



## **GROUP SEWERAGE SCHEMES**

A **Group Sewerage Scheme** involves the provision of sewerage facilities by two or more householders for their homes. Where no such facilities (or seriously deficient facilities) already exist.

This note has been prepared as a guide to such people coming together to provide themselves with satisfactory sewerage facilities or for the necessary improvement of their existing system.

Group Sewerage Schemes may be carried out, **subject to the approval of the Local Authority:**

- (a) in areas where the Local Authority do not propose to carry out a public scheme;
- (b) in areas which can be served by extensions of existing Local Authority sewers;
- (c) in areas where the Local Authority intend at a later stage to provide a public sewerage scheme. In such cases, schemes should be so designed as to be capable of being connected to the public scheme in due course.

Grants of up to 75% of the total cost of the scheme, to a maximum of €6,500.00 per habitable house may be allocated.

The balance of the cost of a Group Sewerage Scheme nett of grants must be met by the participants in the Group Scheme by way of financial contribution from each.

If you and your neighbours are interested in forming a Group Sewerage Scheme, the best approach is for all proposed members of the Group to call a meeting and there to select a committee comprising three to six people and headed by an energetic Group Secretary who will conduct all necessary business within the Group and with the County Council and others.

The aim of the Group should be to ensure, if possible, that all the householders, in the area to be served by the Scheme join the Scheme. In this way, the unit cost of the Scheme and thus the amount of each individual contribution will be kept to a minimum. The larger the number of participants involved, the more economical should be the scheme.

The Group Secretary should write initially to the Liaison Officer, Sanitary Services Section, Westmeath County Council, County Buildings, Mullingar, giving notice of the intention to form a Group Sewerage Scheme and indicating, if possible, the proposed means of disposal.

**A completed Form GW59 (see attached) listing all the proposed members of the Group should be submitted with this letter, together with a map showing the line of the proposed group scheme. *The Form GW59 should list the proposed members starting at one end of the proposed scheme and working through to the other to facilitate the Council in the necessary validation of number of habitable houses.***

**The Council will examine the proposal, consulting and meeting with the Group Secretary and members of the Group as necessary. When this examination has been completed, the Council will write to the Group Secretary indicating if the scheme appears technically and financially feasible and advising how to proceed.**

If the Group Secretary is informed that the scheme appears viable, then a bank account should be opened in the Group's name in a local bank, and the Group should collect an initial contribution from each proposed member. This bank account is the Groups working fund and will initially fund the engagement of an Engineer to prepare a design for the scheme. The design, when prepared, must be submitted for the approval of the Council to ensure that it is in line with the Council's own sewerage network proposals for the overall area. In some cases, as mentioned previously, changes may have to be made to the design - for example so that the scheme can be integrated at a later stage in conjunction with developments in - or planned for - the area.

When the design has been approved, at least five tenders must be sought for the work. After these tenders have been examined by the Group and their Engineer, they make a recommendation to the County Council that the contract be awarded to the successful tenderer who must be in a position to produce a C2 or Certificate of Tax Clearance and also all necessary insurances (see page 4).

When the Council agree the appointment of the contractor and confirm the maximum grants payable, the Group, having taken account of the grants, can calculate the amount of contribution to be made by each member. In determining the amount of the contribution, allowance should be made for extras on the contract price e.g., Group Scheme insurances, unforeseen expenditure etc., and a margin for these factors allowed in calculating the amount of the contribution. It is usual that the contribution be at a flat rate per house. However, regard may have to be made to the varying financial circumstances of the members of the Group.

The amount of the contribution should allow for the Group to still have some funds on hands when the Scheme is completed, rather than have to return to the members for additional contribution. Experience has shown that it is easier to collect money from people who want something rather from those who have already got it.

## **Construction**

The Group and the Bank nominated by the Group is informed by the Council of the maximum grants (and, if applicable, additional funding referred to previously). The Group then collect the balance of contribution due from each member and lodged these to the bank account. The bank account is the working fund from which the Group makes payments to the contractor etc., and all grants, including instalments if any, are paid directly to that account.

When the approval indicating the total amount of the grant is issued to the Group, work can start subject to

1. The insurances of the Contractor and the Group having been cleared, (see below), and
2. The necessary road opening licence having been obtained from the County Council.

Instalments of the grant may be paid as the work proceeds; balance of the grant will be paid when the Council's Inspector confirms that the scheme is working satisfactorily.

