



LOUTH COUNTY COUNCIL

Comhairle Contae Lú

PROCEDURES FOR TAKING IN CHARGE OF RECENTLY COMPLETED HOUSING ESTATES

1. INTRODUCTION

Louth County Council have a duty as outlined under Part XI, Section 180 of the Planning and Development Act, 2000 to take in charge roads, open spaces, car parks, sewers, watermains and drains.

The development must conform to the conditions set out during the planning application and subsequent approval, including compliance with all financial conditions.

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 planning applications and subsequent approval.

The Council must ascertain that the works have been carried out to acceptable standards by visual inspection, testing, obtaining certification in relation to materials and workmanship.

Assessment will be carried out by:

- Examining as-constructed drawings of the works
- Examining certificates covering quality of materials and workmanship
- Visual inspection of the work elements/areas to be taken in charge
- Surveying hidden services
- Performance testing of identified work elements

Before an estate is taken in charge, the work must be complete. Roads shall have their wearing course applied and all foul and storm drains shall be properly constructed and free running.

2. **COMMENCEMENT OF PROCESS**

When the Developer is satisfied that the estate is ready for taking in charge he shall notify, the Council in writing and formally apply to have the development '*taken in charge*'.

The Developer shall prepare a 'taking in charge handover file' which will include the following:

- **Drawings**
The Developer must provide detailed as-constructed drawings of the works to be taken in charge (in hardcopy and digital format).
- **Certificates**
The Developer must provide test certificates covering items such as: watermain pressure tests, air tests on sewers, macadam materials tests, installation certificates for pumps, Public lighting compliance etc.
- **Wayleaves and easements**
The Developer must produce evidence of all wayleave agreements for services that traverse private property.
- **Surveys**
The Developer must organise surveys and inspections of 'hidden' 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.

The Developer should commence assembling the file from the start of construction activities. The file shall, as mentioned above, include all relevant certificates for materials and testing, supervising Engineer's or Architect's certificates.

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 delay or put in abeyance the taking in charge process.

3. **WORK ITEMS TO BE TAKEN IN CHARGE**

Sanitary Services to be taken in charge

Generally water, 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 wayleave 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 **not** Council policy to take in charge service connections, drains or combined drains that serve to provide a connection from one or more houses to a 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)

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.

Grass Areas and Open spaces

The Local Authority shall take in charge open spaces (grassed areas) including narrow grassed strips located between the edge of footpaths and the adjacent roadside kerb. The Local Authority will not carry out maintenance of any grassed areas.

4. 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 Engineer's or Architect's certificates etc.

The following are the minimum requirements and standards for the information to be included in the taking in charge handover file:-

4.1 Mapping and Drawings:

4.1.1 General

Layout plans of developments shall be in hardcopy at a scale of not less than 1:500 **and** digital mapping compatible with AUTOCAD Release 14 or later version.

1 No. bound booklet of A3 sized "as constructed drawings" of all the development's 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 wayleave 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.

4.1.2 Water Services

Location of all sluice valves, scour valves, air valves, hydrants, meters and customer Water Service Control Units (WCSU), utilising a recognised standard symbols (BS) shall be indicated.

All pipelines shall be shown coloured blue.

Diameter and class of each pipe shall be indicated.

