

**KILDARE COUNTY COUNCIL**  
**TAKING IN CHARGE POLICY & SPECIFICATIONS**

**Appendix 11**

**Kildare County Council Safety File Requirements**

**Q2 2023**

## Safety File Requirements

A completed Safety File for developments to be taken in charge is required, as outlined below:

1. The Safety File for the Development shall be submitted to Kildare County Council as part of the taking in charge process in soft copy format only on the development folder on the Kildare SharePoint website. These copies shall be certified by the Project Supervisor Design Process (PSDP) who holds Professional Indemnity Insurance.
2. The PSDP shall be the competent person as set out in the Safety, Health and Welfare at Work (Construction) Regulations 2013.
3. Regulation 13 of SI no. 291 of 2013 places an obligation on the PSDP to prepare a Safety File. The Safety File must contain “relevant health and safety information to be taken into account during any subsequent construction work following completion of the project”. The Safety File is intended to have an almost indefinite lifespan.
4. The contents of Safety File shall include (but not be limited to):
  - Copies of all certification(s) from the relevant professionals relating to areas being taken in charge e.g., public lighting, landscaping consultants, design engineers etc.
  - All As Constructed Drawings (ACDs), specifications and bills of quantities used and produced throughout the construction process.
  - Details of the road and footpath makeup including types and depths of materials.
  - Maintenance schedules for all infrastructure such as public lighting, surface water pump stations and SUDS features.
  - Details/certification of materials used and any specific maintenance requirements (in particular with SUDS features).
  - Copies of test results for all tests carried out on all infrastructure to be taken in charge e.g., surface water air tests, cores / falling weight deflectometer tests /public lighting tests.
  - Photos of works being carried out. These photos should include road makeup, footpath makeup, surface water sewer installation, services in road crossings and in the road and footpath in particular public lighting. These photos should also include the construction of the SUDS features. These photos should be a minimum of 2Mb in size and a maximum of 5Mb.
  - The location of services provided and maintained by other service providers (telephone cable television, broadband services etc.) in relation to those provided and maintained by the authority.
  - Details of particular risks, any hidden hazards which may be present or hazards which may not be obvious.
  - The Key Risk Assessment and Method statements for maintenance of all features (in particular SUDS features.)
  - Maintenance manuals and, where required, certificates produced by specialist contractors.

- Details of the location and nature of utilities and services, including emergency and firefighting systems.
- The general design criteria/plans and specific design criteria/ plans of any structures such as pump stations, bridge etc. to include design loading of roofs, cranes, hoists, etc.
- Details of the equipment and maintenance facilities within any structure such as pump stations.
- Maintenance procedures and the needs for any such structure.
- Public lighting design and all certification

## **Materials & Workmanship**

1. The developer's attention is drawn to the requirement that the materials used in the development and the methods of construction used should be fit for the end purpose intended for the product.

It is therefore in the developer's interest to carry out all background/site investigations and ensure that all products used are certified by the competent authority.

2. Attention is drawn to the requirements of S.I. No. 225/2013 - European Union (Construction Products) Regulations 2013.

Overleaf is KCC's standard taking in charge safety file layout which is the suggested template to follow.



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<b>Planning Authority:</b>	Kildare County Council
<b>Planning Ref. No(s)</b>	
<b>Number of Units:</b>	0
<b>Houses and Duplexes</b>	
<b>Apartments</b>	
<b>Creche</b>	
<b>Commercial units</b>	
<b>Development Name:</b>	
<b>Address:</b>	
<b>Name of Developer:</b>	
<b>Agent ( if applicable):</b>	

**Part A - Taking in Charge Documentation**

1.0 Start Up Meeting with the Developer's Agents	Available			Comment
	Yes	No	N/A	
1.1 Date of Meeting				
1.2 Developer's Agents in Attendance				
1.3 Date of Inspections				Various Dates - Announced and Unannounced
1.4 Irish Water Self-Lay: If Applicable - Submit IW Conformance Certs for TIC to Commence Confirmation from Irish Water that works and snags have been completed to their satisfaction.				

2.0 Bond, Levies and Development Contributions	Available			Comment
	Yes	No	N/A	
2.1 Value of the Bond				
2.2 Bond type, Cash/Insurance/Other				
2.3 Expiry Date of Bond Claims				
2.4 Name of Financial Institution				
2.5 Evidence of development contributions paid in full				
2.6 Evidence of Levies paid in full				



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3.0 Taking In Charge Request	Available			Comment
	Yes	No	N/A	
3.1 Application received from				
A. Developer				
B. Majority of residents				
3.2 Date of receipt of application				

4.0 TIC Public Display Map and Vesting Map	Available			Comment
	Yes	No	N/A	
<p>4.1 TIC Public Display Map showing Areas to be TIC and Public Open Spaces.</p> <p>Parking spaces will only be taken in charge if they have not been sold. public car parking spaces should be clearly indicated.</p> <p>If a Management Co is in place, the estate will be taken in charge with the agreement that the MC will be dissolved and/or their remit reduced to manage the apartments.</p> <p>For large housing estates where several 1:500 drawings will be required to cover the estate, then overlap should be allowed to assist continuity. In these cases, a map of scale of 1:2500 outlining the site to be taken in charge will be acceptable. Any outfall pipes or rising mains outside the site should be shown on this map.</p> <p>For mixed developments where private houses are located in proximity to apartments, Town Houses, Duplexes, Shopping Facilities, Crèches and the like; it will be necessary to clearly delineate on the 1:500 drawings the property boundaries of such facilities or the area over which the Management Company will exercise control for maintenance and repair in the future. The Council does not take charge of forecourts, parking areas, or common areas of any of these facilities.</p> <p>Sample TIC Public Display Map available upon request</p>				
<p>4.2 Land Transfer Maps including Deeds of Transfer, transferring ownership to Kildare County Council</p> <p>NB Deeds to be prepared when maps are approved by KCC</p> <p>Sample Land Transfer Map available upon request</p>				
<p>4.3 Wayleave Maps including Grant of Wayleave Easement, granting ROW to the KCC.</p> <p>A minimum width of 10 metres (to include at least 3 metres on each side) shall be required in respect of any wayleave for sewers or water mains.</p> <p>Sample Wayleave Transfer Agreement in favour of KCC available upon request</p> <p>Provide evidence to the Council that all necessary Wayleave Agreements for services are reserved forever in the transfer documentation to house purchasers</p>				
4.4 Have all other documents pertinent to development lands been submitted?				



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5.0 As Constructed Drawings	Available			Comment
	Yes	No	N/A	
5.1 As Constructed Drawings coordinates to Irish Grid to Include: A. Storm Water incl. Attenuation systems B. Roads, cycle lanes & footpaths including Estate Roads Name and road markings and signage including any traffic calming interventions, ramps etc should be included on the drawing C. Public Lights D Landscaped Area & Public Boundary Treatments (Planning / Compliance Drawing will suffice E. All underground Services (3rd Party ACDs) - Copies sent to Service Providers will suffice F. Wastewater including Pump stations G. Watermains H. Special features on Site - overhead power line, gas main, regional watermain / sewer etc 5.2 Submit ACDs in CAD and PDF Version				

