

Monaghan Local Authorities

Údaráis Áitiúla Mhuineacháin



**Monaghan Town
Council**

**Carrickmacross
Town Council**

**Castleblayney Town
Council**

**Clones Town
Council**

Taking in Charge Procedures

For

Private Housing Developments

November 2010

CONTENTS

- 1.0 Introduction
- 2.0 Legislative and Policy Background
- 3.0 Determination of Planning Applications
- 4.0 General Requirements for Taking in Charge of Estates
- 5.0 Procedures for Taking in charge of a Development
- 6.0 Timescale and Process
- 7.0 Vesting Maps
- 8.0 Bonds/Security
- 9.0 Management Companies
- 10.0 Dealing with Requests relating to Older Estates
- 11.0 Public Lighting Roads
- 12.0 and Footpaths Water
- 13.0 Services CCTV/manhole
- 14.0 Surveys
- 15.0 Collection System/Private Treatment Plants
- 16.0 Service Connections
- 17.0 Open Spaces
- 18.0 Quality Control

Appendices

- A: Specification for Digital Submission of Compliance Details
- B: Public Lighting - Technical Requirements
- C: Roads and Footpaths - Technical Requirements
- D: Water Services - Technical Requirements
- E: Open Spaces - Specification for the Development of Grassed and Landscaped Open Spaces
- F: Specification for Playground Provision
- G: Material Testing Requirements
- H: Application Forms
- I. Certificates

1.0 INTRODUCTION

1.1 This document outlines Monaghan Local Authorities' procedures in relation to the taking in charge of private housing developments.

1.2 This document refers to developments which are not intended to be managed in the longer term by management companies. The procedure with regard to these developments is outlined at section 9.0. The document does not relate to housing developments with controlled entrances or restricted access which will not be taken in charge by the local authority.

1.3 For most private housing developments, the following elements of a development will be considered by the local authority for taking in charge, subject to the conditions and requirements indicated below:

- Public roads and footpaths
- Unallocated public car parking
- Public lighting
- Public open spaces (large scale communal open spaces)
- Public playgrounds (in cases where required by condition of a planning permission.)
- Public watermains, potable water treatment plants and associated buffer zones
- Public foul sewers, waste water treatment plants and associated buffer zones
- Surface water sewers/drains
- Fire services including fire hydrants
- Service Connections
- Bring Banks/Recycling Facilities

1.4 Standards higher or equivalent to those set out in this policy will be considered where acceptable to the local authority.

1.5 Any security lodged with the planning authority for such a development will not be released until the satisfactory completion of the works and the said roads, footpaths, services etc. are conveyed to the local authority to the standards indicated in section 1.4.

1.6 Generally individual elements of a development will not be taken in charge, and only the entire completed development will be considered. The local authority will only consider taking in charge individual phases in exceptional circumstances, such as those in isolation of the remainder of the development, having different and unique access points onto the public road, or where there is a clear demarcation between the phases. Phasing shall be required to be agreed with the planning authority at planning application stage.

Liability for the above elements of a development shall remain with the applicant/developer until such time as the relevant local authority takes them in charge.

1.7 The taking in charge of the sections of the estate by the local authority will be accompanied simultaneously by a vesting agreement between the applicant/developer and the local authority i.e. the applicant/developer shall convey or transfer to the relevant local authority all of the land contained in the planning permission affected by this procedure and ensure that wayleaves in favour of the local authority are secured over any affected lands that are to be transferred to other parties. This would also include lands occupied by pumping stations and sewage treatment works (STW) and the rights of way to access the same. All cost associated with the conveyance shall be paid by the applicant/developer.

1.8 For clarity lands occupied by pumping stations and sewage treatment works (STW) and the rights of way to access the same shall be transferred to the local authority.

2.0 LEGISLATIVE AND POLICY BACKGROUND

2.1 Section 180 of the Planning & Development Act 2000 (amended by Planning & Development Act 2010) provides for the taking in charge of housing estates by local authorities. Housing estates are defined as a scheme for two or more dwellings, which are dependant on communal services (e.g. roads, water, sewerage etc.)

2.2 Section 180 provides that when a development has been completed in accordance with planning permission to the satisfaction of the planning authority, the authority shall initiate proceedings under Section 11 of the Roads Act 1993 to take it in charge when requested to do so by the developer or if a majority of owners of the houses. A plebiscite of owners of the houses may be held to ascertain their wishes.

2.3 The following requirements apply under Section 11 of the Roads Act 1993:

- A public right of way must exist over the area in question.
- The local authority shall satisfy itself that it is of general public utility.
- The local authority shall consider the financial implications for the authority.
- A public consultation process must be initiated and all representations /objections must be considered.
- The final decision to take an estate in charge is a reserved function i.e. it requires a resolution to be passed by the elected members of the local authority.

2.4 Where the development has not been completed to the satisfaction of the planning authority and enforcement proceedings have not commenced within 7 years of the expiry of the planning permission, the authority shall comply with the requirements of Section 180 of the Planning & Development Act and Section 11 of the Roads Act 1993 to take it in charge.

2.5 The Department of the Environment, Heritage and Local Government has issued a number of guidance documents on delivering and developing sustainable housing projects. The relevant guidelines include:-

- a) Guidelines on Quality Housing for Sustainable Communities (March 2007)
- b) Guidelines for Planning Authorities on Design Standards for New Apartments (September 2007)
- c) Guidelines on Sustainable Residential Development in Urban Areas (February 2008)
- d) Best Practice Urban Design Manual (May 2009)
- e) Guidelines in relation to a framework policy for the taking in charge of residential developments by Planning Authorities (February 2008).

3.0 DETERMINATION OF PLANNING APPLICATIONS

3.1 Application of standards

- All residential developments granted planning permission subsequent to the adoption of these procedures must at a minimum comply with the standards outlined under Section 4.0.
- Residential developments granted planning permission since 2001 but prior to the adoption of these procedures must at a minimum comply with the standards set out in the Monaghan County Council Document “Standards for Private Housing Developments” (2001).
- Residential developments granted planning permission prior to 2001 must comply with the approved details and conditions set out in the planning permission for that particular development.

3.2 Early identification of the areas to be taken in charge

The planning authority will address the taking in charge issue at pre-application consultation stage, when the type of residential development and the standards proposed will be discussed. Applications for residential development shall delineate the area that would, in accordance with this document, potentially fall to be taken in charge on the site layout map. It is envisaged that, generally, certain core services will always be taken in charge (see section 1.3). The planning authority will ensure that the design of the approved development will facilitate this by separating the areas/facilities that will be taken in charge from those that will not. Sewers and water mains that are not located under roads, unallocated parking areas, open space or landscaping will not be taken in charge, except where a wayleave is provided for these mains.

3.3 Appropriate planning conditions

Section 34 of the Planning and Development Act 2000 provides the legislative basis for attaching conditions to planning permissions. Appropriate conditions will be attached to grants of permission for residential development in relation to:

- The giving of adequate financial security for the satisfactory completion of the development (S.34 (4) (g)) and the length of time the security must remain in place;
- The facilitation of inspections by the planning authority;
- The sequencing and timing of carrying out of works and the phasing of the development, if appropriate (S.34 (4) (h));
- The completion of the development in accordance with specified standards (S.34 (4) (f));
- The evidence to be produced by the developer to demonstrate that the residential development has been completed to the appropriate standards and the time period for the production of such evidence;
- The maintenance by the developer of the development until taking in charge is complete (S.34 (4) (j)); and
- The vesting in the local authority by the developer, upon taking in charge, of the areas to be taken in charge.

3.4 Financial Security / Bond

The security / bond will only be released when the residential development has been completed to the satisfaction of the planning authority or has been taken in charge. The planning authority will determine both the level of the security and the type of security (e.g. the lodgement of a bond from a financial institution - e.g. bank, insurance company, building society - a cash lodgement or a letter of guarantee from the Construction Industry Federation) that will be required for each residential development. The amount of the security, and the terms on which it is required to be given, will enable the local authority, without cost to itself, to complete the necessary services as outlined in Section 1.3 (including roads, footpaths, water mains, sewers, lighting and open space) to a satisfactory standard in the event of default by the developer. The condition will require that the lodgement of the security be coupled with an agreement that

would empower the planning authority to realise the amount of the security at an appropriate time and apply it to meet the cost of completing the specified works. An open-ended Bond which specifies that the development is completed to the satisfaction of the planning authority prior to release with a minimum life of 2 years beyond the expiration of the planning permission must be put in place. This is to ensure satisfactory assessment of the works required to be carried out to complete the development. The period of the bonds shall be extended, where required by the planning authority. The bond obtained will be applied to carry out any outstanding work where needed to ensure that the development is completed to a satisfactory standard.

3.5 Conditions in relation to phasing of the development

The planning authority will consider whether it is appropriate to attach a condition regarding the phasing of the development in order to ensure that residents do not have to live in uncompleted residential developments for lengthy periods. The Development Management Guidelines for Planning Authorities (June 2007) state that:

- A phasing condition could include requirements relating to the completion of roads, public lighting, open spaces, etc. which are necessary for, or ancillary to, the completed units in each phase.
- Such an arrangement would permit the security for satisfactory completion to be related to a particular phase or phases of the development and thus enable completion of sections of the scheme to be advanced while, at the same time, facilitating the developer by obviating the need for a very large security appropriate to the entire development.

In devising any phasing arrangement the planning authority will ensure that main sewers, surface water drainage systems, main distributor roads, etc., are completed at an appropriate stage so that the first and each subsequent phase will, on completion, be fully serviced and independent in the event of other phases not proceeding.

