

# Comhairle Chontae Longfoirt

## Longford County Council

Taking in charge policy  
for  
Private Housing Developments



Unfinished Estates & Planning Section,  
Longford County Council,  
Great Water Street,  
Longford  
N39 NH56

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## Table of Contents

SECTION	TITLE	PAGE
1.0	Introduction	3
2.0	General conditions	5 – 6
	Pre 2000 Developments	7
3.0	Insurances	7
4.0	Timeframe	8
	Appendices	
	Appendix A – Section 180 – Planning & Development Act 2000	10
	Appendix B – Roads, Footpaths & Lighting	11 - 12
	Appendix C – Water Services	13 – 22
	Appendix D – Open Spaces	23 - 27
	Appendix E – Application Form	28 - 29
	Appendix F – Third Party Certification	30
	Appendix G – Verification of Professional Indemnity Insurance	31

Section 180 of the Planning and Development Act 2000 as amended by Section 59 of the Planning & Development (Amendment) Act 2010 deals with the taking in charge of estates by the Local Authority. Where the development consists of two or more houses and involves the construction of roads and services to facilitate the houses, then, subject to it being completed to the satisfaction of the Council, it shall be taken in charge when formally requested to do so by the developer.

In order to be considered for taking in charge a development will have to be fully compliant with the conditions attached to the grant of planning permission and meet the technical requirements as laid out in this policy.

Certain private housing developments (e.g. apartments etc) will have a condition in the planning permission that a properly constituted management company be established for the purpose of maintaining the public lighting, roads, footpaths, parking areas, services and open spaces. The said public lighting, roads, footpaths etc. shall be conveyed to the Management Company.

For all other private housing developments, the following elements of a development will be considered by the Council for taking in charge.

- Public roads and footpaths;
- Unallocated surface parking areas;
- Public lighting;
- Fire services including fire hydrants;
- Public water supply, foul and storm water drainage;
- Wastewater treatment plants and associated buffer zones;
- Potable water treatment plants and any associated protection zones;
- Public open spaces;
- Playgrounds, where these are required by condition of a planning permission as facilities for public use.

Developers shall note that liability for the above elements of a development shall remain with the developer until such time as they are taken in charge by Longford County Council.

The maintenance services that will be provided by Longford County Council following the completion of the taking in charge process include the following:

- Maintenance of all roads and footpaths, including unallocated street car parking;
- Maintenance of water mains and drainage services;
- Repair and reinstatement of roads, footpaths and landscaped areas resulting from repair and/or maintenance of underground services (water mains and drainage services) carried out by Longford County Council;
- Upkeep and maintenance of all public lighting installations including non-standard light fittings;
- Maintenance of public open spaces (that is, spaces to which the general public have access), not including grass cutting or maintenance of grass verges, incidental ornamental/landscaped areas, shrubberies or playgrounds, unless such playgrounds are required, as a facility which will be available to the general public, by the planning authority by way of planning condition;
- Upkeep and maintenance of all surfaces, fixed elements and rigid play equipment in play lots and playgrounds in cases where the playground or play lot was required by condition of a planning permission.

## 2.0 GENERAL CONDITIONS

In order to be considered for taking in charge a number of general conditions must be complied with. These are listed below.

1. The development is an authorised development and constructed in accordance with the planning permission(s) granted.
2. All development contributions and connection fees have been paid in full.
3. 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), Where distributor or collector roads are involved the appropriate specification shall be the "NRA Design Manual for Roads and Bridges"(DMRB), save where the conditions hereunder otherwise require.
4. The following requirements shall be submitted with the application form, as set out in Appendix (The application form must be certified by a suitably qualified person, who holds professional indemnity insurance for the purpose of signing such forms)
  - (a) Evidence of Insurances as set out in Section 3.0 of this policy.
  - (b) Three copies of "as constructed drawings" (scale 1:500) of the development. The drawings shall indicate the estate boundary depicted in red, open spaces coloured green, all roads, footpaths and public lights. All services including watermains, valves, hydrants, sewers, road gullies, Telecom ducts/poles, ESB ducts/poles, cables and all manholes. The invert and cover levels of all manholes shall be indicated relative to Malin ordnance datum. The gradients of all sewer sections shall be indicated on the drawings.
  - (c) The developer shall furnish evidence to the Council that all necessary wayleaves for services are reserved forever in the transfer documentation to house purchasers. The developer shall note that a minimum width of 6 metres shall be required in respect of any wayleave for sewers or watermains.
  - (d) Under current Health and Safety Legislation, on completion of a development, a Safety File containing information relevant to the development works must be passed on to the local authority if it is intended that the development is to be taken in charge. If it is intended that the development is to be maintained by a private

management company, the Safety File must be passed on to the management company.

(The Safety File for a development is a record of information for the end user that focuses on safety and health. The information it contains will alert those who are responsible for the structure and services in it of the significant safety and health risks that will need to be addressed during subsequent maintenance, repair of other construction work)

5. Specific conditions in relation to Roads, Footpaths and Lighting are set out in Appendix B.
6. Specific conditions in relation to Water Services are set out in Appendix C.
7. Specific conditions in relation to Open Spaces are set out in Appendix D.
8. Any bond or security lodged with the Planning Authority will not be released until the satisfactory completion of the works.
9. Inspections: -
  - (a) Subsequent to an application form being lodged with the Council for taking in charge an estate, the Council will carry out an inspection of the estate.
  - (b) Where the development is found on first inspection to be incomplete or not up to the required standard, then any subsequent inspection will be carried out at a fee of €500 per inspection, until the final inspection where taking in charge can be recommended. Where the estate is found to be substantially satisfactory in all respects on first inspection, there will be no re-inspection fee.  
Any items found to be incomplete or not up to the required standard, will be corrected by the developer at his own expense, prior to the next inspection.
10. The developer shall transfer or convey to Longford County Council, at his expense, all of the land contained in the planning permission affected by this policy document.

