Draft for Consultation

National Inspection Plan for Domestic Waste Water Treatment Systems 2027-2031

Environmental Protection Agency
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Summary

The National Inspection Plan for domestic waste water treatment systems is prepared by the Environmental Protection Agency (EPA) and implemented by local authorities in accordance with the Water Services Act 2007 (as amended). This document is the proposed fifth iteration of the National Inspection Plan and covers the period 2027-2031. It has been issued following a review of the 2022-2026 plan.

The plan sets out requirements for:

- minimum inspection numbers;
- risk-based allocation of inspections;
- selection of sites at local level;
- enforcement of advisory notices; and
- public engagement activities.

This plan is implemented by local authorities with support by the EPA. The EPA will report on the implementation of the plan annually.

1. Introduction

The Water Services Act 2007 (as amended)[1] requires the Environmental Protection Agency (EPA) to produce a National Inspection Plan for domestic waste water treatment systems (DWWTS), commonly referred to as septic tank systems. With almost 500,000 DWWTS in operation in Ireland, the purpose of the plan is to direct inspections of DWWTS that are considered a risk to human health and water quality. This document is the proposed fifth plan and covers the period 2027 to 2031. It sets out the background, minimum inspection targets, risk-based allocation of inspections, requirements for enforcement of advisory notices and for engagement to promote broader compliance and public awareness. The National Inspection Plan is implemented by local authorities (referred to in legislation as Water Services Authorities) who conduct the inspections and engagement activities, under the supervision and with the support of the EPA.

2. Background

2.1 Requirement for making and reviewing a plan

The requirement for making a national inspection plan is set out in Section 70K of the Water Services Act (as amended). In making a national inspection plan, the EPA must have regard to:

a) *relevant risks or potential risks to human health or the environment, and, in particular*
    (i) risks to water, air or soil, or to plants and animals,
    (ii) nuisances through noise or odours, and,
    (iii) risks to the countryside or places of special interest,
b) *relevant available information in relation to specific types and locations of domestic waste water treatment systems,*
c) *appropriate and specific qualitative and quantitative criteria, targets and indicators for inspections, and*
d) *any incidental or ancillary matters or such matters as may be prescribed by the Minister.*

[1] Water Services (Amendment) Act 2012

The EPA must review the National Inspection Plan at least every five years and make revisions if necessary.

It is the function of each local authority to:

> *…take necessary measures to implement…the National Inspection Plan, including arranging for inspections…to be carried out within its functional area, as provided for in the plan.*

2.2 Scope

The National Inspection Plan is based on a two-strand approach (Figure 1). Strand 1 focuses on inspections carried out by local authority DWWTS inspectors to determine if DWWTS are operating satisfactorily and being adequately maintained. Where problems are identified during inspection, the local authority issues the homeowner with an advisory notice requiring remedial works to be completed. Strand 2 focuses on engagement to ensure homeowners with DWWTS know how to operate and maintain systems correctly and increase understanding of the risks to human health and water quality from poorly operated and maintained systems.

There are a number of other interventions related to DWWTS including: grant schemes; interventions in priority areas and high-status catchments under the national river basin management plan; planning control; building control; and construction products control and related standards. These are outside the scope of the National Inspection Plan.

Figure 1: The building blocks of the plan.

2.3 Previous inspection plans

The EPA prepared the first National Inspection Plan in 2013 covering 2013-2014. The plan required local authorities to undertake a minimum of 1,000 inspections each year across the country. The EPA developed a risk-based methodology to assist local authorities with the selection of locations for inspections. The methodology took into account the potential risks posed by DWWTS to human health and water quality. Each subsequent plan has built upon this risk-based methodology.

The second plan (2015-2017) contained some minor changes to the risk maps used for site selection as additional environmental data had become available. The third plan (2018-2021) involved updating the risk-based methodology to take into account additional information gathered on water quality during the preparation of the 2018-2021 national river basin management plan. Inspections were also allocated based on different risk zones. The fourth plan (2022-2026) increased the minimum number of inspections from 1,000 to 1,200 and the number of risk zones was consolidated to three separate zones: Risk Zone 1 - increased risk to the environment, Risk Zone 2 - increased risk to human health and Risk Zone 3 - all areas outside of risk zone 1 and 2.

These plans are available on the EPA website together with the annual inspection reports published for the preceding five years.

The fifth national inspection plan (2027-2031) retains the three risk zones from the previous plan and increases the minimum number of inspections from 1,200 to 1,400 per annum, on a phased basis. The extra inspections are allocated to Risk Zone 3 to facilitate local authority inspectors to complete inspections where there is information available that identifies an increased risk to human health or the environment. Updated Water Framework Directive pressures data has also been used in allocating inspection numbers.

2.4 Review and revision process

The EPA met with external stakeholders during February-June 2026 to provide an overview of the review process and seek views. These organisations were:

- Department of Housing, Local Government and Heritage;
- River Basin Management Service (formerly Local Authority Waters Programme);

- Network for Ireland's Environmental Compliance and Enforcement (Steering Committee and Septic Tank Inspectors Network);
- The Water Forum;
- Irish Environmental Network; and
- Internal stakeholder teams within the EPA.

The EPA gathered and analysed information on the operation of the 2022-2026 National Inspection Plan and prepared a review document that reports on the 2022-2026 plan. The review document made twelve recommendations that have informed the preparation of the 2027-2031 plan. This is available on the EPA website for information. The draft National Inspection Plan 2027-2031 is available for public consultation from 11/09/2026 to 09/10/2026.

While the plan is for the five years from 2027 to 2031, it may be reviewed by the EPA at any time if there is significant reason to do so.

3. Responsibilities and implementation

3.1 Homeowners

Homeowners with DWWTS are required by law to:

- register their DWWTS on the 'Protect Our Water' portal [2] which is the registration service operated on behalf of local authorities;
- ensure their DWWTS is not a risk to human health or the environment and complies with regulations;
- not impede DWWTS inspectors; and
- comply with an advisory notice if the DWWTS fails inspection.

Further information on the inspection process is available on the EPA website [3] and by contacting your relevant local authority.