4.0 GENERAL REQUIREMENTS FOR TAKING IN CHARGE OF A DEVELOPMENT

The following requirements must be complied with:-

4.1 The development must be an authorised development and be constructed in accordance with the planning permission granted;

4.2 All development contributions must have been paid in full or in accordance with phasing agreement;

4.3 All connection fees must have been paid in full or in accordance with phasing agreement;

4.4 All bonds must have been lodged in full;

4.5 The applicant/developer has applied to have the development taken in charge by submission to the relevant local authority of the application form - "Application to have housing development taken in charge by the local authority ", as set out in Appendix H of this document.

4.6 The application must be certified by a suitably qualified person, who holds professional indemnity insurance with a minimum value of € million which shall be index linked and adjusted annually on the 1st January as per the wholesale price index for capital goods, building and construction published by the Central Statistics Office. This cover must be kept in place for a minimum period of six years after certification for the planning authority. The contents of the application form shall be deemed to be for the benefit of the local authority. All major elements of the scheme such as roads, services, retaining structures, boundary walls, structures and any other significant works must be certified in accordance with these requirements and that they meet the requirements of current design standards and specifications.

4.7 The developer shall furnish evidence that any necessary wayleaves for services are reserved in the transfer documentation to house purchasers

4.8 A minimum width of 10 metres should be provided in respect of any way leave for sewers or water mains. This width may be reduced in certain circumstances only after consultation with the local authority and agreed in writing by the planning authority.

4.9 Any bond or security lodged with the planning authority will not be released until the satisfactory completion of the works.

4.10 Unless otherwise agreed in writing, or where the conditions of the planning permission indicate otherwise the roads, footpaths, sewers, drains and water mains shall be constructed in accordance with the "Recommendations for Site Development Works for Housing Areas" - Department of the Environment and Local Government (1998)*, Monaghan County Council Water Services Technical Guidance Document 2008 or other such publications as specified by Monaghan Local Authorities), and the National Roads Authority Specification for Road Works**

*Available from Government Publications Sale Office, Sun Alliance House, Molesworth Street, Dublin 2 - Tel. 01 - 6613111.

** Available from the National Roads Authority, St Martin's House Waterloo Rd Dublin 4. – Tel 01 6602511.

4.11 In the event that the developer of an estate does not make an application to take an estate in charge the owners of the houses in the development may make an official application in writing to the planning authority to take the estate in charge. The details should include as much detail as possible, but as a minimum include:-

- Name of estate
- Site Location maps
- Date when estate was built
- Planning Permission Reference Number

This should also be accompanied by the signatures of the owners of the houses in the estate.

4.12 The planning authority will take into account emerging best practice in formulating design standards and therefore the technical aspects contained in this document may be periodically reviewed, amended and updated by Monaghan Local Authorities.*

***Notes**

The design principles and standards in the Department of Environment, Heritage and Local Government (DEHLG) 1998 publication "Recommendations for Site Development Works for Housing Areas" will be reviewed. Although the construction standards set out in the 1998 publication are still generally applicable, the section on public lighting will be updated.

The residential road design principles and standards in the 1998 publication relate to the more traditional housing layouts and lack flexibility to accommodate the higher densities required for the delivery of more compact and sustainable communities. Layouts which seek to ensure very low traffic speeds and greater priority for pedestrians and cyclists in residential areas will be encouraged, which will mean the application of standards other than those contained in the 1998 publication in particular circumstances.

The DEHLG commitment to build sustainable communities necessitates the incorporation of urban design principles and more contemporary standards in the design and layout of roads and streets, particularly in higher density schemes. The DEHLG Guidelines on Sustainable Residential Development in Urban Areas (2009), make reference to such contemporary standards. The new guidelines:-

- Facilitate the development of sustainable communities through effective planning and the provision of necessary supporting services and amenities;
- Help achieve the most efficient use of urban land through housing densities that are appropriate to the location involved and availability of supporting services and infrastructure, particularly transport; and
- Set high standards in terms of space and facilities to meet needs into the future.

"Sustainable Residential Design, a Best Practice Guide (2009)", which accompanies the DEHLG Guidelines on Sustainable Residential Development in Urban Areas contains many examples of good practice in the design and layout of contemporary residential areas in Ireland and will be a valuable reference document

Traffic Management Guidelines (2003) jointly issued by the Department of the Environment, Heritage and Local Government, the Department of Transport and the Dublin Transportation Office gives advice on the design and layout of roads in the new residential development.

5.0 PROCEDURE FOR TAKING IN CHARGE OF A DEVELOPMENT

5.1 General matters

When a taking in charge application is being made by a developer/applicant, three copies of "as constructed" drawings (scale 1:500) of the development shall be submitted to the planning authority. In addition these drawings shall be submitted to the planning authority in digital format in accordance with the specification outlined at Appendix A or other file type as may be determined by the planning authority. The drawings shall indicate the following information:

- The estate boundary depicted in red, open spaces coloured green, all roads, footpaths and public lights, road names and house numbers
- All services including watermains, valves, hydrants, sewers, road gullies, telecommunications ducts/poles, electrical ducts/poles, cable television ducts and all manholes. The invert and cover levels of all manholes shall be indicated relative to Malin Head Ordnance datum. The longitudinal sections of all sewer lines (both foul and storm) shall be indicated on the drawings along with their diameter, invert levels, gradients and contours.
- The layout and levels of roads, footpaths and sewers (foul and surface water)
- The layout and diameters of the watermains with valve positions marked (including hydrants). Where more than two valves are provided at a watermain junction, a line drawing showing the layout of valves at the junction shall be provided.
- The diameters of sewers (foul and surface water and position of manholes including invert levels of manholes).
- Surface water run off calculations and pipework capacity calculations. Design should be based on return period 1 in 10/20/30/40 year floods are required by the planning authority.
- The position of road gullies and their connection points to the main surface water network.
- The position of service ducts crossing carriageways clearly identified by dimensioning from clearly visible surface feature, e.g. road gully or manhole and also details of the services for electrical, telephone and television or other services underground the estate. The depth of cover to services ducts should also be given at 20m intervals.
- The position of public lights and micros pillars for lighting and services.
- Any open space (to be delineated green) and details of its finished levels and landscaping.
- Clear identification of surface water discharge points including any attenuation equipment.
- All levels shown on the drawings shall be to Malin Head Ordnance datum. Details of bench Marks used are to be provided with the drawings.
- House numbering system and names of roads where applicable shall be indicated on drawings.

Full details and explanatory criteria relating to these requirements are outlined in appendices B to E.

5.2 CCTV Surveys

5.2.1 Two copies of a recent CCTV survey/manhole survey of the collection systems to be submitted to the planning authority along with the application form for taking in charge (appendix H). The survey shall be completed at the applicant's/developer's expense. Prior to the commencement of the survey the sewers to be surveyed shall be thoroughly cleaned out. The

CCTV Survey shall be carried out using a camera which is capable of measuring distances from one manhole to another. 'As constructed' drawings with labelling matching labelling on CCTV survey shall be submitted.

5.2.2 The report shall include a summary of any defects in the systems. Any defects in the systems shall be corrected by the applicant/developer at their own expense, prior to taking in charge. High-resolution photographs and quality DVD recordings shall supplement the printed report.

5.3 Health and Safety Legislation

5.3.1 Under current Health and Safety legislation, on completion of a development, a safety file containing information relevant to the development works must be passed on to the local authority if it is intended that the development is to be taken in charge. If it is intended that the development is to be maintained by a private management company, the safety file must be passed on to the management company.

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

Relevant information, which could be included in the safety file, may include:

- Construction drawings, specifications etc used and produced throughout the construction process; general design criteria;
- Details of equipment and maintenance facilities within the development;
- Maintenance procedures and requirements for the development;
- Manuals, and where appropriate certificates, produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the development, typically lights, electrical and mechanical installations, gas and heating installations and window cleaning; and
- Details of location and nature of utilities and services, including emergency and fire-fighting systems

5.4 Public Lighting Certification

A letter of confirmation/certification is required from the public lighting service provider stating that they are satisfied with the public lighting in the development.

6.0 INDICATIVE TIMEFRAME AND PROCESS FOR TAKING IN CHARGE

6.1 Inspection should be carried out jointly between the developer's/applicant's representative and the local authority representative.

6.2 Upon receipt of an application to have an estate or a phase of an estate taken in charge, the following indicative timeframe shall apply to the overall process

(1) Within two weeks of receipt of a valid application for taking in charge, which shall be accompanied by all appropriate support documentation listed on the official application form, the planning authority shall acknowledge receipt of the request. For an application to be valid all relevant documents are required to be submitted.

(2) Within eight weeks of receipt of request for taking in charge, the local authority shall, in conjunction with the developer/applicant, carry out a comprehensive inspection of the development or phase of the development and within four weeks of that meeting notify the developer/applicant in writing of all outstanding issues associated with the satisfactory completion of the development.

(3) The developer/applicant shall within twelve weeks of receipt of details of outstanding issues from the planning authority, carry out the outstanding works, and notify the planning authority when works are completed. Any items of work incomplete, or not up to the required standard will be corrected by the developer/applicant at their own expense. If works cannot be carried out within that period, the developer/applicant must notify planning authority as to when the works will be completed. That period shall in any event not exceed six months from the date of receipt by the developer/applicant of the list of outstanding issues from the planning authority.

(4) The local authority shall, within eight weeks of being notified of completion of the works at (3), arrange for final inspection of the estate to determine the satisfactory completion of the said outstanding issues as identified at (2).

(5) Both the inspections at (2) and at (4) shall be provided by the local authority free of charge. If there is a requirement for further and subsequent inspections due to unfinished work on behalf of the developer/applicant, these inspections may be charged to the developer/applicant at a rate of €500 an inspection.