It is strongly recommended that you consult with the various service departments of Longford County Council to obtain their advice as to how to prepare your Taking In Charge Application, prior to making your application

Longford County Council reserves the right to require further documentation where necessary

### Pre 2000 Developments:

Housing Developments granted planning permission prior to 2000 will be treated in a similar manner to those outlined above, with the following exceptions:

- The DoEHLG publication, 'Recommendations for Site Development Works for Housing Areas' (1998) shall generally be used as a standard specification for housing developments that obtained planning permission prior to 2000 but exceptions to these standards shall be considered on a case by case basis.
- The fact that a development or estate has not been satisfactorily completed will not be a material issue in the consideration of the estate for the purpose of taking in charge, once the requirements of Section 180(2) of the Planning and Development Act, 2000 have been satisfied.
- Roads to be Declared public as part of this process shall not be included in the estimation of maintenance costs for developments to be taken in charge that were granted planning permission pre 2000.

## 3.0 INSURANCES

- Evidence of Professional Indemnity Insurance – The application must be accompanied by proof of verification of Professional Indemnity Insurance (Appendix G) completed by the appropriate Insurer/Underwriter. A minimum level of cover of €2 million is required and for such cover to be kept in place for a period of six years after Certification is received by Longford County Council

- The Council will strive to implement a specified time frame for each stage of the taking in charge process,(see below) subject to the applicant having submitted a valid request (including the required documentation and drawings)

Timeframe for taking in charge.

1. Within 2 weeks from receipt of the request for taking in charge, Longford County Council will acknowledge receipt of the request.
2. Within 8 weeks of receipt of the request for taking in charge, Longford County Council will in conjunction with the developer, carry out a comprehensive inspection of the development or phase of development; and notify the developer in writing of all outstanding issues remaining to be addressed in relation to the satisfactory completion of the development.
3. The developer will within 4 weeks of receipt of details of outstanding issues from Longford County Council, arrange for completion of the said works, and notify the authority when works are completed. If works cannot be carried out within that period the developer must notify Longford County Council as to when the works will be completed.
4. Longford County Council will, within 4 weeks of being notified of completion of the works at No. 3 above, arrange for final inspection of the development to determine the satisfactory completion of the said outstanding issues as identified at No. 2 above.
5. Upon final inspection of the development or phase of the development and satisfactory completion of the works, Longford County Council will release that element of the security lodged to secure completion of the works and proceed to take the development or phase of the development in charge. All reasonable efforts shall be utilised to ensure that formal procedures are completed for the taking in charge process with minimum delay.
6. The developer will vest in Longford County Council (at no cost to Longford County Council) the public areas, including open spaces, which have been designated for taking in charge.

Note: Longford County Council will not be required to incur substantial expenditure in the taking in charge of estates unless grant funding is obtained from the Department of the Environment, Heritage and Local Government.



Appendices:-

A: Section 180 of the Planning and Development Act 2000 as amended

B: Roads, footpaths and lighting

C: Water Services

D: Open Spaces

E: Application Form

F: Third Party Certification

G: Verification of Professional Indemnity Insurance

## APPENDIX A

### Extract from Planning and Development Act 2000 - Section 180:

Taking in charge of estates. 180.—(1) Where a development for which permission is granted under section 34 or under Part IV of the Act of 1963 includes the construction of 2 or more houses and the provision of new roads, open spaces, car parks, sewers, watermains or drains, and the development has been completed to the satisfaction of the planning authority in accordance with the permission and any conditions to which the permission is subject, the authority shall, where requested by the person carrying out the development, or, subject to subsection (3), by the majority of the qualified electors who are owners or occupiers of the houses involved, as soon as may be, initiate the procedures under section 11 of the Roads Act, 1993.

- (2) (a) Notwithstanding subsection (1), where the development has not been completed to the satisfaction of the planning authority and enforcement proceedings have not been commenced by the planning authority within seven years beginning on the expiration, as respects the permission authorising the development, of the appropriate period, within the meaning of section 40 or the period as extended under section 42, as the case may be, the authority shall, where requested by the majority of qualified electors who own or occupy the houses in question, comply with section 11 of the Roads Act, 1993, except that subsection (1)(b)(ii) of that section shall be disregarded.
- (b) In complying with paragraph (a), the authority may apply any security given under section 34(4)(g) for the satisfactory completion of the development in question.
- (3) (a) The planning authority may hold a plebiscite to ascertain the wishes of the qualified electors
- (b) The Minister may make or apply any regulations prescribing the procedure to be followed by the planning authority in ascertaining the wishes of the qualified electors.
- (4) Where an order is made under section 11(1) of the Roads Act, 1993, in compliance with this section, the planning authority shall, in addition to the provisions of that section, take in charge any open spaces, car parks, sewers, watermains, or drains within the attendant grounds of the development.
- (5) Where a planning authority acts in compliance with this section, references in section 11 of the Roads Act, 1993, to a road authority shall be deemed to include references to a planning authority.
- (6) In this section, "qualified electors" means every person who, in relation to the area of the dwelling houses in question, is registered as a local government elector in the register of local government electors for the time being in force.

## APPENDIX B

### SPECIFIC CONDITIONS

#### ROADS AND FOOTPATHS

The roads and footpaths shall be in accordance with the planning permission.

