



**Limerick City and County Council  
Comhairle Cathrach agus Contae Luimnigh  
Taking in Charge Application Checklist**

**Before filling out this form please note the following:**

Please ensure that each section of this application form is fully completed and signed, entering n/a (not applicable) where appropriate, and that all necessary documentation is attached to your application form. The following items are required to be submitted before the Taking in Charge Application will be considered.

Documents Submitted with this Request Form (Refer to Appendix 1 of TIC Policy): **(Tick as appropriate)**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Site Location Map.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Taking in Charge (TIC) Layout Drawing</b> including co-ordinates of site. Estate boundary depicted in <b>red</b> , open spaces coloured <b>green</b> , all roads, public car parking spaces, footpaths and street lighting coloured <b>yellow</b> .                                                                                                                                                                                                                                                                                                    |  |
| <b>CCTV Sewer &amp; SUS25 Manhole Condition Survey Report including video files.</b> The CCTV survey must be completed within three years of the date of this taking in charge application. <b>Note: USB submission will not be accepted.</b>                                                                                                                                                                                                                                                                                                             |  |
| <b>Wayleave agreements</b> , including drawings, registered on the folio of the property outside the subject property (if applicable).                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>Public Lighting/Utility Drawings:</b> A lighting layout drawing showing locations of columns including ducting, mini pillars, telecommunication ducts and chambers, ESB ducts, chambers and poles, Gas pipe lines, chambers and valves. A separate lighting design drawing is also required with a plot of light levels illustrated, superimposed on the site layout with supporting calculations.                                                                                                                                                     |  |
| <b>Drainage Drawings:</b> foul and surface water sewers, manholes, road gullies, sustainable drainage systems (SuDS), pumping stations. The invert and cover levels of all manholes/pipes shall be indicated relative to Irish Transverse Mercator (ITM) Malin Head Datum. The type, diameter, invert level, cover level and gradient of all sewer pipes shall be indicated on the drawings.                                                                                                                                                              |  |
| <b>Watermain Layout Drawing:</b> watermain layout to include pipe sizes, hydrants, all valves and chambers, bulk meters and domestic water meters, etc.                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Road Layout Drawings:</b> including longitudinal sections, road signs and road marking details, traffic signals, traffic calming and tactile paving etc. (1:200).                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Land Transfer Drawings/Maps:</b> The Developer shall legally transfer or convey to Limerick City and County Council, at his/her expense, all of the land contained in the planning permission affected by this protocol document. In addition to the above TIC drawings, three Certified Maps in compliance with the requirements of PRAI are required for the purposes of land transfer. The Developer to ensure "as constructed" drawings are used as the base mapping for any land transfer mapping. Planning/Tender drawings will not be accepted. |  |
| <b>Operation and Maintenance Manuals for pumping stations</b> including full pump details, specifications, performance curves/power ratings, type and size of pumps; wiring diagrams for control panel and switch gear; telemetry system; lifting equipment including certification of same and all warranty documentation for the installed equipment. (if applicable)                                                                                                                                                                                   |  |
| <b>Original File Plan Folios of all lands affected by the development.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Compliance Planning Tracker of all Planning permissions associated with the development.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Interceptor Maintenance Report and Interceptor kiosk communication system manual.</b> (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Copy of all Stage Certificates.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |

Copy of the **Health and Safety File** for the Development in compliance with Safety, Health and Welfare at Work (construction) regulations 2013.

**DATA PROTECTION**

The information submitted will be used for the purposes of progressing the taking in charge of the development in question. The application may be referred to Uisce Éireann upon request for the purposes of progressing the taking in charge of water and wastewater infrastructure.

**GENERAL NOTE**

ALL “as constructed” drawings submitted should reflect that of the approved planning drawings under the granted planning permission(s) associated with the site. If there are any discrepancies between the drawings on-site to what is approved, an additional report is to be provided highlighting these discrepancies for the review of the Taking in Charge section.

|                                                                                                                                                                         | YES | NO |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Do the latest approved planning drawings reflect what is built on site in respect of Roads, Footpaths, public lighting, utilities, drainage and landscaping/open space? |     |    |
| If NO was selected to the above, has a report been provided highlighting any discrepancies between planning drawings and “as constructed” drawings?                     |     |    |

***Submissions of applications can be made either digitally or via hard copy.***

**DIGITAL SUBMISSION**

This form, when completed, along with the items set out above, should be sent via a secure file sharing platform i.e. ShareFile to [ticestates@limerick.ie](mailto:ticestates@limerick.ie). An upload link can be provided upon request.

