

# Clare County Council Comhairle Contae an Chláir Taking in Charge Application Form



## Before filling out this form please note the following:

Failure to complete this form or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the return of your application. Therefore please ensure that each section of this application form is fully completed and signed, entering n/a (not applicable) where appropriate, and that all necessary documentation is attached to your application form. The following items are required to be submitted before the Taking in Charge Application will be considered.

### Documents Submitted with this Request Form (Refer to Appendix 1 of TIC Policy): (Tick as appropriate ✓)

5 x Copies of Taking in Charge (TIC) Layout Drawing. Estate boundary depicted in red, open spaces coloured green, all roads, public car parking spaces, footpaths and street lighting coloured yellow.	
5 x Copies of CCTV Sewer & Manhole Condition Survey Report including video files.	
5 x Copies of Wayleave agreements, including drawings, registered on the folio of the property outside the subject property (if applicable). Refer to appendix 1 section 5 of TIC Policy document.	
5 x Copies of As-Constructed Street Lighting Layout drawing to include GMPRN & MPRN and a separate Design Drawing.	
5 x Copies of As-Constructed Drainage Layout Drawing including longitudinal sections.	
5 x Copies of As-Constructed Watermain Layout Drawing.	
5 x Copies of As-Constructed Road Layout Drawing including longitudinal sections.	
5 x Copies of Site Location Map.	
3 x Certified Maps clearly identifying in red the land to be transferred to Clare County Council.	
Operation and Maintenance Manuals for pumping stations including full pump details, specifications, performance curves/power ratings, type and size of pumps; wiring diagrams for control panel and switch gear; telemetry system; lifting equipment including certification of same and all warranty documentation for the installed equipment.	
Original File Plan Folios of all lands affected by the development.	
Copy of all Stage Certificates.	
Copy of the Health and Safety File for the Development in compliance with Safety, Health and Welfare at Work (construction) regulations 2013.	

### DATA PROTECTION

The information submitted will be used for the purposes of progressing the taking in charge of the development in question. The application may be referred to Irish Water upon request for the purposes of progressing the taking in charge of water and waste water infrastructure.

***This form, when completed, along with the items set out above, should be returned to:***

Taking in Charge Team, Planning Department, Economic Development Directorate, Clare County Council, Áras Contae an Chláir, New Road, Ennis, Co. Clare, V95 DXP2 Tel. (065)6821616. Email: planoff@clarecoco.ie

### Section 1 – Developer’s Details

Developer’s Name	
Developer’s Address	
Telephone No	

### Section 2 – Development Details

Development Name	
Development Location	
O.S. Map No	
Planning Reference Numbers	
No. of Houses	
No. of Apartments	
No. of Commercial Units	
As-Constructed Drawings Completed By (including qualifications)	
Professional Insurance Indemnity Details	
Development Contribution Receipt Numbers	
Connection Fee Receipt Numbers	
Irish Water Connection Reference Number	

**Section 3 – Elements of Development subject to Taking in Charge**

**1. Roads & Footpaths:**

Length of Roadway: \_\_\_\_\_ (Metres)

Length of Footpath: \_\_\_\_\_ (Metres)

**2. Watermains**

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

Pumping Stations (Please tick as appropriate)    **Yes**     **No**

**3. Foul Sewers**

Number of Foul Sewer Manholes: \_\_\_\_\_

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

Pumping Stations (Please tick as appropriate)    **Yes**     **No**

**4. Fire Hydrants**

Number of Fire Hydrants: \_\_\_\_\_

**5. Surface Water Sewers**

Number of Surface Water Sewer Manholes: \_\_\_\_\_

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

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

**6. Pumping Stations (if applicable)**

**Water Pumping Station**

Pumping Station Description:

Pump Capacity: \_\_\_\_\_m3/day Water Source: \_\_\_\_\_

Intake:\_\_\_\_\_

Health and Safety (Hazard Identification and Risk Assessment): Yes  No

Operations Procedures Manual: Yes  No

Asset Register - Condition Report: Yes  No

Equipment Supplier: \_\_\_\_\_

O & M Contract in place: Yes  No

**Wastewater Pumping Station**

Pumping Station Description:

Pump Capacity: \_\_\_\_\_m3/day

Intake:\_\_\_\_\_

Health and Safety (Hazard Identification and Risk Assessment): Yes  No

Operations Procedures Manual: Yes  No

Asset Register - Condition Report: Yes  No

Equipment Supplier: \_\_\_\_\_

O & M Contract in place: Yes  No

**7. Waste Water Treatment Plant (if applicable)**

Plant Capacity: \_\_\_\_\_ P.E.

Primary Treatment: \_\_\_\_\_ Yes  No

Secondary Treatment: \_\_\_\_\_ Yes  No

Tertiary Treatment: \_\_\_\_\_ Yes  No

Receiving Waters : \_\_\_\_\_

Licence from EPA to Discharge to Receiving Waters: Yes  No

Health and Safety (Hazard Identification and Risk Assessment): Yes  No

Operations Procedures Manual: Yes  No

Asset Register - Condition Report: Yes  No

O & M Contract in place: Yes  No

Equipment Supplier: \_\_\_\_\_

**8. Street Lighting**

No. of Street Lights: \_\_\_\_\_ Types of Lantern: \_\_\_\_\_

**9. Open Spaces**

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

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

**Signed:** \_\_\_\_\_ **(DEVELOPER)**      **DATE:** \_\_\_\_\_