

**Built Heritage Investment Scheme
2018**

GUIDANCE CIRCULAR

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Abbreviations

ACA	Architectural Conservation Area
ACO	Architectural Conservation Officer
BHIS	Built Heritage Investment Scheme
DCHG	Department of Culture, Heritage and the Gaeltacht
DHPLG	Department of Housing, Planning and Local Government
LA	Local Authority
MCHG	Minister for Culture, Heritage and the Gaeltacht
NIAH	National Inventory of Architectural Heritage
RPS	Record of Protected Structures
SEAI	Sustainable Energy Authority of Ireland
SRF	Structures and Risk Fund

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1. Background and Purpose of Scheme

This guide provides local authorities with information in relation to the operation and administration of the **Built Heritage Investment Scheme (BHIS) 2018**.

1.1 Background

The quality of our historic built environment profoundly affects our everyday lives. It contributes to the vitality of our cities, towns, villages and countryside, instils a sense of pride of place, and enhances the quality of our everyday lives.

The historic built environment makes a significant contribution to economic prosperity by attracting investment, providing direct and indirect employment, as well as sustaining a traditional skills base for wider application. Our built heritage is one of the main attractions for visitors to Ireland so its conservation also reinforces and promotes our tourism industry as well as contributing to the regeneration of urban and rural areas through adaptation, sustainable re-use and by providing a unique setting for appropriate new development - both private and publicly led.

The Government, local government bodies and other heritage stakeholders, both public and private, have identified that our historic built environment is at risk from a number of factors. Important elements of built heritage in both public and private ownership are being lost, allowed to deteriorate or being irretrievably damaged.

The role of the Department of Culture, Heritage and the Gaeltacht

The key areas of responsibility of Department of Culture, Heritage and the Gaeltacht (DCHG) regarding built heritage are to develop, promote and implement policies and legislation for its protection and to promote best practice in its conservation.

As set out in the Planning and Development Acts and Regulations, DCHG acts on behalf of the Minister of Culture, Heritage and the Gaeltacht (MCHG) in her function as a prescribed body for the purposes of architectural heritage protection, and performs a similar role with respect to archaeological and natural heritage protection.

The primary custodians of structures, protected under the Planning and Developments Acts, are their owners and occupiers, and they, along with the local authorities, are charged with the responsibility for their protection.

1.2 Purpose of Scheme

The Built Heritage Investment Scheme was developed to assist with the repair and conservation of structures that are protected under the Planning and Development Act 2000 (as amended). In certain cases, the scheme is also available for the conservation of structures within Architectural Conservation Areas (ACAs) where, in the opinion of the local authority, a need for works to enhance the character and appearance of an ACA has been demonstrated. The primary purpose of the scheme is to support privately owned properties in need of repair and conservation.

This scheme seeks to leverage private capital for investment in a significant number of labour-intensive, small-scale conservation projects throughout the country and to support the employment of skilled and experienced conservation professionals, craftspeople and tradespersons in the repair of the historic built environment.

Local authorities are required to report to DCHG on the employment created under this scheme.

1.3 Operation of the Scheme

This scheme will operate for the duration of 2018, with funding to be claimed within that calendar year. The scheme will be administered by the local authorities, with each allocated a fixed amount from the overall fund of €2m as determined by DCHG.

Projects that incorporate a traditional skills training scheme may also be supported by this fund. Any such projects will be identified in discussion with the relevant local authority and will require agreement with the DCHG.

1.4 Matching Funds

Under BHIS, the **total value of all public funding provided for individual projects must not exceed 50% of the total project cost**, including funding received from other public agencies including the SEAI, the Heritage Council, LEADER, other government departments and local authorities. Voluntary work (benefit-in-kind) or local authorities' own funds/contributions or funding from other exchequer sources cannot be used to satisfy the matching expenditure requirement.

In exceptional circumstances the LA may, with written agreement from DCHG, allocate funding to a project where the total public funding exceeds 50% of the total project cost. DCHG does not anticipate that such exceptional circumstances would arise for more than 20% of a LA's total allocation

The LA's overall allocation must be matched by an equal contribution from private funds. For example, if a LA is allocated €50,000, a minimum of €50,000 of private funds must be spent.

