

KILDARE COUNTY COUNCIL
TAKING IN CHARGE POLICY & SPECIFICATIONS

Appendix 4
Taking in Charge (TIC) Checklist

Q2 2023



Comhairle Contae Chill Dara Kildare County Council

Taking in Charge Checklist

When requesting Kildare County Council to take a housing estate/development in charge, the Developer shall submit the following completed checklist along with the Developer Taking in Charge Request Form, and this shall include all supporting documentation.

When considering a development for taking in charge, the following requirements must be assessed for compliance with the relevant legislation, the planning permission(s), and Kildare County Councils Taking in Charge policy.

Note: Site attendances by the Council are considered as oversight inspections only and they do not in any way exonerate the Developer or certifying agencies/firms from their responsibilities and liabilities.

Taking in Charge Checklist	✓
A formal written request to Kildare County Council to take in charge the estate/development, which shall include details of the planning permission number(s) and Commencement Notice number(s).	
A Certificate of Compliance with the planning permission(s) granted shall be submitted by a suitably qualified person, who holds Professional Indemnity (PI) Insurance.	
A copy of the Independent Certifiers PI Insurance.	
The Developer shall comply with and shall submit all documentation required by Appendix 8.	
An Operational and Maintenance/Management (short-term and long-term maintenance/management) Plan for attenuation systems and other Sustainable Urban Drainage Systems (SuDS) in the development, including those in private spaces serving the development which discharge into the Public/Kildare County Council network.	
Evidence that the Housing Estate Name has been agreed in writing with Kildare County Council, in accordance with the planning permission requirement.	
Official translations of the proposed estate / road names together with appropriate digital images clearly showing all such signage in situ as per Appendix 13.	
Evidence that development contributions have been paid in full.	
Evidence that connection fees have been paid in full.	
Evidence that all required planning compliance submissions / enforcements have been completed / actioned to the written satisfaction of the Planning Authority.	
An estate taking in charge drawing clearly delineating the areas under the control of a Management Company (if there is a Management Company).	

Taking in Charge Checklist cont'd	✓
Evidence that the Management Company has been set up in accordance with the requirements of the Multi-Unit Developments (MUD) Act, 2011 and that all relevant documentation required to run the Management Company has been handed over to the Management Company, by the Developer.	
An electronic copy of the Safety File in accordance with Appendix 11 certified by the Project Supervisor Design Process (PSDP), who holds Professional Indemnity (PI) insurance (evidence of PI insurance must be provided).	
Provide copies of all Kildare County Council Bond Compliance letters for all phases of the Development.	
All required and executed Wayleave Agreements (e.g., for storm water systems, foul systems [when required], public lighting, etc.).	
Evidence that all necessary Wayleave Agreements for services are reserved forever in the transfer documentation to house purchasers.	
A condition survey of the pavement, footpaths, cycle ways, ramps, road crossings etc.	
A Road Safety Audit (RSA) in accordance with the Planning Permission Requirements and Appendix 6.	
An electronic copy of the As Constructed Drawings (ACDs) in compliance with Appendix 12.	
A copy of all results for storm water tests and any testing carried out on roads (e.g., cores, falling weight deflectometer (FWD), California Bearing Ratio (CBR) etc.)	
Written evidence that all development road designs have been agreed with Kildare County Council Roads Design Section.	
All public lighting final certificates (one for each pole) and copies of any alterations to the approved design. All alterations should be agreed with Kildare County Council Public Lighting Section.	
A Draft Deed of Transfer (Vesting) for all areas to be transferred to Kildare County Council subsequent to the taking in charge.	
Contact Details for the Developer's solicitors to progress land transfers to Kildare County Council, subsequent to the taking in charge.	
A CCTV survey and manholes survey completed at the Developer's expense, of the storm water collection systems (and foul water, when required). The sewer condition classification for each survey shall be undertaken in accordance with the Water Research centre (WRc) "Manual for Sewer Condition Classification" (MSCC) 5th edition with Sewer Risk Management (SRM) Manual 5 Scoring (SRM5 Scoring), or the latest version of the WRc MSCC at the time of the survey.	
Leak Detection Survey results and evidence of satisfactory repair to same.	
Evidence that Uisce Éireann have signed off on water and foul sewer assets that were installed under a Self-lay Agreement.	