



**An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta**
Department of Housing,
Local Government and Heritage

Terms and Conditions for grant aid for eligible works to
domestic waste water treatment systems in houses
situated in Prioritised Areas for Action

[Enter name of section/unit]

[XXXXXX] County Council

[Address line 1]

[Address line 2]

[Address line 3]

[Eircode]

[Phone No]

[Email Address]

Version (2): October 2020

Grants payable under the Housing (Domestic Waste Water Treatment Systems Financial Assistance for Prioritised Areas for Action) Regulations 2020 (S.I. No. 185 of 2020)

- Please read the following information notes before completing the application form.
- All questions on the form must be answered and, where specified, supporting documents must be provided. Incomplete forms or, those which are not accompanied by the appropriate documents, will not be processed.
- Work must NOT start before the housing authority or its representative's visit. If work has commenced before that date, your application will not be considered.
- The grant scheme is administered by housing authorities. All matters relating to the day-to-day operation of the grant scheme, including applications and payments, are a matter for the relevant housing authority.
- Any enquiries about the grant should be addressed to the relevant housing authority's Rural Water Programme Liaison Officer.

1. Purpose of grant

This grant scheme is being introduced to support the attainment of water quality objectives in Prioritised Areas for Action as outlined in the national River Basin Management Plan for Ireland 2018-2021 (RBMP).

This scheme forms part of the funding investment under Measure 8 of the Multi-Annual Rural Water Programme (MARWP) 2019 to 2021.

This grant is available to assist with the costs of remediation, repair or upgrading works to, or replacement of, a domestic waste water treatment system (DWWTS) that serves a house, where the works arise in a Prioritised Area for Action in accordance with the RBMP, and where the potential applicant has received a letter from the Local Authority Waters Programme Office (LAWPRO) on behalf of the housing authority, confirming eligibility to apply for a grant.

All works must be in accordance with the EPA Code of Practice – Waste Water Treatment and Disposal Systems serving Single Houses 2009 while having due regard to the recommendations at Section 6.6 of that Code of Practice (CoP) which refers to existing on-site DWWTS.

Important: Costs associated with the routine maintenance or servicing of DWWTS, or of desludging such systems, do not qualify for grant aid.

2. Level of grant

The level of grant aid available is determined on the basis of 85% of the approved cost of the works subject to a maximum of €5,000. The minimum expenditure, on eligible works, required to process the application is €750.

3. Eligibility

An applicant is not eligible for a grant if, in the opinion of the housing authority: -

- (a) The house served by the DWWTS concerned is not occupied by the applicant as their primary place of residence (e.g. a holiday home), or
- (b) The house served by the DWWTS concerned is at present connected to a public sewerage scheme, or
- (c) The house served by the DWWTS concerned can be connected to an existing sewerage scheme, or
- (d) The house served by the DWWTS concerned is under construction or has been constructed within the previous 7 years, or
- (e) A grant for the improvement of the DWWTS that serves the house concerned has been paid within the previous 7 years, or
- (f) The improvement works are not completed satisfactorily in their entirety as detailed in their proposal, or
- (g) The house served by the DWWTS concerned has not been registered with protectourwater.ie by the prescribed date (see below), or
- (h) The house served by the DWWTS concerned is not situated in a Prioritised Area for Action.
- (i) An application has been received in respect of the same DWWTS, under any other grant scheme for DWWTS under the MARWP 2019-2021.

Planning Permission

Planning Exemptions may apply under Section 4(1)(h) of the Planning and Development Act 2000 (hereinafter known as the "Act") for an existing DWWTS where the works are for the purpose of maintaining or improving the system.

However, where there is any uncertainty as to what, in any particular case, is or is not considered to be development, or is or is not exempted development within the meaning of the Act, any person can request in writing a declaration on that question, from their relevant planning authority (local authority) under Section 5 of the Act.

4. Prescribed date

The owner of the DWWTS must have, by the prescribed date of 1 February 2013, applied to have the treatment system entered in the register of DWWTS systems maintained in accordance with Section 70B(2) of the Water Services Act 2007 (as amended).

or

The owner of a DWWTS, constructed or installed after 1 February 2013, must have applied to have the treatment system entered in the register of such systems within 90 days of connection of the premises to the DWWTS, in accordance with Regulation 3 of the Domestic Waste Water Treatment Systems (Registration) (Amendment) Regulations 2013 (No. 180 of 2013).