[2] Protect Our Water - Protectourwater.ie
[3] EPA - Domestic Waste Water

3.2 Local authorities

Local authorities are responsible for the implementation of this National Inspection Plan at local level. This includes:

- selecting sites for inspection and completing the minimum inspection allocations for each risk zone, in accordance with this plan;
- ensuring inspections are carried out in accordance with national legislation and the guidance set out in this plan;
- following up on advisory notices including engagement and prosecution where warranted; and
- completing public engagement activities in accordance with this plan.

Local authorities should conduct additional inspections above minimum requirements where there is evidence that individual DWWTS or clusters of DWWTS, are causing a risk to the environment or public health.

Local authorities have several other responsibilities for DWWTS that are outside the scope of the National Inspection Plan. These include administration of the DWWTS grant schemes, responding to complaints and planning and building control.

3.3 Environmental Protection Agency

The EPA is responsible for producing and reviewing this National Inspection Plan, appointing local authority DWWTS inspectors and supervising local authorities in relation to their functions under the plan. The EPA also:

- monitors implementation and reports annually on the National Inspection Plan [4];
- hosts and provides technical support for the Domestic Waste Water Application computer system used by DWWTS inspectors;
- coordinates the Septic Tank Inspectors Network;
- undertakes public engagement; and
- supports public engagement by local authorities and other stakeholders.

[4] EPA Website – Compliance & Enforcement: Wastewater

3.4 Department of Housing, Local Government and Heritage

The Department of Housing, Local Government and Heritage sets national water policy and strategy and prepares environmental legislation. The Department's website [5] provides information on the grant aid available for remediation of DWWTS.

4. Inspections

4.1 Introduction

The objective of the inspection plan is to reduce the risk to human health and water quality by directly engaging with homeowners to determine if their DWWTS is being correctly operated and maintained. Inspections are targeted in areas where there is greatest risk to human health and water quality from DWWTS. The following core principles underlie the allocation of inspections:

- all areas of the country are covered and are subject to inspection;
- risks to human health (e.g. contamination of household wells or direct exposure to ponded effluent) and the environment (surface and groundwater quality) are considered;
- inspections are prioritised into areas of higher relative risk; and
- the methodology is based on the source-pathway-receptor model.

4.2 Number of inspections

The number of inspections in this plan is set at a minimum of 1,200 inspections in 2027 increasing to 1,400 per annum for the remainder of the plan 2028-2031.

Local authorities should conduct additional inspections above minimum requirements where there is evidence that individual DWWTS or clusters of DWWTS, are causing a risk to the environment or public health.

Local authorities may also carry out increased numbers of inspections under the National Inspection Plan on their own initiative.

[5] Department of Housing, Local Government and Heritage - Domestic waste water treatment systems.

The minimum number of DWWTS inspections per annum does not include inspections in response to complaints, verification inspections to check DWWTS have been fixed or DWWTS work by the River Basin Management Services and in relation to grants in priority areas for action and high-status objective catchments.

4.3 Risk methodology and allocation of inspections

DWWTS installed and maintained in accordance with best practice provide adequate treatment and disposal of waste water. The risks to public health and water quality are minimised by having the correct design, suitable ground conditions and proper operation and maintenance of the system.

The main risks associated with DWWTS if not installed and maintained properly are:

- pollution of waterbodies (rivers/lakes/estuaries etc.) and groundwater; and
- contamination of a drinking water source (including household wells) or ponding of sewage on the ground which can increase people's exposure to contamination.

Figures 2 and 3 below show how discharge from an incorrectly located or poor performing DWWTS can find its way to a river or groundwater that may be used for drinking water.

Figure 2 shows how the discharge moves through thin subsoil and fractures in the rock to reach a drinking water well. The soil and bedrock cannot treat the discharge adequately causing contamination of the drinking water well.

Figure 3 shows that the ground is not able to treat the wastewater as it cannot go down into the soil. This can result in ponding of the wastewater from the DWWTS at the surface which can be a potential threat to human health. There is also the potential in such a situation for the discharge to move overland or in the subsoil and enter a drinking water well by flowing down the outside of the well casing if it has not been properly installed. This can lead to contamination of the drinking water well.

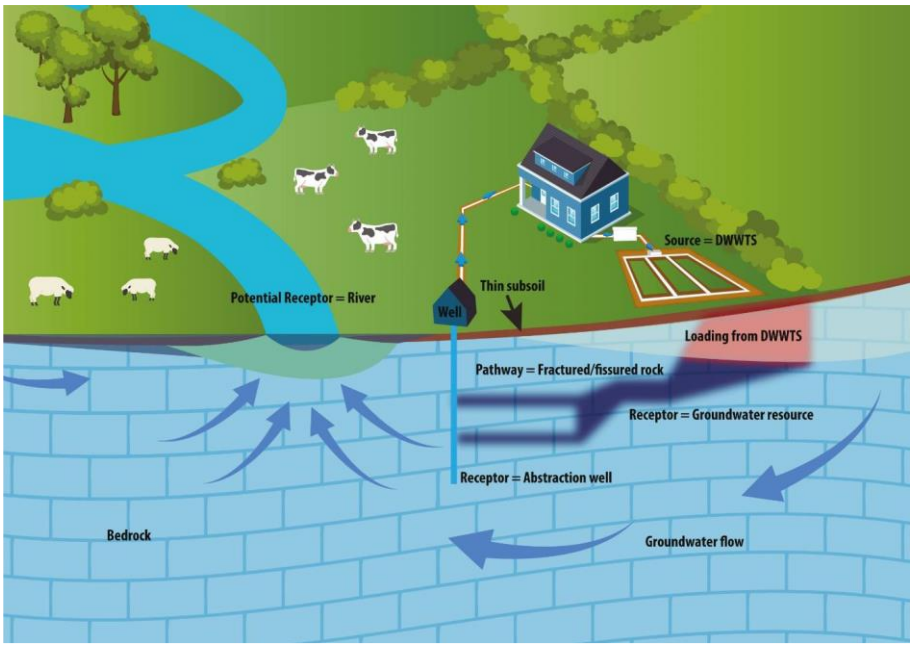


Figure 2: S-P-R model for domestic waste water treatment system with subsurface pathways