6.0 Roads and Stabilised Estate Roads	Available			Comment
	Yes	No	N/A	
6.1 Estate Roads Design Submit details of the road and footpath makeup including types and depths of materials. If using other materials backfilling the trenches on the estate roads other than the normal CL804/Cl808 please resubmit road built up to Roads Planning for approval.				
6.2 Estate Roads CBR and Locations				
6.3 Ancillary Cert for Stabilisation				
6.4 Technical Report and CBR - Stabilisation				
6.5 Traffic Calming Measures (Ramps as per KCC Spec)				
6.6 Road Gullies - Lockable and D400				
6.7 Gravel driveways - gravel driveways not be used within estates and that a permeable paved finish be used in driveways instead to ensure the safety of all road users within the estates.				
6.8 Road Markings and Signage - Implementation of Signing and Lining Measures as required in line with planning and Road Safety Audits.				
6.9 Road Markings for Tabletop Ramp - Ramp details and road markings as per KCC Standard Details - standard details to be requested from Roads Dept				
6.10 EV charging - On-Street Charging and Multi Unit Developments with shared parking there are some innovative solutions emerging (Measures to be approved by the Council)				
6.11 On-Street Charging and Multi Unit Developments with shared parking - permeable paving makeup and location details including gravel driveways solutions to be approved by Council (no Cobble lock paving on areas to be taken in charge))				
6.12 "As Constructed" drawings including quality control and test results.				
6.13 Official translations of the proposed estate / road names together with appropriate digital images clearly showing all such signage in situ				



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7.0 Surface Water	Available			Comment
	Yes	No	N/A	
7.1 Plan of sewers				
7.2 Longitudinal sections showing gradient of pipeline, type & pipe diameter				
7.3 Location of manholes including finished ground/cover level and invert level to Malin Head are identified on plan. Include a Table of manhole reference numbers, National Grid Coordinates to ITM of each manhole cover, pipe sizes and gradients, etc on the Drawing				
7.4 Comment on the grade, standard, frames & cover condition				
7.5 Indicate location and route of all connections from sewers to individual properties				
7.6 Indicate road gully positions & connections to main sewers				
7.7 Sewer pipelines - Air tests to BE EN 1610				

8.0 Surveys Surface Water Network	Available			Comment
	Yes	No	N/A	
8.1 CCTV Survey Footage in accordance with MSCC, 5th Edition, compatible with InfoNet including any outfall pipes outside of the Site - with CCTV Reports including classification of all defects and defect grading.				
8.2 Any defects in the systems to be corrected by the Developer at his own expense.				
8.3 Manhole referencing shall be consistent with the ACDs (to Irish Grid )				
8.4 CCTV Surveys and reports to be checked and certified by a competent person representing the Developer's Construction Team.				
8.5 Manhole Survey: visual check on benching, infiltration, cover & biscuit integrity & flushness with surface, accessibility, subsidence, cracking, ponding.				
8.6 Manhole Cards - CCTV Surveys to include Manhole Cards. Include Manhole Ring diameter or width for square/rectangular MHs. Also year of construction where available				
8.7 Pollution and Cross Connection Control Report - <b>If requested submit report to demonstrate that there are NO pollution and cross connection issues on the estate</b>				



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9.0 Attenuation Tanks and other SUDS systems Surface Water Network	Available			Comment
	Yes	No	N/A	
9.1 Full Design of the Attenuation System to be included with the TIC application  Name of the System installed?  Warranty Manual for the Tank Design Installer Report				
9.2 Agreement Certs				
9.3 Declaration of Performance (DoP) for Hydro brake to be included with TIC Application  Maintenance Schedule Hydro Valve Cert Technical Spec				
9.4 Maintenance /Management Plan (Short / Long term) to be included with the TIC application  Details/certification of materials used and any specific maintenance requirements (in particular with SUDS features).				
9.5 Access for vehicular traffic to be provided for maintenance requirements				
9.6 Overground Retention Tanks - Design and ACDs				
9.7 Certification from Developer's Engineer that the Attenuation System has been designed and built to meet the Spec and Standards.				
9.8 Attenuation Tanks Insurance Warranty				
9.9 Petrol Interceptor - Manual + DoP  Certification for Bypass Separator Installation and Operation Guidelines (Manuals)				
9.10 Petrol Interceptor - Maintenance				





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10.0 Public Lights - Public Lighting Design and all Certification	Available			Comment
	Yes	No	N/A	
10.1 As built Lighting layout drawings (in .dwg format)				
10.2 Appropriate Standard Construction Details (SCD's)				
10.3 As Built Electrical drawings (schedules and layouts)				
10.4 Exterior Lighting design				
10.5 Details of columns, brackets, and lanterns				
10.6 A signed copy of the electrical test certificate for the exterior lighting installation. (A copy of the signed original will suffice)				
10.7 An energy supply bill showing the account up to date				
10.8 Public Lights Location - public lighting (Micropillars, Columns, Ducts and Cables ) should not be placed in private gardens and where unavoidable, a permanent wayleave should be available for ease of access				
10.9 Public Lights Location - public lighting should not be placed in private gardens and where unavoidable, a permanent wayleave should be available for ease of access				
10.10 Public Lights Poles and Trees - a minimum of 3m spacing is required				
10.11 Public Light Audit to be carried out. Public Light Audit to be in line with the <b>Council Public Light Audit Checklist</b>				
10.12 Certification from Developer's Engineer that the layout and levels of lighting conforms to the CEN Code of Practice				
10.13 Snags required to be completed to bring the installation to an acceptable standard to be communicated to the developer				
10.14 Paths built on the Public Open Spaces away from the Estate Roads - paths should be lit and Demountable or Raise and Lower Public Lights Poles should be provided.				



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11.0 Public Open Spaces & Landscaping Including Walls	Available			Comment
	Yes	No	N/A	
11.1 Has a Practical Completion Certificate (PCC) been submitted by a Landscape Architect carrying Professional Indemnity Insurance verifying that the approved landscape plans and spec have actually been fully implemented and that all landscaping meets BS4428:1989 Code of Practise for General Landscaping Operations?  Submit the Master Plan				
<b>Planting Type / Description</b>	<b>Location</b>			<b>Description of Works Required</b>
Seating areas				
<b>Planting Type / Description</b>	<b>Available</b>			<b>Comment</b>
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	
11.2 Trees, shrubs and planting which died or become seriously damaged or distressed within 5 years from the completion of the development are replaced with others of similar size and species.				As detailed below
<b>Planting Type / Description</b>	<b>Species</b>	<b>Location</b>		<b>Quantity</b>
<b>Trees</b>				
<b>Shrubs</b>				
<b>Planting</b>				
<b>Planting Type / Description</b>	<b>Available</b>			<b>Comment</b>
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	
11.3 Are all boundary treatments in compliance with the planning Conditions?				
<b>Planting Type / Description</b>	<b>Available</b>			<b>Comment</b>
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	
11.4 Shrub & Flower Beds - are they filled up? All planting areas have been completed to meet the plant species, sizes and densities outlined in the landscape plan?				As detailed below
<b>Planting Type / Description</b>	<b>Species</b>	<b>Location</b>		<b>Quantity</b>
<b>Shrubs</b>				
<b>Grasses</b>				
<b>Herbaceous</b>				
<b>Planting Type / Description</b>	<b>Available</b>			<b>Comment</b>
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	



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11.5 All tree planting adjacent to light standards are planted a sufficient distance from light standards so that when the tree matures its canopy does not envelop the light standard. A guidance distance is a minimum of 3m from light poles for trees with crowns which have a fastigate/columnar crown and 5m for trees with oval/spherical/broad crowns				To be inspected & signed off by Landscape Architect.  Trees that do not meet requirement are to be removed & replacement planting of similar size & species to be undertaken on public open space in suitable & agreed location/s.
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<b>Planting Type / Description</b>	<b>Available</b>			<b>Comment</b>
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	

11.6 If the trees are planted 3 years or longer have stakes been removed. Any trees not established have to be replaced. Trees with damage to the stems and trunks as a result of poor tree tie and stake management will have to be replaced prior to taking in charge.				To be inspected & signed off by Landscape Architect.
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<b>Planting Type / Description</b>	<b>Available</b>			<b>Comment</b>
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	

11.7 Where clusters of trees are planted, trees to be 10m c/c?				
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<b>Planting Type / Description</b>	<b>Available</b>			<b>Comment</b>
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	

