

### 1. How do I apply for a Branch Connection?

You must complete an application form for a Branch Connection.  
You must also complete an application form for a Road Opening Licence.  
These forms can be obtained from:

- a) Cork City Council website  
[www.corkcity.ie](http://www.corkcity.ie)
- b) Water Service Section  
Tel: 021 4924178
- c) Reception Desk  
City Hall  
Cork.

### 2. Is there a cost for a Branch Connection?

Yes. Each Branch Connection is priced individually. Each quotation includes the cost of installing the Branch Connection and for the provision of Tee, Valve, Valve Cover and the necessary fittings to the Cork City Council's main. If your quotation includes an aqua master meter a refundable fee of €2,000 will be included in the quote. This fee is fully refundable when a certificate of commission is provided to the Water Services Section, City Hall, Cork. It is important to note that each quotation is valid for a period of 3 months. If this date has expired a revised quotation may be required.

### 3. What work do I need to do?

It is your responsibility to expose the water mains prior to the arrival of Cork City Council staff. It is important to note that a Branch Connection will not be carried out until the internal private mains are tested and passed by the Water Department.

### 4. Are there any other additional charges that may occur?

A Road Opening Licence will be required for all excavations of the public ground. There is an additional charge for this. The guidelines for obtaining a Road Opening Licence are attached.

Please also note that all non-domestic connections must be metered. A Map indicating the location of the proposed meter (scale 1:1000) must be returned with your application. The cost of the supply and installation of meter, meter frame and cover is as follows:

### 4. Contd.

Working Hours	1/2" & 3/4"	1"	2"
Mon-Thurs 9am-5pm Friday 9am-3.30pm	Per quotation	Per quotation	Per quotation
Outside the above hours	Per Quotation		

### 5. How do I find out the location of the water mains?

You can arrange an appointment to view the record drawings by contacting our technician at Tel: 021 - 4924290.

### 6. What happens when I complete the application form?

You can return the completed application form for a Branch Connection, the relevant application form for a Road Opening Licence and the fees to the Reception Desk, City Hall or post to the Water Services Section, City Hall, Cork. Your application form for a Branch Connection will be passed to the Executive Engineer, Water who will contact you with a quotation for the Branch Connection. Once payment has been made, your application form for a Road Opening Licence will be forwarded to the Roads Control Division who will advise you of the procedure in obtaining a Road Opening Licence. Work will not be carried out unless a Road Opening Licence has been obtained.

**NOTE:** Your application form for a Branch Connection will not be accepted unless an application for a Road Opening Licence is attached.

**IMPORTANT** Completed Forms and fees must be lodged at least 3 weeks before the works are required. Applications that require a road excavation of 5m<sup>2</sup> and over must be lodged at least 8 weeks before the works are required.

## ***7. How will I know when the work will commence?***

Once you have obtained a Road Opening Licence, you will receive written confirmation from the Water Services Section of the date of when the mains test will be carried out and subsequently you will be contacted with a date & time of when the Branch Water Connection will be carried out.

## ***8. What happens when the Branch Connection is completed?***

It is your responsibility to permanently reinstate the road that was excavated to the satisfaction of Cork City Council. In the case of an aqua master meter the €2,000 fee will be refunded once the certificate of commissioning has been forwarded to the Water Services Section, City Hall, Cork.

### ***Useful Telephone Numbers***

Water Service Section  
City Hall  
Cork  
Tel: 021 4924178

Water Services Technicians Office  
City Hall  
Cork  
Tel: 021 4924290

Roads Control Division  
City Hall  
Cork  
021 4924277

Planning Department  
City Hall  
Cork  
021 4924086



**COMHAIRLE  
CATHRACH CHORCAÍ  
CORK CITY COUNCIL**

# **GUIDE TO BRANCH CONNECTION**

**City Hall, Cork.  
Website : [www.corkcity.ie](http://www.corkcity.ie)**