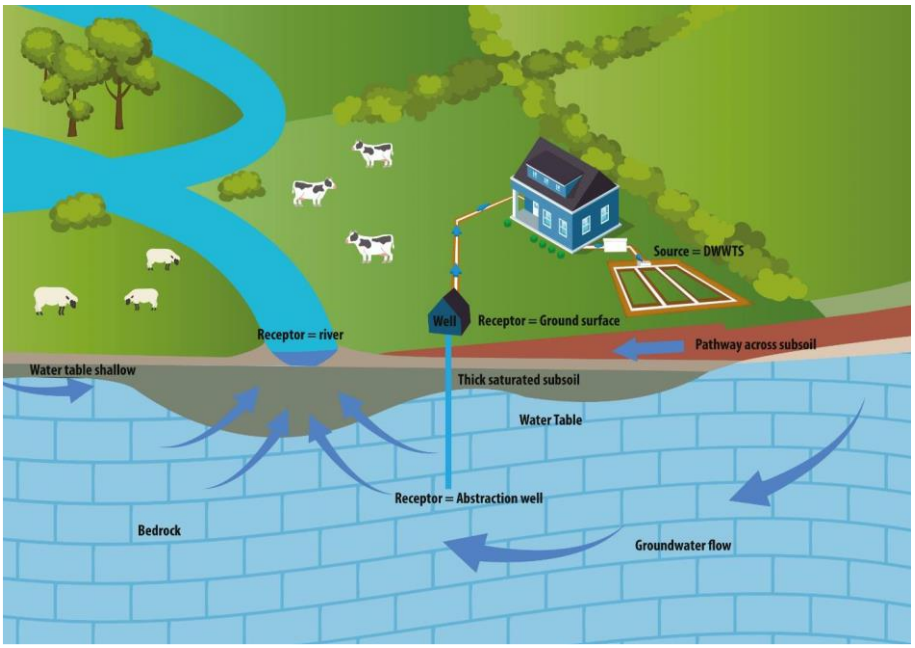


Figure 3: S-P-R model for domestic waste water treatment system with surface pathways

The EPA developed a risk-based methodology in 2013 in conjunction with the Geological Survey of Ireland (GSI) and other experts to assist local authorities in the selection of properties for inspection. The methodology took into account the potential risk posed by

domestic waste water to both human health and the environment in a particular area. Further details are outlined in the EPA publication "A risk-based methodology to assist in the regulation of domestic waste water treatment systems" [6]. The risk assessment method uses the source-pathway-receptor model. The model is based on the concept that for a risk to exist there must be a source of potential pollution, a receptor that may be impacted by that pollution and a pathway by which the pollution can get from the source to the receptor.

This methodology has been refined over previous iterations of the national inspection plan incorporating changes in subsequent iterations of the River Basin Management Plan including the current cycle of the plan referred to as the Water Action Plan 2024. The Water Action Plan 2024 includes a programme of measures aimed at achieving water quality standards required by Water Framework Directive (2000/60/EC) of which the National Inspection Plan is a listed measure.

Since 2015, work has been undertaken by the EPA, in conjunction with stakeholders, to assess the significant pressures that are affecting water bodies and putting them at risk of not meeting the Water Framework Directive (WFD) environmental objective of achieving at least good status. The identification of pressures draws on datasets, GIS layers, and modelling tools, together with input from the River Basin Management Service, local authorities, and member organisations of five Regional Operational Committees. The following information is used to assess if DWWTS are a significant pressure for a water body:

- water quality monitoring (chemical and biological);
- landscape drainage characteristics (soil and bedrock) indicating percolation conditions;
- distribution of housing in areas at high risk of nutrient loss to water; and
- information from inspections and stream walks;

[6] EPA (2013) - A risk-based methodology to assist in the regulation of domestic waste water treatment systems.

The risk-based methodology in this 2027-2031 plan builds on previous National Inspection Plans and aligns with the measures and goals set out in the Water Action Plan 2024 (Figures 4 and 5). The 2027-2031 methodology provides for a minimum of 1,200 inspections per annum in 2027 and 1,400 per annum from 2028-2031, giving total allocations over the five-year period of the plan as follows:

1. 2,500 inspections in areas with higher relative risk to surface waters (Zone 1 on map).
2. 2,500 inspections in areas with higher relative risk to household wells (Zone 2 on map).
3. 1,800 inspections in areas of lower relative risk; any areas outside of the two higher relative risk areas (Zone 3 on map).

This will provide for an additional 1,000 inspections in the proposed plan over the 2022-2026 National Inspection Plan.

Zone 1: Higher relative risk to surface waters: These are areas that do not have public sewage mains and which are within 100m of water bodies where DWWTS have been identified as a pressure on water quality under the Water Action Plan 2024 and associated waterbody characterisation that has taken place. There are approximately 5,600 residential buildings with DWWTS in these areas, with almost 50% of these being inspected over the course of this plan. These focused inspections aim to make significant progress towards the Water Action Plan 2024 goals.

Zone 2: Higher relative risk to private wells: Household wells tend to be at much higher risk of contamination compared to other drinking water supplies. Although DWWTS are not the only source of potential contamination, DWWTS inspections should be targeted at this problem. Areas where there is higher groundwater susceptibility to percolation of wastewater pathogens into groundwater are identified in Figure 5. These are areas with 1m or less of soil or nearby karst features over bedrock aquifers. Public sewage and water supply areas were excluded [7]. There are an estimated 25,000 residential buildings with DWWTS in these areas.

Zone 3: Areas of lower relative risk. This includes all areas outside Zone 1 and Zone 2.

[7] There is insufficient information to exclude areas with group water mains. This is included as a local site selection criteria. This could be a further refinement of the national model if information became available.