5. Approved cost

For the purposes of this grant scheme, approved cost means the actual cost of remediation, repair or upgrading works to, or replacement of a DWWTS (including site assessment if required), or the costs estimated by the housing authority to be the reasonable costs of carrying out such works, whichever is the lesser.

6. Proposal of works and receipts

Each application for approval of grant aid must be accompanied by a detailed proposal prepared by a competent person to upgrade the works to the EPA CoP standards, and having due regard to its recommendations on existing on-site DWWTS that pre-date the CoP.

Each claim for payment of grant aid must be accompanied by receipts from each tax compliant contractor engaged for the purpose of the stated works. Receipts must include details of the works carried out and the associated costs.

7. Tax clearance requirements

In the case of each contractor engaged to carry out a site assessment (if required), remediation, repair or upgrading works to, or replacement of, a DWWTS, a copy of a current tax clearance certificate issued to the contractor by the Revenue Commissioners must be submitted.

8. Submitting and processing of applications for grant aid

The following procedure will apply to the processing of all applications:

- (a) After receipt of a letter from LAWPRO as per Section 1 above, applications for approval of grant aid should be submitted on *Form DWWTS 2a*, to the housing authority in whose functional area the DWWTS, the subject of the application, is located.
- (b) The application shall include a description of the DWWTS defects and a detailed proposal, prepared by a competent person, to upgrade the works to the EPA Code of Practice standards and having due regard to its recommendations on existing on-site DWWTS.
- (c) The DWWTS that is the subject of the application will then be inspected by the housing authority or its representative to confirm the validity of the application with regard to the scope of works proposed.
- (d) The housing authority will subsequently advise the applicant in writing if the application is deemed eligible (subject to terms and conditions) or ineligible.
- (e) The applicant may proceed with the required works however only works that are included in applications deemed eligible will receive payment of grant aid.
- (f) Applications will be processed as quickly as possible. If assistance in completing the form is required, please contact the relevant housing authority.
- (g) The housing authority reserves the right to make any enquiries it considers necessary, to verify information or supporting documents provided as part of an application for grant aid, and may exclude from consideration for grant aid any applicant who supplies false or misleading information or documents.

9. Processing of claims for grant aid

The following procedure will apply to the processing of all claims for payment:

- (a) Once the works have been completed in accordance with the detailed proposal submitted and certified by a competent person, claims for payment should be submitted on *Form DWWTS 2b*, to the housing authority whose functional area the DWWTS, the subject of the application, is located.
- (b) *Form DWWTS 2b* must be accompanied by all receipts from each contractor engaged for the purpose of the stated works.
- (c) The completed works are subsequently assessed by the housing authority or its representative and the claim for payment will be paid if the scope of works as described in the application form are completed in their entirety and certified by the competent person.

- (d) In cases where the housing authority is not satisfied that the works have been completed in accordance with the detailed proposal submitted or they do not comply with all other terms and conditions, the housing authority will issue a letter to the applicant advising that the claim is ineligible or partially ineligible, noting the relevant reasons.
- (e) Claims will be processed as quickly as possible. If assistance in completing the form is required, please contact the relevant housing authority.
- (f) The housing authority reserves the right to make any enquiries it considers necessary, to verify information or supporting documents provided as part of a claim for grant aid, and may exclude from consideration for grant aid any claimant who supplies false or misleading information or documents.

10. Appeals process

In processing applications under this grant scheme, it is recognised that some applicants may be dissatisfied with the housing authority's decision. Housing authorities will give every applicant an appeal mechanism allowing them to have the decision in their case reviewed by a housing authority official who did not deal with their original application.

The following procedure shall apply to each appeal:

- (a) The dissatisfied applicant is invited to submit a **written appeal** (this may be via email) on any decision notified to them by the housing authority on their application.
- (b) The appeal must be received by the housing authority **within three weeks** of the date of the decision and must state the reasons for the appeal.
- (c) The appeal will be considered by the housing authority and adjudicated upon within four weeks of receipt.
- (d) A decision on the appeal will be notified in writing to the appellant within two weeks of the decision being made.

APPLICATION FORM

Remediation, repair or upgrading works to, or replacement of a Domestic Waste Water Treatment System (DWWTS) in a Prioritised Area of Action where a person has received a letter from the Local Authority Waters Programme Office confirming eligibility to apply for a grant.

- Please read the information notes before completing the application form.
- All questions on the form must be answered and, where specified, supporting documents must be provided. Incomplete forms or, those which are not accompanied by the appropriate documents, will not be processed.
- Work must NOT start before the housing authority or its representative's visit. If work has commenced before that date, your application will not be considered.
- The grant scheme is administered by housing authorities. All matters relating to the day-to-day operation of the grant scheme, including applications and payments, are a matter for the relevant housing authority.
- Any enquiries about the grant should be addressed to the relevant housing authority's Rural Water Programme Liaison Officer.