The Taking in Charge application shall be accompanied by the following:

1. A condition report of the pavement and footpaths which shall include:
  - a. List of all roads, junctions and footpaths,
  - b. Layout and levels of roads and junctions,
  - c. List of defects on roads and footpaths identified by the Roads, Department, Longford County Council,
  - d. List of remedial measures for defects as agreed by Road Design Department, Longford County Council,
  - e. Certification that remedial measures to defects have been satisfactorily carried out,
  - f. Any other relevant information.
2. As built drawings at a scale of 1:500.
3. The results of Falling Weight Deflectometer (FWD) tests, to determine the strength of sub-grade and permanent layers for roads, showing that there are no major signs of deterioration. These tests to be accompanied by certification that the list of remedial works as agreed with Road Design Department of Longford County Council have been rectified.
4. Certification that traffic calming measures are approved by Road Design Department, Longford County Council.
5. A Road Safety Audit (Stage III) shall be carried out in accordance with the NRA Design Manual for Roads and Bridges for all housing estates located on national roads and any other housing estate of more than 50 houses. The recommendations made in the Audit shall be implemented within the estate.
6. The Safety File (in accordance with the current HSA requirements and Legislative requirements) for the roads and footpaths shall be submitted. Content shall include the following:

## Safety File Contents – Roads Requirements

- 1 - As Constructed Drawings in Hard Copy and AutoCad, including
  - Detailed Layout Plan of all roads, footpaths, parking areas, public and private areas
  - Horizontal alignment of roads, footpaths, parking areas, traffic calming including geometric info of centerlines and road edges.
  - Vertical alignments of all roads ( cross sections and longitudinal section)
  - Cross sections through pavement giving all pavement layers for roads and footpaths.
  - Details for any structures included in the works
  - Storm Water Drainage drawings, including cover levels invert levels, pipe sizes, gradients, attenuation features (location and details of structure used), petrol interceptors.
  - Foul Sewer drawings, including cover levels invert levels, pipe sizes, gradients, treatment plants, pumping stations.
  - Water main drawings including all valves, connections, hydrants
  - ESB Drawings, including HV, MV, LV cable runs, chambers, substations, transformers, wayleaves
  - Public Lighting drawings including, cable runs, PL pole locations, meter locations, connection point locations
  - Any other electrical installations (traffic lights, pumps for water features, electronic gates treatment plants, pumping stations)
  - Eircom Drawings including, cable runs, chambers, connections Fibre Optic cable info.
  - Any other service information, Cable TV, ....
  
- 2 – Ground Investigation information (records of any on site ground investigation, photographs of excavations, details of areas of rock, soft ground, running sand)
  
- 3 – Details of specific equipment or plant in the site (attenuation features, pumping stations, treatment plants, Public Lighting (refer to condition report), Other electrical installations)
  - Description, Location,
  - Maintenance Manuals or procedures
  - Electrical certification, MPRN no, Electrical loads, supply point, micro pillars, ...
  - Supplier
  - Design details and information
  
- 4 – Structures (Retaining Walls, Culverts or Bridges, In situ chambers, .....)
  - Design details and information for any structures
  - Certification of structures by Structural Engineer with professional indemnity insurance
  - Detailed As built drawings
  - Maintenance procedures
  - Rights of way for inspection & maintenance
  
- 5 – Materials (Pavement materials, Ironwork, Concrete, Fencing, Pipework, Public Lighting)
  - Description, Supplier, CE Certification / test certificates, MSDS sheets
  - Test Certificates specific to the site referencing location from which sample was taken.

## PUBLIC LIGHTING

- Public lights shall be in accordance with the technical requirements set out in the planning guidelines and available to view on Longford County Council's website: [www.longfordcoco.ie](http://www.longfordcoco.ie)
- Lighting shall be operational prior to making an application to take in charge
- Public Lighting shall be certified by ESB Contracts Ltd. or other suitably qualified approved persons having adequate professional indemnity insurance. The certification should state that lighting complies with the relevant standards.
- Certification shall also be submitted that Public Lighting is in accordance with Longford County Council's Planning Permission and Technical Requirements.
- The Developer shall be responsible for maintenance of the public lighting system and all power charges until such time as Longford County Council have taken the development in charge or at the discretion of Longford County Council.
- All public lighting standards shall be clearly, individually and uniquely numbered.
- The Meter Point Reference Number (MPRN) and the loads associated with each micro pillar shall be submitted.

## APPENDIX C

# LONGFORD COUNTY COUNCIL WATER SERVICES PLANNING GUIDELINES

## General Recommendations

- *"Recommendations for site development works for housing areas" 1998 by DOELG* to be used as a general specification.
- *"Department of Environment Traffic signs manual, Chapter 8"* to be used as the specification for maintenance and control of traffic during construction.
- *"Guidelines for the Opening, Backfilling and Reinstating of Trenches in Public Roads , DOELG 2002"* (Purple Book) to be used for specification for trench backfill / reinstatement.
- *"Dublin Corporation Stormwater Management Policy Technical Guidelines"* and *"Greater Dublin Regional Code of Practice for Drainage Works"* incorporating *"Greater Dublin Strategic Drainage Study, Volume 2 , New Developments"* to be used for all pipeline and stormwater runoff design.
- EPA manuals *"Treatment systems for single housed"* and *"Treatment systems for small communities, business, leisure centres and hotels"* must be used for effluent treatment / septic tank design and operation.
- *"Technical Guidance Document H, Building Regulations 1997"* to be used for the design and layout of drainage and waste disposal.
- *"Longford County Council Specification for Pumping Stations"* to be used as a specification for pumping stations. (Available on request form Water Services, Longford County Council)
- The provision of the *"Safety, Health and Welfare at Work Act 2005"* and all other statutory provisions are to be adhered to.
- All services (pipelines, pumping stations, treatment plant, etc.) to be located in public areas.
- Letter of consent to provide legally binding wayleaves and rights of way, if required, and associated maps for construction and use of pipelines, serving the development, which will traverse private property other than that of the applicant (relevant to water supply, storm sewer and foul sewer). The applicant is responsible for ensuring that all way leaves are obtained and registered in the applicants favour.