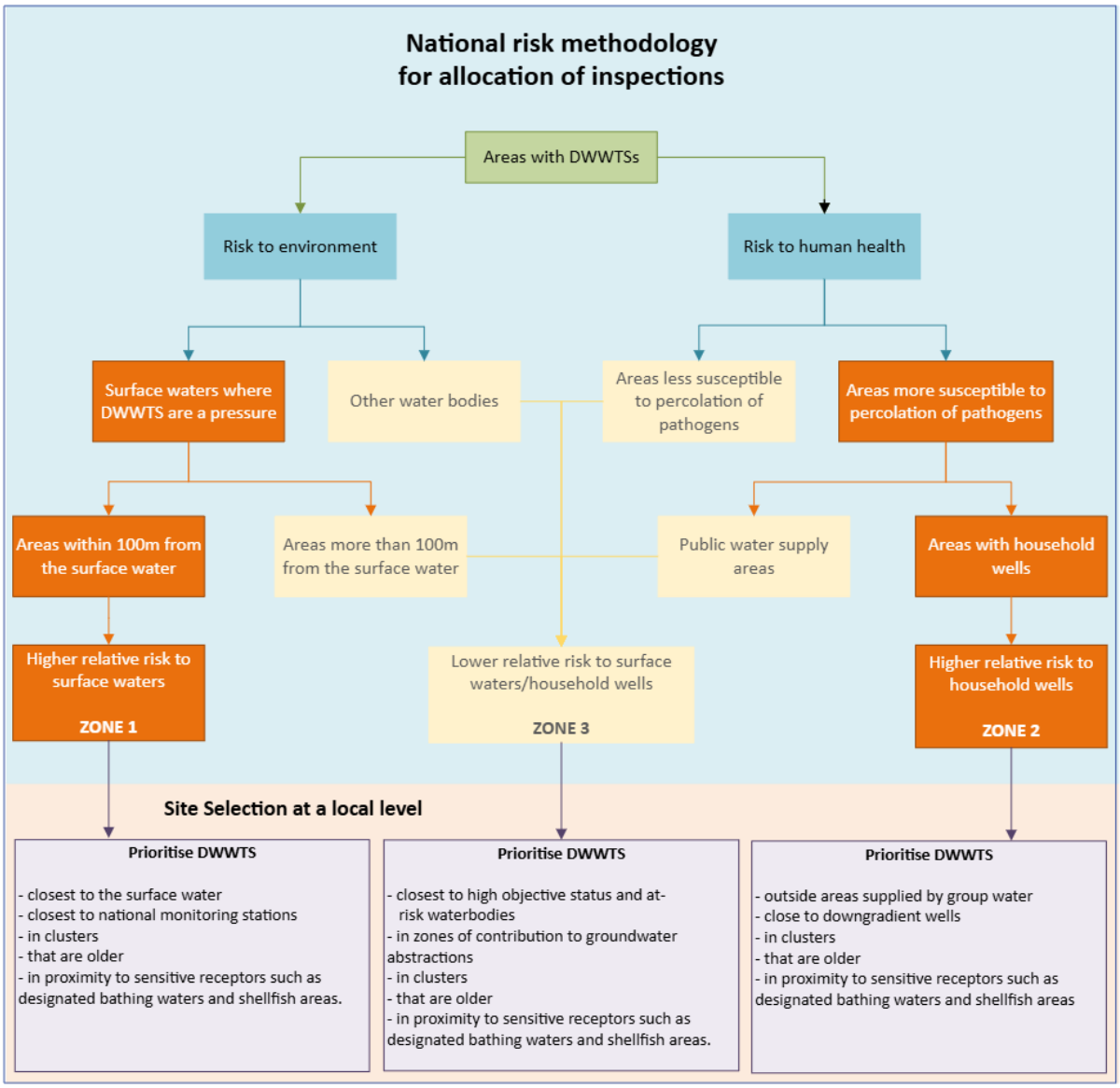


Figure 4: National risk methodology for allocation of inspections and site selection at local level.

