

Public Lighting TIC SOP

The Taking In Charge of a new public lighting scheme is the process whereby **The Developer** shall satisfy **Cork City Council** that the layout and lighting levels conforms to the EN:13201 and the Cork City Council's Public lighting Design Guidelines Document, NSAI National Rules for Electrical Installations (IS 10101), relevant ESB standards and is in line with the lighting design that was approved during the planning process.

The Developer wishing to have a public lighting scheme taken in charge for both energy and maintenance shall complete the latest version of the Taking in Charge Form (Rev_C in 2026) and submit it to Cork City Council's Planning Department.

The Take in Charge form is available in Appendix 9 at the rear of Cork City Council's Public lighting Design Guidelines Document, or through the link below.

www.corkcity.ie/media/oiwfb20c/pl-taking-in-charge-form_rev_c-copy.pdf

All sections of the Taking In Charge form need to be completed, the taking in charge form will be returned to the developer to complete any missing fields. The taking in charge process **will not** begin until **all** fields of this document are filled in and the information bulleted below has been submitted to Cork City Council's planning section:

- Public Lighting Design Calculations Report (in lighting reality)
- As Built Drawing (indicating pillar / column / chamber locations, ducting routes, and cable circuit routes)
- Electrical Completion Cert (signed by qualified electrician)
- Electrical Test Record Sheets (for each pillar, completed and signed by qualified electrician)
- A copy of the latest energy bill for the exterior lighting (in the last two months) showing that payment has been completed up to date of application for taking in charge.
- Equipment Datasheets (lanterns, columns, photocells, pillars, ducting, chambers and cable)
- Copy of agreement outlining the transfer of collateral warranty to Cork City Council for both Lanterns and Photocells
- Wayleave - marked up drawing outlining wayleave route or area.
- Nonstandard structural details and calc as required (drawings, calculations, and datasheets of any non-standard items within the installation).

The Cork City Council's Public Lighting Department endeavours to undertake an inspection of an exterior lighting scheme following receipt of a correctly completed request for Take in Charge of an exterior lighting schemes **within eight weeks**.

On completion of the inspection which will typically be undertaken by either City Council staff or public lighting maintenance contractor staff (or another electrically competent agent of Cork City Council), a snagging list shall be compiled of outstanding issues. The snagging report will be issued by CCC's planning department to the relevant parties in the form of a snagging report for rectification.

When the developer confirms that the snagging list has been completed, is signed by the developer (or their agent) and the signed copy is returned to the CCC's planning department, CCC's PI department will organise follow up inspection will be undertaken by either City Council staff or public lighting maintenance contractor staff (or another electrically competent agent of Cork City Council).

In the event that the snagging list has not been completed to the satisfaction of the Cork City Council's Public Lighting Department, the developer shall be informed. Should further intrusive inspections be required, Cork City Council reserves the right to charge the inspection cost to the developer, to be paid prior to commencement of the inspection. This shall be charged at the discretion of the Cork City Council's Public Lighting Department at a rate of not less than **€250 Excl VAT per inspection**. Inspections requiring significant time and resources may be charged at a higher rate at the discretion of Cork City Council.

When satisfied the public lighting installation is up to the required Cork City Council standard, the Public Lighting Department will sign off the installation for taking in charge. However, the Public Lighting Department will not be taking over the maintenance of or paying the energy for the public lighting installation until such time as the estate has been approved for taking in charge by the council via a motion at an appropriate council meeting. Cork City Council's Public Lighting Department will not take in charge the public lighting within an estate if the roads within the estate are not being taken in charge.

When an estate is approved for taking in charge by Council then CCC's public lighting department will make a request to the energy supplier to transfer the MPRN's related to the installation to the Cork City Council's energy GMPN.