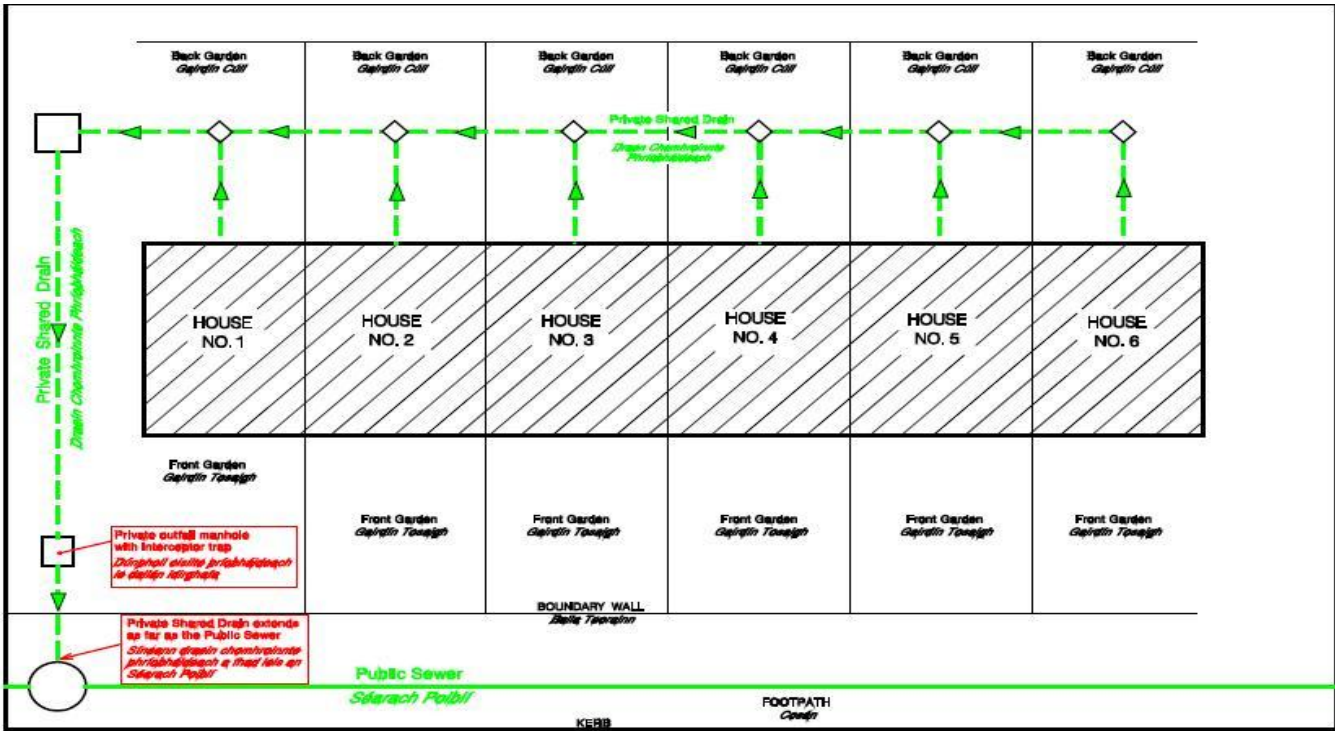
## WATER SERVICES

The listed information must be submitted before the taking in charge process can begin:

1. Letter from competent, qualified Engineer with professional indemnity, stating that the work has been carried out in accordance with the conditions outlined in the planning permission, "Recommendations for site development works for housing areas 1998 by DOELG" and the required connection licences.
2. "As constructed" drawings for the watermain network showing all pipe sizes, fittings and all house connections to a scale of 1:500.
3. "As constructed" drawings for the foul sewer network showing all pipe sizes, manhole invert and cover levels and connection to Local Authority sewer to a scale of 1:500.
4. "As constructed" drawings for the surface water sewer network showing all pipe sizes, manhole invert and cover levels and any attenuation systems to a scale of 1:500.
5. Details of attenuation system/s with a performance certificate for the required Hydrobrake.
6. "As constructed" drawings of all ESB, Telecom, Cable TV, and any other utilities to a scale of 1:500.
7. Details of any Pumping Stations and/or Wastewater Treatment Plant provided and, if relevant, contact details for Management Company contracted to operate and maintain facility.
8. Details and dates of any tests on watermains or sewers conducted on behalf of Longford County Council.
9. CCTV survey and report of all sewers to confirm to the standards set out in the WRC Manual on Sewer Condition Classification. This work shall be carried out by a reputable CCTV survey company. This Company shall be approved in advance by Water Services, Longford County Council. CCTV system to be used must be a Pan & Tilt only (Push Rod system is unacceptable)
10. All foul sewers must be checked for infiltration. The maximum rate of infiltration shall not exceed 0.8 liters per hour per linear kilometer per millimeter of diameter of the pipe.

11. Water Conservation Audit of the water network, as required under the Water Services Act 2007. The Audit to be signed-off by a reputable Leak Detection/Water Audit Company. This Company shall be approved in advance by Water Services, Longford county Council. (The Audit shall include the logging of Bulk Water Meter and an Inspection Report of all valves, chambers and fittings).
12. Details of any bursts, pipe blockages or other problems since development was completed.
13. Evidence that all necessary wayleaves for services are reserved forever in the transfer documentation to house purchasers if applicable.
14. Wayleaves for all services on private property that are not included under previous item if applicable.
15. Proof that all Water/Sewer Connection and Road Opening Licences have been obtained and paid for.
16. Safety File, as required under Health & Safety Legislation

Note: Longford County Council will not take in charge any privately shared drain(s) that run along the rear of houses and will only take in charge the public sewer i.e. where the private shared drain meets the public sewer in the common public area(s) as illustrated below:





Upon receipt of the required information, Water Services will inspect the development. A report on the estate will then be issued. If all is in order, a recommendation to take in charge, from a Water Services point of view, will be issued. If remedial work is deemed necessary, the recommendation will be withheld until this work is completed.