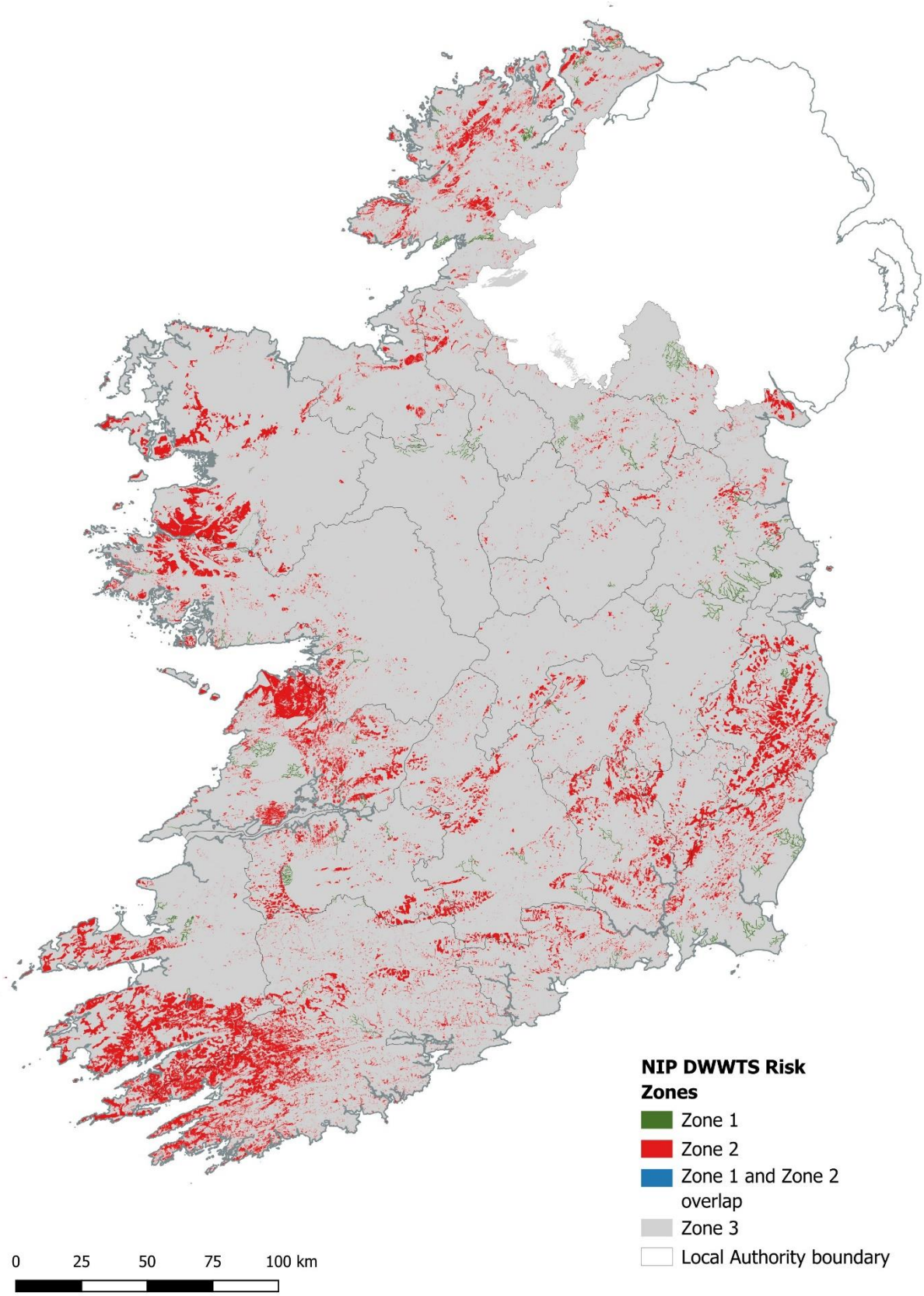


Figure 5: National distribution of risk zones

The allocation of inspections to each local authority is presented in Table 1. Inspection allocations are weighted based on the estimated percentage of residential buildings in each risk zone in each local authority area.

Local authorities must complete their minimum annual allocation of inspections each year as prescribed in this plan. This includes completing the minimum number of inspections distributed across the three risk zones as prescribed. The EPA will monitor inspections completed per zone, and in total, as part of its supervisory role. Local authorities should give greatest priority to areas where Zones 1 and 2 overlap.

In a situation where local authorities have inspected all eligible properties within a risk zone, they can apply in writing to the EPA and subject to approval transfer the remaining inspections to the other higher risk zone - e.g. if all properties in Zone 1 have been inspected the remainder of the allocation for Zone 1 can be completed in Zone 2 and vice versa.

The inspection allocations set out in Table 1 are minimum requirements and, as stated above, local authorities should conduct additional inspections above minimum requirements where there is evidence that individual DWWTS or clusters of DWWTS, are causing a risk to the environment or public health.

Table 1: Allocation of inspections to each local authority

	Inspections 2027-2031				Minimum in 2027	Minimum per annum 2028-2031
	Zone 1	Zone 2	Zone 3	Total		
Carlow	0	85	22	107	19	22
Cavan	70	75	49	194	34	40
Clare	180	215	72	467	87	95
Cork City	0	10	9	19	3	4
Cork County	135	460	198	793	141	163
Donegal	410	55	139	604	108	124
Dun Laoghaire - Rathdown	0	5	5	10	2	2
Fingal	60	0	23	83	15	17
Galway City	0	15	5	20	4	4
Galway County	285	235	161	681	121	140
Kerry	215	110	103	428	76	88
Kildare	75	15	81	171	27	36
Kilkenny	35	190	45	270	50	55
Laois	0	35	36	71	11	15
Leitrim	10	15	27	52	8	11
Limerick	110	150	72	332	60	68
Longford	0	5	27	32	4	7
Louth	0	35	45	80	12	17
Mayo	35	65	99	199	31	42
Meath	230	85	86	401	73	82
Monaghan	125	30	32	187	35	38
Offaly	0	5	36	41	5	9
Roscommon	30	5	49	84	12	18
Sligo	10	15	36	61	9	13
South Dublin	0	15	23	38	6	8
Tipperary	95	55	86	236	40	49
Waterford	25	85	45	155	27	32
Westmeath	5	5	41	51	7	11
Wexford	360	235	99	694	130	141
Wicklow	0	190	49	239	43	49
Total	**2500**	**2500**	**1800**	**6800**	**1200**	**1400**

Note on Table 1: *the minimum inspection numbers in Table 1 have been calculated for this draft document using interim Water Framework Directive pressures data and older water infrastructure GIS data. It is intended that minimum inspection numbers in the final National Inspection Plan 2027-2031 will be calculated using the most up-to-date*

pressures data and public water infrastructure inputs. This may result in slight changes to the minimum inspection allocations for local authorities in the final National Inspection Plan 2027-2031.

4.4 Local site selection by local authorities

The link between the national risk methodology and local site selection is outlined in Figure 4.

The selection of DWWTS for inspection in areas with higher relative risk to surface waters (Zone 1) should further prioritise (where information is available) DWWTS that are:

- closest to the surface waters;
- close to national monitoring stations;
- in clusters;
- older DWWTS; and
- in proximity to sensitive receptors such as designated bathing waters and shellfish areas.

Where these areas intersect with Priority Areas for Action [8], local authorities should liaise with the River Basin Management Service when developing annual inspection plans for their DWWTS work programmes.

The selection of DWWTS for inspection in areas with higher relative risk to household wells (Zone 2) should further prioritise (where information is available) DWWTS that are:

- outside areas supplied by group water schemes;
- close to downgradient wells;
- in clusters;
- older DWWTS; and
- in proximity to sensitive receptors such as designated bathing waters and shellfish areas.

[8] Areas for focused action and collaboration by local authorities, public bodies, and stakeholders as part of implementation of the EU Water Framework Directive in Ireland.

The selection of DWWTS in areas of lower relative risk (Zone 3) should prioritise (where information is available) DWWTS that are:

- closest to high objective status and at-risk waterbodies;
- in zones of contribution to groundwater abstractions;
- in clusters;
- older DWWTS; and
- In proximity to sensitive receptors such as designated bathing waters and shellfish areas.

Local authorities may also use local knowledge such as information on known water pollution. Local authorities should document the application of the site selection methodology and outline the justification for the selection of priority areas and individual sites.

4.5 Inspection process

The inspection process must follow the legal requirements in the Water Services Act 2007 (as amended).

The local authority sends the homeowner a pre-inspection letter at least 10 days in advance of an inspection. Homeowners do not have to be present, but many people prefer to be there to hear about any issues that arise. No access to the house itself is required. The local authority inspector must ensure that their certificate of appointment is in date and have it with them along with their identification should it be requested.

The local authority inspector will check that the DWWTS is not a risk to public health or the environment and complies with the Water Services Acts 2007 and 2012 (Domestic Waste Water Treatment Systems) Regulations 2012 (S.I. No. 223 of 2012). The homeowner will be notified if their DWWTS passes or fails inspection. Should the DWWTS fail inspection, the local authority will issue an advisory notice to the homeowner. The advisory notice is a legal notice that must be complied with by the homeowner and specifies the reasons for the failure, what measures need to be taken to

fix the failures and timeframe for compliance. Additional information on what to expect from an inspection is available on the EPA website [9].