11.8 Nursery To Independence In The Landscape - Recommendations. Any trees which do not meet BS8545:2014 will have to be replaced prior to the estate being taken in charge				To be inspected & signed off by Landscape Architect.
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<b>Planting Type / Description</b>	<b>Available</b>			<b>Comment</b>
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	

11.9 Where trees have been preserved, Arborist Report from Arborist with Professional Indemnity Insurance to confirm trees are healthy to be TIC otherwise trees to be removed?				Receipt Required  Works as detailed below.
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**The Applicant is required to undertake and provide the following:**  
 It is a requirement of the Parks Section for retention of the services of a qualified Arborist as an Arboriculture consultant.  
 1. The Arborist shall carry out a post construction tree survey and assessment on the condition of the retained trees/hedgerows.  
 2. A Final Completion Certificate is to be signed off by the Arborist when all tree/hedgerow works are fully completed to the satisfaction of the Parks Section and in accordance with the permitted landscape proposals and all of the recommendations in the tree reports and plans. The certificate shall be submitted to the Parks Section for written agreement prior to taking in charge.  
 3. All tree felling, surgery and remedial works shall be completed prior to taking in charge.  
 4. All works on retained trees shall comply with proper arboriculture techniques conforming to BS 3998: 2010 Tree Work – Recommendations.  
 5. The clearance of any vegetation including trees and scrub should be carried out outside the bird-breeding season (1 March – 31 August inclusive) or as stipulated under the Wildlife Acts 1976 and 2000.

<b>Planting Type / Description</b>	<b>Location</b>			<b>Description of Works Required</b>
<b>Trees</b>				
<b>Hedgerows</b>				



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Planting Type / Description	Available			Comment
	Yes	No	N/A	
11.10 Have all works proposed in the Arborists Report for trees proposed for retention at application stage have been completed?				

Planting Type / Description	Available			Comment
	Yes	No	N/A	
11.11 Outdoor Gyms - Applicants will be required to ensure that any outdoor gym equipment have been independently inspected by an RPII or Rospa Playground Inspector to ensure that the outdoor gyms meet the European Safety Standards EN 16630:2015 Permanently Installed Outdoor Fitness Equipment. Any defects found as a result of the inspection are to be corrected by the applicant prior to the estate being taken in charge.				

Planting Type / Description	Available			Comment
	Yes	No	N/A	
11.12 Playgrounds - Developers will be required to provide that any playgrounds or play features have been independently inspected by an RPII (Register of Play Inspectors International) or Rospa (Royal Society for the prevention of Accidents) Qualified Inspector qualified to carry out post installation inspections. The inspection will ensure that all playgrounds and play features meet the European Safety Standards ISEN1176 Playground Equipment and Surfacing - Part 1: General Safety Requirements and Test Methods & ISEN1177 Impact Attenuating Playground Surfacing. Any defects found as a result of the inspection are to be corrected by the developer prior to the estate being taken in charge				Certification receipt required.  Works as detailed below.

Planting Type / Description	Location			Description of Works Required
<b>Safety Surface Grass Matting</b>				
<b>Equipment</b>				
<b>Railings, Gate</b>				

Planting Type / Description	Available			Comment
	Yes	No	N/A	
11.13 Maintenance - Developers will be responsible for the maintenance of the public open space until taken in charge by the Council. During this time, the developer will be responsible for all maintenance works to the open space including the replacement of dead plant material, the cutting of grassed areas, trimming of hedges, replacement and repair of fencing/railings, watering, litter control, fertilising, weed control etc.				Required
11.14 Masonry Boundary Walls - All block walls facing the public to be rendered. All Brick/Stone Finish and cappings to be pointed				Required
11.15 Masonry Boundary Walls - Engineer Certification required to confirm that ALL boundary Walls are built to IS 325.				Required



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12.0 Third Party ACDs - Developer to submit copies of 3rd Party ACDs to KCC	Available			Comment
	Yes	No	N/A	
12.1 Submit drawings showing the location of services provided and maintained by other service providers in relation to those provided and maintained by the authority. A. ESB B. Virgin C. Gas D. Telecom E. ETC Include ducts, junction boxes, cable links and manholes				

13.0 Service History	Available			Comment
	Yes	No	N/A	
13.1 Flooding risk or potential				
13.2 Detail other known risks/issues (environmental/safety/other)				
13.3 Public Lights related issues				
13.4 Wall related issues				
13.5 Trees related issues				
13.6 Road/footpath ponding				
13.8 Details of particular risks, any hidden hazards which may be present or hazards which may not be obvious				

14.0 Council Snag List (List of Remedial Works (LRW))	Available			Comment
	Yes	No	N/A	
14.1 The standards for TIC the estate will be those applicable at the date of grant of planning permission(s) unless otherwise agreed				
14.2 Council Snag List to Include: A. Visual Inspections of Roads, paths, open spaces, markers, landscaping and boundary treatment B. Compliance Inspection in relation to conditions C. CCTV Surveys for Storm including manholes inspections surveyed as part of the TIC Surveys. Developer to provide operatives to open manholes to facilitate sewer survey and manhole inspection surveys for both foul and surface water sewers D. Sanitary Section on Pump Station Inspections, if applicable E. Issues raised by the Residents and Public Reps F. Water Audit from the Developer G. Public Lights Audit from the Developer				
14.3 List(s) of Remedial Works (LRW), including FINAL LRW where applicable, have been passed to Developer for remediation.				
14.4 Remedial Works have been completed to the Council's satisfaction				



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15.0 Third Party Certifications of Infrastructure Compliance from suitably qualified persons, who hold professional indemnity insurance, shall be submitted to the Council including the insurances as part of the TIC Process	Available			Comment
	Yes	No	N/A	
15.1 Competent Professional Architect, Engineer, Planner or Surveyor responsible for designing and supervision of the construction: That the development has been carried out in accordance with the relevant Planning Permission/s granted; and that all infrastructure and services to be taken in charge have been constructed in accordance with the planning permission granted by Kildare County Council and all associated conditions				
15.2 Project Supervisor Design Stage (PSDS) with professional indemnity insurance: That Safety File meets the requirements of the Health and Safety Regulations.				
15.3 Competent Professional Architect, Engineer or Surveyor responsible for designing and supervision of the construction: that the development has been carried out in accordance with the requirements of the Building Control Act / the relevant Building Control Regulations relevant Disability Access Certificate.				
15.4. Competent Professional Architect, Engineer or Surveyor responsible for designing and supervision of the construction: that the materials used in the development and the methods of construction used are fit for the end purpose intended for the product.  It is therefore in the developer's interest to carry out all background/site investigations and ensure that all products used are certified by the competent authority.				
15.5 Competent Professional Architect, Engineer or Surveyor responsible for designing and supervision of the construction: that the requirements of S.I. No. 225/2013 - European Union (Construction Products) Regulations 2013 has been met.				
15.6 Engineer / Architects with professional indemnity insurance: that development has been snagged for defects; defects have been addressed and that the Estate was constructed in accordance with relevant codes and standards.				
15.7 Irish Water has been consulted and approval to proceed to advertisement has been granted to the Council.				
15.8 Joint Inspections, where required, with KCC Service Groups (Water, Sanitary, Roads & Transportation Dept, Community, Planning, Finance): That they have no objection for the Estate to be taken in charge.				



