

# **Roscommon County Council**



## **Taking in Charge of Housing Developments Policy**

**June 2010**

# **1. General**

## **Definitions and scope**

**1.1.1** “Taking in Charge” is the term given to assumption by a local authority of responsibility for the upkeep and maintenance of public services and infrastructure. Under the terms of this policy the public areas of development taken in charge will be in vested in Roscommon County Council.

**1.1.2** A “Development” for the purposes of this policy consists of two or more houses and includes the provision of new roads, open spaces, car parks, sewers, watermains or drains.

**1.1.3** A “House” for the purpose of this policy includes a dwellinghouse, apartment or any other permanent residential unit that is permitted by a grant of planning permission.

**1.1.4** This policy does not apply to commercial or other non residential developments. Where a development includes both residential and non-residential elements, Roscommon County Council will only take in charge those public areas and services that directly facilitate the residential element of the development.

**1.1.5** For the purposes of this policy a taking charge application will be made for each planning permission within a development unless the planning authority has agreed otherwise in advance of the application.

**1.1.6** Roscommon County Council will consider taking in charge a development that has only been partially completed, where planning permission for the development has expired and all roads, sewers, open spaces and other services have been constructed for all of that part of the development on which houses have been built.

**1.1.7** This policy shall apply to all applications to take a development in charge received on or after 29<sup>th</sup> June 2010

## **Statutory Framework**

**1.2.1** Section 180 of the Planning and Development Act 2000 sets out the responsibilities of local authorities regarding the taking in charge of housing developments. It requires a planning authority to commence taking in charge procedures for finished and unfinished developments where certain conditions have been met.

**1.2.2** The decision to take in charge is made by the elected members of the Council in accordance with Section 11 of the Roads Act 1993.

**1.2.3** The relevant sections of the Planning and Development Acts and Roads Acts are set out in Appendix I hereto.

## **General Policy**

**1.3.1** Subject to the conditions set out hereunder and in the attached appendices Roscommon County Council will commence the taking in charge procedure;

- a) On the request of the developer/ owner of the public areas to be taken in charge, if the development is satisfactorily completed; or
- b) On the request of the owners of the majority of residential units in the development, where the development has not been satisfactorily completed and the enforcement action has not been taken within seven years of the expiry of the planning permission

**1.3.2** Subject to the conditions set out hereunder the public infrastructure that will be taken in charge includes, where applicable;

- Roads,
- footpaths,
- public car parking spaces that are not assigned to specific units,
- public open spaces, where a maintenance arrangement is in place
- play areas required by planning permission
- foul sewers,
- surface water sewers,
- water mains
- drains
- unassigned services (i.e. ducting etc.)
- any other services agreed by Roscommon County Council at its absolute discretion,

**1.3.3** Under this taking in charge policy Roscommon County Council shall only take in charge public open spaces and playgrounds, where a satisfactory ongoing maintenance arrangement is in place, including financial provisions where appropriate.

**1.3.4** The satisfactory completion of a development will be determined in accordance with this policy, the relevant standards and compliance with planning permission.

**1.3.5** Where the development is taken in charge by Roscommon County Council at the request of the developer, those areas of the development being taken in charge will be vested in the Council.

- 1.3.6** The responsibility for the upkeep and maintenance of a development remains with the developer unless and until it is taken in charge.
- 1.3.7** Roscommon County Council may from time to time monitor developments throughout the course of construction in order to ensure they are completed in accordance with planning permission and all relevant standards.
- 1.3.8** Notwithstanding 1.3.7 above it remains at all times the responsibility of the developer and the owner of the development, to carry out the development in accordance with planning permission and all relevant standards.

## **2. Taking in Charge Applications by Developers**

### **Application Process**

A developer may apply to have a development taken in charge by submission to Roscommon County Council of an application form as set out in Appendix II hereto.

The form shall be fully completed and signed by the developer and shall be accompanied by as constructed drawings, CCTV surveys and reports, certification by a Chartered engineer or Architect and any other information required by this policy, as set out in Section 2.2 General Conditions.

Roscommon County Council will assess the development based on the documents submitted and on a site inspection in accordance with the Assessment Protocol set out in Appendix III.

In considering whether to recommend taking in charge a housing development Roscommon County Council will consider;

- (a) the General Conditions as set out in Section 2.2 hereunder
- (b) compliance with the requirements set out for roads and footpaths, public lighting, water services and open spaces (Sections 4-8)
- (c) the cost to the council of maintaining the services

Inspections shall be held jointly with the developer's representative, where possible, and the developer shall be notified of outstanding issues. Roscommon County Council will arrange a re-inspection on being advised that all outstanding issues have been completed and if all issues are satisfactorily resolved will commence the statutory taking in charge procedure.

If on re-inspection it is found that not all outstanding issues have been addressed a fee of €500 shall apply to each subsequent inspection required

Where, during the course of re-inspections, new issues that were not apparent at the time of the initial inspection come to the attention of Roscommon County Council, these matters may be taken into consideration in considering whether to take in charge the development. If further inspections are required solely as a result of "new" issues referred to above, the re-inspection fee set out in Section 2.1.6 above shall not apply to the first subsequent inspection required.

## **General Conditions**

The development must be authorised and built in accordance with planning permission with regard to the areas and services to be taken in charge.

All development contributions and connection fees where applicable must be paid in full.

All public areas and services must be certified as complying with all relevant planning permissions and the relevant national design standards by a Chartered Engineer or Architect

Evidence of the structural stability of all structures to be taken in charge shall be submitted and certified by a Chartered Engineer or Architect

*The* Chartered Engineer or Architect certifying the development shall have Professional Indemnity Insurance to the minimum value of €5.6 million.