(6) Upon final inspection of the estate, or phase of the estate, and satisfactory completion of the works, the local authority shall begin the official process of taking in charge in accordance with the Roads Acts. This process will include newspaper advertising, receipt and analysis of submissions, preparation of Manager's Report and passing of appropriate resolution by full meeting of the Council.

(7) Following this resolution, the planning authority shall release that element of the security lodged to secure completion of the works and proceed to take the estate, or phase of the estate, in charge. The developer will vest in the local authority (at no cost to the authority) the public areas, including open spaces, which have been designated for taking in charge.

(8) All reasonable efforts shall be utilised to ensure that formal procedures are completed for the taking in charge process with minimum delay. This shall include a Managers Order with attached map being recorded in the public register (available for public inspection)

6.3 If issues of non-compliance with the plans, particulars or conditions of a planning permission arise or the standards contained herein, the planning authority will consider initiating enforcement proceedings so any shortcomings do not fall to be funded by the planning authority.

6.4 Where a developer fails to satisfactorily complete a residential development or a phase thereof, and the planning authority considers the completion of the taking in charge procedure urgently necessary, the local authority has discretion, (subject to the attachment of an appropriate planning condition) to take the development in charge and to complete the necessary services, financed by the bond or security provided by the developer and without any cost to itself.

6.5 The planning authority will exercise its discretion to refuse planning permission to developers who have substantially failed to comply with a previous planning permission pursuant to amended section 35 of the Planning and Development Act 2000(as amended).

7.0 VESTING MAPS

7.1 The developer/applicant shall transfer or convey to the relevant local authority, at his expense, all of the land contained in the planning permission affected by the taking in charge procedure document. The following shall be included:-

- The land to be conveyed shall be indicated on 1/2500 or 1/1000 original Ordnance Survey Maps or part thereof OR an A3 or A4 Certified and Stamped copy of the OS Map, covering the entire estate and with the property boundaries clearly highlighted in red.
- The estate layout shall be indicated and the open spaces, hard play areas and communal area such as arbours, gardens or woods, clearly delineated and coloured green.
- The Ordnance Survey map reference number, the scale, the north point, the estate name and location to be clearly shown. To this map should be appended the standard vesting document transferring ownership of the areas to be taken in charge to the local authority for the sum of €1 with the necessary signatures, witnesses etc.
- The minimum wayleave requirement is 10m in width with the service located centrally within it. However, a greater width may be necessary in some circumstances depending on the size and type of service. This should be checked with the local authority prior to preparation of any map or documentation.
- Where the local authority permits one of its existing mains / sewers in a site to be diverted to facilitate a new development this diversion will be carried out under the supervision of its Water Services Section, and a new wayleave should be provided concurrently with the diversion works to the relevant Water Services Section standards.
- Where trunk water mains, trunk foul sewer collection pipelines and trunk storm sewer collection pipelines pass through private property an agreement or way leave shall be written into each contract for sale for each dwelling unit/property owner as appropriate providing legally binding rights to the management company, including its successors and assigns for the right of:-
 - passage of running water and foul sewage through such water mains, storm drains or foul drains
 - inspection of such drains, maintenance and cleansing of such water mains, storm drains or foul drains
 - removing any obstruction and repair or replacement of such water mains, storm drains or foul drainsThis proviso shall apply in event of water mains and public sewers serving two or more properties.
- For a wayleave proposed for services outside of the site, and not in a public road or estate already taken in charge, then a wayleave map as above will be required, together with the standard wayleave document which grants right of access to the local authority by men/machinery for the purposes of maintenance, repair, and improvement and replacement to the relevant service.

8.0 BONDS/SECURITY:

8.1 It is the policy of Monaghan Local Authorities to attach condition to planning permissions requiring the developer to lodge security with the planning authority by way of cash deposit, bond of an insurance company or other surety to secure the provision and satisfactory completion of roads, footpaths, sewers, watermains, drains, public open space, public lighting and all other services within the development.

8.2 It will be a requirement, where bonds/financial guarantees are provided, that such sureties shall remain in place until the development is completed to the satisfaction of the local authority and in accordance with the specifications set out in this documentation, and extend to a period of at least two years following expiry of the permission. Security will not be released until the planning authority is satisfied that the development has been completed in accordance with the standards laid out in this document. Where the management of a development is transferring to a management company on satisfactory completion (e.g. apartments), security will be released on certification by a suitably qualified person that the development has been completed in accordance with permission granted and that the management company has assumed responsibility for the day to day management of the development.

8.3 Where an application to take a development in charge has been assessed by the planning authority immediately following completion, and where the development has been completed satisfactorily, security will not be released for a minimum period of twelve months following substantial completion to allow for a defects liability period.

9.0 MANAGEMENT COMPANIES AND MAINTENANCE

9.1 Regardless of any conditions which may have been attached in the past to the original planning permission, the local authority shall take in charge the core public services of any housing development, including those managed and maintained by a properly constituted management company, if requested to do so by a majority of owners of the houses and if the conditions outlined in the rest of this procedure are complied with. In particular, this refers to the taking in charge of shared public services as distinct from shared private services.

9.2 The maintenance services in communal areas that shall be provided by the local authority following the completion of the taking in charge process include the following:

- Maintenance of all roads and footpaths, including unallocated street car parking.
- Maintenance of water mains and drainage services.
- Repair and reinstatement of roads, footpaths and landscaped areas resulting from repair and/or maintenance of underground services (water mains and drainage services) carried out by the local authority.
- Road sweeping and cleaning services of the principal public routes within the residential development.
- Upkeep and maintenance of all public lighting installations including nonstandard light fittings.
- Upkeep and maintenance of all surfaces, fixed elements and rigid play equipment in play lots and playgrounds in cases where the playground or play lot was required by condition of a planning permission.
- Public open spaces (excluding private/semi-private public open spaces)

Service levels will be subject to funding.

9.3 The above does not preclude the right of a developer and the residents to control access to the shared services and to maintain them in restricted and private ownership. Where, following determination of a developer's proposal during the planning process, a condition is included in the planning permission that a properly constituted management company be established for the purpose of maintaining the public lighting, roads, footpaths, parking areas, services and open spaces within the development, the said public lighting, roads, footpaths etc. shall, on completion of the development, be conveyed to the management company.

9.4 Any security lodged with the planning authority for such a development shall be released upon the satisfactory completion of the works as certified by the local authority or by the developer's/applicant's architect /agent and agreed with the planning authority, and the said roads, footpaths, water supply infrastructure, sewers, drains etc. are conveyed to the management company.

9.5 However, the existence of a management company to maintain elements of common buildings, carry out landscaping etc, must not impact upon the decision of the local authority to take in charge roads and related infrastructure where a request to do so is made.

10.0 DEALING WITH REQUESTS RELATING TO OLDER ESTATES

10.1 Assessing/categorising requests

All requests for taking in charge estates will be promptly assessed and dealt with in accordance with the procedures set out below.

10.2 Estates satisfactorily completed

Where an estate is completed in accordance with the terms of the planning permission, the process of taking in charge will commence, without delay on foot of a request to do so. A timescale of 6 months will apply from the date of the request. Data on foul sewers, water mains and pump stations will be required in accordance with Appendix D.

10.3 Priority list for estates not completed satisfactorily

A priority list will be drawn up of requests from the majority of owners of houses for the taking in charge of uncompleted estates, taking into account such factors as the date of application, the condition of the estate and the length of time it has been left unfinished. New requests for the taking in charge of unfinished estates will be added to the priority list, as appropriate.

All unfinished estates which are the subject of a request to be taken in charge will be kept on this list, including estates where it may be possible to have the estate completed at the expense of the developer through enforcement action or calling in the bond, so that these estates remain on the priority list for remedial works by the local authority in the event that enforcement action or calling in the bond fails.

10.4 Action in relation to uncompleted estates

All appropriate action in terms of getting the estate completed other than at the expense of the local authority will be pursued as quickly as possible. The process of taking it in charge will commence when the estate is brought to a satisfactory standard.

10.5 Remedial works by the planning authority

In accordance with section 180(2) of the Planning and Development Act 2000, the planning authority shall commence taking in charge procedures in respect of an unfinished estate where the majority of owners of houses so request and the period for enforcement has expired. The local authority may, in its absolute discretion, when the majority of owners of houses so request, commence taking in charge procedures in respect of an unfinished estate in accordance with section 180(2A) of the Planning and Development (Amendment) Act 2010 where the period for enforcement has not expired or where the planning authority considers that enforcement proceedings will not result in the satisfactory completion of the development by the developer. Where enforcement action or calling in the bond is not possible, or has been unsuccessful, the local authority will over a period complete such developments to taking in charge standard, subject to sufficient funding being provided from planning authority resources to enable this to be done.

11.0 PUBLIC LIGHTING

11.1 The public lights erected shall be in accordance with the requirements set out in Appendix B.

11.2 The developer shall be responsible for maintenance of the public lighting system and all public lighting service provider charges incurred, prior to the date the planning authority has taken the development in charge or for a period at the discretion of the planning authority. Prior to the taking in charge of the development, the developer/applicant shall provide confirmation that all such charges and fees have been paid in full.

11.3 Lighting shall be operating and connected to the ESB supply network, and certified by the public lighting service provider or other suitably qualified persons as complying with the relevant standards.

11.4 Each standard shall be clearly, individually and uniquely numbered in accordance with the local authority register.

11.5 The Meter Point Reference Number (MPRN) and the loads associated with each micro pillar shall be submitted.

12.0 ROADS AND FOOTPATHS

12.1 The roads and footpaths shall be taken in charge in conjunction with watermains, sewers and open spaces. The roads and footpaths shall be constructed in accordance with the requirements set out in Appendix C.

