

CAVAN COUNTY COUNCIL

 POLICY FOR THE TAKING

IN CHARGE OF

HOUSING DEVELOPMENTS

REVISION 2017

Drafted By Pat Gaynor S.E.E. March 2017

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**Cavan County Council**

**TAKING IN CHARGE POLICY FOR HOUSING ESTATES**

This document outlines the policy of Cavan County Council in relation to the consideration of applications to have estates taken in charge.

1. **INTRODUCTION**

**1.1 BRIEF OVERVIEW**

“Taking in charge” of estates is a process commencing from the start of construction

activities.

The onus is on the Developer to construct an estate to the required standard.

The Developer must monitor the construction and keep accurate records of the quality of

materials supplied and workmanship of contractors and sub-contractors. All relevant information on materials, sampling results and corresponding laboratory test results

 Shall be entered into the “Taking in charge file”. This file must be attached to the taking in charge application.

Generally the Council will not take in charge an estate that has not been fully completed. All

snagging work as highlighted by the Developer’s Clerk of Works or Architect must be

completed prior to the initial Council inspection.

The Council may check for compliance with all planning conditions, payment of fees,

fulfilment of legal obligations, production of certificates and drawings and the

performance of the works via tests and visual inspections.

The Council shall, on inspection, issue the Developer with a list of items requiring

attention. This “making good” or remedial work shall be assessed during a repeat

inspection.

The council reserves the right to require further documentation/testing etc from

the developer, at full cost to the developer.

On successful completion of the above, the Statutory Procedures as set out below may proceed.

The statutory procedures for taking Housing Estates in charge following construction are set out in Section 180 of the Planning & Development Act 2000, having regard to the contents of the DECLG circular PL5/2014, dated 5th November 2014. Where a Planning Authority proposes to take a completed Estate in charge, it must initiate the procedures under Section 11 of the Roads Act 1993.

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 This essentially requires the passing of a resolution by the Elected Members declaring the roads within the Estate to be public roads.

When a road within a housing Estate is declared a public road, the Planning Authority is deemed to take in charge roads, footpaths, public lighting, surface water drainage (open and closed), and common green areas within the attendant grounds of the development.

The water and wastewater assets shall then be transferred to Irish Water (IW) by Ministerial Order under the Water Services (No 2) Act 2013 Part 2 Section 12, subject to compliance with the Memorandum of understanding.

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**1.2 EXCLUSIONS:**

**What will not be considered for Taking in Charge**

This policy sets out the conditions under which an estate would be considered for taking in charge. As a general rule it will not be the policy of Cavan County Council to declare roads serving the following developments to be public roads under Section 11 of the Roads Act 1993.

* Apartment blocks – outside of an Estate
* Five houses or less -
* Gated developments
* Holiday home type developments
* Developments outside the development envelopes of towns and villages as identified in the Cavan County Development Plan at the time of construction or amended/future development plans. i.e. only Estates within the relevant development envelope are eligible for taking in charge.

**1.3 GENERAL CONDITIONS OF ELIGIBILITY.**

The following is mandatory for an estate to be considered for Taking in charge:

1. The development is an authorised development with granted Planning Permission.

2. The development must conform to the application conditions, grant of planning permission conditions, and any subsequent approval conditions, including compliance with all financial

conditions.

1. Implicit in the above is that the Developer must construct the works to a standard

similar to, or higher than the standards and specifications of the Department of the

Environment and Local Government and/or those attached to the approved grant of planning permission.

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b. The Council must ascertain that the works have been carried out to an acceptable

standard, by visual inspection, testing and/or obtaining certification in relation to materials and workmanship.

Assessment will be carried out by:

1. Examining As-Constructed drawings of the works.
2. Examining certificates covering quality of materials and workmanship
3. Visual inspection of the work elements/areas to be taken in charge
4. Surveying hidden services
5. Performance testing of identified work elements

Prior to an Estate being taken in charge, all works must be complete. Roads shall have their

surface course applied and all foul and storm drains shall be properly constructed and

free running.