## Water Supply

- The watermain shall have a minimum nominal pressure rating of 10 bar.
- Watermains shall be looped where possible. Minimum loop to contain four houses and one hydrant. Where spurs are unavoidable they should terminate with a ducksfoot hydrant.
- An 80 mm bulk meter ("Kent 4000" or similar approved) shall be fitted on the main serving this development in close proximity to the point of connection with the existing main. A second sluice valve to be fitted immediately after meter. Meter chamber to be minimum 750 mm wide by 1200 mm long (or 1200 mm precast rings). 100 mm clearance to be provided between bottom of meter and floor of chamber. Hinged heavy duty ductile iron manhole lid to be fitted directly over meter. A drainage outlet to be provided from bottom of chamber
- All sluice valves to BS 5163 pressure rating NP 16, anti-clockwise closing Sluice valve and hydrant chambers to be 225 mm blockwork or precast sections. (The use of pipes to form valve chambers is not allowed)
- Watermain shall be laid under a footpath or between the kerb and footpath and have a minimum cover of 0.9m measured from the top of the pipe barrel to the finished footpath surface. No other services shall be laid within 300 mm or directly over watermain.
- Hydrants shall be screw down type to BS 750 with 80mm diameter flanged inlet and 63 mm male thread outlet. The outlet from the hydrant shall not be greater than 200mm below adjoining ground level. Indicator plates conforming to BS 3251 shall be fixed to nearby walls or concrete marker posts.
- A hydrant shall be provided on the watermain at its lowest point to facilitate scouring. Double orifice air valves shall be installed at the highest points on the main to release any air that might build up in the main.
- A stopcock meter chamber (Talbot Matrix, Atplast or approved similar) to be fitted to all service connections in public area directly outside each property but not in the driveway or parking area. (Note: short versions of meter box are not to be used) Apartment blocks to have individual meter for each apartment located in public area. Manifold system to be used.
- An individual water supply and meter chamber to be provided to each unit of multi-unit developments.

- The water main shall be tested to a pressure of 10 Bar with saddles fitted. No drop in pressure shall be recorded over a two-hour period. A Water Service representative shall supervise this test.
- Prior to being made operational, the watermain shall be sterilized using a chlorine solution. Dosing shall continue until the main is full and at least 50 mg/l of free chlorine have been made available. The treated water shall be left in the main for a period as directed but not exceeding 24 hours. The sterilisation process shall be repeated until the chlorine residual is not less than 10 mg/l at the end of the main furthest from the point of injection. On completion the chlorinated water shall be flushed out and the pipes filled with drinking water. The waste chlorine solution shall be disposed of in a manner that will avoid pollution of natural waters, reservoirs and water courses.
- All watermain junctions shall be fully valved, i.e. sluice valve on each spur of the junction
- Six-inches (150mm) of 10mm diameter pea gravel bedding shall be placed above and below the watermain over its full length.
- Four days notice to be given to the waterworks caretaker prior to a connection taken place.
- All underground services shall be overlaid at a depth of 300 mm from the surface with a marker tape containing a corrosion resistant metallic strip capable of detection from ground level.
- Stainless steel bolts to be used on all saddles.
- Connection of a watermain to the public mains shall not take place without the supervision of a Sanitary Service Representative.
- Service pipes crossing roads should be avoided where possible.

## Sewers:

- Each dwelling shall have a separate 100mm nominal bore connection to the main sewer.
- Sewers to be laid in roadway where possible.
- Foul sewers serving 2 or more houses shall be a minimum of 150 mm diameter.
- Emergency foul water overflow, capable of holding and returning 12 hours dry weather flow into works shall be provided for all wastewater treatment plants and pumping stations.
- Manholes shall be provided at every change of alignment or gradient, at the head of all sewers, at every junction of two or more public sewers or wherever there is a change in the size of the sewer. Manholes shall not be further apart than 70 m. Manholes shall have a minimum internal diameter of 1.2 metres.

- All precast manholes shall have 150mm thick of grade 30N concrete surround.
- Manhole covers and frames shall comply with the relevant provisions BS EN 124 and shall be hinged and lockable (Brio type or similar approved). Class D 400 covers shall be used in carriageways of road vehicles. Class B 125 shall be used in footpaths, pedestrian areas and comparable locations. All manhole covers shall be the non-ventilating type and shall have closed keyways. Steps in manholes and other chambers shall comply with BS 1247.
- Backdrop manholes shall be constructed where the difference in level between the invert of the inlet sewer and the invert of the outlet sewer is greater than 200 mm.
- Six-inches (150mm) of 10mm diameter pea gravel bedding shall be placed above and below the sewer over its full length.
- All kitchen waste shall be passed through a mechanical grease trap approved by the Water Department of this authority. (for commercial or industrial applications).
- Petrol / oil interceptor to be provided at exit from all commercial developments.
- The minimum diameter of storm water pipes to be 225 mm
- The maximum permitted surface water outflow from any new development is to be restricted to that of a Greenfield site before any development took place.
- All surface water sewers shall be designed and constructed as per design calculation method described in "*Recommendations for site development works for housing areas*" or other approved method.
- All attenuation areas shall be designed to store the 30 year flood and make provision for the retention of the 100 year flood on site
- Minimum outlet diameter for the Hydrobrake to be 75 mm
- All foul sewers to be designed to accommodate 6 times average foul water flow and gradients shall be selected so as to maintain self cleaning velocities at normal discharge conditions.
- All pumping stations and treatment plants to have a means of measuring inflow and/or outflow.
- See Longford County Council "Specification for Pumping Stations" for pumping station design.
- See Longford County Council "Specification for Wastewater Treatment Plants" for Wastewater Treatment Plant design.