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16.0 Wastewater Pump Station	Available			Comment
	Yes	No	N/A	
16.1 Site Requirements A. Access? B. Is site secured? C. Is Site lighting adequate? Is there a protective cage to prevent damage? D. Are there Trip/Slip Hazards? E. Is hardstanding area in good condition? F. Is drainage adequate? G. Are there non- hardstanding areas – If so, do these present a maintenance issue? H. Wash Down area?				
16.2 Wet Well Area and Valve Chamber A. Pipework in good condition? B. Stainless steel guide rails in good condition? C. Access covers in good condition? Are they spring-loaded? Is there built in fall arrest protection gates? D. Level sensor work? Is it in good condition? Is it easily and safely accessible for cleaning? E. Are the chambers sealed? Are they structurally sound? F. Has Lifting Davit been provided. Is it in good condition? Have Davitt and socket been certified? G. Are Stainless Steel Chains in good condition? Have they been certified? H. Is there a safe Harness Point? Location?				
16.3 Kiosks A. Are Kiosks adequately lit? B. Are there Frost Heaters inside Kiosks? C. Is there a power socket inside Kiosk? D. Is there a generator switch-over point to allow KCC mobile generator to be plugged in? E. Are all switches working? F. Have welfare facilities been provided? G. Is there hose to wash down with? H. Is there a dial-out alarm with text message alerts. I. ESB in Separate Cabinet accessible by ESB? J. Is Electrical control panel to Irish Water form 2 standard? K. Is there a HMI/PLC/Flow Meter? – Are they working? Are they well-located within the Kiosk?				
16.4 Important Elements A. Storm Tanks B. Generator C. Chemical Dosing (eye wash facility, spill kits) E. Rising Main - Has Vent stack to been provided for discharge manhole?				
16.5. Documentation Required A. Maintenance records for last 5 years. B. Health & Safety File to include Site Specific Risk Assessments, Method Statements and Material Data Safety Sheets C. As-Constructed Drawings including cross-sections of all underground tanks, inlets/outlets, return valves, rising main and gravity sewer layout etc. D. Operation & Maintenance Manual to include Maintenance Schedules, Requirements, Control Philosophy of the Pump Station, Design & Specification of all equipment used. As-Constructed drawings of rising main layout and long section to be included in O&M Manual. E. Certificates for all equipment, including lifting equipment, alarms, ultrasonic sensors, flow meter etc.				



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**Part B - Safety File Documentation (Not Included in Part A)**

1.0 Housing Development Information	Available			Comment
	Yes	No	N/A	
1.1 Project Directory				
1.2 General Description of Works				
1.3 General Design criteria- Engineering Specifications				
1.4 General details of the Construction Methods used				
1.5 Full contact details of the contractors & sub-contractors used & the area of work carried out on the project.				
2.0 Health & Safety Documents	Available			Comment
	Yes	No	N/A	
2.1 AF1, AF2 & Notification of Asbestos removal if applicable				
2.2 Detail other known risks/issues (environmental/safety/other)				
2.3 Preliminary Safety & Health Plan / Construction Stage Safety & Health Plan & Method.				
2.4 Asbestos related documentation C1 form, Building Clearance certificates, Environmental documentation				
2.5 Residual risk as obtained from risk assessment & which affect future maintenance.				
2.6 Emergency procedures, including telephone numbers for emergency services/ utilities.				
2.7 Substances Hazardous to Health - Schedule of SDS. Safety Data Sheets for any product used that may be of a harmful nature & encountered during cleaning, maintenance or demolition of the project works.				
2.8 Meeting minutes of the project				
3.0 Construction Material	Available			Comment
	Yes	No	N/A	
3.1 List of principle suppliers, manufacturers used for this project along with full contact details				
3.2 Manufacturer's product information including data sheets & manufacturers recommendations for cleaning/repairing & maintenance. Originals of any product brochures required.				





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4.0 Plant & equipment Maintenance Information	Available			Comment
	Yes	No	N/A	
4.1 Schedule of plant & equipment installed including catalogue numbers, the supplier's name/contact details including 24-hour emergency callout numbers etc. Equipment declaration of conformity.				
4.2 Schedules & copies of all guarantees, warranties & maintenance agreements offered by subcontractors & manufacturers for products, services equipment etc.				
4.3 Suggested maintenance procedures and frequency for all items on the project including mechanical, electrical including public lighting, SUDS features and petrol interceptors.				
4.4 Emergency procedures, including telephone numbers for emergency services/ utilities.				
4.5 Schedules & copies of all guarantees, warranties & maintenance agreements offered by subcontractors & manufacturers for products, services equipment etc.				
4.6 O&M Manuals outlining maintenance procedures & operating procedures for Plant & Equipment installed as part of any structure. Electrical & mechanical installations, equipment declarations of conformity, electrical installations, drawings (existing layouts, engineers& architects' drawings & calculations, air conditioning reports etc.				



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5.0 Third Party Certifications of Infrastructure Compliance from suitably qualified persons, who hold professional indemnity insurance, shall be submitted to the Council including the insurances as part of the TIC Process (Refer to ITEM 15 above)	Available			Comment
	Yes	No	N/A	
<p>5.1 Competent Professional Architect, Engineer, Planner or Surveyor responsible for designing and supervision of the construction - that the development has been carried out in accordance with the relevant Planning Permission/s granted; and that all infrastructure and services to be TIC have been constructed in accordance with the planning permission granted by KCC and all associated conditions</p> <p><b>The following to be submitted:</b></p> <p>A. Copies of all certification(s) from the relevant professionals relating to areas being taken in charge to be submitted e.g., <b>public lighting, landscaping consultants, design engineers etc.</b></p> <p>B. All As Constructed Drawings (ACDs), specifications and bills of quantities used and produced throughout the construction process.</p> <p>C. Maintenance schedules for all infrastructure e.g. public lighting, surface water pump stations and SUDS features.</p> <p>D. Copies of test results for all infrastructure to be taken in charge e.g., surface water air tests, cores / FWD tests /public lighting tests.</p> <p>E. Photos of works - these photos should include road makeup, footpath makeup, surface water sewer installation, services in road crossings and in the road and footpath in particular public lighting. These photos should also include the construction of the SUDS features. These photos - a minimum of 2Mb in size and a max of 5Mb.</p> <p>F. The Key RAMS for maintenance of all features e.g. SUDS features</p> <p>G. Maintenance manuals and, where required, certificates produced by specialist contractors; H. Details of the location and nature of utilities and services, including emergency and firefighting systems.</p> <p>I. The general design criteria/plans and specific design criteria/ plans of any structures such as pump stations, bridge etc. to include design loading of roofs, cranes, hoists, etc; J. Details of the equipment and maintenance facilities within any structure such as pump stations.</p> <p>K. Maintenance procedures and the needs for any such structure</p>				



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### Part C: Statutory Taking In Charge Process

#### 1.0 Prior Advertisement Conditions

The development Control Section of Kildare County Council will issue an acknowledgement of receipt of this completed Checklist confirming or otherwise that the schedules completed are acceptable, and indicate that the taking in charge process will commence in accordance with Section 180 of the Planning and Development Act 2000 (as amended).

#### 2.0 MD Development Control Engineer to Ensure:

- A. Has the Developer carried out all the Works satisfactorily identified on the FINAL LRW?
- B. Have correct completed Schedules 1, 2 and 3 been submitted?
- C. Have correct Drawings, Reports, Certificates, Audits, Surveys, Maps etc been submitted?
- D. Have correct legal documents been submitted?
- E. Have all payments have been paid in full / As Agreed?
  - a) All development contributions / levies
  - b) All Bonds
  - c) All Services connection fees
- F. Have Irish Water been consulted and approval to proceed to advertisement been granted to the Council?

#### 3.0 Development Control Engineer prepares recommendation to SEE/SEO to take Estate in charge.

If SEE is satisfied that the Development has been completed satisfactorily, the TIC Statutory Process is commenced; the Estate will be advertised for taking in charge in accordance with S.11 of the Roads Act 1993.

