

## **Self Build Guidance for Applicants**

Approved Applicants on the Enhanced Defective Concrete Block Grant Scheme may choose to engage a tax compliant building contractor to carry out the Remediation Works in accordance with the Remedial Works Plan.

Alternatively, an Approved Applicant may decide to carry out the Remediation Works by undertaking a Self-Build.

Where an Approved Applicant undertakes a Self-Build, the applicant is effectively assuming the role and responsibilities of the Building Contractor for the execution and supervision of the Remediation Works in conjunction with their Competent Building professional who will sign-off on the Remediation Works.

There are generally two categories of Self-Build:

1. Where the Approved Applicant assumes a “Project Manager” role and employs various trades to complete the various aspects of the Remediation Works in accordance with the Remedial Works Plan.
2. Where the Approved Applicant is a skilled trade / construction professional and opts to carry out part or all of the Remediation Works in accordance with the Remedial Works Plan.

As an Approved Applicant undertaking a Self-Build, you will be required to jointly sign off on the **Interim Valuation Certificate** and **Certificate of Remediation** along with your Competent Building Professional.

Please familiarise yourself with documentation available on the DCB Section of the Donegal County Council’s website, including any updated documentation as it becomes available:

[Enhanced Defective Concrete Blocks Grant Scheme - Ministerial Guidelines](#)

[Enhanced Defective Concrete Blocks Grant Scheme: Your Questions Answered](#)

[Remediation of Dwellings Damaged by the Use of Defective Concrete Blocks - Act 2022](#)

[Remediation of Dwellings Damaged by the Use of Defective Concrete Blocks- Regulations 2023](#)

[Defective Concrete Blocks Planning Services Advice Note - July 2023](#)

[Defective Concrete Blocks Planning Services Advice Note - November 2023 Update](#)

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### **Competent Building Professional**

You must engage a Competent Building Professional to design, inspect and certify quality and payments associated with your Remedial Works.

A Competent Building Professional means a competent building surveyor, competent engineer or competent architect - as defined in; Section 7, Part 2 of the Remediation of Dwellings Damaged by the Use of Defective Concrete Blocks Act 2022 (the Act of 2022).

Only a competent engineer may inspect and certify quality and payments associated with your Remedial Works, for Options 2-5

### **Health and Safety**

You must comply with your obligations under 'The Safety Health and Welfare at Work (Construction) Regulations 2013 (as amended)' which places responsibilities on persons having construction work completed. These responsibilities include appointing competent persons and contractors /sub-contractors to undertake the work safely mitigating and controlling risk.

Further information is provided in the 'Guide for Homeowners Getting Construction Work Done Safely' published by the Health and Safety Authority which is available from their website on [www.hsa.ie](http://www.hsa.ie).

### **Insurances**

It is important that you verify that:

- a) your Competent Building Professional has sufficient insurances (including valid professional indemnity), in place before undertaking professional services under the Grant Scheme and
- b) any contractor / sub-contractor you intend to engage has sufficient valid insurances in place before undertaking services under the Grant Scheme.

### **Planning Permission**

Your Competent Building Professional should be in a position to advise you on any Planning Permission requirements under the Enhanced Scheme. The Act of 2022 provides that exempt development status (development for which Planning Permission is not required) shall automatically apply to remediation works approved under the Enhanced Grant Scheme where, on its completion, it is not inconsistent with, or materially different from, the appearance and character of the relevant dwelling in respect of which the Approved Remediation Option is to be or has been completed, subject to the provisions of Section 4(2) to 4(4) of the Planning and Development Act, 2000, pursuant to Section 28 of the Act of 2022. Please familiarise yourself with the advice note available on the DCB Section of the Council's website.

### **Tax Clearance**

To avoid delays when processing Grant Payments, it is important that all parties (the Applicant, the Competent Building Professional and sub-contractors) must be Tax Compliant at all times.

Please check your current Tax Clearance status (this can be completed online using [www.revenue.ie](http://www.revenue.ie)).