1. Details of the Applicant	
Name of applicant:	
Address (location of DWWTS):	
EIRCODE (required):	
Daytime telephone no.:	
Email address:	
Reference on letter from LAWPRO:	
2. Details of the DWWTS	
DWWTS registration reference (available from your Registration Certificate):	
3. Checklist to identify defects	
(a) Has the DWWTS been de-sludged within the last year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) Is all surface water/roof water diverted away from the DWWTS?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c) What is the system type?	<input type="checkbox"/> Septic tank <input type="checkbox"/> Secondary <input type="checkbox"/> Tertiary
(d) Has the system been inspected and maintained within the last 2 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(e) What is the infiltration type?	<input type="checkbox"/> Soakaway

Form DWWTS 2a

	<input type="checkbox"/> Percolation area <input type="checkbox"/> Raised percolation area (Mound System) <input type="checkbox"/> Polishing filter <input type="checkbox"/> Pipe to surface water <input type="checkbox"/> Wetland/Reed bed <input type="checkbox"/> Willow bed <input type="checkbox"/> Other (specify on separate sheet)
(f) Is there presence of adverse vegetation (percolation) indicators in the infiltration area such as: <ul style="list-style-type: none"> ▪ wet areas/ponding, ▪ lush grass, ▪ rough lands/rushes, etc. 	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. General description and cost of works to be undertaken, as prepared by a competent person (copy of full proposal must also be attached)	
<div style="text-align: center; font-size: 48px; opacity: 0.1; pointer-events: none;">SAMPLE</div>	
5. Previous payments	
Was any grant paid in respect of this property in the last 7 years? If yes, please provide details: (a) by whom: (b) amount: (c) date paid:	Yes <input type="checkbox"/> No <input type="checkbox"/> (a) (b) € (c)
6. Details of Contractor(s) (copy of Tax Clearance Certificate for each contractor <i>must</i> be provided)	
<i>Contractor 1</i>	<i>Contractor 2 (if applicable)</i>
Contractor name:	Contractor name:
Contractor address:	Contractor address:

Form DWWTS 2a

EIRCODE:	EIRCODE:
7. Declaration	
<p>I hereby declare that the information provided by me on this application form, and all other documentation submitted in support of this application, is correct and true.</p>	
<p>I understand that the provision of any false or misleading information or invalid supporting documentation may result in this application being cancelled.</p>	
Signature of applicant:	_____
Date:	_____

SAMPLE

PAYMENT CLAIM FORM

Remediation, repair or upgrading works to, or replacement of a domestic waste water treatment system in a Prioritised Area of Action where a person has been approved by a housing authority for a grant.

- Please read the information notes before completing the claim form.
- All questions on the form must be answered and, where specified, supporting documents must be provided. Incomplete forms or, those which are not accompanied by the appropriate documents, will not be processed.
- Work must NOT have started before the housing authority or its representative's initial visit. If work commenced before that date, your claim will not be considered.
- The grant scheme is administered by housing authorities. All matters relating to the day-to-day operation of the grant scheme, including applications and payments, are a matter for the relevant housing authority.
- Any enquiries about the grant should be addressed to the relevant housing authority's Rural Water Programme Liaison Officer.

1. Details of the Applicant

Name of applicant:	
Address (location of DWWTS):	
EIRCODE (required):	
Daytime telephone no.:	
Email address:	
PPSN:	

2. Details of the DWWTS

DWWTS registration reference (available from your Registration Certificate):	
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3. General description and cost of works undertaken, as detailed by a competent person (itemised receipt(s) must be provided for all works completed)

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Form DWWTS 2b

4. Details of Contractor(s) (copy of Tax Clearance Certificate for each contractor <i>must</i> be provided if different from the contractor listed on the application form)	
<i>Contractor 1</i>	<i>Contractor 2 (if applicable)</i>
Contractor name:	Contractor name:
Contractor address:	Contractor address:
EIRCODE:	EIRCODE:
5. Declaration	
<p>I declare that the information provided by me on this claim form, and all other documentation submitted in support of this claim, is correct and true.</p> <p>I understand that the provision of any false or misleading information or invalid supporting documentation may result in this claim for payment being cancelled.</p> <p>Signature of claimant: _____</p> <p>Date: _____</p>	