



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

Domestic Waste Water Treatment Systems Grant for Houses in Prioritised Areas for Action

Terms and Conditions

2023

Prepared by the Department of
Housing, Local Government and Heritage
gov.ie

Housing (Domestic Waste Water Treatment Systems Grant for Prioritised Areas For Action) Regulations 2023 (S.I. No. 563 of 2023)

- 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 not accompanied by the appropriate documents, will not be processed.
- Work must NOT start before the local authority or its representative's visit. If work has started before that date, your application will not be considered.
- The grant scheme is administered by local authorities. Any enquiries should be addressed to the Rural Water Liaison Officer in the local authority.
- All forms to be used can be obtained from the local authority, who will provide assistance with completing them if required.
- The local authority reserves the right to make any necessary enquiries to verify information or for clarification of supporting documents provided with a grant application. An application that includes false or misleading information or documents will not be approved for a grant.

1 Purpose of Grant

The grant was 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 grant is available to assist with the costs of the works for the remediation, repair, upgrade or replacement of a domestic waste water treatment system (DWWTS) serving a house. It must be situated in a Prioritised Area for Action in accordance with the RBMP, and the applicant must have received a letter from the

Local Authority Waters Programme Office (LAWPRO)¹ on behalf of the local authority, confirming eligibility to apply for a grant.

All works must be in accordance with the EPA 2021 Code of Practice for Domestic Waste Water Treatment Systems².

Important: Costs incurred for the routine maintenance, servicing or de-sludging of a DWWTS do not qualify for a grant.

2 Level of Grant

The level of grant available is 85% of the approved cost of the works, subject to a maximum of €12,000. The minimum expenditure on eligible works required to process the application is €750.

3 Eligibility

In order to qualify for the grant, the house served by the DWWTS must, in the opinion of the local authority:

- (a) be occupied by the applicant as their primary place of residence (e.g. not a holiday home),
- (b) not be connected to a public sewerage scheme,
- (c) not be currently under construction or constructed within the last 7 years,
- (d) not have been paid a grant for the DWWTS within the last 7 years,
- (e) have all works completed satisfactorily as detailed in the proposal, and
- (f) be situated in a Prioritised Area for Action.

¹ <https://lawaters.ie/priority-areas-for-action/>

² <https://www.epa.ie/publications/compliance--enforcement/waste-water/2021-code-of-practice-for-domestic-waste-water-treatment-systems.php>

Planning Permission

Planning Exemptions may apply under Section 4(1)(h) of the Planning and Development Act 2000 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 a particular case, is considered to be development or exempted development within the meaning of the above Act, an applicant can check with their planning authority (local authority) under Section 5 of the Act.

4 Approved Cost

For the purposes of this grant scheme, approved cost means the lesser of:

- the actual cost of the works for the remediation, repair, upgrade , or replacement of a DWWTS (including site assessment if required),
or
- the costs assessed by the local authority to be the reasonable costs of carrying out the works.

5 Tax Clearance Requirements

The current tax clearance status of the contractor(s) must be confirmed to the satisfaction of the local authority.

Proposal of works

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

In respect of each contractor, the applicant should include with their application form:

- the Tax Clearance Access Number (TCAN) and Tax Reference Number issued to the contractor by the Revenue Commissioners;
- or
- an up to date Revenue On-Line Service (ROS) printout of an eTax Clearance Certificate provided by the contractor.

Where the tax clearance status of the contractor cannot be established at the time the grant application is being assessed, then the local authority must refuse the application for grant assistance.

6 Submitting and Processing of Grant Applications

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

- (a) When a letter from LAWPRO is received confirming eligibility to apply for a grant, application form DWWTS PAA (a) for grant approval can be submitted to the local authority.
- (b) The application must include a description of the DWWTS defects and a detailed proposal, prepared by a competent person, to upgrade the system to the EPA Code of Practice standards.
- (c) The DWWTS will then be inspected by the local authority or its representative to confirm the validity of the application with regard to the scope of works proposed.
- (d) The local authority will subsequently advise the applicant in writing if the application is approved.
- (e) The applicant may then proceed with the required works. Only works that are included in approved applications will be considered for grant payment.

7 Submitting Grant Payment Claims

When the works are completed, in accordance with the detailed proposal submitted and certified by a competent person, the applicant submits a grant payment claim on

Form DWWTS PAA (b) directly to the local authority. This must be done within six months of the completion of the works. The grant payment claim form must be accompanied by an itemised list of associated costs of the works carried out and all receipts from each contractor engaged.