1. **COMMENCEMENT OF THE PROCESS**

When the Developer is satisfied that the Estate is ready for taking in charge, they shall

notify the Council in writing and formally apply to have the development ‘taken in

charge’ by completing and submitting the relevant application form and associated fees. The application is considered “Valid” when all required documentation and fees are attached to the application. The application may then be validated by the council.

* 1. **TAKING IN CHARGE FILE**

The Local Authority requires the Developer to prepare a comprehensive *‘taking in*

*charge handover file’.* This file shall be commenced at the start of construction

activities. The file shall include all relevant certificates for materials and testing,

supervising Engineers and/or Architects certificates etc.

The following are the minimum requirements and standards for the information to be

included in the taking in charge handover file:-

**2.2 MAPPING AND DRAWINGS:**

The Developer must provide detailed as-constructed drawings of the works to

be taken in charge (in hardcopy and digital format).

Layout plans of developments shall be in hardcopy at a scale of not less than

1:500 anddigital mapping compatible with AUTOCAD Release 14 or later

version.

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1 No. bound booklet of A3 sized “As Constructed Drawings” of all the

Developments’ relevant drawings with an index and title to front and edge of

the bound booklet.

Digital Mapping shall be co-ordinated with OS mapping, and features shall

relate to national grid co-ordinate system.

The maximum tolerance of location in horizontal plane shall be 0.5m.

Background mapping shall incorporate all features normally presented on

1:1000 series OS sheet mapping. All structures, paths, roads, verges,

boundaries, valves, manhole/duct access covers, light standards etc. shall be

indicated.

Drawings standards and symbols used shall conform to relevant BS Drafting

Standards.

House numbering system and names of roads where applicable shall be

indicated on drawings.

All pre-existing services, wells, drains, and rights of way shall be appropriately

indicated on maps. This shall include drains and watermains, cable ducts open

drains, culverted drains etc. Where a mapped way leave exists in respect of

these, it shall be clearly indicated on layout maps.

Details of warning tape/detection mesh over various piped services shall be

indicated.

**2.3 UNDERGROUND DUCTING OF PUBLIC LIGHTING, ELECTRICAL, GAS AND TELECOM SERVICES ETC.**

All duct and cable runs shall be mapped and all chambers, branches indicated

on drawings.

Depth of cover to ducts shall be indicated at a minimum of 20m intervals in the

case of live electric cables or gas piping. Offset dimension from fixed features

shall be provided at similar intervals. Tolerance 0.1m.

Details of duct sizes and type shall be provided.

Where such ducts cross over water or sewer lines or are within 500mm of such

lines in the horizontal plane, this shall be clearly indicated on as constructed

drawings.

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**2.4 ROADS AND FOOTPATHS**

The layout of all roads and footpaths, position of lighting columns, location

and types of street furniture and road markings shall be clearly indicated.

**2.5 PUBLIC LIGHTING**

1. All Public Lighting Schemes must meet the requirements of the following documents, as amended:
* CEN code of practice EN 13201: 2003
* BS5489: 2013
* ET101: 2008 and ET211:2003
* ESB National Code of Practice for Customer Interface 4th Edition 2008
1. Completed *Taking In Charge Application Form* with all relevant documentation:
	1. Site Layout Map of Public Light Scheme, to a scale of 1/500 or 1/1000, detailing the as-built positions of:
		1. lighting column positions reference and numbers
		2. micro pillars;
		3. mini pillars and supply circuits
		4. ducting locations
		5. schedule of lanterns installed within the development.
	2. To facilitate the efficient taking in charge of the scheme all power supply bills must be paid up to date and the last bill forwarded to Cavan County Council. It is important that the development in question is the only development attached to the account number.
	3. RECI or ECSSAI certificate for the public lighting works.
2. Public lighting to the development shall be kept active and maintained by the developer until taken in charge by Cavan County Council.
3. Prior to the occupation of any new units within any phase of new development, the public lights shall be switched on and maintained by the developer and also any paved pedestrian walkways serving proposed occupied units shall be complete prior to the occupation of any units within any phase of the development.
4. All public lighting columns, electric cable circuits and the associated feeder pillars (mini/micro pillars) serving the public lights shall be installed at the locations as per the Lighting Engineers Public Lighting Layout and at the back of footpaths and not in private property.
5. The developer shall install underground ducting to serve the new public lights, which shall be accessible to public lighting maintenance service providers and shall not be located in private property.
6. Trees shall not be planted close (not within <5m) to the line of public lighting columns as tree canopy growth can diminish the lighting illumination levels.