4.0 The estate is advertised in one or more newspapers circulating in the area, where' the estate is to be taken in charge, 'a notice indicating the times at which, the period (which shall be not less than one month) during which and the place where a map showing such estate may be inspected and stating that objections or representations may be made in writing to the' Planning Authority in relation to such taking in charge 'before a specified date (which shall be not less than two weeks after the end of the period of inspection)'

5.0 The Development Control Inspector, where relevant submissions have been received and passed to the Developer, once satisfied that all works have been completed satisfactorily, will seek approval from the SEE/SEO that the estate be taken in charge.

6.0 The Taking In Charge Report is prepared and the Estate is put on the agenda for Council meetings and if members approve, the estate is taken in charge.

7.0 The bonds provided by the developer on foot of the conditions of the relevant planning permissions will be returned when the estate has been taken in charge and ownership of the public open spaces has been vested to the County Council (Bond Reduction may be considered during the Taking in Charge Process on a case by case basis).

8.0 Kildare County Council will be responsible for the maintenance of the public facilities taken in charge and KCC will assume responsibility for the payment of Energy Bills for Public Lights and Pump Stations for the residential estate scheme once the estate has been formally taken in charge. Kildare County Council will not be responsible for any arrears on the bill in advance of that date. Regular grass cutting in public open spaces shall normally be undertaken by the residents of the housing estate.

9.0 Kildare County Council will commence the Conveyance once the Estate has been taken in Charge. At this stage, the Council will be in possession already with the DEEDS paperwork submitted as part of the KCC TIC Schedules 2.

9.1 If land is registered in the developer's name – The Developer would have submitted Deeds of Transfer, transferring land from his ownership to the ownership of the Council.

9.2 If a receiver is in place - the receiver has the power to transfer the land to the Council – The Receiver would have submitted Deeds of Transfer, transferring land from his ownership to the ownership of the Council.

9.3 If the developer is gone and there is no receiver - the land transfers to the Minister for Finance and the Council apply to him for the land to be transferred to the Council - Deed of Waiver is completed - this process takes time.

9.4 If the developer is gone and the land is unregistered - the Council will have to apply for First Registration of land and this process takes time.



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Planning Authority:	Kildare County Council
Planning Ref. No(s)	
Number of Units:	0
Houses and Duplexes	
Apartments	
Creche	
Commercial units	
Development Name:	
Address:	
Name of Developer:	
Agent ( if applicable):	

**Part A - Taking in Charge Documentation**

1.0 Start Up Meeting with the Developer's Agents	Available			Comment
	Yes	No	N/A	
1.1 Date of Meeting				
1.2 Developer's Agents in Attendance				
1.3 Date of Inspections				Various Dates - Announced and Unannounced
1.4 Irish Water Self-Lay: If Applicable - Submit IW Conformance Certs for TIC to Commence Confirmation from Irish Water that works and snags have been completed to their satisfaction.				

2.0 Bond, Levies and Development Contributions	Available			Comment
	Yes	No	N/A	
2.1 Value of the Bond				
2.2 Bond type, Cash/Insurance/Other				
2.3 Expiry Date of Bond Claims				
2.4 Name of Financial Institution				
2.5 Evidence of development contributions paid in full				
2.6 Evidence of Levies paid in full				



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3.0 Taking In Charge Request	Available			Comment
	Yes	No	N/A	
3.1 Application received from				
A. Developer				
B. Majority of residents				
3.2 Date of receipt of application				
4.0 TIC Public Display Map and Vesting Map	Available			Comment
Yes	No	N/A		
<p>4.1 TIC Public Display Map showing Areas to be TIC and Public Open Spaces.</p> <p>Parking spaces will only be taken in charge if they have not been sold. public car parking spaces should be clearly indicated.</p> <p>If a Management Co is in place, the estate will be taken in charge with the agreement that the MC will be dissolved and/or their remit reduced to manage the apartments.</p> <p>For large housing estates where several 1:500 drawings will be required to cover the estate, then overlap should be allowed to assist continuity. In these cases, a map of scale of 1:2500 outlining the site to be taken in charge will be acceptable. Any outfall pipes or rising mains outside the site should be shown on this map.</p> <p>For mixed developments where private houses are located in proximity to apartments, Town Houses, Duplexes, Shopping Facilities, Crèches and the like; it will be necessary to clearly delineate on the 1:500 drawings the property boundaries of such facilities or the area over which the Management Company will exercise control for maintenance and repair in the future. The Council does not take charge of forecourts, parking areas, or common areas of any of these facilities.</p> <p>Sample TIC Public Display Map available upon request</p>				
<p>4.2 Land Transfer Maps including Deeds of Transfer, transferring ownership to Kildare County Council</p> <p>NB Deeds to be prepared when maps are approved by KCC</p> <p>Sample Land Transfer Map available upon request</p>				
<p>4.3 Wayleave Maps including Grant of Wayleave Easement, granting ROW to the KCC.</p> <p>A minimum width of 10 metres (to include at least 3 metres on each side) shall be required in respect of any wayleave for sewers or water mains.</p> <p>Sample Wayleave Transfer Agreement in favour of KCC available upon request</p> <p>Provide evidence to the Council that all necessary Wayleave Agreements for services are reserved forever in the transfer documentation to house purchasers</p>				
4.4 Have all other documents pertinent to development lands been submitted?				



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5.0 As Constructed Drawings	Available			Comment
	Yes	No	N/A	
5.1 As Constructed Drawings coordinates to Irish Grid to Include: A. Storm Water incl. Attenuation systems B. Roads, cycle lanes & footpaths including Estate Roads Name and road markings and signage including any traffic calming interventions, ramps etc should be included on the drawing C. Public Lights D Landscaped Area & Public Boundary Treatments (Planning / Compliance Drawing will suffice E. All underground Services (3rd Party ACDs) - Copies sent to Service Providers will suffice F. Wastewater including Pump stations G. Watermains H. Special features on Site - overhead power line, gas main, regional watermain / sewer etc 5.2 Submit ACDs in CAD and PDF Version				
6.0 Roads and Stabilised Estate Roads	Available			Comment
	Yes	No	N/A	
6.1 Estate Roads Design Submit details of the road and footpath makeup including types and depths of materials. If using other materials backfilling the trenches on the estate roads other than the normal CL804/Cl808 please resubmit road built up to Roads Planning for approval.				
6.2 Estate Roads CBR and Locations				
6.3 Ancillary Cert for Stabilisation				
6.4 Technical Report and CBR - Stabilisation				
6.5 Traffic Calming Measures (Ramps as per KCC Spec)				
6.6 Road Gullies - Lockable and D400				
6.7 Gravel driveways - gravel driveways not be used within estates and that a permeable paved finish be used in driveways instead to ensure the safety of all road users within the estates.				
6.8 Road Markings and Signage - Implementation of Signing and Lining Measures as required in line with planning and Road Safety Audits.				
6.9 Road Markings for Tabletop Ramp - Ramp details and road markings as per KCC Standard Details - standard details to be requested from Roads Dept				
6.10 EV charging - On-Street Charging and Multi Unit Developments with shared parking there are some innovative solutions emerging (Measures to be approved by the Council)				
6.11 On-Street Charging and Multi Unit Developments with shared parking - permeable paving makeup and location details including gravel driveways solutions to be approved by Council (no Cobble lock paving on areas to be taken in charge))				
6.12 "As Constructed" drawings including quality control and test results.				
6.13 Official translations of the proposed estate / road names together with appropriate digital images clearly showing all such signage in situ				



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7.0 Surface Water	Available			Comment
	Yes	No	N/A	
7.1 Plan of sewers				
7.2 Longitudinal sections showing gradient of pipeline, type & pipe diameter				
7.3 Location of manholes including finished ground/cover level and invert level to Malin Head are identified on plan. Include a Table of manhole reference numbers, National Grid Coordinates to ITM of each manhole cover, pipe sizes and gradients, etc on the Drawing				
7.4 Comment on the grade, standard, frames & cover condition				
7.5 Indicate location and route of all connections from sewers to individual properties				
7.6 Indicate road gully positions & connections to main sewers				
7.7 Sewer pipelines - Air tests to BE EN 1610				