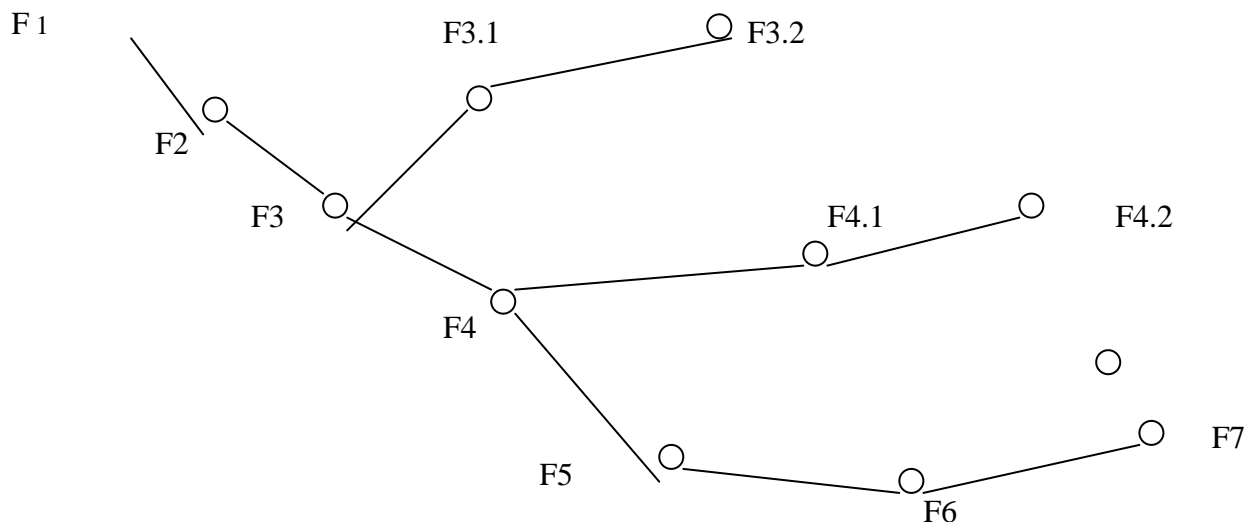
Details of junctions and bypass meter layouts, shall be indicated at a scale that will allow each fitting to be identified. (Couplers/distance pieces/flanged sections/meters/bends etc.)

Crown level of pipe and finished ground level shall be indicated at each valve/hydrant. Vertical tolerance $\pm/10\text{mm}$.

The location of all pipelines and individual services to houses shall be indicated.

4.1.3 Foul Sewerage

Location of all manholes including ground and invert level to be identified on plan. Manholes shall be numbered sequentially from connection point to existing public sewer with the prefix F before the numbers. (See example below).



All pipelines shall be coloured red.

Full longitudinal sections of all sewers shall be provided; vertical scale 1:100 horizontal scale 1:1000. Gradient, pipe diameter and type, bedding type, invert and ground levels at manholes, ground levels where surface gradient changes, location of services crossing pipes and location of connections shall be indicated on the sections.

Grade and standard of all covers and frames to be clearly indicated in appended schedule.

Location of all connections to main sewers and routing of house connections to be indicated.

4.1.4 Surface Water Drainage (additional to requirements for Foul Sewerage above)

Manholes shall be numbered with the prefix S before the numbers.

All pipelines shall be coloured green.

Location and routing of all house connections to main drains to be indicated.

Location and routing of connections to road gullies to be indicated.

Where existing open drains have been culverted or diverted, full details of works carried out to be shown on drawings. This includes where drains are backfilled with stone and land drainage piping.

Where attenuation measures are incorporated in the development, detailed as-constructed drawings and full design calculations shall be submitted.

4.1.5 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.

4.1.6 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.

4.2 Test Results

The following performance tests are to be carried out by the Developer and reports prepared for inclusion within the 'taking in charge handover file'.

4.2.1 Generally

Quality assurance certificates for materials or accreditation certificates from suppliers shall be provided (e.g. bitumen macadam, water mains).

4.2.2 Water Supply

The Developer must provide pressure test certificates for all watermains signed by the relevant Council Official. Details for each test should also include plan or layout of mains section tested, and indicate classes of mains i.e. class C or D, length of main tested, date of test, period of test, test pressure (i.e. 1.5 times working pressure) and results achieved.

Where a section has failed, subsequent repairs and retests must be reported on.

Results of testing the supply to the development by means of metering and logging for a period of 1 week shall be included in the 'taking in charge handover file'. Base flow must be less than 1.7L/property/hour for a minimum of 10 hours over this period subject to the above flow level not being exceeded each and every night for a period of not less

than 1 hour. The supply shall be simultaneously pressure logged downstream of the flow meter and meter isolation valve.

4.2.3 Foul Sewerage and Storm Water Drainage

A digital CCTV survey carried out by WTI certified operator at the applicants cost of the foul and storm sewers of 6" diameter and greater shall be provided. A detailed report, presented in the same order as the survey, shall be submitted to the Local Authority laid out in accordance with relevant WRC specification along with videos. The survey shall be carried out at the taking in charge site inspection stage with a Local Authority representative present. Survey shall be referenced to as constructed drawings.

A full manhole survey shall be carried out and presented in accordance with WRC specification.

Format of surveys to be to the Council's requirements.