2. Eligibility

2.1 Types of Eligible Structures

Protected structures. Structures included in the Record of Protected Structures (RPS) of each Local Authority area

Proposed Protected Structures. Structures proposed for inclusion in the RPS but not yet formally approved. Such structures must be added to the RPS by 31 December 2018

Structures in Architectural Conservation Areas (ACAs), or within the amenity of a National Monument, where exceptional circumstances are deemed by the Department to apply

2.2 Public Authority Ownership/Occupation

A maximum of **20% only** of each LA's overall funding allocation can be used for structures in public ownership/occupation

The LA's overall allocation must be equally matched by private funds.

2.3 Applicants in receipt of related Tax Relief

Where applicant has received tax relief under **Section 482** of the *Taxes Consolidation Act, 1997* (as amended), (formerly Section 19 of the *Finance Act, 1982*) and/or where the owner/occupier has received tax relief under the **Home Improvement Scheme** or the **Living City Initiative**. The onus, however, is on the owner/occupier in receipt of the aforesaid tax reliefs to inform the Revenue Commissioners of any funding received through this scheme. DCHG will provide the Revenue Commissioners with a list of successful applicants under this scheme.

2.4 Funding of Projects

The minimum funding awarded for successful projects will be **€2,500** up to a maximum of **€15,000**. The LA shall allocate funding for projects based on a proper assessment process (see Section 3). Priority should be given to small-scale, labour-intensive projects. Projects should demonstrate a range of conservation skills, and should not be concentrated in a particular geographical area or on a particular type of structure.

2.5 Statutory Requirements

Statutory Requirements: grant-approved works must meet all statutory requirements, including planning permission. Where works are proposed to sites/monuments protected under the *National Monuments Acts 1930-2004*, the statutory requirements for notification or for Ministerial consent under those Acts must be complied with.

Where an applicant seeks a declaration under Section 5 or Section 57 of the *Planning and Development Act 2000* (as amended), to exempt specific works from planning control that are the subject of a grant application, the request should be processed as quickly as possible by the relevant local authority. Only works that would not materially affect the character of the structure, or any element of it which contributes to its special interest, may be exempted from a requirement to obtain planning permission in this way.

An applicant will be required to submit copies of all relevant permissions, declarations, notifications or consents when making a claim for a grant.

The onus is on the applicant to comply with all other relevant statutory requirements, such as the Wildlife Acts, foreshore licenses (if applicable), Safety, Health and Welfare legislation, and environmental and employment legislation. The attention of the local authority is drawn to *(DAHRRGA 2012) Strict Protection of Animal Species: Guidance for local authorities on the application of Articles 12 and 16 of the EU Habitats Directive to development/works by or on behalf of a local authority*. The publication *Bat Mitigation Guidelines for Ireland (2006)* is available on DCHG's website at: <https://www.npws.ie/publications/search?title=bat+mitigation&keyword=&author=&series=All&year=&x=0&y=0>

2.6 Qualify and Non Qualifying Works

Qualifying and Non Qualifying Works are as set out in Appendix 1 to this Circular.

3. The Application and Assessment Process

Overview of Process



3.1 Overview

Each LA shall advertise, assess and approve applications under the scheme and inspect and certify that works have been completed in accordance with best conservation practice.

The LA should post an electronic copy of this circular, the public information leaflet and the relevant application form on its website.

LAs shall also ensure that conservation works proposed by the applicants will be designed, specified and overseen on site by appropriately qualified and experienced building conservation professional(s). DCHG recognises that there may be exceptions to this given the scale and nature of works being proposed or where the specific expertise lies with the practitioner, e.g. a thatcher or stone mason. LAs must ensure all necessary certifications will be required as appropriate while works are in progress and on completion.

LAs shall assess each application using the criteria set out in **Section 3.4**.

3.2 The Application Process for Owners/Occupiers

Applications must be made to the relevant LA (using **Form A**) by a deadline set by the LA but no later than **31 January 2018**.

Where an applicant is not the owner of an eligible structure, the applicant will need to accompany **Form A** with a letter from the owner declaring that the applicant has the owner's permission to carry out the work.

Where the structure is in the ownership of a LA, or where a LA is providing financial assistance for works to an endangered structure under Section 59, 69 and/or 70 of the Planning and Development Act 2000 (as amended), the application can be made by a designated officer of that LA countersigned by the relevant Director of Services.

