



Rialtas na hÉireann
Government of Ireland

Circular BHIS 23/01

Appendix II – Guidance Application Form A

Example of Application Form for Applicants
Built Heritage Investment Scheme 2023

For further information please contact your relevant local authority

Please Note the Following

- **Form A** must be fully completed
- Please **type** in the relevant information, if possible
- If handwritten, please use **BLOCK CAPITALS** or ensure script is legible
- All date entries should be entered in the format **DD/MM/YYYY**
- Information provided on this form in relation to the structure **may be displayed on Department's or Local Authority's website.**
- For **queries** in relation to completion of the Application Form please contact the **Architectural Conservation Officer, or similar, in your Local Authority.**
- All proposed works should follow the **conservation principles in the Department's Architectural Heritage Protection Guidelines for Planning Authorities (2011) and Advice Series publications.** These are available from Government Publications or through any bookshop or to download from:

<https://www.buildingsofireland.ie/app/uploads/2019/10/Architectural-Heritage-Protection-Guidelines-for-Planning-Authorities-2011.pdf>

<https://www.buildingsofireland.ie/resources/>

- **Bats** are protected under the **EU Habitats Directive**. Any proposed works which may affect bats or their roosts should take cognisance of DHLGH's bat mitigation guidelines. These are available at:
<https://www.npws.ie/publications/search?title=bat+mitigation&keyword=&author=&series=All&year=&x=0&y=0>

Please Note:

The following is an aid to applicants filling out Application Form A. The following is NOT the application form, but provides an overview of the information needed for completion of Application Form A.

Some sections have examples or additional explanations in blue to assist the applicant with filling out Form A.

1. Project Details

Please provide a short, concise description of the type of works to be specifically funded under BHIS 2023 below (maximum 25 words)

Examples:

Roof repairs to slate roof including re-instalment of original slates where appropriate and where slates are in good condition.

Repairs to external walls including surfaces, to deal with issues of damp.

Repairs to mill machinery which is considered an integral part of the structure.

See list of 'Qualifying Works' (Section 7, page 13) in the Circular

2. Applicant Details (if owner)

Applicant Details (if owner)	
Owner's Name:	
Main point of contact (please specify):	Y/N:
Address:	
Telephone/Mobile Number:	Email:
Charity Number: (if applicable)	
Tax Reference Number:	Date:
Please indicate if the consent of the owner has been obtained to apply under this scheme and attach consent to this Form.	

3. Applicant Details (if not owner)

Name:		
Main point of contact (please specify):	Y/N:	
Address:		
Telephone/Mobile Number:		Email:
Charity Number: (if applicable)		
Tax reference Number:		Date:
Please indicate if the consent of the owner has been obtained to apply under this scheme and attach consent to this Form.		

4. Structure Details

Provide details of the current, previous and potential future use of the structure in this section

Name: The Mill	Address: 1 Mill Street
Year of construction: (if known) 1930	Eircode (must be provided):
Existing use: private residential space	Proposed use: (if different)
Previous use: (if different) Mill	

5. Classification

If the structure is protected by any legislation please specify in this section

		Yes or No	If yes: enter registration number
Is the structure:	(1) a protected structure?	Y/N	RPS: Records of Protected Structures can be found on the website of the relevant Local Authority
	(2) a proposed protected structure?	Y/N	The Architectural Conservation Officer in the Local Authority will be able to assist if the applicant is unsure about this.
	(3) A historic thatch structure	Y/N	

	(4) subject to the National Monuments Acts?	Y/N	RMP: Record of Monuments and Places can be found, per county via the National Monuments Service Website (https://www.archaeology.ie/publications-forms-legislation/record-of-monuments-and-places)
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	(5) in an ACA?*	Y/N	Name of ACA: this information can be found via the Local Authority websites	
	(6) included in the NIAH? **	Y/N	NIAH: see www.buildingsofireland.ie	Rating:

* ACA = Architectural Conservation Area

** NIAH = National Inventory of Architectural Heritage (www.buildingsofireland.ie)

6. Statutory Notifications

Please outline any planning permissions, notifications to the Minister, or Ministerial Consent, necessary to undertake the proposed works

	Yes or No	If yes: enter date applied/received
Do the proposed works require or have they been granted planning permission ? Where planning permission 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	Y/N	Date applied: Planning Status: Planning Ref. No:
Do the proposed works require notification to the Minister under the National Monuments Acts ? Where notification is required under section 12 (3) of the National Monuments (Amendment) Act 1994	Y/N	Date of notification:

<p>(Recorded Monuments) or under section 5 (8) of the 1987 Amendment Act (Register of Historic Monuments), provide details of the date on which the notification was sent to DHLGH</p>		
<p>Do the proposed works require Ministerial Consent or have they received consent under Section 14 of the National Monuments Act, 1930 (as amended)?</p> <p>Where Ministerial consent has been applied for but no decision has been made at the time of application to the Scheme</p>	<p>Y/N</p>	<p>Date applied:</p> <hr/> <p>Date received:</p> <hr/> <p>Reference No:</p> <hr/>
<p>Do any other Statutory Requirements apply?</p> <p>If you are in doubt, please consult the Architectural Conservation Officer or other relevant official in your local authority.</p> <p>Do any other Statutory Requirements apply?</p> <p>If you are in doubt, please consult the Architectural Conservation Officer or other relevant official in your local authority.</p>	<p>Y/N</p>	<p>Details:</p> <hr/> <p>Details:</p> <hr/>

7. Project Summary

Summary of the proposed works must outline the total number of estimated days of employment required to complete the works

	Summary
<p>Provide a short description of the proposed works</p> <p>Describe the proposed works in no more than 300 words, in relation to:</p> <p>(a) The significance of the structure</p> <p>(b) The effectiveness of the works</p>	<ul style="list-style-type: none">• Describe the works proposed to the structure – see list of ‘Qualifying Works’ in the Circular• Describe why the structure is important• Describe how these works will impact on the structure (e.g., prevent deterioration, enable re-use, enhance appearance, etc.).