**2.6 SURVEYS**

The Developer must organise surveys and inspections of all underground/ covered works i.e.

CCTV surveys of foul and storm drains, dye tests at selected locations to

determine if surface water is connected to foul sewers, trial holes or cores on

roadways etc.

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The CCTV data should be provided in a spatial format, ideally MapInfo, in the Irish Grid projection. The spatial data to be in the form of a line or polyline representing the pipes being surveyed.  A unique id for each line segment should link the spatial data with the matching attribute data. The photos/videos relating to each line segment to be intelligently identified. The attribute data to also be provided in an Microsoft Excel or Access 2007 or later format

The Developer shall submit the handover file to the Council when applying to have

the development taken in charge. The Council will inspect the handover file and may

issue the Developer with a list of items requiring attention.

***Note:*** Presentation of sub-standard or incomplete handover file will render the application invalid and may delay or put in abeyance the taking in charge process.

**2.7 CERTIFICATES**

Quality assurance certificates for materials or accreditation certificates

from suppliers shall be provided

The Developer must provide test certificates covering items such as: waterman pressure tests, air tests on sewers, macadam materials tests, installation/commissioning/ validation certificates for pumps, supervising Engineers or Architects certificates.

**2.8 WAYLEAVES AND EASEMENTS**

The Developer must produce evidence of all wayleave agreements for services

that traverse property not being transferred to the Council as part of the Taking In Charge process. All pumping stations must be contained within the lands transferred to the Council.

When requested by the Council, the Developer shall transfer or convey to the Council, all of the land subject to the application for taking in charge .

1. **SITE INSPECTIONS**

The Developer is advised to carry out inspections before contacting the

Council. Inspections should ensure that all works to be taken in charge have, in

general, been constructed in compliance with the standards and specifications in

the Department of the Environment and Local Government “Recommendations for Site

Development Works for Housing Areas” issued in November, 1998, together with all planning conditions imposed by Cavan County Council.

Any defects or departures identified, shall be repaired to a satisfactory standard,

prior to a request for an inspection by the Local Authority. Further

investigations may be requested as determined by the Local Authority. The following inspections shall be carried out by the Developer and a report prepared.

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* 1. **DEVELOPER INSPECTION**

The Developers Engineer shall carry out an inspection at pre-surface course

stage. The Council’s Engineer shall be given the opportunity to inspect also. (A

minimum of 5 days notice is required).

Check that the layout of the roads and footways comply with planning

approval conditions, i.e. Road and footway widths, sight distances at entrances

and that road construction is to the depth indicated on approved drawings

(Surface Course, base course and sub-base).

Check that roadways, parking areas and footpaths have optimum gradients and

falls, are free from ponding and have adequate gullies.

Check that kerbing has been carried out in a satisfactory manner with dropped

kerbs installed at entrances and access points and accessible at all road

crossing points.

Check that publicly accessed areas are free from trip hazards (i.e. faulty kerbs,

incorrectly recessed manhole covers).

* 1. **COUNCIL SITE INSPECTIONS**

Having satisfactorily fulfilled the aforementioned criteria the taking in charge

procedure can proceed to the site inspection stage.

The Council will, on examining the details submitted and carrying out of initial “on the

Ground” verification of layouts, identify the pipelines which it proposes to take in

charge.

The Council’s Engineer shall notify the Developer of an impending site inspection.

The Council shall carry out two inspections of an Estate free of charge. For the third

and subsequent inspection a fee on a rising scale shall be levied.