8.0 Surveys Surface Water Network	Available			Comment
	Yes	No	N/A	
8.1 CCTV Survey Footage in accordance with MSCC, 5th Edition, compatible with InfoNet including any outfall pipes outside of the Site - with CCTV Reports including classification of all defects and defect grading.				
8.2 Any defects in the systems to be corrected by the Developer at his own expense.				
8.3 Manhole referencing shall be consistent with the ACDs (to Irish Grid )				
8.4 CCTV Surveys and reports to be checked and certified by a competent person representing the Developer's Construction Team.				
8.5 Manhole Survey: visual check on benching, infiltration, cover & biscuit integrity & flushness with surface, accessibility, subsidence, cracking, ponding.				
8.6 Manhole Cards - CCTV Surveys to include Manhole Cards. Include Manhole Ring diameter or width for square/rectangular MHs. Also year of construction where available				
8.7 Pollution and Cross Connection Control Report - <b>If requested submit report to demonstrate that there are NO pollution and cross connection issues on the estate</b>				



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9.0 Attenuation Tanks and other SUDS systems Surface Water Network	Available			Comment
	Yes	No	N/A	
9.1 Full Design of the Attenuation System to be included with the TIC application  Name of the System installed?  Warranty Manual for the Tank Design Installer Report				
9.2 Agreement Certs				
9.3 Declaration of Performance (DoP) for Hydro brake to be included with TIC Application  Maintenance Schedule Hydro Valve Cert Technical Spec				
9.4 Maintenance /Management Plan (Short / Long term) to be included with the TIC application  Details/certification of materials used and any specific maintenance requirements (in particular with SUDS features).				
9.5 Access for vehicular traffic to be provided for maintenance requirements				
9.6 Overground Retention Tanks - Design and ACDs				
9.7 Certification from Developer's Engineer that the Attenuation System has been designed and built to meet the Spec and Standards.				
9.8 Attenuation Tanks Insurance Warranty				
9.9 Petrol Interceptor - Manual + DoP  Certification for Bypass Separator Installation and Operation Guidelines (Manuals)				
9.10 Petrol Interceptor - Maintenance				





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10.0 Public Lights - Public Lighting Design and all Certification	Available			Comment
	Yes	No	N/A	
10.1 As built Lighting layout drawings (in .dwg format)				
10.2 Appropriate Standard Construction Details (SCD's)				
10.3 As Built Electrical drawings (schedules and layouts)				
10.4 Exterior Lighting design				
10.5 Details of columns, brackets, and lanterns				
10.6 A signed copy of the electrical test certificate for the exterior lighting installation. (A copy of the signed original will suffice)				
10.7 An energy supply bill showing the account up to date				
10.8 Public Lights Location - public lighting (Micropillars, Columns, Ducts and Cables ) should not be placed in private gardens and where unavoidable, a permanent wayleave should be available for ease of access				
10.9 Public Lights Location - public lighting should not be placed in private gardens and where unavoidable, a permanent wayleave should be available for ease of access				
10.10 Public Lights Poles and Trees - a minimum of 3m spacing is required				
10.11 Public Light Audit to be carried out. Public Light Audit to be in line with the <b>Council Public Light Audit Checklist</b>				
10.12 Certification from Developer's Engineer that the layout and levels of lighting conforms to the CEN Code of Practice				
10.13 Snags required to be completed to bring the installation to an acceptable standard to be communicated to the developer				
10.14 Paths built on the Public Open Spaces away from the Estate Roads - paths should be lit and Demountable or Raise and Lower Public Lights Poles should be provided.				



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11.0 Public Open Spaces & Landscaping Including Walls	Available			Comment
	Yes	No	N/A	
11.1 Has a Practical Completion Certificate (PCC) been submitted by a Landscape Architect carrying Professional Indemnity Insurance verifying that the approved landscape plans and spec have actually been fully implemented and that all landscaping meets BS4428:1989 Code of Practise for General Landscaping Operations?  Submit the Master Plan				
<b>Planting Type / Description</b>	<b>Location</b>			<b>Description of Works Required</b>
Seating areas				
Planting Type / Description	Available			Comment
	Yes	No	N/A	
11.2 Trees, shrubs and planting which died or become seriously damaged or distressed within 5 years from the completion of the development are replaced with others of similar size and species.				As detailed below
Planting Type / Description	Species	Location		Quantity
<b>Trees</b>				
<b>Shrubs</b>				
<b>Planting</b>				
Planting Type / Description	Available			Comment
	Yes	No	N/A	
11.3 Are all boundary treatments in compliance with the planning Conditions?				
Planting Type / Description	Available			Comment
	Yes	No	N/A	
11.4 Shrub & Flower Beds - are they filled up? All planting areas have been completed to meet the plant species, sizes and densities outlined in the landscape plan?				As detailed below
Planting Type / Description	Species	Location		Quantity
<b>Shrubs</b>				
<b>Grasses</b>				
<b>Herbaceous</b>				
Planting Type / Description	Available			Comment
	Yes	No	N/A	



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11.5 All tree planting adjacent to light standards are planted a sufficient distance from light standards so that when the tree matures its canopy does not envelop the light standard. A guidance distance is a minimum of 3m from light poles for trees with crowns which have a fastigiate/columnar crown and 5m for trees with oval/spherical/broad crowns				To be inspected & signed off by Landscape Architect.
				Trees that do not meet requirement are to be removed & replacement planting of similar size & species to be undertaken on public open space in suitable & agreed location/s.

Planting Type / Description	Available			Comment
	Yes	No	N/A	
11.6 If the trees are planted 3 years or longer have stakes been removed. Any trees not established have to be replaced. Trees with damage to the stems and trunks as a result of poor tree tie and stake management will have to be replaced prior to taking in charge.				To be inspected & signed off by Landscape Architect.

Planting Type / Description	Available			Comment
	Yes	No	N/A	
11.7 Where clusters of trees are planted, trees to be 10m c/c?				

Planting Type / Description	Available			Comment
	Yes	No	N/A	
11.8 Nursery To Independence In The Landscape - Recommendations. Any trees which do not meet BS8545:2014 will have to be replaced prior to the estate being taken in charge				To be inspected & signed off by Landscape Architect.

Planting Type / Description	Available			Comment
	Yes	No	N/A	
11.9 Where trees have been preserved, Arborist Report from Arborist with Professional Indemnity Insurance to confirm trees are healthy to be TIC otherwise trees to be removed?				Receipt Required Works as detailed below.

**The Applicant is required to undertake and provide the following:**  
 It is a requirement of the Parks Section for retention of the services of a qualified Arborist as an Arboriculture consultant.  
 1. The Arborist shall carry out a post construction tree survey and assessment on the condition of the retained trees/hedgerows.  
 2. A Final Completion Certificate is to be signed off by the Arborist when all tree/hedgerow works are fully completed to the satisfaction of the Parks Section and in accordance with the permitted landscape proposals and all of the recommendations in the tree reports and plans. The certificate shall be submitted to the Parks Section for written agreement prior to taking in charge.  
 3. All tree felling, surgery and remedial works shall be completed prior to taking in charge.  
 4. All works on retained trees shall comply with proper arboriculture techniques conforming to BS 3998: 2010 Tree Work – Recommendations.  
 5. The clearance of any vegetation including trees and scrub should be carried out outside the bird-breeding season (1 March – 31 August inclusive) or as stipulated under the Wildlife Acts 1976 and 2000.

Planting Type / Description	Location			Description of Works Required
<b>Trees</b>				
<b>Hedgerows</b>				



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Planting Type / Description	Available			Comment
	Yes	No	N/A	
11.10 Have all works proposed in the Arborists Report for trees proposed for retention at application stage have been completed?				