<p>Estimate Employment Benefit of the project including:</p> <ul style="list-style-type: none"> i. Total number of days of employment required for duration of project for all employees on the project including construction, professional staff and others (1 day=8hrs) ii. Types of jobs created for project and traditional craft skills to be utilised iii. Type and days of training proposed, where relevant 	<p>Employment benefits must include estimated number of days required to complete the works proposed (this will be agreed with the contractor); it must include the types of jobs created for the project and highlight the traditional crafts skills involved in the works; and it should include days of training proposed, where this is relevant.</p>	
<p>Start and finish dates of proposed works? MUST BE PROVIDED</p> <p>The finish date must not exceed the local authority deadline for completion of works, otherwise payment of the grant cannot be guaranteed.</p>	<p>Start: May 2023</p>	<p>Finish: August 2023</p>

8. Expenditure in relation to Proposed Works

Details of how the cost of the works, other than the amount of funding sought, is to be met must be outlined in the following section.

<p>Estimated Total Costs of Works for which funding is being sought:</p>	<p>€ 10,000 (excluding VAT)</p>	<p>€ 13,050 (including VAT)</p>
<p>Estimated cost of training provision:</p>	<p>€ N/A (excluding VAT)</p>	<p>€ (including VAT)</p>

Estimated Professional Fees:	€ <i>(excluding VAT)</i>	€ <i>(including VAT)</i>
Total funding sought:	€6,525	
Amount of matching funds:	€6,525 Match funding for BHIS 2023 is 50% of the overall project cost. If the overall cost amounts to €13,050, a maximum grant of €6,525 can be applied for, with €6,525 in match funding from the applicant.	
Source of matching funds?	Please detail the source of the matching funds in this section, i.e. private funds etc.	

9. Other Grants & Reliefs

Any grants, subsidies or assistance from statutory bodies, or sponsorship or assistance from a non-statutory source, which are being received or sought by the applicant must be listed in this section. If a determination under **Section 482** of the Taxes Consolidation Act, 1997, has been received, or if the applicant is in the process of applying, this must be indicated in this section; if tax relief is obtained under the **Living City Initiative** or the **Home Renovation Initiative** this must be indicated in this section.

9. Other Grants & Reliefs	
Does S482 determination apply to this structure?*	
Have you applied for S482 tax relief ?	
Is VAT recoverable ?	
Have you applied for other EU/Exchequer funding/Tax Reliefs e.g., Living City Initiative, Home Renovation Incentive?*	
Have other EU/Exchequer funding /Tax Reliefs been received/refused? **	

* Section 482 of the Taxes Consolidation Act, 1997 (formerly Section 19 of the Finance Act, 1982)

** This application will be cross-checked with grant data held by other state agencies (such as the Heritage Council and the Department of Housing, Local Government and Heritage) to verify eligibility for funding under this scheme)

10. Conservation Professional employed on the project

A Conservation Professional should be employed on a project to ensure adherence to best practice and the monitoring of works on site. The conservation professional should be able to demonstrate competence in the relevant area of building conservation, which is usually indicated by membership of a professional institute's conservation accreditation scheme. Exceptions to this may be made depending on the scale and nature of the works proposed, or where the specific expertise lies with the practitioner, e.g. a thatcher or a stone mason.

Name:		Position/qualification:
Address:		
Telephone/Mobile Number:		Email:
Tax Reference Number:		Date:

If necessary, copy this page to include additional conservation professionals

11. Contractors/Tradespersons employed on the project

Indication of main contractor or specialist competence may be gained from membership of a contractor heritage registration scheme. All necessary certification must be required by the Local Authority as appropriate while works are in progress and on completion.

Contractor(s)/Tradesperson(s)

Name:		Position/qualification:
Address:		
Telephone/Mobile Number:		Email:
Tax Reference Number:		Date:
Satisfactory level of subcontractor tax compliance demonstrated: (if applicable)*	Yes:	No:

*see www.revenue.ie for further details on tax clearance procedures for contractors/subcontractors

If necessary, copy this page to include additional contractors/tradespersons

12. Declaration by Owner/Applicant

I, the applicant, certify that:

1. I understand and fulfil all the terms and conditions of the Built Heritage Investment Scheme 2023
2. The information provided in the application form and supporting documents is correct and I will notify the relevant local authority if there is any change in that information
3. I am providing at least €_____ from my own private resources towards these works
4. My tax affairs are in order
5. I understand that payment of funds by a local authority under this scheme does not imply a warranty on the part of the authority or the Minister for Housing, Local Government and Heritage 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.
6. I understand that the local authority or the Department of Housing, Local Government and Heritage may make any enquiries that it considers necessary to establish my eligibility for funding under this scheme, and that the local authority's and the Minister's decisions are final.

Applicant's Signature: _____ Date: _____

13. Checklist for Owners/Applicants (Insert Yes or No accordingly)

The following must be included in all applications to local authorities	Owner Yes/No	Local authority Yes/No
Form A fully completed		
Site location map with location of works clearly marked in red		
Evidence of Tax Compliance		
Written consent of owner for proposed works (if applicable)		
Method statement attached (if available)		
Outline of nature and extent of training to be provided during the project, where relevant		
Provide photographs which illustrate the project before works commence.		

gov.ie/housing

Department of Housing, Local Government and Heritage



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