An as constructed site layout shall be submitted in triplicate with the application showing the following information;

- (i) the development boundary in red
- (ii) open spaces coloured green
- (iii) all roads, footpaths and public lights clearly marked
- (iv) all services including water mains, valves hydrants, sewers, gullies, telecom/ESB ducts and poles and manholes

The bond or security lodged with Roscommon County Council shall only be released when Roscommon County Council is satisfied the development is fully completed to a satisfactory standard

Roscommon County Council may at its absolute discretion apply a bond or other relevant security, to carry out works to bring the development up to a satisfactory standard, where the developer fails to carry out such works

Services that are outside of the site or are not in the public areas will only be taken in charge where a wayleave is granted to Roscommon County Council granting rights of access for the purpose of maintenance, repair and improvement to the relevant service. It is the responsibility of the developer to procure the necessary wayleaves and to ensure that they are registered on the folio of the affected property. Any costs related to procuring said wayleaves shall be borne by the developer.

A safety file containing information relevant to the development works in accordance with Health and Safety legislation must be submitted with the application to take the development in charge. The safety file should contain the information set out in Appendix IV



### **3. Taking in Charge Applications by House Owners**

#### **Application Process**

Where planning permission has expired for more than seven years, and where the planning authority has not taken enforcement action against the developer of the development, Roscommon County Council will commence the taking in charge procedure under Section 11 of the Roads Act 1993 where requested to do so by the owners of the majority of houses in that development.

An “owner” for the purposes of this policy is the person (or persons) listed as the registered owner on the Property Registration Authority folio at the date of application for taking in charge.

In assessing the wishes of the owners of the majority of houses in a development, each house shall have a single vote, even where that property is owned by two or more individuals.

An application by the owners must contain the following information;

- (a) The name of the development and its location;
- (b) The relevant planning reference(s);
- (c) The name of the developer and the current owner;
- (d) A copy folio of each property whose owner is requesting the taking in charge of the development;
- (e) A statement requesting the planning authority to take in charge the development, signed by each owner who so requests

When all the information required is submitted and Roscommon County Council is satisfied that the owners of a majority of houses in the development have requested that the development is taken in charge, it shall commence the taking in charge process under Section 11 of the Roads Act 1993 without considering compliance issues or the standard of completion of the development.

## **4. Roads and Footpaths**

The roads and footpaths shall be considered for taking in charge only in conjunction with water mains, sewers, public lighting and other public services referred to in this policy.

The roads and footpaths shall be constructed in accordance with planning permission and the requirements set out in Appendix V.

## **5. Public Lighting**

Public Lighting shall be considered for taking in charge only in conjunction with watermains, sewers, roads, footpaths and other public services referred to in this policy.

The development shall only be considered for taking in charge if all public lighting in the areas to be taken in charge has been commissioned and is in operation.

The Developer shall furnish to the Council, a copy of the public lighting design, as approved by the ESB or other approved lighting design engineers.

The public lights shall be in accordance with the requirements set out in Appendix VI

The Developer shall be responsible for maintenance of the public lighting system until such time as the development has been taken in charge by the Council

## **6. Water Services**

- 6.1** The development shall only be considered for taking in charge where water mains, surface water sewers, foul water sewers and drains have been constructed in accordance with planning permission
- 6.2** These elements shall be considered for taking in charge only in conjunction with roads, footpaths, public lighting and other public services referred to in this policy.
- 6.3** The water mains, and the foul and surface water collection systems, shall comply with the technical requirements included in the Water Services Guidelines set out in Appendix VII.
- 6.4** Pumping Stations shall only be taken in charge where satisfactory ongoing maintenance arrangement is in place, including financial provisions where appropriate
- 6.5 CCTV Survey & Manhole Survey**
- 6.5.1** A CCTV survey/manhole survey of the collection systems must be submitted to the County Council at the time of lodging an application form for taking in charge.
- 6.5.2** The survey shall be completed at the Developers expense.
- 6.5.3** The sewers to be surveyed shall be thoroughly cleaned out first
- 6.5.4** The CCTV Survey shall be carried out using a camera, which is capable of measuring distances from one manhole to another.
- 6.5.5** The CCTV survey report shall conform to the standards set out in the WRC Manual on Sewer Condition Classification. The report shall include a summary of any defects in the systems. Any defects in the systems shall be corrected by the Developer at his own expense, resurveyed and the new survey submitted to the County Council, prior to taking in charge. High-resolution photographs and quality VHS/DVD recordings shall supplement the printed report.

## **6.6 As Constructed Drawings**

- 6.6.1** A drainage layout plan of as-constructed sewers, prepared to Map Drain format, showing a detailed survey of each manhole, sewer structure and a digitised layout of the as-constructed housing estate shall be submitted on CD with the taking in charge application.
- 6.6.2** The manhole survey and digitised layout of the estate shall be prepared to national grid co-ordinates. The invert and cover levels of the manholes shall be indicated relative to Malin Ordnance datum.
- 6.6.3** Longitudinal Sections must be submitted for the collection systems. Sections must include ground levels, invert levels, pipe size, and pipe gradient.

