



**COMHAIRLE CONTAE FHINE GALL**  
**FINGAL COUNTY COUNCIL**

**Appendix 4 Taking in charge checklist**

**March 2022 Rev 1.**



## Appendix: 4

### **TIC Request Form. TIC Request Details to be submitted**

#### Fingal County Council Formal taking in charge Checklist

The following checklist should be completed and submitted with the formal written request to Fingal County Council to TIC a housing estate/development.

**In taking in Charge the requirements of the following requirements must be inspected and assessed for compliance** with the Legislation, Fingal County Council Development and the Fingal County Councils specific TIC requirements.

**Note:** The inspections by the Council is only general and does not in any way exonerate the developer or certifying competent agencies/firms from their liabilities

#### **General Requirements:**

List of evidence to be produced by the developer to demonstrate completion of estate to the appropriate standards

#### **Specific Requirements:**

##### Checklist –Developer to be submitted with TIC request

- Written request to Fingal County Council to TIC estate/development which details all planning reference numbers and commencement notices.
- A certificate of compliance with planning permission granted been submitted by a suitably qualified person, who holds professional indemnity insurance.
- Surface water checklist completed and all relevant document completed as per Appendix 8.
- An operational and maintenance/management (short term and long term maintenance/management) plan for attenuation areas and other SUDS systems in the development including those in private spaces serving the development which discharge into the public/Fingal county council network.
- Official translations of the proposed estate / road names together with appropriate digital images clearly showing all such signage in situ as per Appendix 13 Estate Sign Specification.
- Evidence of development contributions paid in full
- Evidence of connection fees paid in full.

- If there is a management company associated with the development or an area associated with the development, clearly delineate on drawings.
- Housing Estate Name Agreed with Fingal County Council in accordance with naming and numbering protocol
- An electronic copy of the Safety File in accordance with “Appendix 11 – Safety File Requirements” certified by the Project Supervisor Design Process, who holds professional indemnity insurance
- Bond or security lodged with the Planning Authority which will not be released until the satisfactory completion of the works?
- Wayleave agreement if necessary, with Fingal County Council (e.g, for surface water or public lighting).
- Evidence to the Council that all necessary way leaves for services are reserved forever in the transfer documentation to house purchasers?
- Condition survey of the pavement, footpaths, cycle ways and road crossings been submitted
- Road Safety Audit in accordance with “Appendix 6 - Transport Infrastructure Construction & Completion Specification”.
- Electronic copy of the as-constructed drawings in compliance with the drawing requirements in Appendix 12).
- A copy of all results for Surface water tests, any testing carried out on Roads( e.g cores, falling weight deflectometer)
- All Public lighting Final certificates ( one for each pole) and copies of any alterations to the approved design\*( if there has been any).
- Draft deed of dedication documentation submitted for the attention of our Parks Department for any area of open space over 400 sq.m.

**\*Note 1:** The CCTV survey/manhole survey completed at the developer’s expense, of the surface water collection systems as conditioned in the relevant planning permission (Electronic format). The surface water sewers to be surveyed are to be thoroughly cleaned out first and the CCTV Survey to be carried out using a camera which is capable of measuring distances from one manhole to another. The CCTV Survey report also to include a summary of any defects in the systems to be corrected by the Developer at his own expense.

Checklist -Fingal County Council i.e. For Office Use Only.

- Has General inspection by Local Authority Inspectors been carried out in respect of
  - Public lighting
    - Roads and footpaths
    - Water mains
    - Surface Water Sewers
    - Other utility company services
    - Foul Sewers
    - Attenuation Areas & SUDS Systems
    - Open Spaces
    - Play Areas
    - Other outdoor structure
  - Is a return inspection required by Local Authority Inspectors been carried out in respect
    - Public lighting
    - Roads and footpaths
    - Water mains
    - Surface Water Sewers
    - Open Spaces
- Has appropriate fee been deducted from bond/security for return inspection
  - Fee Amount
  - Have items found to be incomplete or not up to the required standard, on previous inspection been corrected by the Developer at his own expense
- Final inspection where taking in charge can be recommended
  - Is the estate satisfactory in all respects of the previous inspections,
  - No fee required.