Thoroughness and consistency by local authorities is critical when carrying out inspections and follow-up enforcement. DWWTS inspectors must have completed a two-day course by the Local Authority Services National Training Group and be appointed by the EPA. The EPA coordinates the Septic Tank Inspectors Network as part of the Network for Ireland's Environmental Compliance and Enforcement (NIECE). This is a forum for DWWTS inspectors to meet, exchange information and develop guidance. The following are available to DWWTS inspectors through the Septic Tank Inspectors Network:

- Guidance and templates for different aspects of inspections and follow-up enforcement;
- Enforcement flowchart setting out actions and timelines;
- Information on prosecution of DWWTS failures; and
- guidance on determining risk and equipment for inspections.

Local authorities must ensure inspections are carried out in accordance with the:

- Water Services Act 2007 (as amended) and associated regulations;
- training provided by the Local Authority Services National Training Group;
- *Guidance Manual for the Inspection of Domestic Waste Water Treatment Systems*;
- guidance provided by the Septic Tank Inspectors Network; and
- this plan.

4.6 Enforcement of advisory notices

National Inspection Plan reports published annually by the EPA have highlighted that failure to resolve older cases needs to be addressed as a priority. There has been a slight reduction in the number of advisory notices open greater than two years since 2023 however, further effort and vigilance is needed by local authorities to ensure DWWTS that fail inspection are fixed. Local authorities need to implement an effective

[9] EPA Website - Domestic Waste Water

enforcement system to ensure that DWWTS that fail inspection are fixed. This is an area that requires continued attention and follow-up by local authorities.

The *Guidance Manual for the Inspection of Domestic Waste Water Treatment Systems* provided to DWWTS inspectors as part of the inspector training course sets out typical timeframes for remedial works ranging from 1 to 12 months depending on the seriousness of the issue and scale of works required.

An *Enforcement Flow Chart* (Appendix A) has been provided through the Septic Tank Inspectors Network which sets out the process for follow up on advisory notices by local authorities through engagement and enforcement to ensure they are complied with. This provides for engagement through reminder and warning letters at specific points in the process and legal proceedings in the event of failure to comply. Failure to comply with an advisory notice is a prosecutable offence with a potential fine of up to €5,000.

Local authorities must ensure all advisory notices are followed up, including prosecution where warranted, in accordance with the:

- Water Services Act 2007 (as amended) and associated regulations;
- *Guidance Manual for the Inspection of Domestic Waste Water Treatment Systems*; and
- *Enforcement Flow Chart.*

The EPA monitors the number of advisory notices open greater than two years for each local authority. Local authorities with higher numbers of older advisory notices must report to the EPA quarterly on efforts to close out these advisory notices.

Local authorities must allocate appropriate resources to enforcement of advisory notices and keep records of the engagement and enforcement measures taken in each case.

5. Engagement

Communication and engagement with the public is an essential part of the implementation of the National Inspection Plan. Homeowners need to be aware of how to operate and maintain their DWWTS and the potential health implications if the system

is not correctly operated and maintained. Homeowners need to be provided with information on the measures they can take to protect their health and that of their family, neighbours and the environment.

Local authorities are responsible for on-going communication and engagement with the public at a local level.

Local authorities must undertake engagement activities including:

- articles and advertisements in newspapers or other publications;
- radio interviews and advertisements;
- social media posts;
- maintenance of webpages;
- distribution of leaflets and information packs;
- school visits; and
- stakeholder/public meetings.

The following actions will be progressed through the Network for Ireland's Environmental Compliance and Enforcement (NIECE):

- collate good examples, templates and materials for articles, websites, advertisements; and
- complete DWWTS Inspectors workshops.

The EPA will undertake the following engagement activities:

- publication of a report on septic tank inspections each year;
- maintenance of the EPA webpages with information for householders and professionals;
- respond to queries relating to DWWTS; and
- engagement with national and international stakeholders.

Although outside the scope of the National Inspection Plan, there is significant additional engagement in relation to DWWTS by other stakeholders including:

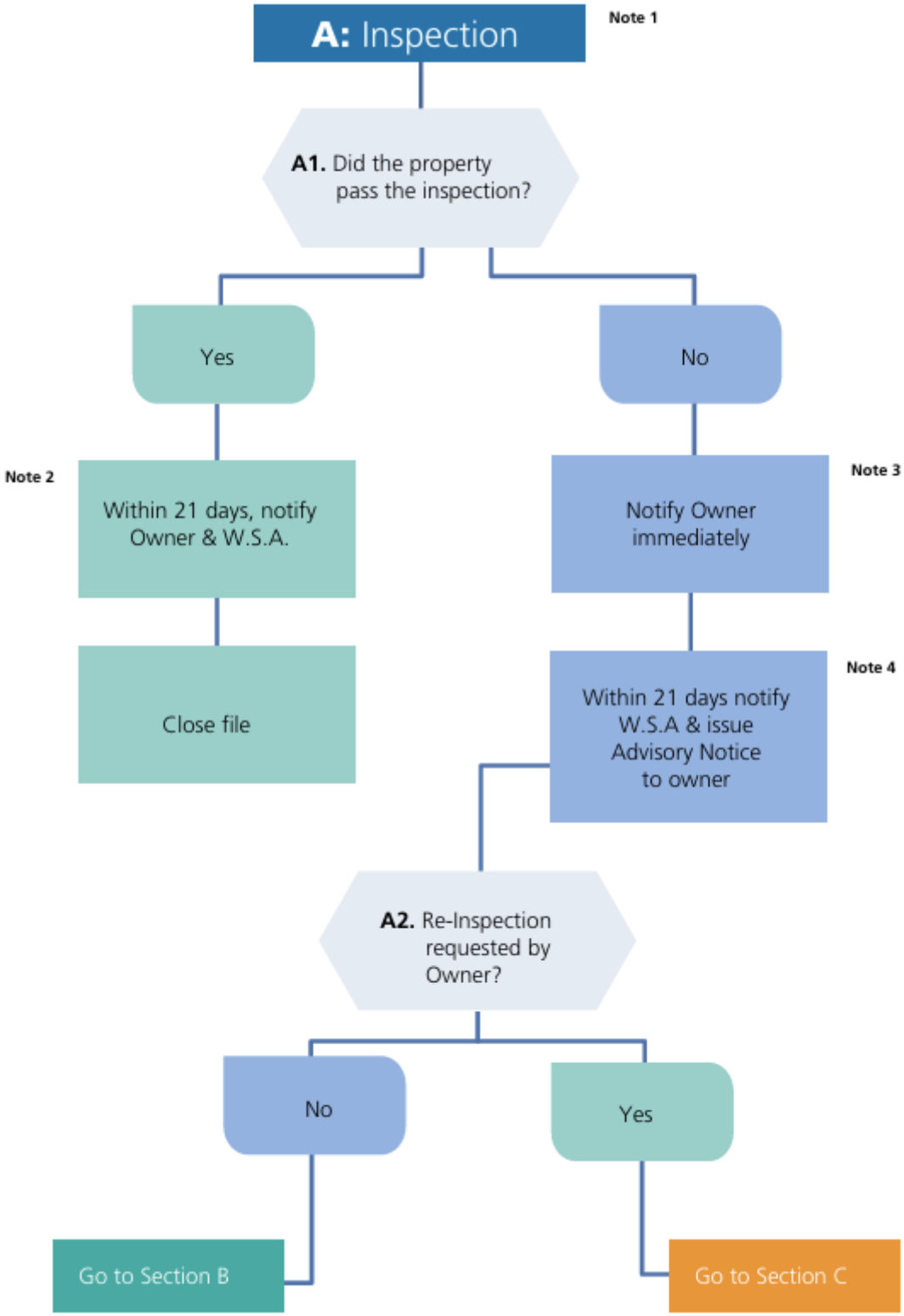
- The ongoing River Basin Management Service community engagement, communications and outreach programme;
- Department of Housing, Planning and Local Government grant schemes; and
- National Federation of Group Water Schemes work in group water scheme catchment areas.