## **Remedial Works Plan**

Prior to commencing Remedial Works, you must submit your Remedial Works Plan detailing the Approved Remedial Option, which shall include a plan for the design, specification and inspection of the works required to be carried out to the dwelling, which shall include the following:

- (a) detailed construction drawings such as plans, elevations and sections of remedial option demonstrating compliance with the Second Schedule to the Building Regulations 1997 (S.I. No. 497 of 1997);
- (b) details of removal and direct reuse of existing materials (other than concrete blocks), where practical;
- (c) specification of materials, including concrete blocks and external render, if applicable;
- (d) details of quality control of construction products and materials used;
- (e) identification of dwelling specific risks, including services;
- (f) details of extent of blockwork to be removed and retained;
- (g) details of detailing, including treatment of retained blockwork;
- (h) a detailed programme for the works, project specific (including details of proposed completion of the works to facilitate an application for final grant payment not later than 65 weeks from the date of the commencement of the works);
- (i) an inspection plan, in the form as set out in Schedule 4, which shall be developed after consideration of the complexity of the remedial works being implemented and key stages prioritised for inspection.

The remedial works plan shall:

- (a) describe any additional work the relevant owner proposes to carry out, and
- (b) contain such other documents or information as the Local Authority may require.

## **Inspection Plan**

The Inspection Plan shall be prepared by your Competent Building Professional, who shall use professional judgement to determine the risk associated with the remedial option in developing the Inspection Plan for the implementation of the Remedial Works Plan.

The dwelling concerned shall be assessed on its merits, taking into account the complexity of the site, the site's environment, the type, size and complexity of Remedial Works being implemented along with the capabilities and expertise of the potential contractor / sub-contractors and the detailed programme of works provided.

The key stages of the Remedial Works shall be identified in the Inspection Plan and key elements from each stage shall be prioritised for inspection and other appropriate checks carried out as deemed necessary.

### **Notification of Commencement**

A Notification of the Date of Commencement of the Works necessary to carry out the Approved Remediation Option shall be submitted, not more than 14 days and not less than 7 days before the date of commencement of the works.

This Notification of the Date of Commencement of the Works shall be in accordance with the form specified in Schedule 7 of the Regulations.

## **Submitting a valid Stage Payment Claim as a Self Build:**

### **The following information is required:**

a) Invoice - prepared by the applicant in their role as the Self-Build Contractor.

A valid invoice shall contain:

- Invoice No
- Invoice Date
- Name of Applicant / Self-Builder
- Address of Applicant / Self-Builder
- Enhanced Scheme Application Number (RS Number)
- VAT Number or PPS Number
- Line items to include name of sub-contractor, invoice date, invoice number, description of works / services and amount.
- Line items for works undertaken directly by the applicant to include description of works / services and amount.
- VAT if applicable

The Invoices shall detail the elements of the approved remediation works and the cost of each element, for which payment is sought.

b) an Interim Valuation Certificate completed by the Competent Building Professional in the form set out in Schedule 6 of the Regulations. The Interim Valuation Certificate must be completed by your Competent Building Professional who designed and inspected the works described in the certificate and it must give a detailed description of the works completed and the value of the payment now requested.

As an Approved Applicant undertaking a Self-Build, you shall complete the Contractor's Declaration which forms part of the Interim Valuation Certificate.

c) an invoice prepared by the Competent Building Professional concerned, detailing in an itemised manner, his or her fees for the professional oversight of the approved remediation work. The Invoice must clearly identify cost headings for Remedial Works Plan, Professional Oversight and Health & Safety Appointment;

d) Inspection Plan (as Implemented) signed and dated at each interim invoice;

e) Photographic evidence of works completed.

### **Submitting a valid Final Payment Claim as a Self Build:**

**In addition to the items listed above, the following will be required for the full and final payment:**

- a) Certificate of Remediation jointly completed by the Approved Applicant and their Competent Building Professional;
- b) The Remedial Works Plan (as Implemented) including amendments, if any, to reflect works carried out;
- c) The Inspection Plan (as Implemented) including inspection reports with photographic evidence attached;
- d) Copy of Planning Permission, where applicable.