**HARD COPY SUBMISSION**

This form, when completed, along with the items set out above, should be submitted via hardcopy to the office of the Planning Authority, Dooradoyle Road, Limerick, V94 WV78. Five copies of “as constructed” drawings (scale 1:500), CCTV sewer condition survey report, SUS25 Manhole condition survey report, wayleave agreements registered on the folio of the property outside the subject property (if applicable)

Application Form

|                                 |  |
|---------------------------------|--|
| Section 1 – Developer’s Details |  |
| Developer’s Name                |  |
| Developer’s Address             |  |
| Telephone No.                   |  |

|                             |  |
|-----------------------------|--|
| Section 2 – Company Details |  |
| Company Registration No.    |  |
| Company Registered Name     |  |
| Company Type                |  |
| Company Registered Address  |  |

|                            |  |
|----------------------------|--|
| Section 3 – Agents Details |  |
| Agents Name                |  |
| Agents Address             |  |
| Telephone No.              |  |

|                                                                 |  |
|-----------------------------------------------------------------|--|
| Section 4 – Development Details                                 |  |
| Development Name                                                |  |
| Development Location                                            |  |
| O.S. Map No.                                                    |  |
| Planning Reference Numbers                                      |  |
| No. of Houses                                                   |  |
| No. of Apartments                                               |  |
| No. of Commercial Units                                         |  |
| As-Constructed Drawings Completed By (including qualifications) |  |
| Professional Insurance Indemnity Details                        |  |
| Development Contribution Receipt Numbers                        |  |





|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

6. Pumping Stations (if applicable)

Water Pumping Station

|                                                                |         |               |  |
|----------------------------------------------------------------|---------|---------------|--|
| Pumping Station Description:                                   |         | Water Source: |  |
| Pump Capacity (m3/day):                                        |         | Intake:       |  |
| Health and Safety (Hazard Identification and Risk Assessment): | YES ( ) | NO ( )        |  |
| Operations Procedures Manual:                                  | YES ( ) | NO ( )        |  |
| Asset Register - Condition Report:                             | YES ( ) | NO ( )        |  |
| Equipment Supplier:                                            |         |               |  |
| O & M Contract in place:                                       | YES ( ) | NO ( )        |  |

Wastewater Pumping Station

|                                                                |         |         |  |
|----------------------------------------------------------------|---------|---------|--|
| Pumping Station Description:                                   |         | Intake: |  |
| Pump Capacity (m3/day):                                        |         |         |  |
| Health and Safety (Hazard Identification and Risk Assessment): | YES ( ) | NO ( )  |  |
| Operations Procedures Manual:                                  | YES ( ) | NO ( )  |  |
| Asset Register - Condition Report:                             | YES ( ) | NO ( )  |  |
| Equipment Supplier:                                            |         |         |  |
| O & M Contract in place:                                       | YES ( ) | NO ( )  |  |

7. Waste Water Treatment Plant (if applicable)

|                        |  |         |        |
|------------------------|--|---------|--------|
| Plant Capacity (P.E.): |  |         |        |
| Primary Treatment:     |  | YES ( ) | NO ( ) |
| Secondary Treatment:   |  | YES ( ) | NO ( ) |
| Tertiary Treatment:    |  | YES ( ) | NO ( ) |
| Receiving Waters :     |  |         |        |

|                                                                |  |                   |        |
|----------------------------------------------------------------|--|-------------------|--------|
| Licence from EPA to Discharge to Receiving Waters:             |  | YES ( )           | NO ( ) |
| Health and Safety (Hazard Identification and Risk Assessment): |  | YES ( )           | NO ( ) |
| Operations Procedures Manual:                                  |  | YES ( )           | NO ( ) |
| Asset Register - Condition Report:                             |  | YES ( )           | NO ( ) |
| O & M Contract in place:                                       |  | YES ( )           | NO ( ) |
| Equipment Supplier:                                            |  | YES ( )           | NO ( ) |
| <b>8. Street Lighting</b>                                      |  |                   |        |
| No. of Street Lights:                                          |  | Types of Lantern: |        |
| <b>9. Open Spaces</b>                                          |  |                   |        |
| Area(s) (hectares):                                            |  |                   |        |

**I, the undersigned hereby apply to have the above elements of the development taken in charge by Limerick City and County Council.**

**Signed:** \_\_\_\_\_ **(DEVELOPER) or**  
 \_\_\_\_\_ **(AGENT ON BEHALF OF DEVELOPER)**

**DATE:** \_\_\_\_\_

**PLEASE NOTE:** Failure to complete this form or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the return of your application.