

Built Heritage Investment Scheme 2024

Appendix I – Application Form A

**TO BE COMPLETED BY APPLICANT AND
SUBMITTED TO THE RELEVANT LOCAL
AUTHORITY**

***Applicants should refer to the BHIS 2024 Circular and BHIS
2024 Guidance Application Form***

IMPORTANT NOTE

**All sections of the form must be completed by the applicant.
Incomplete applications will not be considered.**

For further information

please contact your relevant local authority

REQUIRED DETAILS

Owner's Name:	
Name and address of structure funding is sought:	
Proposed works:	
Funding sought:	

PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM

- **Form A** must be fully completed
- Please **type** or use BLOCK CAPITALS for the relevant information
- 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 4**
- If the structure is protected by any legislation other than the Planning Acts (e.g. the National Monuments Acts), this must be stated in **Section 5**
- 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 **Section 6**
- 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 DHLGH should be provided in **Section 6**
- Where Ministerial consent has been applied for but no decision has been made at the time of application to the Scheme, state this in **Section 6 including the case reference number issued by the National Monuments Service**
- **Photographs must be included which illustrate the project before works commence as per Section 7**
- Details of how the cost of the works, other than the amount of funding sought, is to be met must be stated in **Section 8**. The applicant must indicate the matching amount total and the source of 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 9**. The applicant must also indicate if they have received a determination under Section 482 of the *Taxes Consolidation Act, 1997* (formerly Section 19 of the *Finance Act, 1982*), or are obtaining tax relief under the **Living City Initiative** or under the **Home Renovation Incentive**. If not, the applicant must indicate if they are in the process of applying for a determination or tax relief under *Section 482 of the Taxes Consolidation Act, 1997* (formerly Section 19 of the *Finance Act, 1982*)
- 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>
- Information provided on this form in relation to the structure may be displayed on Department's or LA's website.

1. Project Details

Please provide a short, concise description of the type of works to be specifically funded under BHIS 2024 below, to be drafted by the conservation professional or taken from the Method Statement (maximum 25 words)

Roof repairs to slate roof including re-installment 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)

Owner's Name:	
Main point of contact (please specify):	Y/N:
Address:	
Telephone/Mobile Number:	Email:
Charity Number: <i>(if applicable)</i>	
Tax Reference Number:	Date:

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 been obtained to apply under this scheme and attach consent to this Form.	

4. Structure Details

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

5. Classification

		Yes or No	If yes: enter registration number	
Is the structure:	(1) a protected structure?		RPS: Records of Protected Structures can be found on the website of the relevant Local Authority	
	(2) a proposed protected structure?		The Architectural Conservation Officer in the Local Authority will be able to assist if the applicant is unsure about this.	
	(3) in an ACA*subject to 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)	
	(4) subject to the National Monuments Acts?		Name of ACA: this information can be found via the Local Authority websites	
	(5) included in the NIAH?*		NIAH: see www.buildingsofireland.ie	Rating:

* ACA = Architectural Conservation Area

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

6. Statutory Notifications

	Yes or No	If yes: enter date applied/received
Do the proposed works require or have they been granted planning permission? <i>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</i>		Date applied:
		Planning Status:
		Planning Ref. No:
Do the proposed works require notification to the Minister under the National Monuments Acts? <i>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), provide details of the date on which the notification was sent to DHLGH</i>		Date of notification:
Do the proposed works require Ministerial Consent or have they received consent under Section 14 of the National Monuments Act, 1930 (as amended)? <i>Where Ministerial consent has been applied for but no decision has been made at the time of application to the Scheme</i>		Date applied:
		Date received:
		Reference No:

<p>Do any other Statutory Requirements apply? <i>If you are in doubt, please consult the Architectural Conservation Officer or other relevant official in your local authority.</i></p>		<p>Details:</p>
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7. Project Summary

	Summary	
<p>Provide a short description of the proposed works. This must be done in consultation with the conservation professional overseeing the 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> <p>(c) Include photographs which illustrate the project before works commence</p>	<ul style="list-style-type: none"> Describe the works proposed to the structure – see list of ‘Qualifying Works’ in the Circular The significance of the structure in an architectural/historical/local/national/international context The effectiveness of the works and how these works will impact on the structure and the continued use of the structure. <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>Start: May 2024</p>	<p>Finish: August 2024</p>

8. Expenditure in relation to proposed works

<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>
<p>Estimated Professional Fees:</p>	<p>€ (excluding VAT)</p>	<p>€ (including VAT)</p>
<p>Total funding sought:</p>	<p>€6,525</p>	

Amount of matching funds:	<p>€ 6,525</p> <p><i>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.</i></p>
Source of matching funds?	<p><i>Please detail the source of the matching funds in this section, i.e. private funds etc.</i></p>

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 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:		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: <i>(if applicable)*</i>	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 2024
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: _____