The Council’s Planning Section will carry out an audit to confirm that all planning

conditions have been complied with and that all development charges have been paid.

The Council may request the Developer to organise the taking of cores and/or trial

holes on roadways.

The Council reserves the right to carry out further tests on materials and workmanship,

i.e. structural performance testing of the roadway. This may, for example, include a

performance test on the pavement using deflection equipment such as the Falling

Weight Deflectometer (FWD).

The Council may request the Developer to expose the watermain at specified locations

to demonstrate the adequacy of pipe bedding, surround and cover. A similar test may

be applied in respect of stopcocks/service connections.

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Dye tests may be carried out at random locations to determine if surface water is

cross-connected to foul sewers.

The Council shall require the Developer to install a suitably approved water metering

arrangement adjacent to the connection to the public main at the Developers cost.

1. **WHAT IS TO BE TAKEN IN CHARGE.**
	1. **SANITARY SERVICES TO BE TAKEN IN CHARGE**

Generally water, foul sewer and surface water pipelines, manholes, valves, fixtures and

fittings located on roadways or open spaces will be taken in charge.

Piped services that traverse private property will not be taken in charge unless a

way leave is in place. The pipelines will only be taken in charge if they are not

overbuilt and if enforceable wayleave agreements are in place as a burden on contract

of sale for properties.

It is notCouncil policy to take in charge foul service connections that serve to provide a connection from one or more houses to a trunk main sewer.

In the case of water service connections, the Local Authority will take the connection

in charge up to and including the boundary box (provided same is on public property)

Specifications for sewer and water networks are listed in Appendices.

**4.2 ROADS AND FOOTPATHS TO BE TAKEN IN CHARGE**

All ‘public’ roads and footpaths within estates shall be taken in charge. Roads and

footways on private property shall not be taken in charge unless a public right of way

has been established and clearly marked on Property Registration Maps .

Specifications for roads and footpaths are listed in **Appendix 2**

**4.3 GRASS AREAS AND OPEN SPACES**

The Local Authority shall take in charge open spaces (Landscaped/Grassed Areas as well as Ponds, Streams, Water Features, Water Courses) including narrow grass strips located between the edge of footpaths and the adjacent roadside kerb.

The Local Authority will not carry out maintenance of any grassed areas.

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1. **TAKING IN CHARGE APPLICATIONS FROM OWNERS.**

 **5.1**  **ESTATES UP TO 7 YEARS AFTER EXPIRATION OF PLANNING PERMISSION**

 Applications for taking in charge of an estate from owners will only be considered in the following circumstances:

The development is finished to a standard acceptable for taking in charge.

The developer/contractor is formally insolvent.

A residents association is formed to manage the estate and liaise with the Council. The application will be submitted by the Chairperson of the association.

There are greater than 51% of the owners signed up to the application.

Cavan County Council will work with the owners toward obtaining the required information and completing the Taking In Charge process.

**5.2 ESTATES MORE THAN 7 YEARS AFTER EXPIRATION OF PLANNING PERMISSION**

Refer to planning and development act 2000 section 180 (2) (A).

Applications may be made by owners or developers

1. **FEES.**

The fee per each residential unit contained within the estate to be taken in charge is €100 .

1. **POLICY UPDATE.**

Cavan County Council may if they deem necessary, alter this policy to take cognisance of changes in building control technical detail or Irish Water policy changes.

1. **TAKING IN CHARGE OF UNFINISHED ESTATES.**

It is acknowledged that unfinished and historical estates may be difficult to assess in the context of standards/procedures incorporated in this policy for a number of reasons. Historical estates are classified as estates where 7 years has elapsed since the planning permission expired. Where valid TIC applications are received, the Council will endeavour to liaise with the developer to have outstanding work carried out. Where this is not possible, an assessment will be carried out by the Council to ascertain extent of works required to bring the estate up to an acceptable standard. Funding may be made available from Local Authority resources to complement monies retained on deposit to secure satisfactory completion subject to normal budgetary constraints.

