

New Group Water Supply Scheme

If you have an interest in setting up a new Group Water Supply Scheme in your area, in conjunction with one or more individuals in your area, you are invited to make an enquiry to Cork County Council, Water Services.

Once we have received your enquiry, we will send the following documents to your group:

- **Explanatory Memorandum (GW3)**
- **Survey Sheets form (GW1)**

When **Survey Sheet (GW1)** is returned to the Council, a technical assessment of the scheme will be made to establish the required water demand, available pressures and flow at take off point, etc. If it is assessed that the proposed group schemes' requirements will not adversely affect the water supply to houses on existing public supply schemes, then permission will be given in principal for the group to connect to the existing Council mains.

Where the group propose to drill their own well, bacteriological and chemical analysis will have to be obtained. The cost of this initial work can be put in against the cost of the scheme. If the source is found to be in any way defective, the group will have to bore another well.

The Council will then advise the group to hire a Consultant Engineer to design the scheme.

At this stage the following will be issued to the group:

- **Standard Specifications for Group Water Schemes (GW66)**
- **Standard Design Data Form (GW22)**

The Consultant Engineer should provide the group with the following:

- A map of scale 1 inch to 1 mile showing the proposed scheme relative to other schemes in the area
- A layout map of scale 6 inch to 1 mile showing:
 - Routes and sizes of mains
 - Location of valves

➤ Location and number of each house corresponding with members' numbers on Form GW1.

- Plans and Sections of pipelines to a scale of 25 inches to 1 mile
- A completed **Design Data Form (GW22)** specifying any requirements by Cork County Council
- A schedule of piping materials and fittings in respect of each section
- Summary Report

Once the design is approved, the group are notified and advised to seek tenders for the work. If there are any changes in the drawings due to Council requirements, a revised copy of the drawing must be sent to the council prior to the tendering process. Where the Council's requirements require upsized pipes, the group will have to seek two tenders for the work i.e. one for the group's requirements and one for the Council's requirements. The following should now be issued to the group:

- **Insurance Requirements**
- **Standard Tender Forms (GW32)**
- **Group Application Forms (GW41)**
- **Agricultural Connection Form (GW41A)**

Groups are advised to seek tenders from at least three contractors. Only tenders received on the standard Council tender form will be accepted by the Council.

All tenders must be submitted directly to the County Council to ensure accountability of the tendering process. The Council will make a recommendation to the group based on the tenders submitted. The contractual agreement is solely between the group and the contractor. The contractor must, however, satisfy all necessary tax requirements and must also have insurance covering:

- Employers Liability
- Public Liability
- Motor Vehicle and Plant.

The contractors insurance must be submitted and approved by Cork County Council.

7. The following completed forms should be sent in with the tender forms:

- **Standard Tender forms (GW32)**
- **Group Application Forms (GW41)**
- **Agricultural Connection Form (GW41A)**

When the successful tender has been chosen and all of the above documentation has been received by the council, the **Estimated Cost Form (GW42)** will then be filled up by a Council engineer. This figure will have to be approved by the Senior Engineer.

The Council will then write to the group outlining the cost of the proposed scheme and the grants available to the group. That is, a grant of €7,618.43 per habitable dwelling house subject to a maximum of 85% of the cost of the scheme (whichever is the lesser).

Confirmation, in writing, should be sought from the group that they will be in a position to pay the after grant shortfall.

At this stage, the Council will have to decide on which schemes they are to fund in the year in question. If allocations for a particular year have already been used up then the schemes that have adhered to points 1-9 on the above list will be given priority status for the following year.

Where a scheme is successful in its application for funding, **Certificate of Approval (GW43)** will be sent to the group with a standard list of conditions. This allocation form notifies the group of the following:

- The estimated cost of the scheme
- The number of grant eligible houses and farms
- The level of grant payable per house and farm
- The total grant payable.

A **covering letter (GW70A)** is also issued to the group at this stage.

Notification of amount of grant allocation (GW49) should be sent to the Bank nominated by the group. The group must lodge the estimated shortfall into the group's bank account at this stage. Proof of lodgement must be given to the council: bank statements are acceptable.

It is now up to the group to obtain a road opening licence from the appropriate roads engineer. The group must also take out their own public liability. The Council will arrange insurance for the group, if the group so wish, although this will only apply to work carried out on the public road.

The group must then give the Council one week's notice as to the starting date of the scheme.

As the work progresses on the scheme, interim payments may be made to the group. The valuation of the work is assessed and the value certified. An instalment of 75% of the amount certified is paid to the group.

When 75% of the grant is paid **form (GW80)&(GW80A)** is sent to the group.

When the Trustees have certified on **form (GW80)** that the scheme has been completed, a plumbing inspection must be carried out on the scheme. If the work has been found to be satisfactory it is then in order to issue a Final Allocation and the engineer prepares a final report certifying the completion of the scheme and the installation of the water supply. The balance of grants is then paid to the group.