## **6.7 Collection Systems/Private Treatment Plants**

- 6.7.1** Collection systems, which shall be connected to an existing local authority system, shall be taken in charge, subject to them complying with the requirements of this document.
- 6.7.2** Collection systems shall include, but are not limited to, attenuation tanks, pump sumps, pipelines etc., the design of which shall be certified by a chartered engineer.
- 6.7.3** In the case of foul sewage collection systems, which shall in future be connected to a public system, the developer shall be required to enter into a satisfactory arrangement for the maintenance and operation of the system in the interim. No new connections may be made to the system without the express written approval of the Local Authority.
- 6.7.4** Foul sewage collection systems, which are not part of a present or future Local Authority system, shall not be taken in charge by the Local Authority e.g. temporary connections to a temporary treatment plant.
- 6.7.5** Private treatment plants serving more than one house may, at the discretion of the Roscommon County Council, be taken in charge. In any case, developers, shall comply with the technical requirements of **Appendix VII** to minimise the risk of a public health hazard.
- 6.7.6** Where a private treatment plant is proposed, it will be a requirement of the planning permission that a properly constituted management company be established for the purpose of maintaining the foul sewers, treatment plant and any ancillary plant/equipment.

- 6.7.7** The said foul sewers/treatment plant etc. shall be conveyed to the Management Company. Any security lodged with the planning authority will not be released until the satisfactory completion of the foul sewers/treatment plant etc. and conveyance of the latter to the Management Company has been completed.
- 6.7.8** It will be a further requirement of the planning authority that the Management Company furnish evidence of the existence of a contract for the operation and maintenance of the treatment plant with a suitably qualified contractor together with a bond or other financial security to ensure the continuance in place of such operating and maintenance contract for a period of not less than 20 years. Operation and Maintenance records must be provided to the County Council for the collection system and treatment plant for the period from which the treatment plant was commissioned to the date of taking in charge.
- 6.7.9** The treatment plant shall be operated in accordance with the conditions of the discharge license and conveyed to the management company before the roads, footpaths, water mains and other public services shall be considered by the Council for taking in charge.

## **6.8 Water Service Connections**

- 6.8.1** All water mains, valves, stopcocks, meters and fire hydrants are to be located in public footpath or roadway, insofar as possible. Stopcocks and Water Service Control Units shall not be located in private driveways. Stopcocks and Water Service Control Units (water meter boxes) shall not be located in private driveways. A separate meter box in accordance with Roscommon Co. Council standard detail shall be fitted at each connection to the public water main.
- 6.8.2** The water service connection for each house shall be taken in charge as far as the stopcock i.e. including the stopcock. The householder will be responsible for the service from the stopcock to, and including, the internal building system.
- 6.8.3** Developers shall note that sewer service connections will not be taken in charge.

## **6.9 Flood Risk**

- 6.9.1** Where it is known from the County Council's records that certain locations are liable to flooding, the developer must put in place appropriate measures to prevent a re-occurrence of flooding within the development prior to the development being considered for taking in charge.

**6.9.2** In areas where the County Council have no records of flooding but considers that a flood risk exists, the developer must provide a flood risk assessment where requested do so by Roscommon County Council, in order for the taking in charge application to be further considered Any recommendations arising from the assessment and considered necessary by Roscommon County Council must be put in place prior to the development being taken in charge.

## **7. Open Spaces**

- 7.1** Roscommon County Council shall take in charge public open spaces where a satisfactory ongoing maintenance arrangement is in place, including financial provisions where appropriate.
- 7.2** Notwithstanding Section 7.1 above, the taking in charge of the development shall only be considered where the development and landscaping of open spaces has been carried out in accordance with the planning permission granted and to a safe and satisfactory standard.

## **8. Playgrounds**

Roscommon County Council shall only take in charge Play areas required by condition of planning permission, where a satisfactory ongoing maintenance arrangement is in place, including financial provisions where appropriate.

Notwithstanding Section 8.1 above, the taking in charge of the development as a whole, shall only be considered where the construction of playgrounds has been carried out in accordance with the planning permission granted and any relevant standards. In particular playgrounds must be constructed in accordance with European Safety Standard EN1177 and furnished with equipment in accordance with European Safety Standard EN1176. Compliance with these standards must be certified by a Chartered Engineer or Architect in order for the development to be considered for taking in charge

## **9. Vesting**

The developer shall convey at his own expense all of the areas containing the services to be taken in charge to Roscommon County Council

The lands to be vested in Roscommon County Council shall be shown on original Ordinance Survey maps or on A3 or A4 certified and stamped copy of the OS Map covering the entire development.

The layout of the estate shall be shown including open spaces and play grounds

The estate name and location , scale and northpoint shall be clearly shown

A schedule on the map shall give the area in hectares to be taken in charge

A standard, signed and witnessed vesting document transferring ownership of the areas to Roscommon County Council for a nominal sum of €1 shall be attached to the abovementioned map

# Appendix I

## Statutory Framework

### Section 180 Planning and Development Act 2000

**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.

### **Section 11 Roads Act 1993**

**11.—(1) ( a )** A road authority may, by order, declare any road over which a public right of way exists to be a public road, and every such road shall be deemed to be a public road and responsibility for its maintenance shall lie on the road authority.

( b ) Where a road authority proposes to declare a road to be a public road it shall—

(i) satisfy itself that the road is of general public utility,

(ii) consider the financial implications for the authority of the proposed declaration,

(iii) publish in one or more newspapers circulating in the area where the road which it is proposed to declare to be a public road is located a notice indicating the times at which, the period (which shall be not less than one month) during which and the place where a map showing such road may be inspected and stating that objections or representations may be made in writing to the road authority in relation to such declaration before a specified date (which shall be not less than two weeks after the end of the period for inspection),

(iv) consider any objections or representations made to it under *paragraph (iii)* and not withdrawn.

