



Rialtas na hÉireann
Government of Ireland

Guidance Application Form A

Sample Application Form

Prepared by the Department of Housing, Local Government and Heritage
gov.ie/housing

Please tick relevant box

Stream 1

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Stream 1, Historic Shopfronts Sub-stream (English)

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Stream 1, Historic Shopfronts Sub-Stream (Irish)

☐

Stream 2

☐

Partnership

☐

Vernacular Structures Stream

☐

Please note the following before completing this form:

The Form must be completed in full - incomplete applications will not be considered

- 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**
- If the structure is not presently in use, its last use must be stated in **Section 1a**.
- If the structure is protected by any legislation other than the **Planning and Development Acts (e.g. the National Monuments Acts)**, this must be stated in **Section 2c**.
- 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 in **3b**.
- Where notification is required under Section 12 (3) of the **National Monuments (Amendment) Act 1994** (Recorded Monuments) or under Section 5 (8) of the **Amendment Act 1987** (Register of Historic Monuments) details of the date on which the notification was sent to the Department should be provided in **Section 3b**.
- Where Ministerial consent, under Section 14 of the **National Monuments Act 1930** (as amended), has been applied for but no decision has been made at the time of application to the HSF, state this in **Section 3b, including the case reference number issued by the National Monuments Service**.
- An indication of whether the project is to include a training element should be given in **Section 1c**.
- Details of matching funding being provided by the applicant must be stated in **Section 1c**. The applicant must indicate the matching amount and the source of the matching funds.
- The applicant must also indicate any grants, subsidies or assistance from statutory bodies, or sponsorship or assistance from a non-statutory source, received or being sought in **Section 1d**.
- The works should follow the conservation principles set out in the Department's **[Architectural Heritage Protection Guidelines for Planning Authorities \(2011\)](https://www.buildingsofireland.ie/app/uploads/2019/10/Architectural-Heritage-Protection-Guidelines-for-Planning-Authorities-2011.pdf)** and **[Advice Series](#)** publications
(<https://www.buildingsofireland.ie/app/uploads/2019/10/Architectural-Heritage-Protection-Guidelines-for-Planning-Authorities-2011.pdf>)

- **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. For further detailed information, see the National Parks and Wildlife Service publication *Bat Mitigation Guidelines for Ireland v2* (2022) which can be downloaded here:
<https://www.npws.ie/sites/default/files/publications/pdf/IWM134.pdf>
- **Images of structure must be provided with application form. Please note that the Department reserves the right to use any or all images supplied by either the applicant or the Local Authority to advertise or publicise the scheme.**

Please Note:

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

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

Form A – Section One

1a. Structure Details

Name: The Church	Address: 1 Church Street
Year of construction: (if known) 1890	Eircode:
Existing use: Religious	Proposed use: (if different)

1b. Project Summary

(a) Please provide a short, concise description (no more than 25 words) of the type of works to be specifically funded under HSF 2024 below, including training element, if proposed:

Summary
<p>Roof repairs internally and externally.</p> <p>Repairs to rainwater goods.</p> <p>Repair defects to masonry fabric.</p> <p>Professional training for masonry apprentices.</p>

<p>(b) In no more than 300 words, summarise the proposed works having regard to:</p> <p>(i) The significance of the structure</p> <p>(ii) Efficacy of the grant in achieving the aims of the Historic Structures Fund</p> <p>(iii) Contribution of the proposed works to keeping the structure in use or bringing it back into use.</p> <p>(iv) If application is under Stream 2 of the Fund indicate the public or community benefit of the project.</p>	<p>i. Describe why the structure is important from a heritage point of view</p> <p>ii. Describe how these works will impact on the structure (eg, prevent deterioration, enhance climate resilience, enhance appearance, etc.)</p> <p>iii. Outline how the works will allow a structure to continue to be used, or bring/help to bring the structure back in to use.</p> <p>iv. Outline how, if funded, the works will help the structure provide benefit to the public or community.</p>

Start and finish dates of proposed works?	Start: April 2024	Finish: October 2024
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1c. Expenditure in relation to proposed works