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**8.1. TIMEFRAME FOR DEALING WITH APPLICATIONS**

The Local Authority shall endeavour to assess applications to have estates taken in

charge within the following time frame subject to the priorities set out in paragraph 8.2: -

(i) Within 4 weeks of receipt of the request to take an estate in charge, the

Authority shall acknowledge receipt of the application and supporting

documentation submitted. Any deficiencies in the documentation shall be notified

to the developer.

(ii) Within two months of receipt of a valid request to take an estate in charge, the

Authority shall in conjunction with the developer, carry out a comprehensive

inspection of the development or phase of development; and notify the developer

in writing of outstanding issues associated with the satisfactory completion of the

development.

(iii) The developer shall within two months of receipt of details of outstanding issues

from the Local Authority, arrange for completion of the said works, and notify the

Local Authority when works are about to commence. If works cannot be carried

out within that period the developer must notify the Local Authority as to when

the works are likely to be completed.

(iv) The Local Authority shall, within two months of being notified of completion of

the works at (iii), arrange for final inspection of the estate to determine the

satisfactory completion of the outstanding issues as identified at (ii).

(v) Upon final inspection of estate or phase of estate and satisfactory completion of

the works, the Local Authority shall release that element of the security lodged to

secure completion of the works, subject to the provisions of paragraph 8.3, and

proceed to initiate the procedures under Section 11 of the Roads Act 1993. All

reasonable efforts shall be made to ensure that formal procedures are completed

for the taking in charge process with minimum delay.

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**8.2. PRIORITY:**

Having regard to the number of estates which may apply to the Council to be taken in

charge following adoption of this policy, priority will initially be as follows:

1. Estates where a valid TIC application has been received older estates prioritised.

2. Estates where planning Permission is up to 7 years expired

3. Estates where planning Permission is over 7 years expired (historical estates).

**8.3 BOND RELEASE:**

Security Bonds may be held up to 12 months following taking in charge of an estate to ensure no erroneous costs are incurred by the council as a result of historical unpaid bills or unforeseen maintenance costs.

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 **Appendices**

**Specifications for Taking Developments in Charge**

**Specification 1: General Conditions**

• The roads, footpaths, sewers, drains and water mains shall be constructed in

accordance with the "Recommendations for Site Development Works for Housing

Areas" - Department of the Environment and Local Government (1998) and the “*Guidelines for the Opening, Backfilling and Reinstatement of Trenches in Public Roads*” – Department of the Environment and Local Government (2002), save

where the specifications hereunder otherwise require.

• A minimum width of 5 metres shall be required in

respect of any way leave for sewers or water mains. This width may be reduced in

certain circumstances, but only after consultation with the Council and with prior written agreement.

**Specification 1.1: Collection Systems**

The following minimum specific requirements shall apply.

* A separate storm water and foul water system shall be provided.
* Separate sewer service connections shall be provided for each dwelling house.
* All manhole covers and frames in public property shall comply with Standard

I.S./EN 124:1994 and Loading Class D400, and marked foul or surface water in roadway.

* All road gully gratings shall be of an approved lockable type to Standard I.S./EN

124:1994 and Loading Class C250.

* All surface water pipes serving more than one house shall be a minimum of 225mm diameter.
* All precast manholes greater than 1 metre deep shall be minimum of 1200 mm in

diameter and comply with “Recommendations for site development works for Housing Areas – Department of Environment and Local Government (1998).

* All connections to sewers shall be made in the top left or right quadrant of the

pipe by using coring equipment and approved saddle type by Cavan County Council.

* Intrusions greater than 5 mm. shall not be permitted
* All surface water collection systems discharging to a soak pit shall have trapped

gullies rather than untrapped gullies. Gullies should be cleaned and maintained until they are taken in charge. Oil/Petrol Interceptors shall be installed at final discharge point locations.

* Oil/Silt Interceptors of a type approved by Cavan County Council shall be installed at final discharge point locations if applicable

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**Specification 2: Roads and Footpaths**

• The roads and footpaths shall be taken in charge in conjunction with water mains, sewers and open spaces.