(2) The consideration of objections or representations and the making of an order under *subsection (1)* shall be reserved functions.

(3) The Minister may prescribe criteria for the declaration of roads to be public roads and a road authority shall comply with any such prescribed criteria when exercising its functions under this section.

(4) Every national road, regional road, motorway, busway and protected road shall be a public road and it shall not be necessary for a road authority to make an order under *subsection (1)* in relation to any such road.

(5) A certificate of a road authority that a road is a public road shall be *prima facie* evidence thereof.

(6) Every road which, immediately before the repeal of an enactment by this Act, was a public road shall be a public road.

# Appendix II

## Application Form

### Application to have development Taken in Charge by Roscommon County Council

Developers Name: \_\_\_\_\_  
Developers Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Development Name: \_\_\_\_\_  
Development Location: \_\_\_\_\_  
O.S. Map No.: \_\_\_\_\_  
Planning Reference No.: \_\_\_\_\_

Development Contribution Receipt No.'s \_\_\_\_\_

Connection Fee Receipt Numbers: \_\_\_\_\_

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

No. of Commercial Units: \_\_\_\_\_

As-Constructed Drawings Completed by: \_\_\_\_\_

Qualifications: \_\_\_\_\_

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#### Items Submitted with this Application Form: (Tick as appropriate ✓)

*All drawings, certificates, documentation etc. submitted must be in accordance with the provisions of Roscommon County Council's Taking in Charge Policy.*

- Site Layouts in triplicate showing all areas and services to be taken in charge \_\_\_\_\_
- As Constructed Drawings & CCTV Surveys: \_\_\_\_\_
- Public Lighting Design & Certificate from ESB Contracts Ltd: \_\_\_\_\_
- Certificate from independent service suppliers (Bord Gais, Eircom etc): \_\_\_\_\_
- Copies of Wayleaves: \_\_\_\_\_
- Drainage & Layout Plan (diskette): \_\_\_\_\_
- Third Party Insurance Certificate (e.g. Watermain Sterilisation, Watermain pressure test, Structural Stability etc.): \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Developer

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**1. Public Lighting**

No. of Public Lights:

\_\_\_\_\_

Type of Lantern:

\_\_\_\_\_

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**2. Roads and Footpaths**

Length of Roadway:

\_\_\_\_\_ (metres) \_\_\_\_\_

Length of Footpath:

\_\_\_\_\_ (metres) \_\_\_\_\_

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**3. Watermains:**

Lengths (m)	Diameters (mm)	Material	Class

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**4. Foul Sewers:**

Number of foul sewer manholes:

\_\_\_\_\_

Lengths (m)	Diameters (mm)	Material

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**5. Surface Water Sewers**

Number of .SW.S Manholes:

\_\_\_\_\_

Number of Road Gullies:

\_\_\_\_\_

<b>Lengths (m)</b>	<b>Diameters (mm)</b>	<b>Material</b>

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**6. Open Spaces**

Area(s):

\_\_\_\_\_ (hectares)

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**THIRD PARTY CERTIFICATION**

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**Certificate No. 1**

For the benefit of Roscommon 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 of Site Development Works for Housing Areas” – Department of the Environment and Local Government (November 1998).
  
- (b) Water pipes have been tested, passed and sterilised in accordance with the requirements of Clause 4.18 of “Recommendations for Site Development Works for Housing Areas” - Department of the Environment and Local Government (November 1998).

**Signed:** \_\_\_\_\_

**Date:**

\_\_\_\_\_  
**Third Party**

**Qualification:**

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

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**Certificate No. 2**

For the benefit of Roscommon County Council, this is to certify that the roads and footpaths comply with the requirements of Roscommon County Council’s “Taking in Charge Policy for Private Housing Development” document.

**Signed:** \_\_\_\_\_

**Date:**

\_\_\_\_\_  
**Third Party**

**Qualification:**

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

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**Certificate No. 3**

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

**Signed:** \_\_\_\_\_

**Date:**

\_\_\_\_\_  
**Third Party**

**Qualification:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Appendix III

## Assessment Protocol

- (i) Within 2 weeks from receipt of the request for taking in charge, the Roscommon County Council will acknowledge receipt of the request and accompanying documentation submitted.
- (ii) Within 4 weeks of receipt of the request for taking in charge Roscommon County Council will, having assessed the development for compliance with planning permission, the planning authority will advise whether the development can be considered for taking in charge
- (iii) Where Roscommon County Council is satisfied that the public areas requested to be taken in charge are substantially compliant with planning permission, it will within 8 weeks of receipt of the request, in conjunction with the developer (or his agents) where possible, carry out a comprehensive inspection of the development.
- (iv) The inspection shall consider all aspects of the development to be taken in charge and shall be carried out jointly by staff from the Water Services Section and the Area Engineers office.
- (v) The developer (and/or his agents) shall be notified in writing of all outstanding issues remaining to be addressed in relation to the satisfactory completion of the development.
- (vi) The developer will within 4 weeks of receipt of details of outstanding issues from the planning authority, arrange for completion of the said works, and notify Roscommon County Council when works are completed. If works cannot be carried out within that period the developer must notify the authority as to when the works will be completed.
- (vii) The authority will, within 4 weeks of being notified of completion of the works at (vi), arrange for a follow up inspection of the development to determine the satisfactory completion of the said outstanding issues as identified at (vi)
- (viii) Should the works identified at (vi) above not be completed on carrying out of a follow up inspection, the developer shall be notified in writing and shall carryout the works that remain outstanding within four weeks of said notification.
- (ix) A fee of €500 shall apply to each subsequent inspection required following the first “follow up” inspection.
- (x) Where, during the course of re-inspections, new issues that were not apparent at the time of the initial inspection come to the attention of Roscommon County Council, these matters may be taken into consideration in considering whether to take in charge the development. If further inspections are required solely as a result of “new” issues referred to above, the re-inspection fee set out in (ix) above shall not apply to the first subsequent inspection required.
- (xi) When, following the final inspection of the development Roscommon County Council is satisfied that the development is completed to a satisfactory standard and in accordance with the terms of this policy and all relevant standards and permissions, a recommendation to take in charge the development shall be signed by the Directors for Planning, Roads and Water Services respectively.
- (xii) When the Directors for Planning, Roads and Water Services have recommended that the development be taken in charge, Roscommon 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
- (xiii) All reasonable efforts shall be utilised to ensure that formal procedures pursuant to Section 11 of the Roads Act 1993 are completed without undue delay.
- (xiv) The developer will vest in Roscommon County Council (at no cost to the council) the public areas, which have been designated for taking in charge