As this is a leverage scheme targeted at job creation it is essential that applicants supply details to the LA regarding the **employment benefit** of the scheme including the estimated **total number of days** (a day is defined as 8 hours for the purposes of this scheme) of employment required for the duration of the project (to include construction, professional staff and others) and also the estimated amount of **privately leveraged matching funding**.

Proposed works should be fully in accordance with best practice standards as outlined in the Department's *Architectural Heritage Protection Guidelines for Planning Authorities (2011)* and *Advice Series* publications. Consideration must also be given to the Archaeological and the Planning Process guidelines issued by the National Monuments Service, and guidance leaflets issued by the National Parks and Wildlife Service (NPWS) in relation to habitats and species where appropriate.

3.3 Photographs

LAs should seek from the applicant good quality digital photographs of the project before works commence, which may be used later for a 'before and after' comparison for reporting purposes. Please note that DCHG may use any or all images supplied by either the applicant or LA to advertise or publicise the BHIS. Applicants and LAs are advised to obtain permission to use images (if necessary) before they submit them to DCHG.

3.4 The Assessment Process

Applications should be assessed by an expert panel within the LA, including the Architectural Conservation Officer, or, where an ACO is not employed, by a member of the LA's professional staff competent to undertake this function. Where an application form is not complete, an applicant should be notified as soon as possible and requested to submit any outstanding information. Applications should be assessed under the following equally weighted criteria:

1. **Significance of the Structure**

2. **Efficacy of the Works**

Applicants should explain how the amount of funding sought demonstrates **value for money** and makes a **significant contribution** to eliminating risks and preventing further deterioration of the structure, thus ensuring its survival into the future.

3. **Employment Benefits**

The **value of job creation** for the particular project should also be taken into consideration including the estimated total number of days of employment.

3.5 Schedule of Projects

The LA is required to submit a provisional schedule of projects to DCHG using **Form B** by **16 February 2018**. **This form must be verified and accompanied by a cover note signed by the relevant Director of Services.**

3.6 Notification of Funding Awarded

Following formal approval by the Department, LAs should notify successful applicants of **provisional** offers of funding. This should set out the level of funding approved, the timeline for the completion of works, and the terms and conditions of the award. Final sanction can be given by the LA once the applicant satisfies any outstanding conditions including provision of a method statement, if requested.

Projects awarded funding under this scheme will be published on the DCHG website and should also be published on the LA's own website.

3.7 Regular Progress Reports (Form B)

LAs are required to update and submit **Form B** at regular intervals to include:

- the progress of works
- the amount of funding claimed (if any)
- the amount of private funding leveraged (if any), and,
- the amount of days of employment generated (if any)

Form B must be submitted to DCHG on 29 June 2018, 7 September 2018 and 2 November 2018. In all cases, **Form B** must be submitted with a Progress Report Declaration signed by the relevant Director of Services.

3.8 Monitoring of Project Progress

The LA shall monitor progress of projects to ensure that works will be completed and the claim for funding is submitted by the required deadlines. Where works are not proceeding in accordance with the deadlines, the LA may, at its discretion, withdraw the funding and reallocate to another project. DCHG must be informed of all reallocations of funding. If a local authority wishes to reallocate funding to a project not initially approved for this scheme, this will be subject to approval by the DCHG.

Please note that DCHG may carry out inspections of structures being considered for funding or inspections of structures approved for funding if deemed necessary.

3.9 Reallocation of Funding

Where works have not commenced works by **28 September 2018** this should be indicated in **Form B**. Following consultation with the relevant LA, DCHG reserves the right to reallocate funding to another LA, including to projects meeting the criteria for the scheme where an urgent need has arisen in the course of the year.

Where funding that is not yet drawn down by applicants by **29 September 2018** this should be indicated in **Form B** when submitted to DCHG.

The Department may, at its discretion, reallocate unused funds under the scheme to works proposed by LAs where an urgent need has arisen after the application closing date and the works would otherwise have qualified for the scheme.

3.10 Method Statement

A **Method Statement**, drawn up by a competent conservation professional(s) – see section 3.1 - should be submitted by all applicants who have received provisional approval of funding before works commence. If a Conservation Plan or Method Statement has already been commissioned, the LA may at its discretion accept this as part of an application. It is up to the LA to determine whether supplementary material is required (e.g. dendrochronology reports, archaeological reports, technical research, materials analysis, analytical and three-dimensional drawings, detailed historical research, bat-surveys, etc.)

