



COMHAIRLE CHONTAE MHAIGH EO

MAYO COUNTY COUNCIL

TAKING IN CHARGE OF HOUSING DEVELOPMENTS

APPLICATION FORM CHECKLIST

Any request to have the security for developments released and / or the development taken over, in the first instance shall be accompanied by 3 sets of as-built Autocad drawings and CD for the estate to a scale of 1:500 scale showing clearly.

1. The estate boundary depicted in red, open spaces coloured green, all roads, footpaths and public lights.
2. The position of all services including watermains, valves, hydrants, sewers, road gullies, Telecom ducts/poles, ESB ducts/poles, minipillars, cablelink (NTL) ducts and all manholes. The invert and cover levels of all manholes shall be indicated relative to Malin ordnance. The longitudinal sections of all sewer lines (both foul and storm) shall be indicated on the drawings along with their diameter.
3. Clear identification of surface water discharge points.
4. 3 copies of a recent CCTV survey/manhole survey of the collection systems. The sewers to be surveyed shall be thoroughly cleaned out first. The CCTV Survey shall be carried out using a camera, which is capable of measuring distances from one manhole to another. The report shall include a summary of any defects in the systems. Any defects in the Systems shall be corrected by the Applicant at his own expense, prior to the Council taking the estate in charge.
High-resolution photographs of connections and defects should be included in the printed report. Quality DVD recordings shall be submitted with the printed report.

Public lighting

- 5 (i) a certificate is required for public lighting from RECI, ECSSA or equivalent from the electrical contractor who commissioned the public lighting in the development.
 - (ii) Type of lights
 - (iii) A copy of the last bill from the electricity supplier for the development.
 - (iv) Site layout drawing showing position of lights, mini-pillars and circuitry.
6. The Developer shall furnish evidence to the Council that any necessary wayleaves for services are reserved forever in the transfer documentation to house purchasers.
7. Copy of receipts showing all levies and development contributions have been paid.
8. Copy of the agreed bond for the development or proof of cash security.
9. Copies of any correspondence from the local authority with regard to site instructions or Field Changes which occurred on site during construction.

The developer shall provide a statement that the development has been carried out in accordance with the "Recommendations for Site Development Works for Housing Areas" (Department of the Environment and Local Government, 1998), or the relevant standard which is stated in the planning permission at that particular time, subject to such amendments as have been approved by the Mayo County Council. This statement shall be signed by a suitably qualified person with professional indemnity insurance who is not a beneficiary of the development apart from fees.

The developer shall test watermains and sewers to the satisfaction of Mayo County Council in accordance with "Recommendations for Site Development Works for Housing Areas" (Department of the Environment and Local Government, 1998).

The developer shall complete a copy of the attached "Taking in Charge" form.

There will be an initial fee of €400 payable to The Secretary, Mayo County Council, Aras an Chontae, Castlebar, Co Mayo.

Where the estate 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 is recommended.

Upon the satisfaction of these requirements, the "Taking in Charge" procedure will commence.

NOTE: The "Recommendations for Site Development Works for Housing Areas" (Department of the Environment and Local Government, 1998) is available from:

*The Government Publications Sales Office
Sun Alliance House
Molesworth Street
Dublin 2*

Telephone (01) 6710309



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APPLICATION FORM TO HAVE DEVELOPMENT TAKEN IN CHARGE BY MAYO COUNTY COUNCIL

**ALL SECTIONS MUST BE COMPLETED FOR AN APPLICATION
TO BE CONSIDERED VALID.**

SECTION 1: GENERAL INFORMATION

DEVELOPERS NAME:

DEVELOPERS ADDRESS:
Phone number &email

PLANNING REFERENCE
NUMBERS:

NAME AND ADDRESS OF
DEVELOPMENT:

The Developer shall furnish evidence to the Council that any necessary way leaves for services are reserved forever in the transfer documentation to house purchasers. If no such way leaves exist state that here.



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SECTION 2: DEVELOPMENT DETAILS

1. Area of Development (Ha): _____
2. Number of Houses: _____
3. Housing Density per(Ha): _____
4. Area of Open Space(Ha): _____
5. Length/Width of Footpaths: Length: _____ Meters Width _____ Meters
6. Length/Width of Roadways: Length: _____ Meters Width _____ Meters

Sewers Type, class of pipe & length of pipes used

7. Number of Foul Sewer Manholes: _____ Number of Surface Water Sewer Manholes: _____ Gullies: _____
8. Foul Diameter(mm)& Length(m) Dia: _____ mm length _____ Meters
Dia: _____ mm length _____ Meters
9. Surface water Diameter(mm)& Length(m) Dia: _____ mm length _____ Meters
10. Destination of foul sewer: _____ destination of surface water: _____
11. Source of Water Supply _____
12. Diameter (mm) of Watermains and Lengths (m): _____
State Type and Class of Watermains & length of pipes used or rolls if appropriate _____
13. Type, Diameter mm & Serial No. of Water Meter _____
14. Water Consumption litres/day or meters cubed/day showing 2 meter readings with a time & date for each.



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15. Details of any water/sewage pump:
Including electrical Certification & a
Copy of last electricity bill.
(As constructed drawing required) _____

16. Type & Number of Public Lights: _____

17. as constructed Drawings
Completed by: Name: _____

Qualification: _____

Phone & email _____
18. Development Levy Receipt
Numbers: _____

19. Security Bond/Cash/Site: _____

Amount: _____

Expiry Date: _____

20. Development Commencement
Date: _____
Attach copy of commencement notice _____

CERTIFICATE NO.1

This is to certify that:

- (a) Sewers have been tested to requirements of Clause 3.20 of "Recommendations for Site Development Works for Housing Areas" (Department of the Environment and Local Government, 1998).
- (b) Water Supply pipes have been tested to requirements of Clause 4.17 of "Recommendations for Site Development Works for Housing Areas" (Department of the Environment and Local Government, 1998).

Signature: _____

Professional Qualifications: _____



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CERTIFICATE NO. 2

This is to certify that the development is constructed to appropriate standards.

Signature: _____

Professional Qualifications: _____

CERTIFICATE NO. 3

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

The development has been constructed in accordance with the Planning Permission.

Signature: _____

Date: _____

NOTES

1. For all sewers to be taken in charge, a CCTV DVD is to be provided together with a report from the company carrying out the DVD Survey.
2. It is a requirement that those issuing certificates hold relevant professional indemnity insurance and a current tax clearance certificate.
3. Appropriate standards include: Irish Standards, British Standards of Codes of Practice and their E.U. equivalents.