## **Maintenance of Completed Schemes**

It is advisable for Groups to adopt rules for the maintenance and operation of their schemes as soon as possible after work has commenced so as to prevent mis-use.

## **Insurances**

It is necessary, as mentioned earlier, that a current C2 Certificate or a Tax Clearance Certificate from the Revenue Commissioners be submitted to the Council in respect of the Groups contractor(s) engaged to perform the construction work. The proposed contractor's tender and tax status must be cleared with the Council before any contract is entered into with the contractor, as no grant can be paid unless the contractor has produced a C2 Certificate or a Tax Clearance Certificate from the Revenue Commissioners.

## **The Group**

Where grants to any Group Sewerage Scheme exceed €6,500.00, it will be necessary for the Group to obtain a current Tax Clearance Certificate from the Revenue Commissioners. This can be obtained from the local Inspector of Taxes.

In the case of all Group Water Schemes it will be necessary for the Trustees to advise the Council of the Group Scheme's tax district and reference number (this information may be obtained from the local Inspector of Taxes) and to state on the form whether to the best of their knowledge, the Group Scheme's tax affairs are in order.

The Council cannot allocate grants until the above tax requirements have been finalised. More information on Tax Clearance requirements is available on [www.revenue.ie](http://www.revenue.ie)

## Insurances

The following insurances must be seen and approved by the Council's insurers before work commences on the provision of a group water scheme –

The proposed Contractor should have insurance covering the following:

- (a) Employers Liability Insurance in respect of all employees with
- (b) Public Liability Insurance including fire and explosion risks,
- (c) Third Party Motor Insurance in respect of vehicles/plant
- (d) All Risks Insurance for materials, equipment, pump houses etc., to operate for the duration of the contract. The Trustees may either arrange this item themselves or request the Contractor to arrange the All Risks Insurance.

The above policies to extend to provide an indemnity to the Trustees of the scheme as principal.

The Group Trustees may arrange Public Liability Insurance to cover the Trustees liability in respect of the construction of the scheme. Or arrange that the Council provide an extension of their Public Liability Insurance Policy to include the Trustees as a joint insured in lieu of the Trustees arranging their own cover where the following conditions are met:

- (a) A Road Opening Licence is required.
- (b) The work is being carried out by a Contractor engaged by the Trustees, and
- (c) Have been seen and approved by the Council's insurers.

In order to quote for such extension the Council Insurers require the following information:-

- (1) Value of Works.
- (2) Duration of Works.
- (3) Length of pipeline.
- (4) Number of connections.
- (5) Full copies of the Contractor's Employers and Public Liability and Motor Insurance policies.

This insurance will apply only in relation to work carried out on or off the public road for new schemes including the provision of additional connections for existing schemes. Cover will operate for the period of the Contract and where some of the work or all of the work is on the public road, up to the time that permanent road reinstatement is completed.

The Group Trustees should also consider taking out the following insurances: -

- (a) Employers Liability Insurance in respect of any direct employees of the Trustees.
- (b) Personal Accident insurance providing specified benefits in respect of any Group Member involved in an accident while engaged in voluntary labour on the Scheme.

Where Groups are unable to obtain insurance quotations they should contact the Insurance Branch of the Department of Industry and Commerce who will take up the matter with the Federation of Insurers of Ireland.