4.2.4 Sewage Treatment Plants

Where package treatment plants have been utilised the Developer must produce all installation data and certificates of compliance.

Maintenance agreements for the above plants must be furnished.

Where sewage is pumped to a rising main, certificates for the pumps must be provided.

4.2.5 Roads

Laboratory test certificates for materials and record of on site tests (delivery and rolling temperatures) must be provided.

4.2.6 Public Lighting

Confirmation from the relevant Electricity Service Provider. in writing that the Public Lighting system is compliant with approved standards and adequate shall be included within the taking in charge file.

Confirmation that all fees and connection charges have been paid to the relevant Electricity Service Provider up to the agreed date of handover shall be provided.

5. DEVELOPER INSPECTION

5.1 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 Louth County Council's "Guidelines for Design and Construction of Housing Estates" or the Department of the Environment and Local Government's "Recommendations for Site Development Works for Housing Areas" issued in November, 1998, together with Louth County Council's "Schedule of amendments and additions" to the Department of the Environment and Local Government Recommendations or an equivalent publication which was current at the time the development was carried out.

5.2 Prior to a request for the development to be taken in charge the following inspections are to be carried out by the Developer and a report prepared. 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.

5.2.1 Water Supply

Visually check all chambers for structural integrity and compliance with relevant construction guidelines.

Check all hydrants, valves and Water Service Control Units (WCSU) for water tightness.

Visually check that all domestic connections are fitted with WCSU or other approved control unit in compliance with conditions issued in respect of water connections and that they are located in footpaths at access to property.

5.2.2 Foul Sewerage and Storm Water Drainage

Check all chamber/manhole covers meet relevant standards and that frames and covers located in any area accessible to vehicular traffic, including green areas are heavy duty (IS EN 124).

Check no flow is observed in surface water drains following five days of dry weather, unless specific detail indicates that existing drain or spring has been piped.

Sewer manholes shall be inspected for benching and installation of step irons.

5.2.3 Roads and Footpaths

The Developer's Engineer shall carry out any inspection pre-wearing course stage. The Council's Engineer shall be given the opportunity to inspect also, a

minimum of 5 days notice is required. This inspection will not count as an additional inspection in respect of fees as is set out in Section 7 of this document.

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 depths indicated on approved drawings (wearing, 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 disabled access at all road crossing points.

Check that publicly accessed areas are free from trip hazards (i.e. faulty kerbs, incorrectly recessed manhole covers).

6 SITE INSPECTION

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.

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 Developer's cost.

7. FEES FOR ADDITIONAL INSPECTIONS

The Developer's attention is drawn to the scale of fees for additional or repeat inspections.

| | |
|--------------------------------------|--|
| For Estates of less than fifty house | For Estates between fifty and one hundred houses |
|--------------------------------------|--|

| | |
|-----------------------------|-----------------------------|
| First and second visit free | First and second visit free |
| Third visit €250 | Third visit €380 |
| Fourth visit €280 | Fourth visit €420 |
| Fifth visit €320 | Fifth visit €480 |
| Sixth visit €380 | Sixth visit €570 |

For Estates greater than 100 houses:

First and Second visit free
 Third visit €570
 Fourth visit €630
 Fifth visit €700
 Sixth visit €770

All fees to be paid in advance.

8. TAKING IN CHARGE

'Taking in charge' of estates is a process commencing from the start of construction activities. The onus is clearly on the Developer to construct an estate to the highest standards.

The Developer must monitor the construction and keep accurate records of quality of materials supplied and workmanship of contractors and sub-contractors. Materials sampling results and corresponding laboratory test results for all areas to be taken in charge shall be entered into the '*taking in charge file*'.

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 will check the conformity with 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 on a repeat inspection.

On successful completion of the above, the taking in charge process will be completed, and the Council will confirm in writing that the estate (or identified parts thereof) has been taken in charge.

The Council reserves the right to require further documentation/testing etc from the Developer at the Developer's cost.