12.2 The application shall be accompanied by a condition survey of the roads and footpaths, together with a list of defects having been identified and certification that the list of all remedial works agreed with the planning authority has been carried out.

12.3 The developer/applicant shall submit with their application a record of tests results and test certificates for all road materials. Appendix G sets out a schedule of test requirements for various road making materials. Further to these results certification that all remedial works agreed, in relation to any deterioration, as agreed with the planning authority have been carried out to the required standard.

12.4 Where tests results show materials and/or workmanship to be in non-compliance with the relevant standard or specification the developer/applicant shall submit details of works carried out to remedy these defects.

12.5 The developer/applicant should inspect the works prior to submitting an application and certify that they are satisfied that the works comply with the planning permission, specification and design standards.

12.6 The planning authority may request the developer/applicant to carry out additional tests following receipt of an application for taking in charge of an estate to verify that the works conform to the planning permission and the relevant design standards and specification. These may include core samples and performance testing of the road pavements e.g., Falling Weight Deflectometer (FWD)

12.7 The applicant/developer will submit certifications from the telephone service provider that all the underground network and services are to their satisfaction. (if applicable)

12.8 The applicant/developer will submit certifications from the cable television service provider that all the underground network and services are to their satisfaction. (if applicable)

13.0 WATER SERVICES

Water Mains, Foul and Surface Water Collection Systems, Pumping Stations and Sewage Treatment Plants (STW).

13.1 Given the technical nature of these elements of development you are advised to refer to the Monaghan County Council Water Services Technical Guidance Document 2008 (WSTGD), for details of all water services requirements in respect of above. This document to be consulted with prior to making a taking in charge application. It can be found on the Monaghan County Council website: <http://www.monaghan.ie/websitev2/waterservices/FormsDownloads.html>

Of particular relevance are the following aspects from the guidance documents:

- Detailed accurate “As Constructed” drawings to an approved scale indicating location, type and size of all **water-mains**, hydrants, sluice valves and private house connections to be prepared in electronic format or map-info. Drawings to be completed within 3 months of substantial completion of the works and certified copies shall be retained by the developer/applicant for inspection by the local authority on request. These “as constructed” drawings will be required by the planning authority in the event of “taking in charge” by the local authority of services associated with this development in the future.
- Detailed accurate “As Constructed” drawings to an approved scale indicating location, type and size of all **foul & storm water** sewerage pipelines, manholes and private house connections to be prepared in electronic format. Drawings to be completed within 3 months of substantial completion of the works and certified copies shall be retained by the developer/applicant for inspection by the local authority on request. These “as constructed” drawings will be required by the planning authority in the event of “taking in charge” by the local authority of services associated with this development in the future.
- The applicant/developer shall carry out a CCTV survey of all **foul & storm water** sewerage pipelines within the development upon substantial completion of the works. The applicant/developer is to retain the CCTV survey for submission to the local authority on request, if the development is to be taken in charge by the local authority. The CCTV survey shall conform to the standards as set out in the WRC Manual on Sewer Condition Classification. A recent CCTV survey will be required for taking charge, within 2 weeks of application.

13.2 Applicant/developer shall comply with the technical requirements of Appendix D.

14.0 CCTV SURVEY/MANHOLE SURVEY

14.1 A CCTV survey/manhole survey of the collection systems will be submitted to the local authority prior to lodging an application form for taking in charge. The survey shall be completed at the applicant's/developer's expense.

14.2 The sewers to be surveyed shall be thoroughly cleaned out first.

14.3 The CCTV Survey shall be carried out using a camera, which is capable of measuring distances from one manhole to another. 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 applicant/developer at their own expense, prior to taking in charge. High-resolution photographs and quality VHS/DVD recordings shall supplement the printed report.

14.4 A drainage layout plan of as-constructed sewers shall be submitted on diskette/DVD, prepared to SUS25 format, showing a detailed survey of each manhole, sewer structure and a digitised layout of the as-constructed housing estate. The manhole survey and digitised layout (DXF Format) 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 Head Ordnance datum.

15.0 COLLECTION SYSTEMS/PRIVATE TREATMENT PLANTS

15.1 Applicant/developer shall comply with the technical requirements of Appendix D.

16.0 SERVICE CONNECTIONS

16.1 All watermains, valves, stopcocks and fire hydrants to be located in public footpath or roadway, insofar as possible. Stopcocks and Water Service Control Units shall not be located in private driveways. A separate stopcock or shut-off valve shall be fitted within each house.

16.2 The water service connection for each house shall be taken in charge as far as the stopcock/water service control unit (i.e. including the stopcock/water service control unit).

16.3 Applicant/developer shall note that individual sewer service connections will not be taken in charge.

17.0 OPEN SPACES

17.1 The development and landscaping of open spaces shall be carried out in accordance with the planning permission granted and the attached specification in Appendix E. It should be noted that even in the instance where a development has only been partly carried out and the planning permission has expired the obligations of the developer to provide the infrastructure which are considered necessary to the development remain.

17.2 The planning authority will not take in charge private/semi-private open space areas. Following the completion of the estate development, a formal legal arrangement shall be initiated by the developer to secure the long term management of these open space areas. This shall include a long term viable financial arrangement for the grass cutting or maintenance of grass verges, incidental ornamental/landscaped areas, shrubberies or playgrounds. Playground areas which are required as a facility available to the general public will be taken in charge and maintained by the local authority.

17.3 The local authority will take in charge large scale communal open spaces subject to an undertaking by the residents group or management company to carry out the ancillary maintenance of these areas.

18.0 QUALITY CONTROL SYSTEMS

18.1 During construction of the development the developer shall operate a system to control the quality of the workmanship and materials for those works to be taken in charge.

18.2 This system should document tests and checks carried out to ensure the works comply with the statutory approvals, specification and design standards and any requirements set down in this document.

18.3 Appendix G includes a schedule of tests for the various materials to monitor their compliance with the National Roads Authority Specification for Roadworks.

APPENDIX A – REQUIREMENTS FOR DIGITAL SUBMITTAL

These standards pertain to the use and submittal of “As Constructed Drawings” in digital format as AutoCAD electronic files submitted to the local authority to support the taking in charge process of private housing developments. Any deviations from these standards are to be approved in writing by the Manager/Director of Services.

“As Constructed Drawings” to be submitted on a CD in AutoCAD or other electronic format. AutoCAD native drawing (.dwg) release version should be no later than the year of submission or, in the absence of such a version, the most recent version available. No other formats will be accepted. It is the consultant’s responsibility to ensure complete AutoCAD compatibility and data integrity. CAD drawings must be identical to hard copy versions submitted.

“As Constructed Drawings” files must be Geo Referenced (Geocoded) and aligned with the Ordnance Survey Ireland vector mapping coordinate system. Files that do not align with the Ordnance Survey Ireland mapping files will not be accepted and will require resubmission.

A list of layers for each drawing and descriptions of each layer is required for each drawing, hard copy and electronic. Each service should be on a separate layer, Water, Drainage, Roads, Electric, Telecoms. Monaghan Local Authorities will have full ownership of the submitted “As Constructed Drawings” and may wish to forward these drawings to other third party organisations.

APPENDIX B: PUBLIC LIGHTING - TECHNICAL REQUIREMENTS

The minimum standard of illuminance that should be considered acceptable will be provided by the installation of:

- White light Source – 40w/55w PL-L (CFL Lamps)
- 55 w SOX (requires the prior approval of the planning authority and will normally only be used for changes and extensions of existing schemes)
- 70 w SON (where the use is demonstrated as necessary with the approval of the planning authority)

Other lanterns may not be used without prior approval of the planning authority.

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/applicant shall furnish to the planning authority a copy of the public lighting design to IS EN 13201 Class S, as prepared by E.S.B. or other approved lighting design engineers.

TYPICAL SPECIFICATION FOR LIGHTING COLUMNS AND BRACKETS FOR MINOR ROAD LIGHTING

(Alternative specifications may be acceptable subject to the prior approval of the planning authority)

1.0 COLUMNS

- 1.1 Lighting columns shall be of octagonal steel construction with a minimum wall thickness of 3mm and shall comply with the requirements of BS5649 or EN40. Brackets may be of tubular construction with a minimum wall thickness of 3mm. Columns and brackets should be protected against corrosion by hot-dip galvanising, in accordance with IS EN ISO 1461.
- 1.2 Mill test certificates may be required for the column and bracket steel sections.
- 1.3 Octagonal columns should be 7m long (6m above ground) of folded steel, gradually tapered at a constant rate from the base and terminating with a dimension of 68mm across flats at the top.

2.0 BRACKETS

- 2.1 The bracket shall be of the single arm type in 33.7mm tube with a 3.2mm wall thickness and made from steel which is equal to or better than BS EN 10025 (1993) S 275 JO. It should be constructed to permit clear movement of cable through bracket and column. The bracket arms shall be manufactured with the bracket arms inclined 5 degrees above the horizontal
- 2.2 The column and bracket shall carry a permanent identification mark, indicating the manufacturer and year of manufacture. Both identification marks shall be clearly visible following galvanising.

3.0 CONSTRUCTION

- 3.1 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.
- 3.2 The shaft shall be of 3mm folded high tensile steel and gradually tapered from the base to the bracket spigot.

4.0 SHAFT (FIXED COLUMN)

- 4.1 The base shall be fitted with a cable entry opening of 180 x 60mm, with the top of the opening 700mm from the base end. A base compartment shall be provided in the shaft with a welded-in frame for a recessed fitting door. The internal diameter of the compartment shall be not less than 120mm and the bottom of the compartment shall be 1300mm above ground level. The door shall be vandal resistant and weatherproof to IP 33 with two recessed locking mechanisms requiring a female triangular key of 10mm side. The dimensions of the door shall be 385mm x 90mm (frame size 40mm x 104mm) and all doors must be interchangeable.
- 4.2 An earthing connection shall be provided within the base compartment and the fastening screw for this connection should be of stainless steel.