# Appendix IV

## Safety File for the Estate Development

### 1. Safety File

- 1.1 A completed copy of the Safety File for the Development, shall be submitted to Roscommon County Council as part of the taking in charge process. This copy to be certified by the Project Supervisor Design Process who holds professional indemnity insurance.
- 1.2 The Project supervisor Design process shall be the competent person as set out in the Safety, Health and Welfare at Work (Construction) Regulations 2006.
- 1.3 The regulations place an obligation on the PSDP (Project Supervisor Design Process) to prepare a Safety File. The Safety File must contain “relevant health and safety information to be taken into account during any subsequent construction work following completion of the project”. The Safety File is an Operations and Maintenance File, so that it would include, for example drawings as well as information on the completed project, including attenuation systems, electrical work, pipework, the position of overhead lines and similar matters. The safety file is intended to have an almost indefinite lifespan.

### 2. Contents of Safety File

The Safety File will inter alia contain the following:

- Construction Specification
- Certification from appropriate persons as to-
  - (a) adequacy of design for plant and equipment
  - (b) commissioning and installation of plant and equipment
  - (c) structural design (including foundations) of all elements to be taken in charge
  - (d) as constructed drawings
  - (e) details of particular risks
  - (f) maintenance history of all plant and equipment

# Appendix V

## Technical Requirements for Roads and Footpaths

### ROADS

The minimum requirements of Roscommon County Council for road construction in all housing estate developments are as set out below:

Road Surfacing:	<ul style="list-style-type: none"> <li>i. Course 25mm thickness (compacted) dense (Two Courses) bitumen macadam wearing course (10mm nominal size aggregate) in accordance with Clause 904 "Specification for Roadworks" by the Department of Environment.</li> <li>ii. Course 40mm thickness (compacted) dense bitumen macadam basecourse (20mm nominal size aggregate) in accordance with Clause 902 "Specification for Roadworks" by the Department of Environment.</li> </ul>
Road Base:	Single course 80mm thickness (compacted) dense bitumen macadam basecourse (40mm nominal size aggregate) in accordance with Clause 902 "Specification for Roadworks" by Department of Environment.
Sub-base:	150mm thickness (compacted) granular material Type B in accordance with Clause 804 "Specification for Roadworks" by Department of Environment.
Capping Layer:	300mm thickness (compacted) rock (hardcore) material. The material should have a maximum size of 100mm and the maximum allowable passing the 75 micron sieve should be 10%. The material should be well graded throughout the sizes.

Developers shall note that a number of core samples shall, at Developer's expense, be taken for testing purposes, prior to taking in charge.

The capping layer may be reduced in thickness or omitted, subject to the Developer submitting to the Council prior to construction, CBR test results for the subgrade.

All road signs shall be supplied and erected by the Developer in accordance with the "Traffic Signs Manual" - Department of the Environment\* save where the Council otherwise require.\*

The Developer shall provide all road markings in accordance with the "Traffic Signs Manual" - Department of the Environment\* save where the Council otherwise require.

The height of the kerbs above the wearing coarse shall be 125mm unless otherwise specified.

Road gullies shall be set 135mm below top of kerb (10mm below wearing coarse).

At crossings the height of the dropped kerb above the wearing coarse shall be as follows:

Private Vehicular Access.....10 - 25mm

Pedestrian, Cycleway or combined.....0 - 6mm

If using precast kerbs radii shall be formed using radius kerbs of the relevant dimension or 300, 450, & 600mm cut kerbs as appropriate to achieve a smooth curve.

If kerblines are formed using cast in situ concrete system it should incorporate a 20mm expansion joints at 25m centres and 4mm contraction joints at 5m centres minimum. Joints should be sealed with an approved 2 part polysulphide sealant.

Traffic calming shall be in accordance with guidelines given in "Traffic Management Guidelines"- Joint publication between Department of Environment and Local Government, Dublin Transportation Office and Department of Transport.\*

## **FOOTPATHS**

Roscommon County Council require that footpath construction in all housing estate developments be of in-situ concrete construction in accordance with the requirements set out in "Recommendations for Site Development Works for Housing Areas" - Department of Environment and Local Government (November, 1998) 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.