• During footpath construction all precast kerbs shall be laid on edge and not

on the flat. Wheelchair/pram accesses shall be provided at all roadway junctions. There shall be no steps incorporated in the footpath construction. Where necessary, a ramp shall be provided with a maximum gradient of 1 in 20 or a gradient of 1 in 12 for maximum of 5 meters in length.

• Road Lining and Signing shall comply with the Traffic Signs Manual (D.O.E.)

Chapters 5 & 7.

• All road signs and markings shall be provided by the Developer, as directed

by Cavan County Council.

• A Falling Weight Deflectometer Test shall be carried out by the developer where requested by Cavan County Council.

**Specification 3: Water Services**

Elements under this section include water mains, surface water sewers and foul water

sewers. They do not include foul or water treatment plants.

These elements shall be taken in charge in conjunction with roads/footpaths and open

spaces.

***Water mains***

• Water mains to be to water services specification and comply with Section 4 of “Recommendations for site development works for Housing

Areas” – Department of environment and Local Government (1998).

• All water service connections shall incorporate a water service control unit (matrix box or other approved system by Cavan County Council and a 12.5 mm water meter.

• All water mains, valves, stop cocks and fire hydrants to be located in public

footpath, insofar as possible. Hydrant lids will be yellow and all fittings identified by marker plates. Stopcocks shall not be located in private driveways. The WSC unit shall be located in the footpath and shall include a stopcock in the unit. A separate stopcock or shut off valve shall be fitted within each house.

• The water service connection to each house shall be taken in charge as far as the stop cock/water service control unit.

• Marker post and plates shall denote all valves with distance and openings and closing clearly marked on them.

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**Taking in Charge - Application Form**

**CAVAN COUNTY COUNCIL**

**DEVELOPER / CONTRACTOR APPLICATION FORM**

Application to have Development taken in charge by Cavan County Council

Developer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Developer’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Development Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

O.S. Map No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planning Permission Reference Numbers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Development Contribution Paid:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Connection Fee Paid:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commencement No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Houses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Apartments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Items Submitted with this Application Form: (Tick where appropriate)

• As Constructed Drawings .

• CCTV survey & Executive Summary Report .

• Public Lighting Design .

• Copies of Way leaves .

• Grass Seed Mixture Certification .

• Third Party Certification .

**1. ROADS AND FOOTPATHS**

Length of Roadway (m)

Width of Roadway (m)

Length of Footpath (m)

Width of Footpath (m)

**2. FOUL SEWERS**

**Lengths (m) Diameters (mm) Type Other Details**

**No of FS manholes & Diameter:**

Is sewage disposal to the public sewer - Yes / No

If no, specify method of sewage disposal and indicate what (if any) treatment plants are on

site**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**3. WATERMAINS**

**Lengths (m) Diameters (mm) Type Class**

Does the scheme have a water supply booster pump - Yes / No

**4. SURFACE WATER SEWERS**

Number of S.W.S. Manholes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Road Gullies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a attenuation tank – Yes / No

**Lengths (m) Diameters (mm) Type Other Details**

**5. PUBLIC LIGHTING**

**A.** Energy Supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B.** A/C Name & No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C.** Developer’s GMPRN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MPRN Information (1st MPRN)**

**D**. (T)MPRN No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E**. No. of Lights:\_\_\_\_\_\_\_\_ **14**. Lantern Type & Wattage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MPRN Information (2nd MPRN)**

**F**. (T)MPRN No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**G**. No. of Lights:\_\_\_\_\_\_\_\_ **17**. Lantern Type & Wattage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MPRN Information (3rd MPRN)**

