

**Grant for the conservation of a protected structure  
Application for a Grant**

**Form 1  
REV 03**

**Local Authority**

\_\_\_\_\_

**NOTE: Please read the attached notes carefully before completing the form**

**1. Applicant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

PPS Number: □□□□□□□□

**2. Owner of structure (if not applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

PPS Number: □□□□□□□□

**3. Structure**

Address (if not that of applicant):

\_\_\_\_\_

\_\_\_\_\_

Age □□□□ years

Existing use: \_\_\_\_\_

Proposed use (if different) : \_\_\_\_\_

Is it protected? (If so, give details): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Proposed works**

Description of works for which grant is sought:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Cost: €□□□□□□□□ Starting date: □□□□□□□□

Completion date: □□□□□□□□

Will works be phased? If so, give details:

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Description of other proposed works (if any): \_\_\_\_\_

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### 5. Statutory requirements

Planning Date Granted          Ref No

Permission: Date Granted          Ref No

Fire Safety Certificate:

If foregoing are under appeal, give details:

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### 6. Funding

Grant sought: €

Source of funding for remainder of cost: \_\_\_\_\_

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Other public funding applied for:

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**\*\*Please note that information provided in this form will be cross-checked with that held by other state agencies (The Heritage Council and Department of the Environment, Heritage and Local Government) to verify eligibility for this grant\*\*.**

Other public funding received or refused:

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Have the works been or will the works be the subject of a claim for tax relief under section 482 of the Taxes Consolidation Act, 1997?:

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**7. Personnel employed on works**

**Architect, etc:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Ref No:         C2 Cert. No:

Tax Ref Cert. No:         Expiry Date:

**Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Ref No:         C2 Cert. No:

Tax Ref Cert. No:         Expiry Date:

**8. Contact Person**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel Home         Tel Work

Fax         E\_mail \_\_\_\_\_

**9. Declaration**

**I certify that: -**

- a) I understand and fulfil the terms and conditions of the grant scheme,
- b) the information provided in the application form and supporting documents is correct and that I will notify the relevant local authority if there is any change in that information,
- c) my tax affairs are in order, and
- d) I understand that payment of a grant by a local authority under this scheme does not imply a warranty on the part of the authority or the Minister for the Environment, Heritage and Local Government in relation to the suitability or safety of the works concerned or the state of repair or condition of all or any part of the structure concerned or its fitness for use.

**I understand that the local authority may make any enquiries that it considers necessary to establish my eligibility for a grant, and that the authority's decision is final.**

**Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

## NOTES

1. The terms and conditions of the scheme of grants for the conservation of protected structures are set out in an Explanatory Memorandum. This should be read carefully before making an application for a grant.
2. **The application form must be fully and clearly completed, and must be accompanied by appropriate documents (see 7 below). Incomplete applications will not be accepted.**
3. Completed application forms should be submitted to the relevant county council or county borough corporation.
4. Question 3 – Structure
  - If the structure is not at present in use, the last use must be stated.
  - If the structure is protected by any legislation other than the Planning Acts (eg the National Monuments Acts), this must be stated. “Protected” means required by legislation to be conserved.
5. Question 5 - Statutory Requirements

Where a permission or certificate has been applied for but no decision has been made, or where the decision is under appeal, state this, and the date of application or appeal.

6. Question 6 – Funding

Details of how the cost of the works, other than the amount of the grant sought, is proposed to be funded must be stated. The applicant must indicate the amount of the applicant's personal or business resources being used and any –

- grants, subsidies or assistance from statutory bodies, or
- sponsorship or assistance from a non-statutory source,

received or being sought. Where the applicant is carrying out any part of the works directly, or where they are being undertaken by voluntary means, this must also be stated.

**\*\*PLEASE NOTE THAT INFORMATION PROVIDED IN THIS FORM WILL BE CROSS-CHECKED WITH THAT HELD BY OTHER STATE AGENCIES (THE HERITAGE COUNCIL AND DEPARTMENT OF THE ENVIRONMENT, HERITAGE AND LOCAL GOVERNMENT) TO VERIFY ELIGIBILITY FOR THIS GRANT\*\*.**

7. The following must be attached to all applications –
  - Site location map with location of works clearly marked in red
  - Written consent of property owner for proposed works (where applicable)
  - Copy of planning permission, fire safety certificate or any other statutory approval already obtained
  - Detailed cost breakdown of works for which grant is sought
  - Photographs of present condition of proposed works site, dated and mounted or colour copied on A4 paper
  - Tax Clearance Certificates (as appropriate)
  - Method statement for the works. This should set out how the work will be done, what materials will be used and how the fabric of the building will be conserved, and include all necessary plans and drawings. For windows, panelling, staircases, roofs, chimneys and so on, the method statement should emphasise, as far as possible, repair of existing elements rather than facsimile replacement. The works should follow the conservation principles in the Department of the Environment, Heritage and Local Government's Conservation Guidelines.