# Appendix VI

## Technical Requirements for Public Lighting

- Public lighting installations shall be in accordance with the Specifications for Public Lighting Installations for Residential Developments The minimum standard of illuminance that should be considered acceptable can be provided by the installation of:
  1. Thorn 55 watt Sox Low Pressure Sodium Beta 2
  2. Philips 55 watt Sox Low Pressure Sodium
  3. Other lanterns may not be used without prior approval of Roscommon County Council

A staggered arrangement of lanterns is to be preferred for the lighting of roads with a footway on either side but a single side arrangement may be used provided that the lighting criteria are met.

The Developer shall furnish to the Council a copy of the public lighting design to IS EN 13201 Class S, as prepared by E.S.B. (Public Lighting Design Section, E.S.B., Garrycastle, Athlone) or other approved Lighting Design Engineers.

The steel columns and brackets for the public lights shall be in accordance with the attached E.S.B. Specification "Specification for Steel Columns and Brackets For Minor Road Lighting".

- The location of the auxiliary public lighting micro pillar shall be agreed, in advance of construction, with the local E.S.B. office.

### **SPECIFICATION FOR STEEL, COLUMNS AND BRACKETS FOR MINOR ROAD LIGHTING**

Columns shall meet the requirements of EN40 and the particularities of B.S.5649 except where otherwise specified herein and all fixtures and fittings to be corrosion resistant.

#### **TYPES**

Two types of luminary support are required, one, a fixed column, giving 5 metre or 6 metre mounting height, and the other a hinged column which may be tilted over to allow for servicing of the luminaries

#### **CONSTRUCTION**

The fixed column shall consist of two parts, the shaft and the bracket. These shall be so fabricated that when fitted together there shall be no rotation of the bracket on its spigot.

For 5 metre mounting height post top luminaries, the shaft only shall be used.

For 6 metre mounting height side entry luminaries, the same shaft shall be fitted with a bracket giving 1 metre rise and 0.5 metre projection.

The shaft shall be of 3 mm folded high tensile steel and gradually tapered from the base to the bracket spigot.

### **SHAFT (FIXED COLUMN)**

The shaft shall be provided with a plain root without a baseplate and it shall be suitable for planting depth of 600mm.

A cable slot measuring 175mm x 60mm shall be provided in the root of the shaft in line with the base compartment door. The bottom of the cable slot shall be 500mm below ground level. The cable slot shall have rounded edges and shall be free of sharp or rough edges.

A base compartment having an internal diameter of not less than 15mm shall be provided in the shaft. A hardwood baseboard should be provided in the base compartment so as to permit easy installation or replacement of electrical equipment.

An earthing connection shall be provided within the base compartment. The fastening screw for this connection shall preferably be stainless steel.

The base compartment shall have a reinforced door opening with a flush fitting, door which is tamper-proof and weatherproof to I.P.33. The dimensions of the door shall be 385mm x 90mm. All doors must be interchangeable. A drawing indicating the preferred type of door is attached. (Dr. No. PL 504.06A) Bottom of door to be 1000mm above ground level.

The door shall be secured by two recessed locking mechanisms requiring a female triangular key of 10mm side. One key shall be provided with each 10 columns supplied.

The top of the shaft shall terminate in a luminaire/bracket spigot which may form part of the top of the shaft. This spigot shall have an outside diameter of 74mm.

### **SHAFT (HINGED COLUMN)**

The shaft of the hinged column shall be constructed in two parts which shall be hinged together. The hinging shall be so arranged that the top section of the shaft can be slowly lowered to allow for maintenance of the luminaire from ground level.

The raising/lowering mechanism shall be capable of being easily operated by one operative.

Details of any necessary tool for the raising/lowering operation shall be given.

The mechanism shall have incorporated adequate safety arrangements, which shall limit the speed of descent of the column in the event of a malfunction.

### **BRACKET**

The bracket shall be of the single arm type in medium tube giving an uplift of 1 metre and The bracket shall be of the swept type having a radius of curvature of 500mm approximately.

The upper part of the bracket shall have a straight section which shall be inclined 5° above the horizontal.

The luminaire spigot shall be of plain tube having an outside diameter of 33mm and a projecting length of 100mm.

After fabrication, the shaft and bracket shall be hot dip galvanised inside and outside, in accordance with the attached ESB Specification No. 197D/ 1 185 for Hot Dip Galvanising.

Where retaining bolts or grub screws are used to secure the bracket to the shaft these shall be made of stainless steel. and they shall not be galvanised.

The root of the shaft to a height of 50mm above planting depth to be dressed both inside and outside with a double protective thick bitumen coating.

All columns and brackets shall carry a permanent identification mark indicating the manufacturer. The column identification mark shall be permanent and clearly visible within the base compartment. This may be achieved by a permanent label fixed inside the base compartment, but not on the door. Alternatively, the marking may be formed in the material of the column immediately above or below the door provided the external appearance remains acceptable to ESB. The bracket identification shall be hard stamped onto the lantern spigot, and must be legible after galvanising or any other surface coating.

## **LOADING**

The shaft and bracket shall be designed to carry either a post top luminaire of weight 11.5KGS and wind area 0.20 sq. metres or a side entry luminaire of weight 11.5KGS and wind area 0.10 sq. metres. The center of the side entry luminaire should be considered to be 1m from the shaft axis. A wind load factor of  $k=3$  shall be applied.

## **PUBLIC LIGHTING MICRO PILLAR**

All columns shall be supplied from a Public Lighting Micro Pillar, located a minimum of 2 metres from the ESB section pillar. Not more than six columns may be supplied from any one circuit and not more than four circuits may be taken from any one micro pillar.