**H**. (T)MPRN No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I**. No. of Lights:\_\_\_\_\_\_\_\_ **20.** Lantern Type & Wattage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **NAME OF ELECTRICAL CONTRACTOR** |  |
| **NAME OF CIVIL CONTRACTOR** |  |
| **QUANTITY OF COLUMN (*MOUNTED/NETWORK POLE MOUNTED/WALL FAÇADE MOUNTED FITTING INSTALLED)*** |  |
| **WATT RATING** |  |
| **LANTERN MANUFACTURER** |  |
| **LANTERN MODEL** |  |
| **LANTERN TYPE (I.E. SON-T)** |  |
| **COLUMN TYPE**  |  |
| **COLUMN HEIGHT**  |  |
| **COLUMN SUPPLIER** |  |
| **BRACKET SUPPLIER** |  |
| **BRACKET LENGTH** |  |
| **ESB SUPPLY POINT** |  |
| **NUMBER OF CONNECTION POINTS** |  |
|  |
| **METER DETAILS (IFAPPLICABLE)** |
| **MIC** |  |
| **PHASES** |  |
| **DUoS** |  |
|  |
| **PROTECTIVE DEVICE RATING** |  |
| **CABLE SIZE: PILLAR TO COLUMN** |  |
| **ETCI FORM NO** |  |
| **CERTIFYING ELECTRICIAN** |  |
| **MIN INSULATION RESISTANCE** |  |
| **MAX RESISTANCE OF PRODUCTIVE CONDUCTOR** |  |
| **MAX FAULT LOOP IMPEDANCE** |  |

Each Application must contain the Following Information:

* A map of the site detailing the column positions and numbers. This map must indicate the as built positions of the columns, micro pillars, mini pillars, power supply and circuits. This map should include the development boundaries and adjacent roadways. An electronic copy is also to be submitted in a suitable digital format e.g. in MapInfo format or AutoCAD format drawn on the basis of National Grid Co-Ordinates to the Irish Transverse Mercator Projection.
* To facilitate the efficient taking in charge of the scheme all power supply bills must be paid up to date and the last bill forwarded to Cavan County Council. It is important that the development in question is the only development attached to the account number.
* RECI or ECSSAI certificate for the public lighting works.

**6. COMMON GREEN AREA(S)**

Area(s) \_\_\_\_\_\_\_\_\_\_\_\_ hectares

**Taking in Charge - Application Form**

**CAVAN COUNTY COUNCIL**

**RESIDENTS ASSOCIATION APPLICATION FORM**

Application to have Development taken in charge by Cavan County Council

Spokesperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Estate Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planning Permission Reference Numbers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Houses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Apartments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Items Submitted with this Application Form: (Tick where appropriate)

Signed owners declaration sheet

• As Constructed Drawings .

• CCTV survey & Executive Summary Report .

• Copies of Way leaves .

**1. ROADS AND FOOTPATHS**

Length of Roadway (m) ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Width of Roadway (m) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of Footpath (m) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Width of Footpath (m) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. FOUL SEWERS**

**No of FS manholes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Is sewage disposal to the public sewer - Yes / No

Pumping station Yes / No \_\_\_\_\_\_\_\_\_\_

**3. Watermains**

Does the scheme have a water supply booster pump - Yes / No

**4. Surface Water**

Number of S.W.S. Manholes: \_\_\_\_\_\_\_

Number of Road Gullies: \_\_\_\_\_

**5. Public Lighting**

No of Public Lights: \_\_\_\_\_\_\_\_\_\_

No of Public Lights working: \_\_\_\_\_\_\_\_\_

**6. Open Spaces**

Area(s) \_\_\_\_\_\_M2

**FOR OFFICE USE ONLY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date application received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date further information requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date further information received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date application validated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Development Contribution Paid:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certificate no. 2**

For the benefit of Cavan County Council, this is to certify that the roads and footpaths

comply with the requirements of Cavan County Councils “Taking in Charge Policy for

Private Housing Developments” document.

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

**Certificate No. 3**

For the benefit of Cavan County Council, this is to certify that the development

complies with all conditions of the Planning Permission granted and Building

Regulations (esp. Parts B & M).

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

**Owners Declaration**

**WE THE UNDERSIGNED DO HEREBY AGREE TO HAVE CAVAN COUNTY COUNCIL TAKE OUR ESTATE IN CHARGE.**

|  |  |  |  |
| --- | --- | --- | --- |
| **House No** | **Name****(Block Capitals)** | **Owner** | **Signature** |
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