8 Processing Grant Payment Claims

The following procedures will apply to processing grant payment claims:

- (a) The local authority verifies that the claim is valid and that all necessary documentation is included.
- (b) The local authority or its representative will check that the scope of works is completed in accordance with the detailed proposal submitted in the application form, is certified by the competent person and that all other terms and conditions have been complied with.
- (c) The local authority notifies the applicant in writing of the decision that the claim is successful and payment is issued.
- (d) Where payment of the grant is refused or part-refused, the local authority notifies the applicant in writing of the decision, clearly setting out the details of the reason for the refusal and advising the applicant of their right to appeal.

9 Appeals Process

Local authorities will give an applicant the right to appeal if they are dissatisfied with the decision made.

When an applicant wishes to appeal a local authority decision to refuse payment or part-payment of a grant, the following procedure will apply:

1. The appeal must be made in writing (can be via email) to the local authority, within three weeks of the date of the decision letter to the applicant and clearly set out the reasons for the appeal.

2. A decision on the appeal will be made within four weeks by an officer in the local authority who did not deal with the original application.
3. The appeal decision will be sent in writing within five working days of the decision.

10 Appendices

10.1 FORM DWWTS PAA (a) Application Form

APPLICATION FORM	
<p>Works for the remediation, repair, upgrade or replacement of a Domestic Waste Water Treatment System (DWWTS) in a Prioritised Area for Action, where a person has received a letter from the Local Authority Water Programme Office (LAWPRO) confirming eligibility to apply for a grant.</p>	
<ul style="list-style-type: none">• 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 <u>not</u> be processed.• Work must NOT start before the local authority or its representative's visit. If work has started before that date, the application will not be considered.• The grant scheme is administered by local authorities. Any enquiries should be addressed to the local authority's Rural Water Liaison Officer.• All forms to be used can be obtained from the local authority, who will provide assistance with completing them, if required.• The local authority reserves the right to make any necessary enquiries to verify information or for clarification of supporting documents provided with a grant application, and will exclude from consideration for a grant any applicant who supplies false or misleading information or documents.	

1. Details of the Applicant	
Name of applicant (in block capitals):	
Address (location of DWWTS):	
EIRCODE (required):	
Daytime telephone no:	
E-mail address:	
Reference on letter from LAWPRO:	

2. 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 <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"/>

3. General description and cost of works to be undertaken, as prepared by a competent person (copy of full proposal must also be attached)

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4. Previous payments

Was any grant paid in respect of this DWWTS in the last 7 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		
• amount:	€	
• date paid:		

5. Details of Contractor(s) (e-Tax Clearance printout for each contractor must be provided)

Contractor 1	Contractor 2 (if applicable)
Contractor name:	Contractor name:
Contractor address:	Contractor address:
EIRCODE:	EIRCODE:

6. Declaration

I declare that the information provided by me on this application form is correct and I understand that the provision of any false or misleading information or invalid supporting documents may result in this claim being cancelled.

Signature of applicant: _____

Date: _____

CHECK LIST

Please ensure that the following documentation is included with your claim for payment of a grant:

- Itemised receipts for all work(s) carried out,
- Proposal of works included
- e-Tax Clearance printout for each contractor engaged.

PLEASE SUBMIT THE FULLY COMPLETED FORM DWWTS PAA (a) AND SUPPORTING DOCUMENTATION TO YOUR LOCAL AUTHORITY OFFICE

10.2 FORM DWWTS PAA (b) Payment Claim Form

GRANT PAYMENT CLAIM FORM

Works for the remediation, repair, upgrade or replacement of Domestic Waste Water Treatment System (DWWTs) in a Prioritised Area for Action, where a person has been approved by a local 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 local authority or its representative's initial visit. If work started before that date, the claim will not be considered.
- The grant scheme is administered by local authorities. Any enquiries should be addressed to the local authority's Rural Water Liaison Officer.
- All forms to be used can be obtained from the local authority, who will provide assistance with completing them, if required.
- The local authority reserves the right to make any necessary enquiries to verify information or for clarification of supporting documents provided with a grant application. An application that includes false or misleading information or documents will not be approved for a grant.