**SCHEDULE OF LOUTH COUNTY COUNCIL AMENDMENTS AND ADDITIONS TO
THE DEPARTMENT OF THE ENVIRONMENT AND LOCAL GOVERNMENT
"RECOMMENDATIONS FOR SITE DEVELOPMENT WORKS FOR HOUSING
AREAS" ISSUED IN NOVEMBER, 1998**

Water Supply

- The adequacy of air valve provision shall be examined. All valves shall have isolator fitted. Where air locking is encountered the developer shall be required to install air valves.
- Appropriate marker plates shall be provided and securely fixed to indicate location of all hydrants and valves. Valves shall be anti-clockwise closing.
- Hydrants are to be fitted with screw type lugs and square spindle tops.
- All spindles shall be fitted with square spindle caps and the depth to spindle cap shall not exceed 300mm below ground level in the case of sluice valve and 200mm in the case of a hydrant.
- All WSCU units to be fitted with insulation pads and service connections to meet requirements in respect of minimum cover. No unit shall service more than one dwelling and a number of units shall be tested as to compliance with the above.

Storm Drainage

- Drainage works shall comply with the Recommendations for Site Development Works for Housing Areas issued by the Department of the Environment and Local Government in November, 1998 or other approved standards.
 - All attenuation structures and facilities shall be constructed in accordance with best practice as set out in relevant S.S., B.R.E. Digests and S.E.P.A. Guidelines.
 - The developer must ensure that access chambers to the sewers and services are located in publicly accessible areas.
 - Connections from gullies to main drainage lines to be via manholes or propriety saddles.
 - Manholes shall be used at all changes in direction and at maximum 100m intervals on 'straight runs'.
 - No culverting, diversion or infilling of open drains should be carried out without prior approval of the Local Authority.
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Roads

- Only flexible pavement materials (DBM, Asphalt Etc.) from an accredited supplier should be used.
- Developer to achieve proper compaction of sub-base material and foundations to roadways.
- Adequate gullies shall be installed in road and paved areas.

Ducting and Public Lighting

- All duct lines shall be clearly indicated on the as-constructed drawings.
 - Draw ropes shall be installed within all 'duct runs'.
 - Cables for street lighting must connect to a duct line via a chamber with minimum access opening of 600mm Ø.
 - Step irons to be installed in all manholes/chambers over 750mm deep.
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Louth County Council

Comhairle Contae Lú



Application to have Development Taken in Charge

Applicant's Name: _____

Applicant's Address: _____

Telephone No.: _____

e-mail: _____

Development Name: _____

Developer's Name: _____

Developer's Address: _____

Developer's Telephone No.: _____

O.S. Map Number: _____

Planning Reference Numbers: _____

Date of Grant of Permission: _____

**Development Contribution Receipt
Numbers:** _____

Connection Fee Receipt Numbers: _____

Date development complete: _____

No of Houses: _____

No of Apartments: _____

No of Commercial Units: _____

Area of Public Spaces: _____

As-Constructed drawings completed by: _____

Qualification: _____

Items Submitted with this Application form: (Tick as Appropriate)

**As Constructed Drawings:
Hardcopy & digital format
(Which include all service utility layouts)** _____

CCTV report & video: _____

Public lighting Design: _____

**Certificate from Electricity Company
Regarding Public Lighting:** _____

**Certificate from Telephone Company
Regarding Services:** _____

**Certificate from Cable Television Company
Regarding Services:** _____

Security Bond/Cash/Site: _____

Amount: _____

Expiry: _____

Copies of Wayleaves: _____

Third Party Insurance Certificate: _____

Public Lighting

No of Public Lights: _____

Type of Lantern: _____

Roads and Footpaths

Length of Roadway: _____

Width of Roadway: _____

Construction Details Sub-base: _____

Roadbase: _____

Length of Footpaths: _____

Width of Footapths: _____

Construction Details _____

Watermains

| Lengths | Diameters(mm) | Material | Class |
|---------|---------------|----------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Size of Water Meter: _____

Average Water Consumption Per day: _____

Detail any water/Sewerage Pump: _____

Number of Hydrants: _____

Number of Marker plates: _____

Foul Sewers

Number of Foul Sewer Manholes: _____

| Lengths | Diameters(mm) | Material |
|---------|---------------|----------|
| | | |
| | | |
| | | |

Surface Water Sewers

Number of S.W.S Manholes: _____

Number of Road Gullies: _____

| Lengths | Diameters (mm) | Material |
|----------------|-----------------------|-----------------|
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| | | |
| | | |
| | | |
| | | |

I the undersigned hereby apply to have the above development taken in charge by Louth County Council.

Signed: _____ Date: _____

Name in Block Capitals: _____