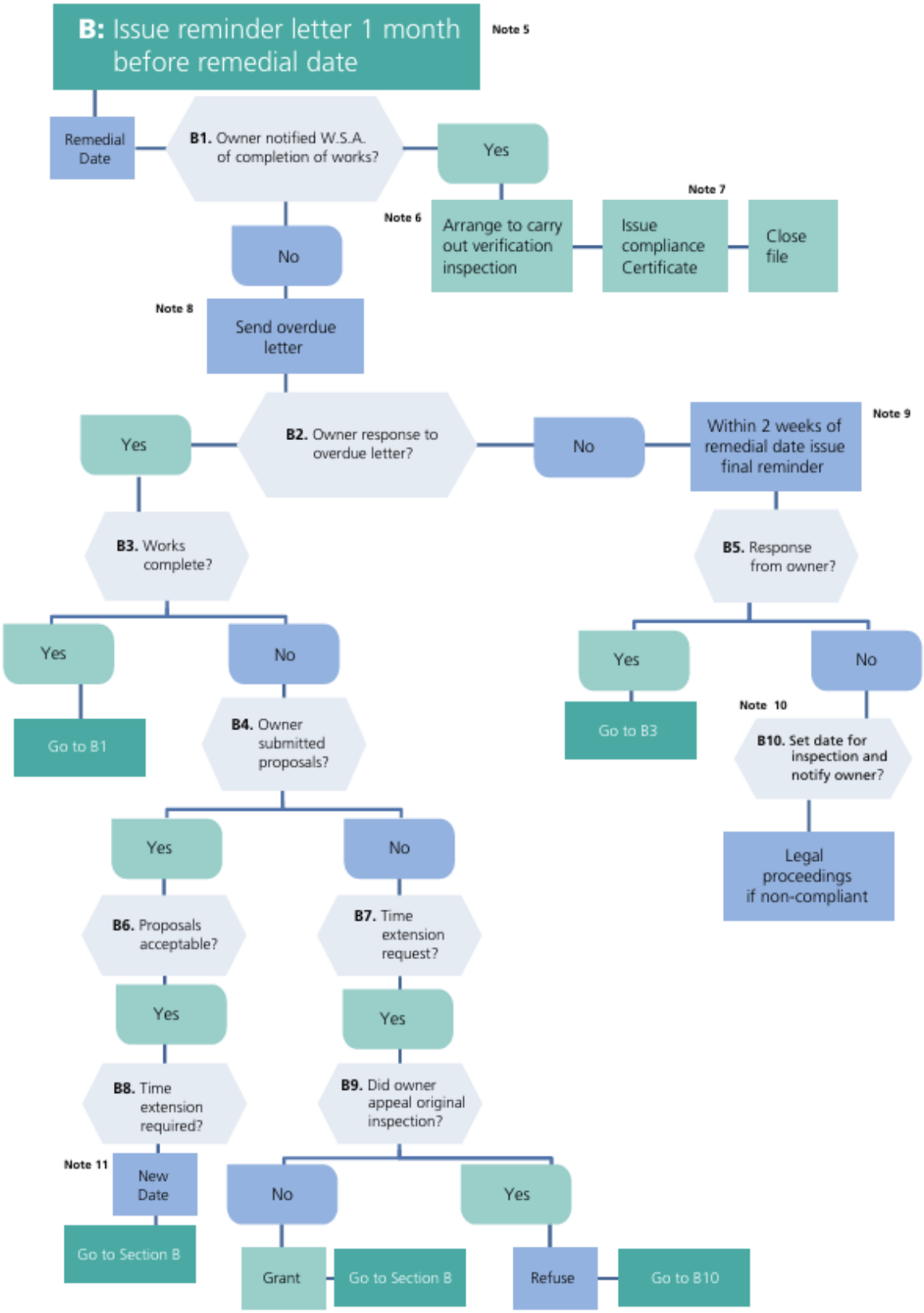
6. Conclusion

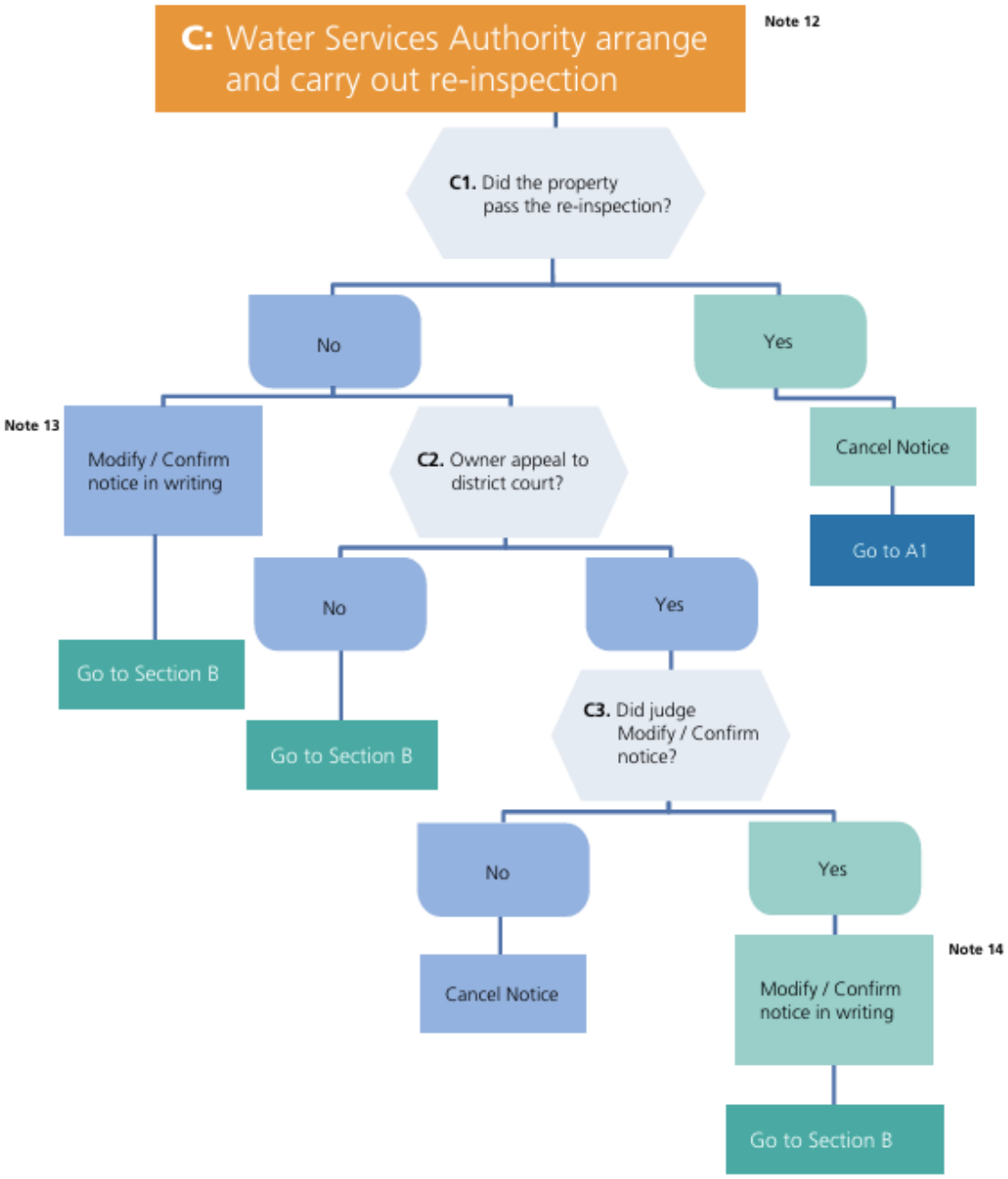
This document is the *National Inspection Plan for Domestic Waste Water Treatment Systems 2027-2031*. This plan must be implemented by local authorities, with support and supervision by the EPA. The EPA will report on the implementation of the plan annually.

Appendix A Enforcement flow chart

Note on Enforcement flow chart: Local authorities are referred to as water services authorities (W.S.A) in national legislation.




B: Issue reminder letter 1 month before remedial date
Note 5
Remedial Date
B1. Owner notified W.S.A. of completion of works?
Yes
Note 6
Arrange to carry out verification inspection
Note 7
Issue compliance Certificate
Close file
No
Note 8
Send overdue letter
B2. Owner response to overdue letter?
Yes
No
Within 2 weeks of remedial date issue final reminder
Note 9
B3. Works complete?
B5. Response from owner?
Yes
No
Go to B1
B4. Owner submitted proposals?
Yes
Go to B3
No
Note 10
B10. Set date for inspection and notify owner?
Legal proceedings if non-compliant
Yes
No
B6. Proposals acceptable?
B7. Time extension request?
Yes
Yes
B8. Time extension required?
B9. Did owner appeal original inspection?
Note 11
New Date
No
Yes
Go to Section B
Grant
Go to Section B
Refuse
Go to B10


C: Water Services Authority arrange and carry out re-inspection
Note 12
C1. Did the property pass the re-inspection?
No
Yes
Note 13
Modify / Confirm notice in writing
C2. Owner appeal to district court?
Cancel Notice
Go to A1
No
Yes
Go to Section B
Go to Section B
C3. Did judge Modify / Confirm notice?