5.0 FINISH

- 5.1 After fabrication, the shaft and bracket shall be hot dip galvanised both inside and outside.
- 5.2 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.
- 5.3 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.
- 5.4 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 public lighting service provider. The bracket identification shall be hard stamped onto the lantern spigot, and must be legible after galvanising or any other surface coating.

6.0 LOADING

- 6.1 The column and bracket shall be designed to carry a side-entry lantern of weight 6.000kg and a wind area of 0.10msq. The centre of the side-entry lantern shall be considered to be 900mm from the shaft axis. A location factor of K=3 shall be applied.

7.0 LANTERNS

- 7.1 Lanterns shall comply with the requirements of IS EN 60598-2-3; 1994, IS EN 13201; 2003 and BS 5489; 2003.
- 7.2 The body of the lantern shall be constructed from injection moulded or die-cast aluminium alloy, GRP, or other suitable corrosion-resistant material. It shall be suitable for side-entry mounting on a straight 0.7m bracket with a spigot size of 34mm x 100mm long.
- 7.3 The lantern shall be fitted with a NEMA 3-pin twist lock photocell socket and a porcelain BC type holder for the lamp type.
- 7.4 The lantern shall be fitted with integral control gear equipment. The body of the lantern shall be divided into two separate compartments, one housing the control gear, and the other housing the optical system. The control gear may be located over the lamp but a metal reflector shall be positioned between the lamp and the gear.
- 7.5 A light transmitting plastic bowl shall protect the optical compartment of the lantern. The bowl shall be of an anti-vandal, ultraviolet stabilised, polycarbonate material which as a minimum guaranteed life of five years against mechanical or optical deterioration in Irish climatic conditions. The bowl shall be secured by clips and may also be hinged.
- 7.6 All grub screws, the earthing screw, bowl clips, springs, and hinges shall be fabricated from a corrosion resistant material which shall have resistance to deterioration for a minimum of fifteen years, e.g., GRP or stainless steel.
- 7.7 The lantern shall be protected against the ingress of dust and water and shall have an IP65 rating as a minimum for the optical compartment. All gaskets shall not deteriorate in service over the normal life of the lantern.
- 7.8 All internal wiring shall be of the heat resistant type. Those parts of the internal wiring which come near or in contact with the ballast shall be protected within a heat resistant sleeve.
- 7.9 A fixed and fused terminal block with clearly identified phase, neutral, and earth connections shall be provided within the control gear compartment. Provision should be made to clamp all incoming cables securely.
- 7.10 The light distribution may be controlled by a system of internal reflecting surfaces or by a refracting prismatic bowl or a combination of both systems. The bowl, however, should have a smooth exterior surface. Reflecting surfaces, where used, shall be of high purity anodised aluminium and shall not deteriorate in quality for a minimum of fifteen years.

8.0 CONTROL GEAR EQUIPMENT

- 8.1 The control gear shall conform to the required standards and be suitable for use on 230V nominal voltage (-10%/+6%) on a 50cycle AC circuit.
- 8.2 The gear components shall be of the magnetic type and consist of a step-up transformer, a wire-wound ballast, an ignitor, and a capacitor. The ballast shall be rated at 240V and fed through a 230V/240V transformer. The capacitor shall be rated so as to achieve a corrected power factor of not less than 0.9 in the voltage range specified.

9.0 FITTING OUT OF COLUMN

- 9.1 A detachable hardwood baseboard, measuring 400x80x20mm shall be fitted in the base compartment of the column. The clearance between the baseboard and the inside face of the door, when secured, shall be not less than 100mm.
- 9.2 Each lantern shall be individually protected with a suitable fuse in the column base.
- 9.3 Neutral blocks, or looping-in blocks, shall be of an approved grooved bore 63A type, fully insulated and solidly mounted on the baseboard.
- 9.4 Columns shall be wired with a minimum 2.5mm² PVC/PVC stranded copper cable.

10.0 CONTROL

- 10.1 Switching of a Public Lighting system shall be by approved solid state photoelectric cell. Each lantern may be individually controlled or groups of lanterns may be controlled by a single cell with the aid of contactors. A surface mounted switch, tested to BS3676, shall be provided in the base of the column, where a cell is located, to facilitate daytime testing by short-circuiting the photoelectric cell.

11.0 PUBLIC LIGHTING MICRO PILLAR

- 11.1 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.
- 11.2 The pillar shall consist of a rectangular box of overall dimensions 600mm (H) x 150mm (D) x 250mm (W), with front and rear bottom extension plates, 300mm long, for anchoring purposes. The pillar shall be vented and fitted with a lift-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 galvanised to IS EN1461. Ground level shall be clearly marked on the unit. The above dimensions are liable to change due to manufacturing and the developer/applicant shall verify standards with the planning authority prior to installation.
- 11.3 An alternative pillar of similar design, particularly with additional features, may be offered for approval prior to installation.
- 11.4 The Meter Point Reference Number (MPRN) and the loads associated with each micro pillar shall be submitted to the planning authority at time of applying to take the street lighting in charge.

12.0 FITTING OUT OF PUBLIC LIGHTING MICRO PILLAR

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

- 12.2 All outgoing circuits shall be individually fused by means of a 20A HRC fuse unit capable of accommodating cable sizes up to 25mm². 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.
- 12.3 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.
- 12.4 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.
- 12.5 The installed pillar shall be embedded in concrete, in accordance with Class E, Clause 1502, of Specification for Roadworks, published by the Department of the Environment.
- 12.6 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.

13.0 CABLE AND DUCTING – MICRO PILLAR

- 13.1 All cabling shall be laid underground in 100mm 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.
- 13.2 Two core cables with a separate earth return path shall be used. Cables shall be either:
- 2x6mm² NYCY type to VDE specification 0271/5 or
 - 3x6mm² PVC/SWA/PVC type to BS 6346:1989, with colours brown, blue and green-yellow.
- 13.3 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.
- 13.4 A duct should be provided between the ESB section pillar and the Public Lighting Mini Pillar.

14.0 EARTHING – MICRO PILLAR

- 14.1 All micro pillars shall be earthed, using an earth electrode and the supply neutralised. The electrode shall consist of a bare copper, or hot dipped galvanised steel rod/pipe of at least 16mm diameter, driven vertically into the soil for a length of at least 1,200mm.
- 14.2 If difficulties arise in driving the vertical rod, due to underground services, a horizontal earth electrode may be installed as follows:

A straight length of at least 4.5m of either:

- 16mm diameter bare copper;
- 16mm diameter hot dipped galvanised steel rod;
- 25mm² cross-section bare copper;

- 25mm² cross-section hot dipped galvanised steel rod, buried in the soil to a depth of at least 500mm.

The earthing lead shall exit the pillar through the services cable entry opening.

- 14.3 The connection at the earth electrode shall be accessible for inspection and shall be protected against corrosion by a suitable waterproof tape. The connection shall be enclosed in a galvanised steel box, with an inspection cover. After inspection, the connection shall be buried underground.
- 14.4 A main earth terminal shall be mounted on the pillar baseboard, with the following connections:
- 10mm² PVC cable from the earth terminal on the pillar, with a crimped lug connection to the pillar,
 - 10mm² PVC cable from the earth electrode.
 - 10mm² PVC cable from the neutral link.
- 14.5 A main earth terminal shall be mounted on the baseboard in each lighting column, with the following connections:
- 6mm² PVC cable from the earth terminal to the column, with a crimped lug connection to the column,
 - 2.5mm² PVC cable from the lantern earth terminal.
- 14.6 The outer sheath of the incoming and/or outgoing service cable shall be connected to the main earth terminal, in the case of both the lighting column and the public lighting micro pillar baseboard.
- 14.7 If PVC/SWA/PVC cables are used, the outer sheath shall be terminated in an approved manner.
- 14.8 Earth continuity cables shall be coloured yellow/green, in accordance with ETCI wiring rules. In the case of NYCY cables, appropriate yellow/green sleeving shall be used.

15.0 COLUMN INSTALLATION

- 13.2 Where there is no grass verge, all columns shall be located to the back of the footway.
- 15.2 The excavation for lighting columns shall be a minimum of 500mm in diameter and 1.05 meters in depth.
- 15.3 Column erection shall be in three stages as follows:
- Place 50mm of blinding concrete in the bottom of excavation. Concrete shall be Class E, Clause 1502, Specification for Roadworks, or
 - A socket of 300mm diameter x 1500 deep can be used to accommodate the column. This socket must be placed vertically and must be bedded in concrete. A slot to allow cable entry should be cut into the socket: 450 to 500mm from ground level.
 - Erect column vertically and centrally on the blinding and surround the column with Grade 15.20 concrete, to a level 150mm below the cable entry

slot. Concrete shall be class 30/20, Clause 1501, Specification for Roadworks.

- The final one metre of incoming and outgoing supply cable, up to the cable entry slot, shall be protected by polyethylene piping, which shall extend 30mm into the column. The cable shall be kept level with the bottom of the entry slot, in order to avoid damage due to column settlement.