Brief Guidance Note on Method Statements

The Method Statement should describe the condition of the structure and detail the conservation methodology that will be used. It should be appropriate to the nature and scale of the proposed works e.g. a method statement in relation to re-thatching will not require as much detail as one for structural or masonry repairs.

Proposed works must adhere to **best conservation practice** as outlined in the **Architectural Heritage Protection Guidelines**. Works should be based on a proper understanding of the structure, and make use of appropriate materials. Their overall aim should be to arrest further deterioration by addressing what is causing risk to the structure. Replacement of original material should be kept to a minimum and should only be carried out when absolutely necessary. The Method Statement should include:

1. Existing structure

A description, noting all its salient features, its appearance, setting, form, condition, present function, significance, brief architectural history (if available), and the materials it is constructed of. A site location map of suitable scale and quality **clearly marked** must also be provided.

2. A concise description of the works proposed

This should identify the issues that are causing risk, what remedial works are proposed, how the work will be done, what materials will be used, and how the fabric of the building will be conserved. It must include relevant plans, drawings and supporting visual media such as photographs or other illustrations and should typically include the following issues:

- a) Are the works temporary or permanent?
- b) What types of repairs are being proposed and at what locations?
- c) What treatment/replacement of damaged fabric is envisaged?
- d) What replacement materials (if any) will be incorporated?
- e) Details of on-site supervision and monitoring
- f) A brief schedule or sequence of works
- g) An estimated project cost

3. An impact statement and proposed mitigation measures (if applicable)

Any likely impact of works on a structure and ways of mitigating adverse impacts. Mitigation may include design, timing and methodology (i.e. roof repairs timed to avoid interfering with bat colonies or rendering works timed to allow lime mortar to set), reversibility, careful choice of materials, etc.

4. The Recoupment of Funding

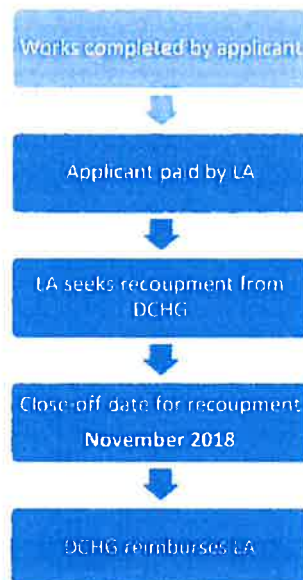
4.1 Overview of Recoupment process

Local Authorities LAs are responsible for payment of funds under the scheme; to successful applicants **in advance** of seeking recoupment from DCHG. **All works must be completed and certified by the LA** before the applicant can seek the payment of funding.

Recoupment Claim Form C must be completed, signed and returned to the Department by **2 November 2018**. The form **must** be accompanied by a final Form B along with proof of payment of funding to all successful applicants e.g. printout from Agresso or similar financial system (showing both the applicant's name and the date of payment). DCHG LAs should submit clear good quality digital photographs of works (before and after) for a representative sample of projects and to accompany this with a short summary report of completed project works.

Any funding unclaimed by the due date will be forfeit.

Recoupment Process



4.2 Other Exchequer Funding

Projects may be eligible to receive funding from more than one publicly funded scheme. To ensure that matching funding requirements for BHIS are met, information provided by the applicant should be cross-checked by the LA in respect of funding from other schemes. In particular such as :

- (a) The Thatching Grant Scheme administered by the DHPLG (if relevant)
- (b) Conservation grants administered by the Heritage Council
- (c) Built Heritage Programmes administered by the DCHG (including SRF)
- (d) Energy Improvement schemes operated by SEAI (if relevant)

Where an applicant has applied for or has received funding from other schemes co-financed by the EU (e.g. LEADER Programme) for works approved under this scheme, the cumulative total of such funding **and** the funding under this scheme must not exceed the limits as set by such European Funding schemes

4.3 Eligible Expenditure

Value Added Tax (VAT) is allowable under this scheme. Only for that portion of capital works being funded and only in circumstances where such VAT is not recoverable under this scheme by any other means.

Professional Fees are allowable in respect of that portion of capital works being funded by the scheme.