No
Yes
Cancel Notice
Note 14
Modify / Confirm notice in writing
Go to Section B

Notes:

Note 1: Immediately on the day of inspection, notify the owner of the result of inspection. (Verbally, Phone call, Postcard, Owner signature on inspection form).

Note 2: Include compliance certificate and a cover letter informing owner that the property passed the inspection.

Note 3: Cover letter template for immediate notification of homeowner where system has failed inspection.

Note 4: Recommendation to serve advisory notice, Director/Managers order, email director, cover letter template for advisory notice, Inspection report, Advisory notice with 14 days for effective date, Provide information regarding re-inspection, grant applications, de-sludgers list.

Note 5: Reminder letter template, one month in advance of remedial date, include copy of advisory notice.

Note 6: Phone call, email, Letter setting date for verification inspection.

Note 7: Include compliance with advisory notice certificate and a cover letter.

Note 8: Overdue letter template.

Note 9: Final warning letter template.

Note 10: Letter for date of inspection where there has been no response by the homeowner, include copy of advisory notice.

Note 11: Letter cover with new date for completion of works.

Note 12: Re-inspection letter template.

Note 13: Confirmation/Modification letter template following re-inspection, include copy of advisory notice.

Note 14: Letter modifying/confirming advisory notice as per Judge decision. Include copy of court order, advisory notice, inspection report.