APPENDIX C: ROADS AND FOOTPATHS - TECHNICAL REQUIREMENTS

1.0 ROADS

- The minimum requirements of Monaghan Local Authorities for road construction in all housing estate developments are as set out below:

(i) For developments with greater than 50 dwellings

Surface Course:	40mm thickness (compacted) Surface Course material complying with Series 900 of the National Roads Authority Specification for Road Works approved by the planning authority
Binder Course:	Single course 55mm thickness (compacted) dense bitumen macadam binder course in accordance with Clause 906 of the National Roads Authority Specification for Road Works
Base	Single course 80mm thickness (compacted) dense bitumen macadam binder course in accordance with Clause 903 of the National Roads Authority Specification for Road Works
Sub-base:	150mm thickness (compacted) granular material Type B in accordance with Clause 804 "Specification for Roadworks" by National Roads Authority
Capping Layer:	350mm 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. Note: The capping layer thickness stated here assumes that the CBR is equal to or greater than 2%. Where the CBR is found to be less then specialist advice is required.

(ii) For developments with 50 or less dwellings

Surface Course:	30mm thickness (compacted) Close Graded Macadam Surface Course material complying with Series 912 of the National Roads Authority Specification for Road Works with 1/10mm designation and 70/100 per binder grade approved by the planning authority
Surface Course:	30mm thickness (compacted) Close Graded Macadam Surface Course material complying with Series 912 of the National Roads Authority Specification for Road Works with 1/10mm designation and 70/100 per binder grade approved by the planning authority
Base	Single course 80mm thickness (compacted) dense bitumen macadam binder course in accordance with Clause 906 of the National Roads Authority Specification for Road Works
Sub-base:	150mm thickness (compacted) granular material Type B in accordance with Clause 804 "Specification for Roadworks" by National Roads Authority
Capping Layer:	350mm 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. Note: The capping layer thickness stated here assumes that the CBR is equal to or greater than 2%. Where the CBR is found to be less then specialist advice is required.

Applicant/developer shall note that a number of core samples shall, at applicant's/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 applicant/developer submitting to the planning authority prior to construction, CBR test results for the subgrade.

- All road signs and road markings shall comply with the Traffic Signs Manual published by the Department of Environment and shall be supplied and erected by the applicant/developer, as directed by the planning authority.
- If kerbs are constructed using an insitu concrete system 20mm expansion joints at 25m centres and 4mm contraction joints at 5m centres minimum shall be provided. Contraction shall be provided either side of all vehicular crossings. Joints should be sealed with an approved 2 part polysulphide sealant or other approved system
- 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

2.0 FOOTPATHS

- Monaghan Local Authorities 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).
- Applicant/developer shall note that all precast kerbs shall be laid on edge and not on the flat.
- Applicant/developer shall note that wheelchair/pram accesses shall be provided at all roadway junctions. Applicant's/developer's attention is drawn to "Building for Everyone" published by the National Disability Agency and any Monaghan Local Authorities Policies with regard to improving access.
- 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.
- If footpath is construction in concrete it should incorporate a 20mm expansion joints at 24m centres and 4mm contraction joints at 3m centres minimum. Contraction joints shall be provided either side of all vehicular crossings. Joints should be sealed with an approved 2 part polysulphide sealant or other approved system

APPENDIX D: WATER SERVICES- TECHNICAL REQUIREMENTS

1.0 Water-mains, Foul and Surface Water Collection Systems, Pumping Stations and Sewage Treatment Plants (STW).

Please refer to the Water Services Technical Guidance Document (WSTGD), for details of all water services requirements in respect of above. This document to be consulted with prior to making application. It can be found on the Monaghan County Council website: <http://www.monaghan.ie/website2/waterservices/FormsDownloads.html>

Table 1.1 Aid to making a Sewer Adoption Technical Submission

Note: mandatory information (shown in **bold** type) includes, but is not limited, to the list below.

Estimated Construction Start Date		
INFORMATION REQUIRED (2 COPIES)	SCALE	NOTES
<u>Location Plan</u>	1:2500 (minimum)	
<p><u>Site Plan showing:</u> All levels related to OS benchmark Site boundary Roads Sewers and lateral drains (suitably colour coded) Pumping stations including compound Rising mains Existing sewers Road gullies / highway drains Watercourses Sites contours Private drainage Flood routing Road levels and floor levels of development</p> <p><i>The following information may be required:</i> <i>Proposed buildings</i> <i>Ground floor levels Storage</i> <i>/ attenuation Outfalls /</i> <i>headwalls Borehole</i> <i>locations Contaminated</i> <i>land reports</i> <i>Existing trees and proposed landscaping</i></p>	1:500	

INFORMATION REQUIRED (2 COPIES)	SCALE	NOTES
<p><u>Longitudinal Sections (sewers and rising mains) showing:</u> Existing levels Proposed cover and invert levels Pipe material Pipe strength Pipe diameters Pipeline gradients Bedding classification and details Air valves and washouts Groundwater / watercourse levels</p> <p><i>The following information may be required:</i> <i>Existing services</i> <i>Borehole information</i></p>	<p>1:500 Horizontal 1:100 Vertical</p>	
<p><u>Copies of Hydraulic Design Calculations</u> Foul water Surface water (including impermeable area plan) Design parameters used</p>		
<p><u>Construction Details showing:</u> Manholes Demarcation chambers Manhole schedules Attenuation tanks</p> <p>Pumping stations</p> <p><i>The following information may be required:</i> <i>Ancillaries</i></p>	<p>1:20</p> <p>1:200</p>	
<p><u>Pumping Stations Information Showing:</u> General arrangement details</p> <p>Wet well capacity/storage/time to spillage Rising main capacity Surge calculations Structural calculations and drawings Flotation check Flow rates for pumps</p> <p><i>The following information may be required:</i> <i>Pump manufacturer's design</i> <i>Pump head discharge curve</i> <i>Emergency overflow details and consent</i></p>	<p>1:20/1:50</p>	

INFORMATION REQUIRED (2 COPIES)	SCALE	NOTES
<p><u>H & S Requirements</u> It is likely that the majority of development sites will be bound by the Construction Regulations (2006) or any subsequent legislation. Much of the information required to approve an adoption, including the supplementary information listed above, should be readily available to either:</p> <ul style="list-style-type: none"> - the Client - the Designer - the Planning Supervisor; or - the Principal Contractor, appointed by the Client as competent, responsible persons under the Regulations. <p>Before any sewage enters the sewerage system the local authority may visit the site for inspections. The local authority must be provided with details of:</p> <ul style="list-style-type: none"> - the Designer; - the planning Supervisor; and - the Principal Contractor 		<p>Ensure Health and Safety file available</p> <p>Ensure CR1 notice is displayed on-site prior to commencement of work</p>
<p><u>Statutory Consents and Other Permissions:</u> Discharge consents/licenses to watercourses, canals, etc. Rights to lay pipes on third party land Permission of riparian Owner for Discharge Copy of planning consent Land drainage consent (outfall structure)</p>		
<p><u>Details of Land Transfers and Ownership:</u></p>	<p>1:2500 1:200</p>	<p>Details of ownership, including any necessary rights of access, of all land conveyed to the relevant local authority is required</p>

APPENDIX E: OPEN SPACES - SPECIFICATION FOR THE DEVELOPMENT OF GRASSED AND LANDSCAPED OPEN SPACE AREAS

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

1.0 Topsoil

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

2.0 Grading And Cultivation

- All grassed open space areas should be suitably graded so that the areas can be safely cut by four-wheel drive ride on mowers.
- Surface cultivation shall be carried out where appropriate and shall be as defined and described in British Standard Specification No. 4428; 1989, entitled "Code of Practice for General Landscape Operations", Section 4.

3.0 Drainage

- Drainage works shall be provided where appropriate and for the reasons outlined in British Standard Specification 4428; 1989, entitled "Code of Practice for General Landscape Operations", Section 3.
- Connection to existing drains or manholes shall be executed in a careful and workmanlike manner and to the satisfaction of the planning authority.
- Sand Slit Drainage to consist of a 300mm X 50mm trench. The spoil from trench excavations shall be removed simultaneously with the trenching operation. The trench shall have the profile of 225mm approx. of clean evenly sized washed pebble topped to surface levels with silica sands Grade T.

4.0 Seeding Of Grassed Areas

- Grass seeding shall be carried out in accordance with British Standard Specification 4428; 1989, entitled "Code of Practice for General Landscape Operations", Section 5.
- In the development of grass landscape areas the seeds to be used are the amenity grass mixtures and certification of these mixtures are to be presented to planning authority. On no account should grass seed mixture intended for high yield grass for agricultural purposes be used.

4.1 Preparation of the Seed Bed

- The seed bed shall be prepared in accordance with British Standard 4428; 1989 entitled "Code of Practice for General Landscape Operations", Section 5.3. No seed shall be sown until the cultivation and preparatory works have been approved. Finish topsoil level shall be 25mm above adjoining paths, kerbs and manholes.
- Sowing of seed strains shall be carried out during calm weather conditions with equal sowing in traverse directions at the specified rate per square metre as described in British Standard 4428; 1989, entitled "Code of Practice for General Landscape Operations". Section 5.3.

4.2 Initial Topping Cut

- Immediately before cutting, all stones above 25mm in any dimension should be hand picked and the area should be crossed with a lightweight roller to firm the grass and consolidate the surface.
- When the grass is established from 40mm to 75mm high, according to seed mixture, it should be topped with a rotary mower so as to leave from 25mm to 50mm of growth and to cut weeds, in order to control the growth of coarser grass and to encourage tillering.
- A mowing programme should be organised that gradually reduces the height of the grass. Grass cutting machinery should be very sharp and in good condition to avoid pulling out young seedlings.
- When cutting takes place without a box all arisings should be spread evenly to prevent damage to the growing grass beneath. This applies particularly to grass cut during periods of dull or wet weather.