Planting Type / Description	Available			Comment
	Yes	No	N/A	
11.11 Outdoor Gyms - Applicants will be required to ensure that any outdoor gym equipment have been independently inspected by an RPII or Rospa Playground Inspector to ensure that the outdoor gyms meet the European Safety Standards EN 16630:2015 Permanently Installed Outdoor Fitness Equipment. Any defects found as a result of the inspection are to be corrected by the applicant prior to the estate being taken in charge.				

Planting Type / Description	Available			Comment
	Yes	No	N/A	
11.12 Playgrounds - Developers will be required to provide that any playgrounds or play features have been independently inspected by an RPII (Register of Play Inspectors International) or Rospa (Royal Society for the prevention of Accidents) Qualified Inspector qualified to carry out post installation inspections. The inspection will ensure that all playgrounds and play features meet the European Safety Standards ISEN1176 Playground Equipment and Surfacing - Part 1: General Safety Requirements and Test Methods & ISEN1177 Impact Attenuating Playground Surfacing. Any defects found as a result of the inspection are to be corrected by the developer prior to the estate being taken in charge				Certification receipt required.  Works as detailed below.

Planting Type / Description	Location			Description of Works Required
<b>Safety Surface Grass Matting</b>				
<b>Equipment</b>				
<b>Railings, Gate</b>				

Planting Type / Description	Available			Comment
	Yes	No	N/A	
11.13 Maintenance - Developers will be responsible for the maintenance of the public open space until taken in charge by the Council. During this time, the developer will be responsible for all maintenance works to the open space including the replacement of dead plant material, the cutting of grassed areas, trimming of hedges, replacement and repair of fencing/railings, watering, litter control, fertilising, weed control etc.				Required
11.14 Masonry Boundary Walls - All block walls facing the public to be rendered.  All Brick/Stone Finish and cappings to be pointed				Required
11.15 Masonry Boundary Walls - Engineer Certification required to confirm that ALL boundary Walls are built to IS 325.				Required



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12.0 Third Party ACDs - Developer to submit copies of 3rd Party ACDs to KCC	Available			Comment
	Yes	No	N/A	
12.1 Submit drawings showing the location of services provided and maintained by other service providers in relation to those provided and maintained by the authority. A. ESB B. Virgin C. Gas D. Telecom E. ETC Include ducts, junction boxes, cable links and manholes				

13.0 Service History	Available			Comment
	Yes	No	N/A	
13.1 Flooding risk or potential				
13.2 Detail other known risks/issues (environmental/safety/other)				
13.3 Public Lights related issues				
13.4 Wall related issues				
13.5 Trees related issues				
13.6 Road/footpath ponding				
13.8 Details of particular risks, any hidden hazards which may be present or hazards which may not be obvious				

14.0 Council Snag List (List of Remedial Works (LRW))	Available			Comment
	Yes	No	N/A	
14.1 The standards for TIC the estate will be those applicable at the date of grant of planning permission(s) unless otherwise agreed				
14.2 Council Snag List to Include: A. Visual Inspections of Roads, paths, open spaces, markers, landscaping and boundary treatment B. Compliance Inspection in relation to conditions C. CCTV Surveys for Storm including manholes inspections surveyed as part of the TIC Surveys. Developer to provide operatives to open manholes to facilitate sewer survey and manhole inspection surveys for both foul and surface water sewers D. Sanitary Section on Pump Station Inspections, if applicable E. Issues raised by the Residents and Public Reps F. Water Audit from the Developer G. Public Lights Audit from the Developer				
14.3 List(s) of Remedial Works (LRW), including FINAL LRW where applicable, have been passed to Developer for remediation.				
14.4 Remedial Works have been completed to the Council's satisfaction				



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15.0 Third Party Certifications of Infrastructure Compliance from suitably qualified persons, who hold professional indemnity insurance, shall be submitted to the Council including the insurances as part of the TIC Process	Available			Comment
	Yes	No	N/A	
15.1 Competent Professional Architect, Engineer, Planner or Surveyor responsible for designing and supervision of the construction: That the development has been carried out in accordance with the relevant Planning Permission/s granted; and that all infrastructure and services to be taken in charge have been constructed in accordance with the planning permission granted by Kildare County Council and all associated conditions				
15.2 Project Supervisor Design Stage (PSDS) with professional indemnity insurance: That Safety File meets the requirements of the Health and Safety Regulations.				
15.3 Competent Professional Architect, Engineer or Surveyor responsible for designing and supervision of the construction: that the development has been carried out in accordance with the requirements of the Building Control Act / the relevant Building Control Regulations relevant Disability Access Certificate.				
15.4. Competent Professional Architect, Engineer or Surveyor responsible for designing and supervision of the construction: that the materials used in the development and the methods of construction used are fit for the end purpose intended for the product.  It is therefore in the developer's interest to carry out all background/site investigations and ensure that all products used are certified by the competent authority.				
15.5 Competent Professional Architect, Engineer or Surveyor responsible for designing and supervision of the construction: that the requirements of S.I. No. 225/2013 - European Union (Construction Products) Regulations 2013 has been met.				
15.6 Engineer / Architects with professional indemnity insurance: that development has been snagged for defects; defects have been addressed and that the Estate was constructed in accordance with relevant codes and standards.				
15.7 Irish Water has been consulted and approval to proceed to advertisement has been granted to the Council.				
15.8 Joint Inspections, where required, with KCC Service Groups (Water, Sanitary, Roads & Transportation Dept, Community, Planning, Finance): That they have no objection for the Estate to be taken in charge.				



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16.0 Wastewater Pump Station	Available			Comment
	Yes	No	N/A	
16.1 Site Requirements A. Access? B. Is site secured? C. Is Site lighting adequate? Is there a protective cage to prevent damage? D. Are there Trip/Slip Hazards? E. Is hardstanding area in good condition? F. Is drainage adequate? G. Are there non- hardstanding areas – If so, do these present a maintenance issue? H. Wash Down area?				
16.2 Wet Well Area and Valve Chamber A. Pipework in good condition? B. Stainless steel guide rails in good condition? C. Access covers in good condition? Are they spring-loaded? Is there built in fall arrest protection gates? D. Level sensor work? Is it in good condition? Is it easily and safely accessible for cleaning? E. Are the chambers sealed? Are they structurally sound? F. Has Lifting Davit been provided. Is it in good condition? Have Davitt and socket been certified? G. Are Stainless Steel Chains in good condition? Have they been certified? H. Is there a safe Harness Point? Location?				
16.3 Kiosks A. Are Kiosks adequately lit? B. Are there Frost Heaters inside Kiosks? C. Is there a power socket inside Kiosk? D. Is there a generator switch-over point to allow KCC mobile generator to be plugged in? E. Are all switches working? F. Have welfare facilities been provided? G. Is there hose to wash down with? H. Is there a dial-out alarm with text message alerts. I. ESB in Separate Cabinet accessible by ESB? J. Is Electrical control panel to Irish Water form 2 standard? K. Is there a HMI/PLC/Flow Meter? – Are they working? Are they well-located within the Kiosk?				
16.4 Important Elements A. Storm Tanks B. Generator C. Chemical Dosing (eye wash facility, spill kits) E. Rising Main - Has Vent stack to been provided for discharge manhole?				
16.5. Documentation Required A. Maintenance records for last 5 years. B. Health & Safety File to include Site Specific Risk Assessments, Method Statements and Material Data Safety Sheets C. As-Constructed Drawings including cross-sections of all underground tanks, inlets/outlets, return valves, rising main and gravity sewer layout etc. D. Operation & Maintenance Manual to include Maintenance Schedules, Requirements, Control Philosophy of the Pump Station, Design & Specification of all equipment used. As-Constructed drawings of rising main layout and long section to be included in O&M Manual. E. Certificates for all equipment, including lifting equipment, alarms, ultrasonic sensors, flow meter etc.				



