

Validation requirements under Enhanced Grant Scheme

RELEVANT DWELLING		
	Eligibility Criteria	Proof
1.	The dwelling must be located in the administrative area of a designated local authority	address including Eircode and MPRN (Meter Point Reference Number)
2.	The dwelling is compliant with planning regulations and is not an unauthorised structure	copy of Planning Permission and a Certificate of Compliance with Planning Permission prepared by a competent building professional
3.	The construction of the dwelling must have been completed prior to 31/01/2020	a title deed or similar legal instrument
4.	The dwelling must have been constructed using defective concrete blocks and have been damaged due to the use of the defective concrete blocks	Building Condition Assessment (BCA) report
APPLICANT DETAILS		
1.	Proof of Identity	<ul style="list-style-type: none"> - a copy of applicant's valid passport or - a copy of applicant's valid driving license or - a copy of applicant's Public Services Card issued by the Department of Social Protection

Validation requirements under Enhanced Grant Scheme contd.

OWNERSHIP OF RELEVANT DWELLING		
	Eligibility Criteria	Proof
1.	The applicant is the owner of the relevant dwelling	<ul style="list-style-type: none"> - a copy of the title deed for the relevant dwelling or - a registration of title or - other legal documents proving proof of ownership.
2.	Where the applicant is a joint owner of the relevant dwelling, consent by joint owners (other than the applicant), of the relevant dwelling for the inclusion of the relevant dwelling in the scheme, making of an application under Stages 1, 2 and 3 and, for payment of grant in respect of the dwelling	<ul style="list-style-type: none"> - Consent form to be completed with print name, signature and date required to be completed by joint owner(s)
PRINCIPAL PRIVATE RESIDENCE		
1.	The relevant dwelling the subject of the application is the applicant's principal private residence	<p>At least two of the following dated within the last 6 months:</p> <ul style="list-style-type: none"> - details on Register of Electors - bank statement - a current car or home insurance policy (that shows the applicant's address) - a document issued by a Government Department (that shows the applicant's address) - a copy of Tax Clearance Certificate (TCC) - a statement of liability (previously P21 – Balancing Statement) from Revenue - a social insurance document (that shows the applicant's address)
RESIDENTIAL TENANCY		
1.	The applicant is a landlord of a relevant dwelling which stood registered in the Residential Tenancies Board Register <u>on or before 1 November 2021</u>	<ul style="list-style-type: none"> - certificate of registration in the Residential Tenancies Register (including details of registered tenancy number)

Summary information required for submitting an application under the Enhanced Grant Scheme

- **Eircode** for the relevant dwelling [Eircode | Location Codes - Postcode Finder - Postcode Ireland](#)
- **Meter Point Reference Number (MPRN)** of relevant dwelling [How to Find Your MPRN | ESB Networks](#)
- **Planning Reference Number** for relevant dwelling – (Any queries relating to planning should be sent to planning@donegalcoco.ie)
- Your **PPS** Number - this must be for you, the applicant.
- Your **Tax Clearance Access Number (TCAN)** - this must be for your PPS number – <https://www.revenue.ie/en/online-services/services/manage-your-record/apply-for-tax-clearance-online-using-etc.aspx>

and have the following ready for upload:

- Planning Permission** in respect of relevant dwelling and **Certificate of Compliance** with planning permission provided by the competent building professional – (Any queries relating to planning should be sent to planning@donegalcoco.ie)
- If an application for a second grant, **letter of Assurance** and **Certificate of Remediation**
- Building Condition Assessment** - to be completed by a Competent Building Professional –
A Competent Building Professional can be:
 - Competent engineer, (registered with Engineers Ireland [Engineers Ireland](#))
 - building surveyor (registered with SCSi [Check The Register – Society of Chartered Surveyors Ireland \(scsi.ie\)](#))
 - competent architect registered with RIAI [Work With An Architect | Find An Architect | RIAI.ie \(The Royal Institute of the Architects of Ireland\)](#))
- Proof of Identity** of the Applicant a valid passport, or a valid driving license, or a Public Service Card issued by the Department of Social Protection.
- Proof of **Ownership** - such proof being one of: a copy of title deed for the relevant dwelling, a registration of title or other legal documents proving proof of ownership (A copy of your Folio document can be obtained here: <https://www.landdirect.ie/> using the Proceed as Guest option – search using

Eircode/Address etc. The 'View Folio €5.00' option is sufficient. Print or save to device).

- f. **Consent of joint owner(s)** if the relevant dwelling is jointly owned - this form will be available to download and must be signed by the joint owner(s) and uploaded again.
- g. Proof that the relevant dwelling is your **Principal Private Residence (dated within the last 6 months** and showing **applicant name** and **address**) - at least **two** of the documents listed below required:
 - o details on Register of Electors;
 - o bank statement - dated within the last 6 months;
 - o a current car or home insurance policy that shows your address with a date of issue/authentication within the last 6 months
 - o a document issued by a Government Department that shows your address dated within the last 6 months;
 - o a copy of your Tax Credit Certificate (TCC) dated within the last 6 months;
 - o a Statement of Liability (previously P21) from Revenue dated within the last 6 months;
 - o a social insurance document (that shows your address) dated within the last 6 months
 - o
- h. If a landlord of the relevant dwelling which stood registered in the Residential Tenancies Board on or before 1 November 2021 – a **certificate of registration** in the residential tenancies register (including details of the registered tenancy number, a tax credit certificate and Statement of liability (previously P21) from Revenue is required.
- i. Proof of payment of the **Local Property Tax (Payment History)**
You can log in directly to [LPT](#) if you have your PPSN, Property ID and PIN. Click on View Payment History and at the bottom of the screen select 'General Statement' and save for uploading as part of the application.

Please note that when applying, a homeowner must provide proof to the designated local authority that there are **no outstanding amounts of local property tax**.

If you are availing of an exemption under the Defective Concrete Blocks criteria, you will need to contact the LPT department to obtain written confirmation that the **exemption has been verified**, if it is not already showing as **verified** on your Payment History.

You can contact the LPT department by:

- Telephone: 01 7383626 (+353 1 7383626 International) (ask for the exemptions team)
- If you are registered with Revenue Online Services (ROS) through the MyEnquiries portal under MyAccount at www.revenue.ie
- Contact Revenue in writing at LPT Branch, PO Box 1, Limerick

Make sure that the information you supply in relation to PPS Number, Tax Clearance Access Number and Eircode etc. is correct, to avoid delays in the processing of your application.

Further details of the Enhanced Defective Concrete Blocks Grant Scheme can be found here: [Donegal County Council \(donegalcoco.ie\)](http://donegalcoco.ie)

Ministerial Guidelines: [Ministerial Guidelines \(www.gov.ie\)](http://www.gov.ie)

Your Questions Answered: [Your Questions Answered \(www.gov.ie\)](http://www.gov.ie)