.3	**Declaration:** A project-specific **Grouting Requirements Plan** has been completed **(Y/N)** [21]**:**		
6.0	**Monitoring of Works during Construction:**		
6.1	**Proposed HDD locating/tracking system to be used** [22]**:**		
6.2	**Accuracy of tracking system (mm)**	Horizontal Accuracy (mm):	
		Vertical Accuracy (mm):	
6.3	A proposal for **Surveying and Monitoring** is included **(Y/N)** [23]**:**		
6.4	A proposal for **Vertical/Horizontal tolerances** is included **(Y/N)** [24]**:**		
6.5	**Declaration:** Requirements regarding **record-keeping** [25]**, pre-works photographs and construction photographs** [26] will be complied with **(Y/N):**		
7.0	**Other Project Documentation:**		
7.1	**Declaration:** An HDD-specific **Communication Plan** has been completed for the proposed works **(Y/N)** [27]**:**		
7.2	**Declaration:** A project specific **Contingency Plan** has been completed **(Y/N)** [28]**:**		
7.3	**Declaration:** A project specific **Temporary Traffic Management Plan** has been completed **(Y/N)** [29]**:**		
8.0	**Post Construction:**		
8.1	**Declaration: As-Constructed Drawings** will be provided on completion of the works **(Y/N)** [30]**:**		
8.2	A proposal for using **Tracer wire/marker posts/kerb plates** is included **(Y/N)** [31]**:**		
8.3	**Declaration**: **Post-works photographs** will be provided on completion of the works **(Y/N)** [32]**:**		

9.0	**Designer Declaration**	
Designer Details		
9.1	**Name:**	
9.2	**Organisation:**	
9.3	**Position Held:**	
9.4	**Engineering Qualification(s):**[33]	
9.5	**HDD Design Experience:**[34]	

Project Name	**Location**	**Description**	**Year Completed**	**Client**	**Client Contact**

10.0	**Designer's Geotechnical Advisor Declaration**	
Designer's Geotechnical Advisor Details		
10.1	**Name:**	
10.2	**Organisation:**	
10.3	**Position Held:**	
10.4	**Engineering, Geotechnical or Geological Qualification(s):**[35]	

10.5	**HDD Design Experience:**[36]				
Project Name	**Location**	**Description**	**Year Completed**	**Client**	**Client Contact**

11.0	**Licence Applicant's Site Supervisor Declaration**
Site Supervisor Details	
11.1	**Name:**
11.2	**Organisation:**
11.3	**Position Held:**
11.4	**Site Supervisor is competent? (Y/N):**[37]
11.5	**HDD Site Supervision Experience:**[38]

Project Name	**Location**	**Description**	**Year Completed**	**Client**	**Client Contact**

12.0	**Contractor Declaration**
Contractor Details	
12.1	**Name:**
12.2	**Organisation:**
12.3	**Position Held:**
12.4	**Engineering Qualification(s):**[39]
12.5	**HDD Installation Experience:**[40]

Project Name	**Location**	**Description**	**Year Completed**	**Client**	**Client Contact**

12.6	**HDD Operators (Site Personnel) Training, Experience and Qualifications:**[41]
12.7	**HDD Driller (Drill Rig Operator)** (Training, Experience and Qualifications)
12.8	**HDD Locator (Tracker)** (Training, Experience and Qualifications)
12.9	**Mud Engineer (Drilling Fluids Specialist)** (Training, Experience and Qualifications)
12.10	**Other Key Personnel** (Training, Experience and Qualifications)