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**Part B - Safety File Documentation (Not Included in Part A)**

1.0 Housing Development Information	Available			Comment
	Yes	No	N/A	
1.1 Project Directory				
1.2 General Description of Works				
1.3 General Design criteria- Engineering Specifications				
1.4 General details of the Construction Methods used				
1.5 Full contact details of the contractors & sub-contractors used & the area of work carried out on the project.				
2.0 Health & Safety Documents	Available			Comment
	Yes	No	N/A	
2.1 AF1, AF2 & Notification of Asbestos removal if applicable				
2.2 Detail other known risks/issues (environmental/safety/other)				
2.3 Preliminary Safety & Health Plan / Construction Stage Safety & Health Plan & Method.				
2.4 Asbestos related documentation C1 form, Building Clearance certificates, Environmental documentation				
2.5 Residual risk as obtained from risk assessment & which affect future maintenance.				
2.6 Emergency procedures, including telephone numbers for emergency services/ utilities.				
2.7 Substances Hazardous to Health - Schedule of SDS. Safety Data Sheets for any product used that may be of a harmful nature & encountered during cleaning, maintenance or demolition of the project works.				
2.8 Meeting minutes of the project				
3.0 Construction Material	Available			Comment
	Yes	No	N/A	
3.1 List of principle suppliers, manufacturers used for this project along with full contact details				
3.2 Manufacturer's product information including data sheets & manufacturers recommendations for cleaning/repairing & maintenance. Originals of any product brochures required.				





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4.0 Plant & equipment Maintenance Information	Available			Comment
	Yes	No	N/A	
4.1 Schedule of plant & equipment installed including catalogue numbers, the supplier's name/contact details including 24-hour emergency callout numbers etc. Equipment declaration of conformity.				
4.2 Schedules & copies of all guarantees, warranties & maintenance agreements offered by subcontractors & manufacturers for products, services equipment etc.				
4.3 Suggested maintenance procedures and frequency for all items on the project including mechanical, electrical including public lighting, SUDS features and petrol interceptors.				
4.4 Emergency procedures, including telephone numbers for emergency services/ utilities.				
4.5 Schedules & copies of all guarantees, warranties & maintenance agreements offered by subcontractors & manufacturers for products, services equipment etc.				
4.6 O&M Manuals outlining maintenance procedures & operating procedures for Plant & Equipment installed as part of any structure. Electrical & mechanical installations, equipment declarations of conformity, electrical installations, drawings (existing layouts, engineers& architects' drawings & calculations, air conditioning reports etc.				



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5.0 Third Party Certifications of Infrastructure Compliance from suitably qualified persons, who hold professional indemnity insurance, shall be submitted to the Council including the insurances as part of the TIC Process (Refer to ITEM 15 above)	Available			Comment
	Yes	No	N/A	
5.1 Competent Professional Architect, Engineer, Planner or Surveyor responsible for designing and supervision of the construction - that the development has been carried out in accordance with the relevant Planning Permission/s granted; and that all infrastructure and services to be TIC have been constructed in accordance with the planning permission granted by KCC and all associated conditions <b>The following to be submitted:</b> A. Copies of all certification(s) from the relevant professionals relating to areas being taken in charge to be submitted e.g., <b>public lighting, landscaping consultants, design engineers etc.</b> B. All As Constructed Drawings (ACDs), specifications and bills of quantities used and produced throughout the construction process. C. Maintenance schedules for all infrastructure e.g. public lighting, surface water pump stations and SUDS features. D. Copies of test results for all infrastructure to be taken in charge e.g., surface water air tests, cores / FWD tests /public lighting tests. E. Photos of works - these photos should include road makeup, footpath makeup, surface water sewer installation, services in road crossings and in the road and footpath in particular public lighting. These photos should also include the construction of the SUDS features. These photos - a minimum of 2Mb in size and a max of 5Mb. F. The Key RAMS for maintenance of all features e.g. SUDS features G. Maintenance manuals and, where required, certificates produced by specialist contractors; H. Details of the location and nature of utilities and services, including emergency and firefighting systems. I. The general design criteria/plans and specific design criteria/ plans of any structures such as pump stations, bridge etc. to include design loading of roofs, cranes, hoists, etc; J. Details of the equipment and maintenance facilities within any structure such as pump stations. K. Maintenance procedures and the needs for any such structure				



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**Part C: Statutory Taking In Charge Process**

**1.0 Prior Advertisement Conditions**

The development Control Section of Kildare County Council will issue an acknowledgement of receipt of this completed Checklist confirming or otherwise that the schedules completed are acceptable, and indicate that the taking in charge process will commence in accordance with Section 180 of the Planning and Development Act 2000 (as amended).

**2.0 MD Development Control Engineer to Ensure:**

- A. Has the Developer carried out all the Works satisfactorily identified on the FINAL LRW?
- B. Have correct completed Schedules 1, 2 and 3 been submitted?
- C. Have correct Drawings, Reports, Certificates, Audits, Surveys, Maps etc been submitted?
- D. Have correct legal documents been submitted?
- E. Have all payments have been paid in full / As Agreed?
  - a) All development contributions / levies
  - b) All Bonds
  - c) All Services connection fees
- F. Have Irish Water been consulted and approval to proceed to advertisement been granted to the Council?

**3.0 Development Control Engineer prepares recommendation to SEE/SEO to take Estate in charge.**

If SEE is satisfied that the Development has been completed satisfactorily, the TIC Statutory Process is commenced; the Estate will be advertised for taking in charge in accordance with S.11 of the Roads Act 1993.

**4.0 The estate is advertised in one or more newspapers circulating in the area, where' the estate is to be taken in charge, 'a notice indicating the times at which, the period (which shall be not less than one month) during which and the place where a map showing such estate may be inspected and stating that objections or representations may be made in writing to the' Planning Authority in relation to such taking in charge 'before a specified date (which shall be not less than two weeks after the end of the period of inspection)'**

**5.0 The Development Control Inspector, where relevant submissions have been received and passed to the Developer, once satisfied that all works have been completed satisfactorily, will seek approval from the SEE/SEO that the estate be taken in charge.**

**6.0 The Taking In Charge Report is prepared and the Estate is put on the agenda for Council meetings and if members approve, the estate is taken in charge.**

**7.0 The bonds provided by the developer on foot of the conditions of the relevant planning permissions will be returned when the estate has been taken in charge and ownership of the public open spaces has been vested to the County Council (Bond Reduction may be considered during the Taking in Charge Process on a case by case basis).**

**8.0 Kildare County Council will be responsible for the maintenance of the public facilities taken in charge and KCC will assume responsibility for the payment of Energy Bills for Public Lights and Pump Stations for the residential estate scheme once the estate has been formally taken in charge. Kildare County Council will not be responsible for any arrears on the bill in advance of that date. Regular grass cutting in public open spaces shall normally be undertaken by the residents of the housing estate.**

**9.0 Kildare County Council will commence the Conveyance once the Estate has been taken in Charge. At this stage, the Council will be in possession already with the DEEDS paperwork submitted as part of the KCC TIC Schedules 2.**

**9.1 If land is registered in the developer's name – The Developer would have submitted Deeds of Transfer, transferring land from his ownership to the ownership of the Council.**

**9.2 If a receiver is in place - the receiver has the power to transfer the land to the Council – The Receiver would have submitted Deeds of Transfer, transferring land from his ownership to the ownership of the Council.**

**9.3 If the developer is gone and there is no receiver - the land transfers to the Minister for Finance and the Council apply to him for the land to be transferred to the Council - Deed of Waiver is completed - this process takes time.**

**9.4 If the developer is gone and the land is unregistered - the Council will have to apply for First Registration of land and this process takes time.**