## Notes:

1. It is recommended that all of the services be shown on separate drawings to ensure the clarity of information. Where more than one service is shown on a drawing both colour coding and linetype coding should be used.
2. Before any work commences on site a connection licence for water and sewerage must be obtained. A set of water and sewerage layout drawings must be presented incorporating any revisions requested during the planning process. Allow a period of two weeks for processing the connection licence.
3. Where a public sewer is planned in an unsewered area, provision for the connection to the future planned sewer must be provided.
4. Flood risk assessment may be required in certain circumstances.

## Water Services TIC Conditions for Wastewater Treatment Plants:

1. Wastewater Treatment Plant Design and Performance to be in accordance with current Environmental Protection Agency (EPA) Manuals.
2. Detailed installation specifications, management programme(s) and final maintenance agreements/documentation to be submitted to Longford County Council. Also note that any changes/modifications to treatment system in order to meet the required effluent standards must be submitted for Longford County Council approval.
3. All surface/roof water arising shall be collected and discharged to watercourse/s via a suitably sized petrol interceptor. No rainwater or extraneous surface water shall be allowed to flow into treatment plant or onto the public road or adjoining properties.
4. Minimum distance requirements to be in accordance with EPA Manuals.
5. All wastewater arising shall be directed to the wastewater treatment plant.
6. A grease trap to be installed on the effluent pipeline prior to its discharge to the sewage treatment plant.
7. All new sewer pipelines and manholes shall:
  - I. Be constructed and jointed so as not to allow ingress of groundwater.

- II. Be sufficiently large to accommodate the maximum allowable discharge without causing any overflow at the site or onto adjacent lands or onto the public road.
- III. Constructed so as to allow gravity connection from the development to any proposed communal treatment facility.
  8. All sludges, including greases from the grease trap, generated on the site shall be recovered in accordance with Sewage Sludge regulations of 1998 & 2001. Permitted sludge removal specialists to collect and appropriately dispose of all sludges generated. Detailed records of the Quantities and Disposal of all sludges to be maintained by the licensee and submitted quarterly to Longford County Council.
  9. The wastewater treatment plant will be operated in accordance with a detailed operation and maintenance manual. This manual shall outline the entire daily, weekly and monthly works required for the proper maintenance of the plant. It shall contain full details of all items of mechanical and electrical plant associated with the effluent treatment system. A trained operator will be charged to carry out the daily duties outlined in the manual. The operator's name and contact number shall be submitted to the Environment section of Longford County Council prior to treatment plant commissioning. The entire effluent treatment system and process lines including all chambers, channels, pipelines, manholes, electrical and mechanical plant, sludge storage facilities and other waste holding facilities shall be maintained on a daily basis by the nominated member of the licensee staff, all items of plant shall be operated and maintained by the caretaker in accordance with the plant supplier's specification.
  10. The treatment plant will provide for at least 12 hours storage of untreated effluent in the event of mechanical failure. Duty and standby units will be provided for pumps and compressor. An automatic dial out facility shall be provided to alert the operator in the event of mechanical failure.
  11. All tanks used for the storage of fuel/ferric above ground shall be provided with an adequately designed bund system complete with an impervious base. Filling and take off points shall be located within the bund.
  12. Systems should have an emergency foul water storage capable of holding and returning a minimum of 12 hours flow at a flow rate equal to the dry weather flow (DWF) for the entire catchment of

the development which it serves back into the local network/works

13. Access for vehicular traffic
14. Health and welfare facilities for plant operatives in particular washing facilities
15. Alarmer system to callout emergency response in the event of plant breakdown
16. Anti-intruder perimeter fencing where appropriate to be provided
17. Control panels fitted with a socket to accept a supply from a generator
18. The following extra specific facilities shall be provided at Treatment plants:
  - Capacity to measure inflow and outflow and to take inflow and outflow samples.
  - Automatic recording of the principal operating parameters of the particular process.
  - Duty and standby units for all equipment essential to the correct functioning of the process.
  - Sludge holding tanks, sealed and suitable for connection to a sludge tanker, capable of holding 3 months sludge output from the plant. It must also be fitted with the means to filter the gases given off from the sludge holding tank before releasing them into the environment.
  - Plants shall be located to ensure distance to current and proposed development is in accordance with guidelines set down by the EPA.
  - Telemetry System to Longford County Council Water Services Specification
  - A performance report from the plant supplier or from an agreed third party shall be prepared to the satisfaction of Longford County Council before the plant is taken in charge. The treated effluent quality should meet the standards as stated in the technical specification for the treatment plant. The performance report should also indicate the impact of the effluent on receiving water quality. If treated effluent is discharged to percolation the report should include information on its performance and monitoring data to show impact on groundwater quality.

### *Safety Requirements*

Each plant shall have a safety statement and safe work practice sheets which will be the responsibility of the plant operator to implement and update as required.

## APPENDIX D

### **OPEN SPACES**

1. The development and landscaping of open spaces shall be carried out in accordance with the planning permission granted and the attached specification
2. Maintenance of open space areas (including grass cutting) shall be the responsibility of a management company or a community/residents association after the Taking in Charge process has been completed.

With the exception of any features to be retained, grassed open space areas shall be free of rock and all hazardous objects and be developed for usage by persons present on the areas for the purpose of engaging safely in recreational activity.

#### Topsoil: -

Topsoil shall conform to the description of topsoil set out in British Standard Specification No. 3882; 1994, entitled "Specification for Topsoil". Topsoil shall be good quality medium topsoil loam, easily moulded when moist. It must be neither too sticky nor leave a smooth polished surface when smeared. It shall be free from all chemical or other pollutants without excessive proportions of stones or flints and those present must not exceed 50mm gauge. It must not include subsoil, excessive proportions of clay, sand, chalk or lime, nor may it include rubbish or other extraneous material, pernicious weeds or couch grass whether roots or top growth, or roots of trees or shrubs. A minimum depth of 150mm of topsoil is required.