4.4 Refunds

If a protected structure awarded funding is **deleted from the RPS**, is sold, or the ownership transferred within a period of 5 years from date of payment of funding under the scheme, the LA reserves the right to 'claw-back' some or all of the funds awarded to that project. In the event of transfer of ownership prior to the payment of funds under this scheme, the LA may make arrangements to transfer the funding to the new owner of the property

For **proposed protected structures** awarded funding and **not added to the RPS** by 31 December 2018, the Department reserves the right to seek a refund.

Any funding provided to a LA which is subsequently recovered under Section 70 of the Planning and Development Act 2000, from the owner/occupier of the funded structure, must be **refunded** to DCHG.

General information

It is a matter for the LA to ensure that proper procedures are followed in respect of planning permission, financial management requirements, tax clearance procedures, and management and accountability for grants from exchequer funds

Annual Report and Publicity

Each LA should include information on its operation of the scheme in its Annual Report. The contribution of DCHG should be publicly acknowledged in all advertisements and publicity in relation to this scheme.

Freedom of Information Act

Applications for funding under this scheme may be subject to the *Freedom of Information Acts*.

Document Retention

Proper documentation regarding this scheme must be kept on file for at least 7 years. Documentation should be made available to DCHG on request.

Appeals Procedure

The decisions of the MCHG and LA are final. Any issues regarding the administration of this scheme should be addressed in the first instance by the LA. In the event of a complaint, applicants should be made aware of their rights to refer to the Office of the Ombudsman

Contact

For further information regarding the operation of this scheme, applicants should refer to the relevant section of the LA in the first instance. LAs may contact the **Built Heritage, Architectural Policy & Strategic Infrastructure** section of the Department.

*Tax requirements may be subject to change by the Revenue Commissioners

**Appendix I – Qualifying and Non Qualifying
Works**

Qualifying works:

Works essential to stabilise a structure or part of a structure

Works should involve minimal removal or dismantling of historic fabric and proposals for the reinstatement of fabric should be included

The installation of specialist systems to monitor structural movement

Repair (or renewal) of roof structures, coverings and features

Works should use appropriate materials and detailing; the salvage and re-use of existing slate and other materials from the structure should be a priority

Repairs to thatched roofs should use appropriate traditional materials and detailing in accordance with the Advice Series *A Guide to the Repair of Thatched Roofs*. The use of materials and methods appropriate to the region and the evidence from the building itself should always be preferred.

Works to renew damaged or missing metal sheeting, gutter linings and flashings (of materials such as lead, copper or zinc) should be to appropriate detailing. Where there is a risk of theft of metalwork from a roof, the use of suitable substitute materials as an interim solution may be considered acceptable. In some circumstances, it may be necessary to redesign the substrate to the sheeting to comply with current good practice; however the visual and physical implications need to be carefully considered before changes are made

Roof features such as dormer windows, skylights, chimneystacks and pots, cupolas, balustrades, etc. should be retained and appropriately repaired

Repair or replacement of rainwater goods

Lead and cast-iron rainwater goods should be repaired or, where this is not feasible, replaced on a like-for like basis to ensure efficient disposal of rainwater from the building. However, where there is a risk of theft or vandalism, the use of suitable substitute materials as an interim solution may be considered acceptable

Overflows and weirs to rainwater disposal systems should be provided so that, in the case of a blockage, water is visibly shed clear of the structure

Works to repair external walls

Works to repair walls including surfaces and decorative elements, wall coverings or claddings; works to remedy defects or problems that have the potential to create serious future damage if left untreated, such as foundation settlement, chimney collapse, fungal attack on timber, or salt migration within the fabric

Works to deal with issues of damp such as the provision of ventilation, and the creation of French drains (subject to the requirements of the National Monuments Service in the case of archaeologically sensitive sites)

Works to repair or replace elements set in walls such as panels, ironwork or fixtures

Qualifying works (continued):

Repairs to external joinery

Works to prevent water ingress

Repairs to significant elements of external joinery such as windows, doors and associated elements, with minimal replacement of decayed timber and appropriate selection and detailing of new sections. Salvage and reuse of historic glass should be prioritised.

