

March 2022 Note about Fingal SharePoint System.

Fingal County Council have a SharePoint folder System for upload of Taking in Charge Information for developments completed in Fingal County Council. This system should be used for the upload of all Taking in Charge information and only in **exceptional** circumstances will Taking in Charge information be accepted through another system.

Each developer will get a developer folder set up for them on the SharePoint system on request. This can be done by

1. Emailing ticestates@fingal.ie requesting access to a SharePoint folder for upload of Taking in Charge Information.
2. The developer should submit the following information

Company name:

Company address:

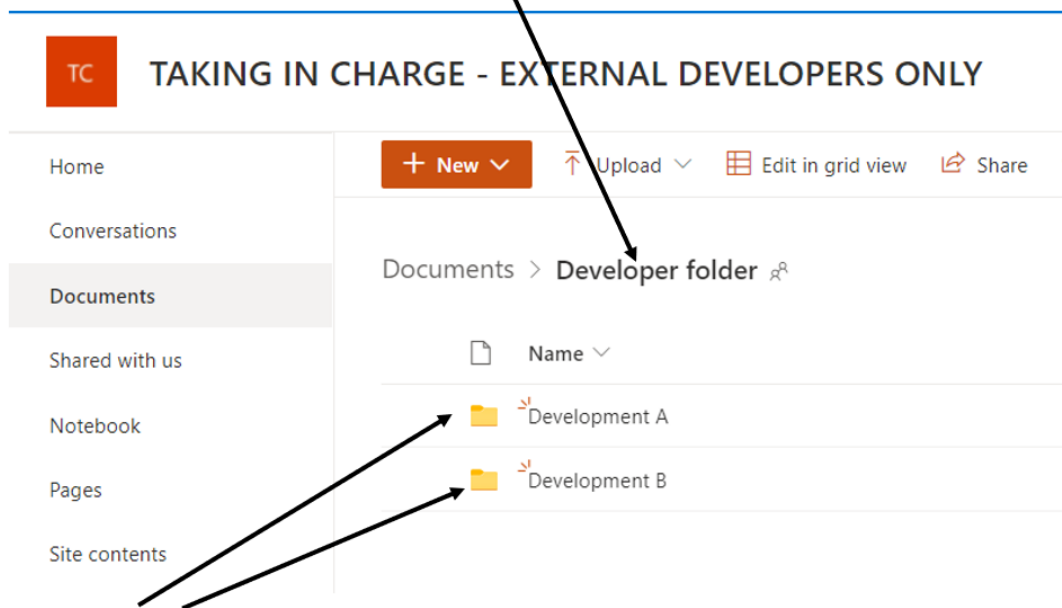
Name of the relevant person to be set up for uploading of information:

Position in the company of the relevant person:

Email address of the relevant person:

3. The developer folder will then be set up and shared out. This process takes roughly 1 day and will result in a email to the relevant person for the developer with a link to the developer folder. When the developer folder is shared out, all development folders set up for this developer only will be visible to the person setup on behalf of this developer.
4. There will be separate development folders set up in the developer folder for each development that this developer has in Fingal County Council. These development folders will contain a skeleton subfolder structure which should be populated by the developer with taking in charge information.
5. Any subcontractors to the developer such as consulting engineers etc will be shared out on the relevant development folder only on request by the developer.
6. Once the development folder has been populated with Taking in Charge Information and the Taking in Charge request has been accepted by Fingal County Council, the development folder will be moved to another location on the network and no longer be accessible to the developer or his/her subcontractors.
7. The developer will still have access to the developer folder and will be able to access any other developments being carried out his/her company only.
8. If there is a new development being set up for this developer it will be automatically shared to the developer upon creation as it will be in a subfolder to the developer folder.

This folder will be shared with the Developer



These folders will be shared with the developers subcontractors on request

Notes on location of information in SharePoint:

- A copy of the relevant Taking in Charge Policy and Specifications is located in the Development folder in a subfolder entitled "Taking in Charge Policy and Specifications"
- Our draft wayleave agreement is in the development folder in a subfolder entitled "Wayleaves"
- Our Sample Deed of Documentation information is in a subfolder of the "Parks Infrastructure" folder which in turn is a subfolder of the Development folder.

+ New ▾

↑ Upload ▾

📄 Edit in grid view

🔗 Share



Documents > Developer folder > **Development B**

📄 Name ▾

📁 Estate signage

📁 Evidence of Fees Paid

📁 Fingal Test results

📁 Health and Safety File

📁 Parks Infrastructure

📁 Planning compliances

📁 Public lighting

📁 SUDS Infrastructure

📁 Taking in charge drawing

📁 Taking in Charge Policy and Specifications

📁 Water and Drainage

📁 Wayleaves

📄 Note regarding CCTV video file formats.docx