#### Grading and Cultivation: -

All grassed open space areas should be suitably graded so that the areas can be safely cut by four wheel drive ride on mowers.

Surface cultivation shall be carried out where appropriate and shall be as defined and described in British Standard Specification No. 4428; 1989, entitled "Code of Practice for General Landscape Operations", Section 4.

#### Drainage: -

Drainage works shall be provided where appropriate and for the reasons outlined in British Standard Specification 4428; 1989, entitled "Code of Practice for General Landscape Operations", Section 3.

Connection to existing drains or manholes shall be executed in a careful and workmanlike manner and to the satisfaction of Longford County Council.

Sand Slit Drainage to consist of a 300mm x 50mm trench. The spoil from trench excavations shall be removed simultaneously with the trenching operation. The trench shall have the profile of 225mm approx. of clean evenly sized washed pebble topped to surface levels with silica sands Grade T.

#### Seeding of Grass Areas: -

Grass seeding shall be carried out in accordance with British Standard Specification 4428; 1989, entitled "Code of Practice for General Landscape Operations", Section 5.

In the development of grass landscape areas the seeds to be used are the amenity grass mixtures and certification of these mixtures are to be presented to Longford County Council. On no account should grass seed mixture intended for high yield grass for agricultural purposes be used.

#### Preparation of the Seed Bed: -

The seed bed shall be prepared in accordance with British Standard 4428; 1989 entitled "Code of Practice for General Landscape Operations", Section 5.3. No seed shall be sown until the cultivation and preparatory work have been approved.

Finish topsoil level shall be 25mm above adjoining paths, kerbs and manholes.

Sowing of seed strains shall be carried out during calm weather conditions with equal sowing in traverse directions at the specified rate per square metre as described in British Standard 4428; 1989, entitled "Code of Practice for General Landscape Operations", Section 5.3.

#### Initial Topping Cut: -

Immediately before cutting, all stones above 25mm in any dimension should be hand picked and the area should be crossed with a lightweight roller to firm the grass and consolidate the surface.

When the grass is established from 40mm to 75mm high, according to seed mixture, it should be topped with a rotary mower so as to leave from 25mm to 50mm of growth and to cut weeds, in order to control the growth of coarser grass and to encourage tillering.

A mowing programme should be organised that gradually reduces the height of the grass. Grass cutting machinery should be very sharp and in good condition to avoid pulling out young seedlings.



When cutting takes place without a box all arisings should be spread evenly to prevent damage to the growing grass beneath. This applies particularly to grass cut during periods of dull or wet weather.

#### Supply and Planting of Trees:-

#### Timing of Planting and Delivery to Site:-

Planting of field grown plants shall not be commenced before 30th September or continued after 31st March following unless authorised in writing. Planting will be suspended during periods of severe frost or when planting positions or areas are water logged.

No plant shall be delivered to site until the preparation of its planting position or area is practically complete. The landscape contractor will be responsible for the adequate protection of all plant material from the time of delivery from whatever source until Planting has been approved. Care is to be taken to protect the foliage and roots from adverse weather conditions including heat, frost and drying winds. Where delay between delivery of plants and planting is unavoidable, the landscape contractor shall heel in property bare rooted plants in a prepared trench and pack moist soil/compost around the root. In frosty weather the plants shall be given extra protection with straw or similar material. Pot grown and balled rooted plants shall be protected from exposure to direct sunlight and shall be watered as necessary to prevent drying out of the roots. All pot grown and balled root plants shall be thoroughly watered two hours prior to the removal of the pots or wrappings. Pots, containers and other protective materials shall not be removed until immediately prior to planting.

#### Setting out and Planting Instructions:-

The landscape contractor shall carry out planting in accordance with supplied drawings. All trees shall be planted in the positions and in numbers indicated on the drawings and shall be planted in an informal manner so as to avoid a rigid matrix.

Unless otherwise agreed the ground shall be cultivated to a depth of 600mm in all shrub planting areas.

In paved and hard surface areas, tree pits 1220mm square and at least 1200mm in depth shall be prepared by the excavation and removal from the site of surfacing material, hardcore foundation and subsoil prior to the importation of which shall conform to the description of topsoil as set out in

British topsoil Standard Specification No. 3882; 1994, entitled "Specification for Topsoil".

Planting Method: -

Standards of workmanship and materials used for planting and staking shall be as is outlined in British Standard Specification No. 4428; 1989, entitled "Code of practice for General Landscape Operations", Section 7 - amenity tree planting, Section 8 – woodland planting, Section 9 - planting of shrubs, herbaceous plants and bulbs.

The roots of all bare root shrubs and transplants are to be treated with alginure root dip prior to planting, using a mixture of one part alginure to three parts water.

Tree stakes should be driven into the ground off centre of the prevailing wind side of tree. The pit will be partially backfilled with a mixture of topsoil, compost and fertiliser and the tree placed in the pit to the depth of the nursery soil mark, ensuring the roots are fully spread. The remaining mixture shall be used to cover the roots and shall be distributed amongst them by shaking them with a gently up and down movement and then firming by walking.

Each tree shall be firmly secured to the stake after planting so as to prevent excessive movement or abrasion using a rubber buffer between the tree and stake. The tree shall be secured at the top of the stake about 0.6M from ground level. These ties shall allow for growth or secondary thickening of the tree stems.

On completion of planting any broken branches shall be pruned, damaged areas of bark shall be cut back to sound tissue. After planting trees, they should be watered thoroughly, with approximately 30 litres per tree.