5.0 Supply and Planting of Trees

5.1 Quality of Plants

- All feathered trees and ordinary nursery stock trees shall conform to British Standard 3936; Part 1, 1992, and all advanced nursery stock trees shall conform to British Standard 4043; except where otherwise specified. They shall have a strong fibrous root system with sufficient anchorage roots to give stability, a straight self supporting stem with at least three lateral branches, and be in a condition for successful transplanting.
- Bare roots shall be protected with hessian or other suitable material during delivery to site. Plants with balled roots shall be supplied with the root system, together with the original ball of soil securely wrapped with hessian, polyethylene sheeting or other suitable material during delivery to site.
- Trees shall be supplied with a rootball of adequate diameter and depth appropriate to the size and species of the tree. The minimum diameter of the rootball in all cases shall be not less than 10 times the diameter of stem measured at 300mm above ground level

5.2 Timing of Planting and Delivery to Site:

- Planting of field grown plants shall not be commenced before 30th September or **be** continued after 31st March following unless authorised in writing. Planting will be suspended during periods of severe frost or when planting positions or areas are water logged.
- No plant shall be delivered to site until the preparation of its planting position or area is practically complete. The landscape contractor will be responsible for the adequate protection of all plant material from the time of delivery from whatever source until planting has been approved. Care is to be taken to protect the foliage and roots from adverse weather conditions including heat, frost and drying winds.
- Where delay between delivery of plants and planting is unavoidable, the landscape contractor shall heel in property bare rooted plants in a prepared trench and pack moist

soil/compost around the root. In frosty weather the plants shall be given extra protection with straw or similar material.

- Pot grown and balled rooted plants shall be protected from exposure to direct sunlight and shall be watered as necessary to prevent drying out of the roots. All pot grown and balled root plants shall be thoroughly watered two hours prior to the removal of the pots or wrappings. Pots, containers and other protective materials shall not be removed until immediately prior to planting.

5.3 Setting Out and Planting Instructions

- The landscape contractor shall carry out planting in accordance with supplied drawings. All trees shall be planted in the positions and in numbers indicated on the drawings and shall be planted in an informal manner so as to avoid a rigid matrix.
- Unless otherwise agreed the ground shall be cultivated to a depth of 600mm in all shrub-planting areas.
- In paved and hard surface areas, tree pits 1220mm square and at least 1200mm in depth shall be prepared by the excavation and removal from the site of surfacing material, hard-core foundation and subsoil prior to the importation of which shall conform to the description of topsoil as set out in British topsoil Standard Specification No. 3882; 1994, entitled "Specification for Topsoil".

5.4 Planting Method

- Standards of workmanship and materials used for planting and staking shall be as is outlined in British Standard Specification No. 4428; 1989, entitled "Code of practice for General Landscape Operations", Section 7 - amenity tree planting, Section 8 - woodland planting, Section 9 - planting of shrubs, herbaceous plants and bulbs.
- The roots of all bare root shrubs and transplants are to be treated with alginure root dip prior to planting, using a mixture of one part alginure to three parts water.
- Tree stakes should be driven into the ground off centre of the prevailing wind side of tree. The pit will be partially backfilled with a mixture of topsoil, compost and fertiliser and the tree placed in the pit to the depth of the nursery soil mark, ensuring the roots are fully spread. The remaining mixture shall be used to cover the roots and shall be distributed amongst them by shaking them with a gently up and down movement and then firming by walking.
- Each tree shall be firmly secured to the stake after planting so as to prevent excessive movement or abrasion using a rubber buffer between the tree and stake. The tree shall be secured at the top of the stake about 0.6M from ground level. These ties shall allow for growth or secondary thickening of the tree stems.
- On completion of planting any broken branches shall be pruned, damaged areas of bark shall be cut back to sound tissue. After planting trees, they should be watered thoroughly, with approximately 30 litres per tree.

5.5 Tree Stakes Ties and Tree Guards

- Trees shall be staked using straight well formed Douglas fir or spruce poles, 1.53M in length (2.75M in length where use of tree guards is specified), driven 750mm into the ground before planting. These poles shall have all side shoots and laterals removed and shall be impregnated with copper chrome or copper chrome arsenic water borne wood preservative in accordance with I.S. 131; 1964. The poles shall be 90mm to-100mm in diameter at the heavy end and 75mm to 90mm at the light end. They shall be tapered to a point of 300mm in length at the heavy end and shall be trimmed to an angle of 45' at the light end after planting.
- Tree guards shall be manufactured from 50mm X 50mm X 10 gauge weld mesh and shall be 1830mm X 920mm cylinder shape formed to 300mm diameter and are to be hot dipped galvanised, with an overall weight of 0.25kg/ft.

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

6.0 Supply and planting of shrubs, climbing plants and hedges

- Shrubs shall be provided and planted in precise locations as agreed by planning authority. Shrubs shall be as is defined and described in British Standard Specification No. 3936; 1992 entitled "Nursery Stock Part 1. Specification for Trees and Shrubs".
- Standards of workmanship and materials used shall be as is described in British Standard Specification No. 4428; 1989, entitled "Code of Practice for General Landscape Operations", Section 9. All shrubs be true to name, vigorous, well grown specimens of their type, free from disease and insect pest. All shrubs shall be container grown in removable plastic containers unless otherwise stated. Shrubs considered to have inadequate size development at the time of planting must be replaced upon the instructions of the planning authority

6.1 Replacement Planting

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

6.2 Grass Maintenance on Reseeded Areas

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

APPENDIX F: SPECIFICATIONS FOR PLAYGROUND FACILITIES

BUILDING REGULATIONS, STANDARDS, CODES OF PRACTICE:

All works must be completed in strict accordance with current building regulations, standards, codes of practice and in particular those standards and codes mentioned below.

References herein to Irish, British and EU or other National Standards or Codes of Practice do not give the year of issue or dates of amendments. The latest relevant published version including any relevant amendments at date of taking in charge shall apply. Where a Standard or Code of Practice has been suspended, the latest edition of the superseding publications shall apply.

IS, BS and EN:

'IS', 'BS' and 'EN' followed by a number means respectively the Irish, British or European Standard Specification relating to a particular product. Where one of these standards is specified, items complying with a similar International or National Standard of another member state of the E.U. may be used, if approved by the Engineer.

IS EN 1176: All equipment supplied to be designed, manufactured and installed in accordance with the recommendations and test certificates where required are to be made available.

IS EN 1177: All surfacing to be tested in accordance with the recommendations and test certificates where required are to be made available

(In the case of surfacing, the contractor is required to submit details pertaining to ground preparation, foundations, edging, drainage, porosity and any other details)

BS 7188: All Impact Absorbing Surfacing to be tested in accordance with the recommendations and certificates to be made available where requested.

Note:

Written confirmation, separate to that contained in any catalogue or other promotional material shall state that the items will be supplied and installed to meet the full recommendations of EN 1176, EN 1177 and BS 7188. Where Impact Absorbing Surfacing is supplied a certificate detailing the product's specifications and confirming compliance of the product to EN 1177 and BS 7188 must be supplied. Loose fill surfaces, such as tree bark or similar are not considered suitable for plays areas on the grounds of safety and hygiene.

REQUIREMENTS

- Provision must be made for a good cross section of age groups –toddlers, juniors and seniors.
- Consideration must be given to disabled users. At least one piece of appropriate equipment must be provided.
- Parking in close proximity to the play area with at least one disabled space with appropriate dropped kerbs and tactile paving as necessary.
- Where Gates are provided they must be min. width 1200mm and incorporate a spring closer with 3-5 second closing time. Gaps at either side of gate to be no less than 12mm. Gates to be hot dip galvanised and powder coated

- Where fencing is provided to secure access to playing area (i.e. locking at night) a good quality lock must be provided with 4 no. keys as UNION J-DTEC3905 -45 OPEN SHACKLE STEEL PADLOCK or similar approved.
- The Contractor/Developer shall for at least the period prior to Taking in Charge secure and maintain insurance in the same limits of indemnity as those required by virtue of the Conditions of Contract, in respect of his duties as Project Supervisor Construction Stage and his additional responsibilities of public liability when the playground is open to the public. Health and safety regulations must be complied with at all times.
- Taking in charge by the planning authority does not negate any responsibility under the Health and Safety act of the Project Supervisor Design Stage or the Project Supervisor Construction Stage.
- It is not intended that the playground be taken in charge if adjacent houses or community facilities are not completely finished. The Taking in Charge must be coupled with the Taking in Charge of roads, buildings, amenity areas and infrastructure.
- The playground will not be taken in charge until after the defects liability period has ended (usually one year) and all other items referred to above and in other sections of taking in charge policy have been completed and taken in charge. The Contractor/ Developer must maintain and inspect the playground on a regular basis for the duration of this period.
- Taking in charge is conditional on an ROSPA (The Royal Society for the Prevention of Accidents) inspection and all equipment must be included. If there are improvement works recommended they must be carried out and a follow-up ROSPA inspection(s) undertaken until all equipment is satisfactory. The Contractor / Developer will be responsible for any associated charges.
- The playground will not be taken in charge if there is construction traffic in close proximity. (i.e. If the playground is completed in the first phase of a development and the subsequent phases are accessed through completed houses or adjacent to the play ground area.
- In certain areas where anti-social behaviour is a problem or deemed likely to become a problem the local authority reserves the right to request that a suitable monitoring system be installed (i.e. cameras and recording equipment or similar approved).