The pillar shall consist of a rectangular box of overall dimensions 600mm (H) x 150mm (D) x 250mm (W), with front and rear boom extension plates, 300mm long, for anchoring purposes. The pillar shall be vented and fixed with a light out door, 445x142mm, fixed with two triangular headed locking screws onto a suitably tapped fixing plate, with a weather strip all around. The shell, door and extension plates shall be 3mm thick mild steel and the entire unit shall be hot dipped galvanized to IS EN1461. Ground level shall be clearly marked on the unit. The above dimensions are liable to change due to manufacturing.

An alternative pillar of similar design, particularly with additional features, may be offered for approval prior to installation.

The Meter Point Reference Number (MPRN) and the loads associated with each micro pillar shall be submitted to the Council at time of applying to take the street lighting in charge.

## **FITTING OUT OF MICRO PILLAR**

A hardwood baseboard, measuring 440x140x20mm shall be fixed in each pillar. A main earthing terminal shall also be provided and all components shall be securely mounted on the baseboard.

All outgoing circuits shall be individually fused by means of a 20A HRC fuse unit, capable of accommodating cable sizes up to 25mm<sup>2</sup>. The fuse shall be rated 16kA minimum rupturing capacity and shall comply with BS1361. The terminals of the fuse unit shall be of the grooved bore type.

Where there is more than one outgoing circuit, a main fuse shall also be provided. The main fuse shall be rated 30A and shall otherwise be identical with individual circuit fuses.

A bituminous protective coating shall be applied all around the extension plates and up to a level on the shell extending 100mm above the ground level marking.

The installed pillar shall be embedded in concrete, in accordance with Class E, Clause 1502, of Specification for Roadwork's, published by the Department of the Environment.

The front of all Public Lighting Micro Pillars shall display a permanent high voltage warning sign (black on a yellow face), 100mm wide by 120mm deep, securely fixed to the pillar door.

## **CABLE AND DUCTING FOR MICRO PILLAR**

All cabling shall be laid underground in red 50mm PVC-U ducting with a wall thickness in the range 2.3-2.8mm. A minimum cover of 600mm to the ducting shall be provided in grass margins. A minimum cover of 750mm to the ducting shall be provided at road crossings. A spare duct shall be laid across all aprons.

Two core cables with a separate earth return path shall be used. Cables shall be either:

2x6mm<sup>2</sup> NYCY type to VDE specification 0271/5 or

3x6mm<sup>2</sup> PVC/SWA/PVC type to BS 6346:1989, with colours brown, blue and green-yellow.

Cable joints are not permitted. Cables shall be looped from column to column on each circuit. If faults develop on cables prior to commissioning, the section of cable involved shall be replaced.

A duct should be provided between the ESB section pillar and the Public Lighting Mini Pillar.

# Appendix VII

## Technical Requirements for Water Services

All water services shall comply with the requirement set out hereunder:  
Water mains shall comply with the Recommendations for Site Development works for Housing Areas issued by Department of the Environment and Local Government.

### *1.0 Water main Requirements*

Specific conditions relating to water mains shall include the following:-

1.1 The developer shall provide a bulk water meter at the connection point to the public water main. The bulk meter must be in accordance with Roscommon Co. Co. standard detail and specification it shall be fully commissioned and operational prior to connection to the public water main. All magmeters shall have permanent electricity connections.

1.2 Domestic Control Units (Water Meter Boxes) shall be installed on all water service connections in accordance with County Council standard detail and Specification. These shall be located outside the curtilage, but not in the driveway, of each individual housing site. The sequence shall be as follows:-

Water main -> Control Unit (Meter Box including stopcock) -> Stopcock -> House  
The domestic Control Unit (Water Meter Box) must contain a non return Valve.

1.3 Individual water supply services shall be provided for each apartment. Domestic control units to Roscommon County Council specification shall be provided on each service.

1.4 Leak Detection Surveys must be conducted on all developments applied to be taken in charge. The leak detection survey must be accompanied by a report. The report must contain but is not limited to the following.

- Brief.
- Procedures and Methodology used.
- Leak detection results.
- Water Audit – Flow results. Data logging must be put in place for a minimum of one week prior to the taking in charge application. A flow graph must be produced illustrating the flow figures through the bulk meter supplying the development to be taken in charge.
- Conclusion.

The County Council reserve the right to establish the integrity of the system by monitoring water use within the development to be taken in charge. All water leakage within the development to be taken in charge must be located and repaired by the developer at his own expense.

1.20 The developer shall submit to the Planning Authority, a CD containing a file of the as-constructed Water main layout.

## ***2.0 Collection Systems***

All collection systems shall comply with the requirement set out hereunder:  
Collection systems shall comply with Section 3 of the Recommendations for Site Development works for Housing Areas issued by Department of the Environment and Local Government.

Specific conditions relating to sewer collection systems shall include the following:-

2.1 A separate storm water and foul water system shall be provided.

2.7 The developer shall provide the following on completion of the development.

(i) Details of water and air tests carried out on foul water sewers.

(ii) Infiltration test for manholes.

(iii) CCTV survey to Roscommon County Councils specification including location map and condition report.

(iv) Record drawing of all underground services including sewer survey in Mapdrain format.

All of above to be certified by a chartered Civil Engineer with professional indemnity insurance. The provision of above information shall be the subject of a bond at planning stage.

2.8 On completion of the construction works, all sewers (including tanks, sumps etc.) for taking in charge shall be thoroughly cleaned and all deleterious matter removed. They shall be maintained in a clean and serviceable condition by the developer until they are taken in charge by Roscommon County Council.