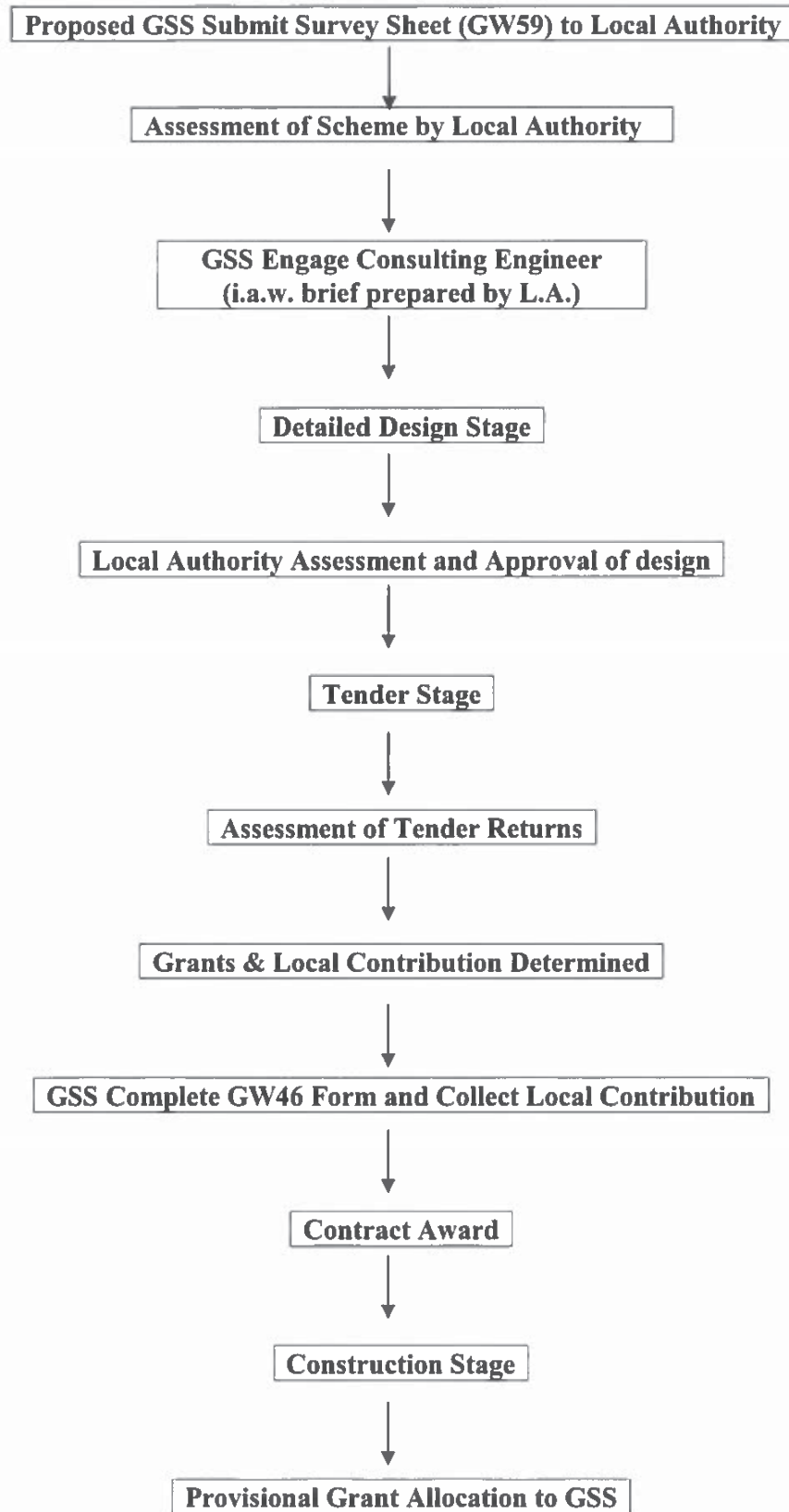
**The Local Authority will not permit a Group Scheme to commence until all Insurances have been approved.**

## **Group Committee Duties as Client**

In order to comply with the construction regulations the 'Group' must carry out the following;

- Ensure that a competent Project Supervisor Design Process (Consultant Engineer) is appointed in writing
- Ensure that a competent Project Supervisor Construction Stage (Contractor) is appointed in writing
- Ensure that written confirmation of acceptance of Project Supervisor Design Process (Consultant Engineer) and Project Supervisor Construction Stage (Contractor) has been received.
  - Appointment and acceptance for the design process must be carried out before work begins.
  - Appointment and acceptance for construction stage must be carried out before work begins
- Ensure co-operation with the Project Supervisor as to how long the project will take and how information is to be passed between the Project Supervisors. This information is to include the details of the state and condition of the structure, any information prepared by relevant statutory provisions, or any information that may be of benefit to the Project Supervisors
- Ensure that any information that can be found out, that is reasonable to ascertain, and that will be of relevance to the Project Supervisors, be forwarded to the Project Supervisors.
- Ensure that a copy of the design process safety and health plan is prepared by the Project Supervisor for Design Process and forwarded to those considering undertaking the role of Project Supervisor for Construction Stage.
- Ensure that a copy of the design process and health plans prepared by the Project Supervisor for Design process is forwarded to those involved in the project.

### Summary Flowchart





**Final Inspection / Final Inspection / Final Payment to GSS**