APPENDIX G: MATERIALS TESTING REQUIREMENTS

Clause (As per NRA Specification)	Work, Goods or Material	Test	Frequency of Testing	Test Certificate	Comments	
Drainage and Service Ducts						
501	Pipes for drainage and service ducts				Product certification scheme applies	
503	Pipe bedding	Grading	1 per 500 tonnes (minimum of 3)*	Required		
		10% fines value (N)	1 per source			
505	Filter medium backfill	Plastic index (N)	1 per source*	Required		
		10% fines value (N)				
		Grading	1 per 500 tonnes			Washing and sieving method to be used
		Permeability (N)	1 per source*			
507	Chambers					
	Precast concrete				Product certification scheme applies	
	Manhole steps					
	Covers, grates and frames					
	Cover bolts				Quality management scheme applies	
508	Gullies and pipe junctions				Product certification scheme applies	
509	Water tightness of joints and general pipe condition	Air test	All pipelines	Required	In the event that a pipeline fails an air test the Inspector may accept a water test.	
		CCTV survey	All foul and surface water on completion of works and again after any remedial works		Videos and reports to be submitted	
Earthworks (including capping layers)						
601 631 to 637	Class	General description			Required	
	5	Topsoil	Grading	Weekly*		
	6	Selected granular fill	Grading	1 per 500 tonnes*		
			10% fines value			
			PI/LL (N)	As required		
			OMC/MC,MC or MCV (N)	1 per 500 tonnes*		
			Organic matter/water soluble	Weekly*		
			Resistivity (N)	As required		
Undrained and drained shear parameters	As required					

602	Earthworks material beneath surface of a road		Frost Heave (N)	1 per source* As required	Required	
	(i)	Off site source				
	(ii)	On site source				
609 621	Geotextiles		Tensile load	1 per 500 square metres*		Product certification scheme applies
			Permeability			
			Pore size			
612	Compaction of fills				Required	See Table 6/1
		Method compaction	Field dry density (N)	As required		
		End product compaction	OMC (N)	Each class or sub-class of material		
			Field dry density (N)	1 per 500 tonnes*		

Road Pavements - general

702	Surface levels of pavement courses		As specified in Clause 702	As specified in Clause 702	Required	
	Surface regularity		As specified in Clause 702	As specified in Clause 702	Required	

Road Pavements - unbound materials

801	Sub-base materials beneath surface of a road		Frost heave (N)	1 per source (minimum annually)*	Required	
803 to 806	Granular sub-base material		Grading (N)	1 per 500 tonnes*	Required	
			Flakiness Index (N)			
			Resistance to fragmentation (N)	1 per source and then monthly*		
			Water absorption (N)	As required		

Road Pavements - bituminous bound materials

901 925	Aggregates for bituminous materials					National quality management sector schemes apply
		Hardness	Resistance to fragmentation (N)	Monthly*	Required	
			Impact value (N)			
	Durability	Soundness (N)	1 per source*			
Water absorption (N)		As required				

	Cleanliness	Sieve test (mass passing 75 micron sieve) (N)	Monthly*		Washing and sieving method to be used.
	Shape	Flakiness index (N)			
	Coarse aggregate for wearing course	PSV (N)	1 per source*		
		AAV (N)			
Binders for bituminous materials	Penetration (N)	1 per 750 tonnes*	Required	National quality management sector schemes apply (more frequent tests/samples should be scheduled for modified binders)	
	Softening point (N)				
	Other BS/EN tests	As required			
903 to 912, Stone Mastic Asphalt	Bituminous mixtures	Grading (N)	1 per 250 tonnes (min 2)	Required	National quality management sector schemes apply. Change to 1 per 500 tonnes if quality is well within specified tolerances
		Binder content (N)			
		Delivery temperature	Every load		Record of delivery temperature, location where laid and rolling temperature to be provided on daily basis.
		Rolling temperature	25m intervals		
903 906	Base (roadbase) and binder course (basecourse) macadams	In situ air void content (N) Refusal air void content (N) (Percentage Refusal Density PRD test)	As required in BS 4987 Part 2 (three pairs of 150mm diameter cores per 1,000m ² or part thereof laid in any one day)	Required	National quality management sector schemes apply. Nuclear density meter tests will be acceptable only after establishing correlation with core tests. Once NDM is accepted, core testing will be used to verify correlation from time to time.
911	Rolled asphalt wearing course (design mix)	Stability value (N) Flow value (N) Density (N)	1 per source	Required	National quality management sector schemes apply.
915 925	Coated chippings	Grading (N)	1 per stockpile*	Required	
		Binder content (N)			
		Flakiness index (N)	1 per source*		
		PSV (N)			
		AAV (N)			
		Hot sand test (N)			
Rate of spread (N)	As required				
921	Surface texture	BS 598 :Part 105	10 number measurements at 5m spacing on diagonal line across lane width. Repeated on not less than one third of area of surfacing.	Required	Average texture depth of each 1000m section of carriageway lane or the complete carriageway lane where this is less than 1000m, shall be not less than 1.5mm. The average of each set of 10 individual measurements shall be not less than 1.2mm.
924	High friction surfaces	Quality control checks		Required	
	Aggregate	PSV (N)	1 per source and as required for coated chippings		

	Checking and testing	As required in NRA specification for road works.	As required in NRA specification for road works.		
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Kerbs, footways and paved areas

1101	Precast concrete kerbs, channels, edgings and quadrants	Transverse strength Water absorption Binder content	Minimum of 3 per 1000 units of each product (BS 7263: Part 1)	Required	
1107	Concrete block paving	Compressive strength	16 per 5000 blocks (BS 6677: Part 1)		

Structural concrete

1707	Concrete	Cube strength (N)	Reinforced concrete - 3 cubes from 20m ³ or 20 batches whichever is the lesser. Minimum 3 cubes per day. Mass concrete - 3 cubes from 50m ³ or 50 batches whichever is the lesser. Minimum 3 cubes per day.	Required	
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APPENDIX H – APPLICATION FORMS

Monaghan Local Authorities *Údaráis Áitiúla Mhuineacháin*



Application to have development taken in charge by the local authority

Applicant's Name: _____

Applicant's Address: _____

Telephone No.: _____

Development Name: _____

Developer's Name: _____

Developer's Address: _____

Developer's Telephone No.: _____

O.S. Map Number: _____

Planning Reference Numbers: _____

Development Contribution Receipt Numbers: _____

Connection Fee Receipt Numbers: _____

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: _____

Public lighting Design: _____

Certificate from public lighting service provider regarding public lighting:

Certificate from telephone service provider Regarding Services:

Certificate from cable television service Provider Regarding Services:

Security Bond/Cash/Site:

Amount:

Expiry:

Third Party Insurance Certificate:

Copies of Wayleaves:

Drainage Layout plans:

Grass Seed Mixture:

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 Footpaths:

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

Open Spaces

Area(s): _____

I the undersigned hereby apply to have the aforementioned elements of the above development taken in charge by the local authority.

Signed: _____ **Date:** _____

APPENDIX H - CERTIFICATES

Monaghan Local Authorities Údaráis Áitiúla Mhuineacháin



Monaghan Town Council

Carrickmacross Town Council

Castleblayney Town Council

Clones Town Council

Certificate No. 1

Name of Estate: _____

For the benefit of the local authority, this is to certify that:

Sewers have been tested and passed in accordance with the requirements of Clause 3.20 of “Recommendations for Site Development Works for Housing Areas” – Department of Environment and Local Government (November 1998).

Type of test: _____

Did a relevant local authority official witness the test? _____

Name of official who witnessed the test? _____

Signature: _____

Planning Ref. Number : _____

Professional Qualifications _____

Notes:

1. *It is a requirement that Certifiers hold professional indemnity insurance and tax clearance certificates.*
2. *Appropriate standards include Irish Standards, British Standards Codes of Practice and their EU equivalent.*
3. *All construction work to comply with the Building Regulations.*

Monaghan Local Authorities Údaráís Áitiúla Mhuineacháin



Certificate No. 2

Name of Estate: _____

For the benefit of the local authority, this is to certify that:

Water supply pipes have been tested and sterilised to the requirements of Clause 4.18 of “Recommendations for Site Development Works for Housing Areas” – Department of Environment and Local Government (November 1998).

Type of test: _____

Did a relevant local authority official witness the test? _____

Name of official who witnessed the test? _____

Signature: _____

Planning Reference No: _____

Professional Qualifications: _____

Notes:

- 1. It is a requirement that Certifiers hold professional indemnity insurance and tax clearance certificates in accordance with the taking in charge policy.*
- 2. Appropriate standards include Irish Standards, British Standards Codes of Practice and their EU equivalent.*
- 3. All construction work to comply with the Building Regulations*

Monaghan Local Authorities Údaráis Áitiúla Mhuineacháin



Certificate No. 3

Name of Estate: _____

For the benefit of the local authority, this is to certify that:

This is to certify that the roads and footpaths comply with the requirements of Monaghan Local Authorities "Taking in Charge Policy for Private Housing Developments" document.

Number of and location of cores taken _____

Did a relevant local authority official witness the test? _____

Name of official who witnessed the test? _____

Signature: _____

Planning Reference Number _____

Professional Qualifications: _____

Notes:

1. It is a requirement that Certifiers hold professional indemnity insurance and tax clearance certificates.
2. Appropriate standards include Irish Standards, British Standards Codes of Practice and their EU equivalent.
3. All construction work to comply with the Building Regulations

Monaghan Local Authorities Údaráís Áitiúla Mhuineacháin



Certificate No. 4

Name of Estate: _____

For the benefit of the local authority, this is to certify that:

The development complies fully with the grant of Planning Permission documentation and all associated conditions attached.

Signature: _____

Planning Reference Number _____

Professional Qualifications: _____

Notes:

1. It is a requirement that Certifiers hold professional indemnity insurance and tax clearance certificates.
2. Appropriate standards include Irish Standards, British Standards Codes of Practice and their EU equivalent.
3. All construction work to comply with the Building Regulations