1. Details of the Applicant

Name of applicant (in block capitals):	
Address (location of DWWTs):	
EIRCODE (required):	
Daytime telephone no:	
E-mail address:	

2. General description and cost of works carried out, as detailed by a competent person (itemised receipt(s) must be provided when the works are completed)

3. Details of Contractor(s) (e-Tax Clearance Certificate printout for each contractor *must* be provided if different from the contractor listed on the application form)

Contractor 1	Contractor 2 (if applicable)
Contractor name:	Contractor name:
Contractor address:	Contractor address:
EIRCODE:	EIRCODE:

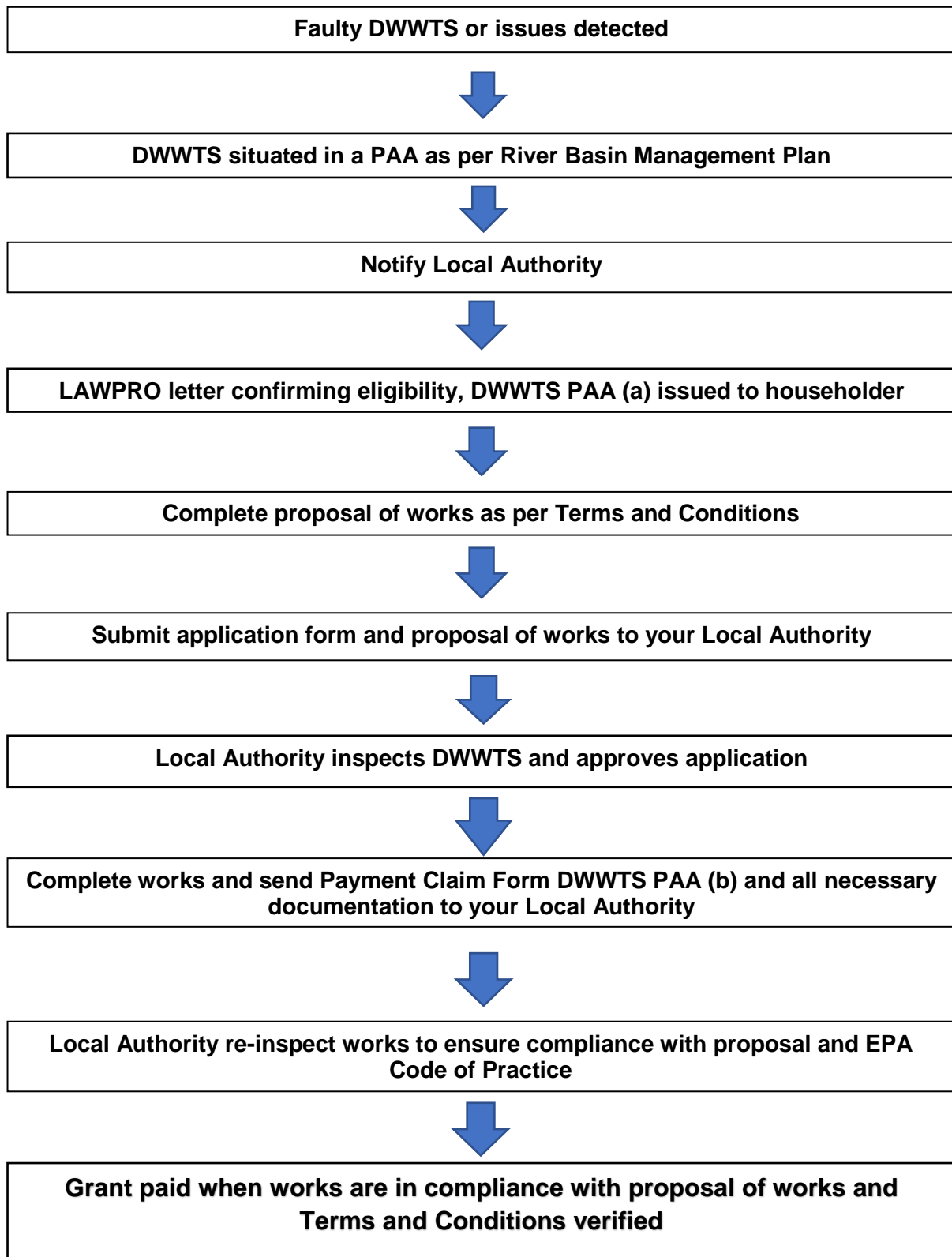
4. Declaration

I declare that the information provided by me on this grant payment claim form is correct and I understand that the provision of any false or misleading information or invalid supporting documents may result in this claim being cancelled.

Signature of claimant: _____

Date: _____

10.3 Domestic Waste Water Treatment Systems Grant Prioritised Areas for Action Application Process Flow Chart



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The Department of
Housing, Local Government and Heritage



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