Draught-proofing works to windows and doors in accordance with the *Advice Series* may qualify (See 'Energy Efficiency Improvements' and 'Non-Qualifying Works over')

Repairs to stained glass windows

Repair of stained glass panels and associated fittings, and the installation of wire guards or repositioning of panels within isothermal glazing, should be carried out in accordance with Chapter 6 of *The Conservation of Places of Worship* (Advice Series, 2011)

Repair and conservation of external fixtures

Qualifying fixtures may include for example urns, statues, balconies, canopies, flagpoles, weathervanes and sundials that urgently need conservation

It should be noted that urgent structural repairs should always be given priority over the conservation of fixtures. Fixtures attached to the exterior generally should be prioritised over those protected from the elements

Repair and conservation of internal structure and features

This includes repairs to internal structural elements such as floors, walls, staircases and partitions (see also 'Non-Qualifying works' below)

Works to conserve significant decorative historic features such as wall and ceiling plasterwork, interior joinery and fittings and decorative elements as appropriate

Repair of machinery which is an integral part of a structure

Machinery which qualifies may include moving parts of buildings of industrial heritage interest or scientific interest, or machinery such as stage machinery for historic theatres or service installations such as early or historic lifts, plumbing mechanisms and heating systems

Works to stabilise or protect masonry or other elements at risk

Qualifying works (continued):

Works to increase the thermal performance and energy efficiency of the building in line with the relevant Advice Series guidance

In order to qualify the works must be appropriately detailed, using materials appropriate for use in an historic building, and specified by a qualified conservation professional. The building must be in good repair and well-maintained. Qualifying energy efficiency works may include:

- Draught-proofing of windows, doors and other openings
- Attic/loft insulation to pitched roofs
- Replacement of outdated services with high-efficiency units and updated controls
- Repair and upgrading of historic window shutters
- Installation of appropriately detailed secondary glazing
- Insulation of suspended timber floors

Works to structures which contribute to the character of an ACA

Repair works to the exterior of a structure which contributes to the character of an ACA or repairs to its main structural elements

This includes the reinstatement of architectural features where appropriately detailed and specified such as sash windows, shopfronts, railings or similar **only where the reinstatement is essential to the design and character of the historic building, townscape or street**. It should not include works of conjectural reconstruction and details of features should be based on sound physical or documentary evidence

Works such as repair and/or redecoration schemes for multiple buildings may be considered where this is an objective of the planning authority

Works to functional services for example electricity, gas, heating and drainage only where they are necessarily disturbed in the course of other funded repairs

Works to reduce the risk to a structure from collapse or partial collapse, weather damage, fire, vandalism and unauthorised access. Such works should ensure the maintenance of adequate ventilation of the structure and the protection of significant features of the building from endangerment

In exceptional circumstances, where it is considered necessary to remove fixtures or features of interest for safe keeping, this shall be conditional on the inclusion of acceptable proposals for their secure storage for later reinstatement within a stated timeframe

A case may be made by the applicant and/or the LA for other works not listed above which they deem to be of exceptional importance

Professional fees incurred for the portion of capital works funded to include surveys and method statements indicating methods and sequence of works, on site supervision and monitoring, reasonable travel and subsistence costs and sign off on project

Non-Qualifying Works

Routine maintenance and minor repairs

Works of this nature are considered to be the duty of the owner/occupier and should be carried out on a regular basis to protect a structure from endangerment

Alterations and improvements

All new works to a structure, for example the installation or renewal of damp-proofing, loft conversion and extensions do not qualify with the exception of energy efficiency improvement works outlined in Section 2.6

Demolition

Works to demolish or remove any part or element of a protected structure do not qualify except where the project involves careful dismantling prior to reinstatement or the removal of later work which alters or obscures the original design of the building

Restoration and Reconstruction

Works of conjectural reconstruction where there is no sound physical or documentary evidence of the earlier state of the structure or element

Non-essential works

Works that are not essential to secure the conservation of the structure

Pre-existing works

Works that have commenced before notification of funding approved under the scheme has been received or where works have commenced before the LA has undertaken an inspection of the building for which works are proposed

External walls and damp-proofing

The removal of render from a previously rendered exterior and associated repointing are excluded except where these are inappropriate later interventions that are damaging the historic fabric

The application of tanking or waterproof plasters to combat damp problems

Works to install a new damp proof course , whether a physical or a chemical one

Non-Qualifying works (continued):

External joinery

The fitting of double-glazed units, including slim-profile double glazed units and vacuum sealed units, into the existing or new sashes or casements

The fitting of storm glazing

The replacement of historic glass with energy-efficient glass

Energy efficiency

The installation of micro-renewables such as photo voltaic panels or wind turbines

The application of external wall insulation does not qualify except where an insulated render can be applied that would not require the removal of historic render and would be of a thickness appropriate to the architectural detailing of the building.

