



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

Domestic Waste Water Treatment Systems Grant under the National Inspection Plan

Terms and Conditions

2023

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

Housing (Domestic Waste Water Treatment Systems Grant under the National Inspection Plan) Regulations 2023 (S.I. No. 562 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.
- 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

This grant is available to assist with the costs of works for the remediation, repair, upgrade, or replacement of a domestic waste water treatment system (DWWTS) serving a house. The works must arise directly from an inspection carried out under the National Inspection Plan, and the subsequent issue of an Advisory Notice to the householder by the local authority. Part 4A of the Water Services Act 2007 (as inserted under the Water Services (Amendment) Act 2012) refers.

All works must be in accordance with the EPA 2021 Code of Practice for Domestic Waste Water Treatment Systems¹.

¹ <https://www.epa.ie/publications/compliance--enforcement/waste-water/2021-code-of-practice-for-domestic-waste-water-treatment-systems.php>

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. There is no minimum value in respect of costs.

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, and
- e) have all works completed satisfactorily in accordance with the Advisory Notice.

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.

In addition there is a specific exemption under the **Planning and Development (Amendment) Regulations 2013 (S.I. 219 of 2013)** for the carrying out of development consisting of remedial works, in compliance with an advisory notice issued under section 70H(5) of the Water Services Act 2007 as amended.

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 should 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.

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, the local authority must refuse the application for grant assistance.

6 Submitting Grant Payment Claims

When the works are completed, an applicant submits a grant payment claim on Form DWWTS NIP (a) 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.

7 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 Advisory Notice and that all other eligibility criteria have been met.
- (c) The local authority notifies the applicant in writing of the decision that the application 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.

8 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.

9 Appendices

9.1 FORM DWWTS NIP (a) Grant Payment Claim Form

GRANT PAYMENT CLAIM FORM	
Works for the remediation, repair, upgrade or replacement of a Domestic Waste Water Treatment System (DWWTS), related to an inspection under the National Inspection Plan.	
<ul style="list-style-type: none">• 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 <u>not</u> be processed.• 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. Details of the DWWTS	
Date inspection carried out:	
Advisory Notice reference number:	
Date of local authority Notice of Compliance:	

3. General description and cost of works carried out (Itemised receipt(s) must be provided when the works are completed):

EXAMPLE

4. 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:

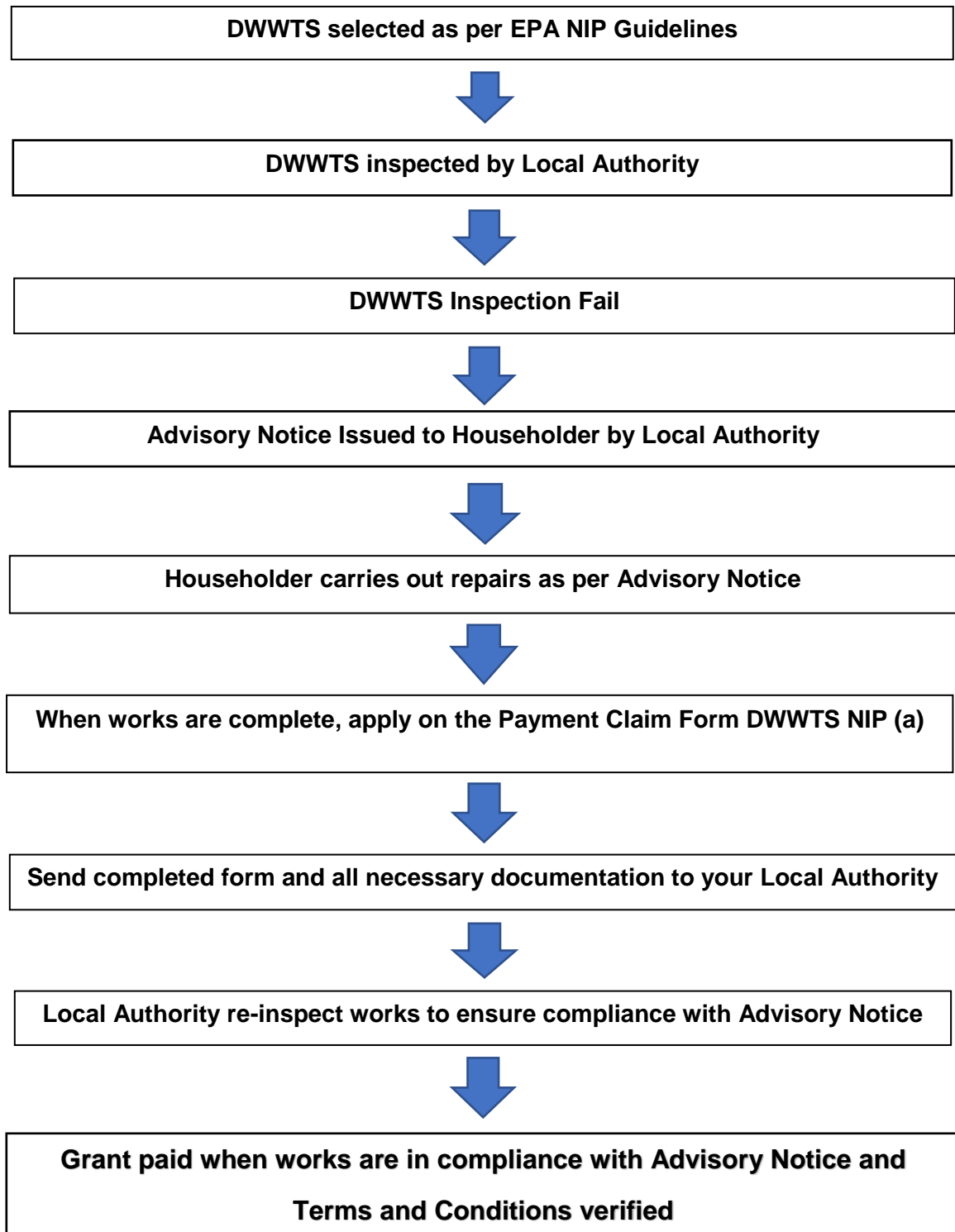
5. Declaration

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: _____

9.2 Domestic Waste Water Treatment Systems Grant NIP Application Process Flow Chart



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The Department of
Housing, Local Government and Heritage



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