



Standard Form
DOCUMENT DISTRIBUTION REQUEST
 (Source: 100.PR.01, Creation of Project Documents)

Project No: IE0300001	Originator: Emma Hanan	Transmittal No.:
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Project Name: External Entrance Gate & Bicycle Shelter Planning Application	Date: 19/05/21
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Notes

1. Only the Project Manager or a formally assigned delegate may approve the distribution of project documents
2. Document Control is required to ensure the **Transmittal No.** is added to any attached Document Lists
3. See page 2 for additional guidance

For Supplier/Contractor Documentation:

Supplier/Contractor Name:	Material Req. No.:
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Contractor No.:	Return By Date:
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Document No.	Issue	Description
IE0300001-REG-0002	A	Planning Documents
IE0300001-48-DR-0103	A	Proposed New entrance Gate & Bicycle Shelter, Site Location Map
IE0300001-48-DR-0104	A	Proposed New Entrance Gate & Bicycle Shelter, Site Layout Plan
IE0300001-48-DR-0105	A	Proposed New Entrance Gate & Bicycle Shelter, Existing and Proposed Elevation, Contiguous Elevation & Detailed Plan
IE0300001-48-DR-0106	A	Proposed New Bicycle Shelter, Existing and Proposed Elevation, Contiguous Elevation & Detailed Plan
Planning Submission		
6 Copies of all drawings and reports to be delivered to South Dublin County Council		

Return By Date:

Status Codes

- | | |
|--|--|
| 1. Document is unacceptable. Revise and re-submit. | 3. Re-submit as "Final Certified". Work may proceed in accordance with the contract. |
| 2. Incorporate comments and re-submit. | 4. No comment. Work may proceed in accordance with the contract. |

Distribution

C = Hard Copy, E = Email (.pdf) Copy, T = Transmittal Only Distribution as per Project Matrix: IE0312462 -48-04

Enter Names and required number of copies per person under relevant column, (C,E,T) below

Internal	C	E	T	Internal	C	E	T	External	C	E	T
Project Sponsor				Electrical				Boston			
Project Manager				Instrumentation							
Document Control				Automation							
Procurement				Process/Validation				South Dublin County Council Planning Department County Hall Town Centre Tallaght, Dublin 24	6		
QS/Costs				Bld Services/Mechanical							



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Planning				EHS							
Civil/Structural			/	Food							
Architectural Shauna Sweeney Emma Hanan (add names)		Y Y	/	Piping							

Approval to Distribute (Project Manager) Note 1

Print Name	Signature	Date
Frances Galvin		19/05/21
Project Manager's Comments		

Guidance Note

(Extracted from 100.PR.001, Creation of Project Documents)

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(Source: 100.PR.01, Creation of Project Documents)

Approval to Issue

The Project Manager is responsible for all documents released to Third Parties and authorizes the release of any distributed documents.

The "Approval to Issue" occurs when the Project Manager reviews and signs-off a properly completed Document Distribution Request (form 90.FR.57) which shows which documents are included and to whom they are being distributed. The Project Manager's sign-off is applied as a "wet signature" on the DDR.

- The Project Manager is required to examine the DDR and sign it when satisfied.
- The Project Manager may accept / reject any of the documents proposed for release and is not required to individually sign project deliverables to indicate Approval.
- The Project Manager is not required to individually open / view the attached documents in a ProArc Workflow prior to releasing the package.
- The Document Controller is required to add the Transmittal Number to the form and to save the DDR (with the Project Managers signature) or a scan of the DDR.