Estimated Costs of Works	€80,000 (excl. VAT)	€90,800 (incl.VAT)
If a training element is proposed (see Section 3a), please provide estimated cost of training provision	€5,000 (excl. VAT)	€5,675 (incl. VAT)
Estimated Professional Fees:	€8,000 (excl. VAT)	€9,800 (incl. VAT)
Estimated Total Cost of Project	€106,275	
Total grant sought:	€	
Year 1 and Year 2 funding sought (Stream 2 only):	Year 1: € Generally 50 % of total grant sought Year 2: € Generally 50 % of total grant sought	
Amount of matching funds:	€ 56,275	
Source of matching funds?	Please detail the source of the matching funds, i.e. private funds/parish funds etc.	

1d. Other Grants and Reliefs

Is VAT recoverable?	
Has any other EU, Exchequer funding, or Tax Reliefs been applied for or received in respect of this project?	If yes, please specify
Have any other grants been applied for?	If yes, please specify

Form A – Section Two

2a. Owner's Details

Owner's Name:		
Address:		
Telephone/Mobile Number:		Email:
Charity Number: (if applicable)		
Tax Reference Number	Tax reference number: 9724155S	
Tax Clearance Access Number:	Tax Clearance Access Number: 648931	

2b. Applicant Details (if not the owner)

Name:			
Address:			
Telephone/Mobile Number:		Email:	
Charity Number:(if applicable)			
Tax Reference Number			
Tax Clearance Access Number			
Please indicate if the consent of the owner been obtained to apply under this scheme and attach consent to this Form.			

Form A – Section Three

3a. Classification

		Yes or No	If yes: enter registration number	
Is the structure:	(a) a protected structure?		RPS: Record of Protected Structures details can be found on Local Authority Websites	
	(b) proposed for inclusion in the RPS?		The Architectural Conservation Officer in the Local Authority will be able to assist if the applicant is unsure about this.	
	(c) protected under the National Monuments Acts?		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)	
	(d) in an Architectural Conservation Area (ACA)		Name of ACA: Name of ACA: this information can be found via the Local Authority websites	
	(e) included in the National Inventory of Architectural Heritage (www.buildingsofireland.ie)		NIAH: NIAH: see www.buildingsofireland.ie	Rating: Rating: E.g. National/R egional

3b. Statutory Notifications

	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		Date applied: DD/MM/YYYY
		Planning status: E.g. Pending
		Planning Ref. No: XXXX
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 (Recorded Monuments) or under section 5 (8) of the 1987 Amendment Act (Register of Historic Monuments) details of the date on which the notification was sent to the Department of Housing, Local Government and Heritage		Date of notification: DD/MM/YYYY
Do the proposed works require Ministerial consent or have they received consent under Section 14 of the National Monuments Act 1930 (as amended)?		Date applied: DD/MM/YYYY
		Date received: DD/MM/YYYY

Where Ministerial consent has been applied for but no decision has been made at the time of application to the Scheme		Reference No:
Do any other Statutory Requirements apply?		Details: Safety, Health & Welfare At Work (Construction) Regulations 2006 As Amended

Form A – Section Three

3. Personnel employed on the project

Conservation Professional

A Conservation Professional should be employed on a project to ensure adherence to best practices 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 given 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:			
Tax Clearance Access Number:			

Contractor(s)/Tradesperson(s) if known

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

Satisfactory level of subcontractor tax compliance demonstrated: (if applicable)*	Yes:	No:
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*see www.revenue.ie for further details on tax clearance procedures for contractors/subcontractors

If necessary please use separate page to complete this section

Form A – Section Four

4. Declaration by the Applicant

I, the applicant, certify that:

1. I understand and fulfil all the terms and conditions of the grant scheme
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. My tax affairs are in order
4. I understand that payment of a grant 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.
5. 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 a grant, and that the local authority's and the Minister's decisions are final.

Applicant's Signature: _____

Date: _____

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Department of Housing, Local Government and Heritage



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