The application of appropriate internal wall insulation will not qualify except in circumstances where no architectural features will be impacted upon and where the 'breathability' of the overall structure is not adversely affected.

Insulation of solid floors will not qualify except where the historic floor has previously been lost.

Public Realm Works (ACAs)

In the case of ACAs, public realm works will be excluded

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Appendix II – Application Form A

TO BE COMPLETED BY APPLICANT

Built Heritage Investment Scheme 2018

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**

PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM

- 1. **Form A** must be fully completed
- 2. Please **type** in the relevant information, if possible
- 3. If handwritten, please use **BLOCK CAPITALS** or ensure script is legible
- 4. All date entries should be entered in the format **DD/MM/YYYY**
- 5. If the structure is not presently in use, its last use must be stated in **Section 3**
- 6. 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 4**

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 5**

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 DAHG should be provided in **Section 5**

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 5 including the case reference number issued by the National Monuments Service**

The applicant must outline the total number of estimated days (a day is defined as 8 hours) of employment required for the duration of the project at the application stage in **Section 6**.

Details of how the cost of the works, other than the amount of funding sought, is to be met must be stated in **Section 7**. 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 8**. 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 Improvement Scheme**. 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:

<http://www.chg.gov.ie/app/uploads/2015/07/Architectural-Heritage-Protection-Guidelines-2011.pdf>

Bats are protected under the EU Habitats Directive. Any proposed works which may affect bats or their roosts should take cognisance of DAHRRGA'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 DAHRRGA's or LA's website.

1. Applicant Details (if owner)

Owner's Name:	
Address:	
Telephone/Mobile Number:	Email:
Charity Number: <i>(if applicable)</i>	
Tax Reference Number:	Date:

2. Applicant Details (if not owner)

Name:	
Address:	
Telephone/Mobile Number:	Email:
Charity Number: <i>(if applicable)</i>	
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.	

3. Structure Details

Name:	Address:
Year of construction: <i>(if known)</i>	
Existing use.	Proposed use: <i>(if different)</i>

4. Classification

		Yes or No	If yes: enter registration number	
Is the structure:	(1) a protected structure?		RPS:	
	(2) a proposed protected structure?			
	(3) protected structure under the National Monuments Acts?		RMP:	
	(4) in an ACA?*		Name of ACA:	
	(5) Included in the NIAH? **		NIAH:	Rating:

* ACA = Architectural Conservation Area

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

5. Statutory Notifications

	Yes or No	If yes: enter date applied/received
Do the proposed works require or have they been granted planning permission?		Date applied:
		Planning Status:
		Planning Ref. No:
Do the proposed works require notification to the Minister under the National Monuments Acts?		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)?		Date applied:
		Date received:
		Reference No:
Do any other Statutory Requirements apply?		Details:

6. Project Summary

6. Project Summary		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> <p>Estimate Employment Benefit of the project including:</p> <p>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)</p> <p>ii Types of jobs created for project</p>			
Start and finish dates of proposed works?	Start:	Finish:	

7. Expenditure in relation to proposed works

Estimated Total Costs of Works:	€ (excluding VAT)	€ (including VAT)
Estimated Professional Fees:	€ (excluding VAT)	€ (including VAT)
Total funding sought:	€	
Amount of matching funds:	€	
Source of matching funds?		

8. 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 DECLG) to verify eligibility for funding under this scheme)

9. Conservation Professional employed on the project

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

If necessary, copy this page to include additional conservation professionals

10. Contractors/Tradespersons employed on the project

Contractor(s)/Tradesperson(s)

Name:		Position:
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

11. 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 2018
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 Culture, Heritage and the Gaeltacht 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 Culture, Heritage and the Gaeltacht 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: _____

12. 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)		
Provide photographs which illustrate the project before works commence.		

**Circular BHIS 18/01
Appendix III**

Sample Form B
This will be issued separately as an MS Excel attachment.

FORM B – Schedule of Projects- to be submitted by Local Authorities to DCHG by 16 February 2018

Local Authority Name:									
Project No	Conservation Project (name & address)	Applicant Name	File Ref	Total Estimated Cost	Provisional Funding Granted	Estimate of Privately Leveraged Amount	Projected Start Date	Projected Finish Date	Scheme Type
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
Totals:									