2.9 The developer shall submit to the Planning Authority, a CD containing a file of the as-constructed drainage layout. Manholes will be allocated a permanent reference number to National Grid. A record drawing of the area is to be issued by the developer showing the drainage with each manhole individually referenced. All sewer manhole reference numbers must match both the CCTV survey and the as constructed drawings.

2.10 The developer shall carry out a sewer condition survey of all sewer lengths that are wholly located in the carriageway and/or footpath and/or grass margin and/or to be "taken in charge". The survey which shall be wholly at the developer's expense shall be carried out by a contractor currently approved by Roscommon County Council and to Roscommon County Council's standard. The survey shall include an internal inspection of sewers using CCTV equipment. A full copy of the results including CD, videotapes/DVD and/or PhotoCD shall be forwarded to the Planning Authority. All defects must be rectified to the satisfaction of Roscommon County Council.

3.6 Separate sewer service connections shall be provided for each dwelling house.

3.8 Where a foul sewer is located in any part of a site not to be taken in charge, the applicant/developer must provide way leave agreements to allow Roscommon County Council access for future maintenance.

#### ***4.0 Surface Water Sewer Specific Requirements***

4.1 Surface water shall be disposed of on a separate system basis.

4.2 Only clean uncontaminated surface water shall be discharged to the surface water system.

4.4 All surface water pipes serving more than one house shall be a minimum of 150mm diameter.

4.7 Lockable type gully grates to be utilised on all surface water drains shall comply with Standard IS/EN 124:1994, loading class D400 shall be used on distributor roads/major access roads, class C250 on residential roads/minor access roads and to Roscommon County Council approval.

4.9 Where a Surface Water sewer is located in any part of a site not to be taken in charge, the applicant/developer must provide way leave agreements to allow Roscommon County Council access for future maintenance. A minimum way leave of 10.0m is required where possible. Such way leave agreements must be registered with the Property Registration Authority. Applicant must provide details that way leave agreements are registered.

5.0 Non return valves must be fitted on any surface water discharge pipes discharging to a watercourse.

#### ***5.0 Pumping Stations and Treatment Plants***

The following minimum specific requirements shall apply.

5.1 Systems should have an emergency foul water storage capable of holding and returning a minimum of 24 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, with a minimum capacity of 25M3.

5.2 Access for vehicular traffic.

5.3 Alarmer system to call out emergency response in the event of plant breakdown.

5.4 Anti-intruder perimeter fencing to be provided.

5.5 Control panels fitted with a socket to accept a supply from a generator.

5.6 The location of the discharge pipe from the WWTP must be clearly shown on the as built drawings with co-ordinates also indicated. Non return valve must be fitted to the discharge pipe.

5.7 Operation and Maintenance records must be provided to the County Council for the plant or pumping station for the period from which the treatment plant was commissioned to the date of taking in charge.

#### **The following extra specific facilities shall be provided at Treatment plants:**

5.6.1 Capacity to measure inflows and outflows and to take composite influent and effluent samples.

5.6.2 Automatic recording of the principal operating parameters of the particular process.

5.6.3 Duty and standby units for all equipment essential to the correct functioning of the process.

5.6.4 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.

5.6.5 Plants shall be located to ensure distances to current and proposed developments is in accordance with current guidelines set down by the EPA.

5.6.6 Telemetry Link to Roscommon County Council Water Services Specification.

5.6.7 Results of all discharge monitoring from the treatment plant for the period from commissioning to the date of take in charge.

**The following extra specific facilities shall be provided at Pumping Stations:**

5.7.1 Duty and standby pumps.

5.7.2 Flow meter on the outlet.

5.7.3 Emergency overflow pipe with a non return valve must be fitted.

5.7.4 Penstock on all inlets to facilitate maintenance.

5.7.5 Hours run meters for each pump.

5.7.6 Ampmeters.

5.7.7 30m building exclusion radius and vehicular access at all times.

5.7.8 6A certificate of compliance shall be provided for the electrical installation stating that the installation is in accordance with the current edition of the Institute of Electrical Engineers wiring regulations.

***Commissioning of Plant or Pumping Station.***

A commissioning report from the plant supplier or from an agreed third party shall be prepared to the satisfaction of the local authority before the plant is brought into operation.

The developer will be required to obtain the necessary feed source for the plant in order to enable its performance to be measured.

***Safety Requirements for Pump Stations and Treatment Plants.***

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. The safety statement and safe work practice sheets must be provided at take in charge stage. All confined spaces must be identified and labelled appropriately.

Health and welfare facilities for plant operatives must be provided in particular washing facilities i.e. a tap with running water. The following items must also be provided.

- Lockable hinged up stand manhole cover with hinged ladder/safety grid accessory.
- Lifting handle to enable operators hands to be clear of cover and frame when closing.
- 6mm gap maintained between cover & frame to allow for airflow to ventilate chamber – Waste Water Pump Station
- Covers to be galvanised.
- Galvanised lifting chains on pumps.
- Lifting davit in place for lifting pumps.

- “Warning Electricity” signage on all EL control panels
- “Danger Deep Water” signage on manhole covers.
- External light in place

#### ***6.0 Attenuation tanks / structures***

The following minimum specific requirements shall apply.

6.1 Full design details of the attenuation system shall be included with the request for taking in charge. Provision for regular inspection of hydro brake to be included.

6.2 Maintenance schedule required including safety systems to be adopted.

6.3 Performance certificate for hydro brake shall be included with request for taking in charge.

6.4 Access for vehicular traffic for maintenance requirements identified in schedule.