Tree Stakes Ties and Tree Guards:-

Trees shall be staked using straight well formed Douglas fir or spruce poles, 1.53M in length (2.75M in length where use of tree guards is specified), driven 750mm into the ground before planting. These poles shall have all side shoots and laterals removed and shall be impregnated with copper chrome or copper chrome arsenic water borne wood preservative in accordance with I.S. 131; 1964. The poles shall be 90mm to-100mm in diameter at the heavy end and 75mm to 90mm at the light end. They shall be tapered to a point of 300mm in length at the heavy end and shall be trimmed to an angle of 45' at the light end after planting.

Tree guards shall be manufactured from 50mm X 50mm X 10 gauge weld mesh and shall be 1830mm X 920mm cylinder shape formed to 300mm diameter and are to be hot dipped galvanised, with an overall weight of 0.25kg/ft.

Where the use of tree guards is specified, a 2.75M length of tree stakes specified above should be used.

#### Supply and Planting of Shrubs, Climbing Plants and Hedges:-

Shrubs shall be provided and planted in precise locations as agreed by Longford County Council. Shrubs shall be as is defined and described in British Standard Specification No.3936; 1992. entitled "Nursery Stock Part 1. Specification for Trees and Shrubs".

Standards of workmanship and materials used shall be as is described in British Standard Specification No. 4428; 1989, entitled "Code of Practice for General Landscape Operations", Section 9. All shrubs be true to name, vigorous, well grown specimens of their type, free from disease and insect pest. All shrubs shall be container grown in removable plastic containers unless otherwise stated. Shrubs considered to have inadequate size development at the time of planting must be replaced upon the instructions of Longford County Council.

#### Replacement Planting:

The landscape contractor shall replace during the following planting season all plants which fail to show growth or develop full foliage during the first growing season after planting. All such replacement planting shall be at the landscape contractors expense who shall also be responsible for any preparatory and other work necessary to be properly carried out, including the removal and disposal of dead plant material.

#### Grass Maintenance on Reseeded Areas:

The Developers shall carry out the following operations prior to taking in charge by Longford County Council - stone picking down to 25mm, weed elimination, cutting, repair of all erosion and settlement, filling of all holes to ensure uniform grading throughout and reseeded as necessary to establish a uniform and healthy stand of the specified grasses.

APPENDIX E  
Application Form.  
Comhairle Chontae Longfoirt  
Longford County Council

Application to have development taken in charge by Longford County Council

Developers Name:	_____
Developers Address:	_____
Telephone No:	_____
Development Name:	_____
Development Location:	_____
O.S. Map No:	_____
Planning Reference Numbers:	_____
Development Contribution Receipt Numbers:	_____
Connection Fee Receipt Numbers:	_____
No. of Houses:	_____
No. of Apartments:	_____
No. of Commercial Units:	_____
As-Constructed Drawings Completed By:	_____
Qualification:	_____
Items Submitted with this Application Form: (Tick as Appropriate ✓)	
As-Constructed Drawings	_____
Third Party Certification	_____
Third Party Professional Indemnity Insurance Verification	_____
Copies of Wayleaves	_____
Other Items as required	Appendix B _____
	Appendix C _____
	Appendix D _____

I, the undersigned, hereby apply to have the following elements of the above development taken in charge by Longford County Council.

1. Public Lighting

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

Type of Lantern: \_\_\_\_\_

2. Roads and Footpaths

Length of Roadway \_\_\_\_\_ (metres)

Length of Footpath \_\_\_\_\_ (metres)

3. Watermains

Lengths (m)	Diameters (mm)	Material	Class
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Foul Sewers

Number of foul sewer manholes:  
\_\_\_\_\_

Lengths (m)	Diameters (mm)	Material
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Surface Water Sewers

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

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

Lengths (m)	Diameters (mm)	Material
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Open Spaces

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

Signed: \_\_\_\_\_  
Developer

Date: - \_\_\_\_\_

APPENDIX F  
THIRD PARTY CERTIFICATION

Reference No. \_\_\_\_\_

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

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

\_\_\_\_\_

Certificate No. 1

For the benefit of Longford County Council, this is to certify that:

- (a) Sewers have been tested and passed in accordance with the requirements of Clause 3.20 of "Recommendations for Site Development Works for Housing Areas" – Department of Environment and Local Government (November 1998).
- (b) Water pipes have been tested, passed and sterilized in accordance with the requirements of Clause 4.18 of "Recommendations for Site Development Works for Housing Areas" – Department of Environment and Local Government (November 1998).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Third Party

Qualification: \_\_\_\_\_

Certificate No. 2

For the benefit of Longford County Council, this is to certify that the roads and footpaths comply with the requirements of Longford County Councils "Taking in Charge Policy for Private Housing Developments" document.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Third Party

Qualification: \_\_\_\_\_

Certificate No. 3

For the benefit of Longford County Council, this is to certify that the development complies with the Planning Permission granted.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Third Party

Qualification: \_\_\_\_\_

APPENDIX G

VERIFICATION OF PROFESSIONAL INDEMNITY INSURANCE

Name and Address of Insured: \_\_\_\_\_

Description of Business: \_\_\_\_\_  
Policy No. and Name/Address of Insurers/Underwriters: \_\_\_\_\_

Period of Insurance: \_\_\_\_\_

Renewal Date: \_\_\_\_\_

Retroactive Date: \_\_\_\_\_

Limit of Indemnity any one claim: \_\_\_\_\_

Limit of Indemnity any one period of insurance: \_\_\_\_\_

Excess applying to each claim: \_\_\_\_\_

Aggregate Excess: \_\_\_\_\_

Does cover include sub consultants: \_\_\_\_\_

Does cover include Joint Venture Projects: \_\_\_\_\_

Are there any restrictions/Limitations/Warranties in relation to the Policy Connected with the Project or Development being presented to Longford County Council? \_\_\_\_\_

If so, provide details: \_\_\_\_\_

SIGNED on behalf of the Insurers/Underwriters \_\_\_\_\_

Dated: \_\_\_\_\_