



An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta
Department of Housing,
Local Government and Heritage

Ready to Build Scheme; Serviced Sites for New Homes Croí Cónaithe (Towns) Fund

Application Form



About this form

It is important to read this form carefully **before** you fill it in. Why? Because it will save you time and help us to process your application faster. You can fill in the form yourself or get help from someone you know and trust to fill out this form for you. However, you will have to sign and declare all information is correct and true on Page 5.



a) What is this form for?

This form is to be used to apply for the Ready to Build Scheme; Serviced Sites for New Homes, for the purchase of a site from your local authority at reduced cost in order for you to build a home.



b) Conditions

Conditions for the applicant(s) are detailed in Page 3:

Please note that only one site can be applied for under this Scheme.



c) Checklist for documents to send with this form

A checklist of documents that are needed as part of your application is provided on Page 5 of this form. It is important that you read this checklist **before** filling out your application form and that all required documents are sent along with your completed application form.



d) Where to send your completed form

All available sites will be advertised on your local authority's website and / or in relevant local publications along with a closing date for receipt of applications. Completed applications must be sent to your local authority using this form. If you have any questions, you should contact the Vacant Homes Officer in your local authority and they can help.



Ready to Build Scheme; Serviced Sites for New Homes

Local authorities will make serviced sites in towns and villages available to potential individual purchasers. These sites will be available at a discount on the market value of the site for the building of a property for occupation as the principal private residence of the purchaser.

Eligibility

The Scheme is focused on home ownership. The buyer of the site is required to reside in the dwelling built on the site as his or her principal private residence on completion of the dwelling. A range of individuals or households will be eligible to avail of the Scheme, with the prioritisation of applications for consideration using the framework below and in line with overall funding available. The priorities will be implemented on a sliding scale.

Framework of Priorities

1

Applicants who are First Time Buyers (i.e. not have purchased or built a home for themselves) or who qualify under the 'Fresh Start' principle. The Fresh Start principle includes previous homeowners who have experienced divorce or separation, or insolvency or bankruptcy, and who no longer have a legal interest in the previous home.

2

Applicants (other than 1 above) who have particular needs – specifically, disabled people or older people who are moving from their current home which they are selling or have sold and want to live in a town or village setting.

3

Applicants (other than 1 and 2 above) who are moving from their current home which they are selling or have sold and want to live in a town or village setting.

The Scheme is exclusively available to individuals or households for which the property built on the purchased site will be their principal private residence as homeowners. It is not available to undertakings and/or developers etc.

Applicants may only purchase one site under the Scheme and local authorities will ensure adequate tracking and checking is carried out in this regard.

Eligible Towns and Villages

There are over 500 towns and villages in Ireland with a population of over 400 people. It is intended that the Croí Cónaithe (Towns) Fund will apply in all such towns, and also to some smaller villages, with sufficient provision of services and amenities.

Clawback

It is required that the applicant(s) will live in the property built on the site for a period of at least five years from the date of the purchase of the site. If at any time they sell the property/site, or it ceases to be their principal private residence within ten years, they must reimburse the State an element of the full value of the discount, as follows:

Up to 5 years	Over 5 years and less than or equal to 10 years	Over 10 years
100% of the monetary amount of the discount	75% of the monetary amount of the discount	No Clawback

An agreement will be concluded between the local authority and the applicant which contains the clawback arrangement, **including a charge on the property**, which shall be binding on the applicant upon sale of the site. Any revenue derived from clawbacks will be recycled to the Exchequer. The agreement will also reflect the Grant Conditions set out for applicants below.

Conditions

The following conditions will apply:

- ▶ Applicant(s) must meet the eligibility criteria set out in Page 2;
- ▶ Applicant(s) may only purchase one site under this Scheme;
- ▶ The site must be used to build a home which will be the applicants principal private residence when completed;
- ▶ If not First Time Buyers or Fresh Starters, applicants must be moving from their current home which they are selling or have sold and want to live in a town or village setting;
- ▶ Applicant(s) must have their tax affairs in order, with tax clearance from Revenue;
- ▶ Applicant(s) must apply for planning permission to build their principal private residence on the site within 3 months of receiving approval to purchase and payment of deposit. Where this does not happen the site will revert to the local authority. Transfer of ownership (and payment of balance of purchase) shall only take place on confirmation of receipt of planning permission;
- ▶ Building must start within 12 months of receipt of planning permission. Where this does not occur, the full monetary value of the discount must be repaid to the local authority. An extension to the 12 months may be granted at the discretion of the local authority in exceptional circumstances;
- ▶ Applicant(s) must agree to the clawback conditions set out in Page 3.



Application Form

Please answer all of the following questions using **BLOCK CAPITALS**. Failure to fully complete any of the below sections may result in delays to your application.

Details of the Applicant(s) Applying for the Scheme:

Name(s)

Address

Date of birth

Email address

Contact phone number

Address of Site

Site Reference
Number (from
advertisement)

Eligibility Requirements

Please tick one box below which best describes your circumstances.

1. Applicants who are First-Time Buyers (i.e. not have purchased or built a home for themselves) or who qualify under the 'Fresh Start' principle. The Fresh Start principle includes previous homeowners who have experienced divorce or separation, or insolvency or bankruptcy, and who no longer have a legal interest in the previous home.
2. Applicants (other than 1 above) who have particular needs – specifically, disabled people or older people who are moving from their current home which they are selling or have sold and want to live in a town or village setting.
3. Applicants (other than 1 and 2 above) who are moving from their current home which they are selling or have sold and want to live in a town or village setting.

Home owners should be aware of their responsibilities under Safety, Health and Welfare at Work (Construction) Regulations 2013. See www.hsa.ie

Data Protection

By law, applicants must provide certain personal data in this form, so we can do our work. We treat all information and personal data provided as confidential. We do this in line with the General Data Protection Regulation and Data Protection legislation. To process this application, please note that we may share your personal data (information) with the Department of Housing, Local Government and Heritage. You can read the details of our Data Protection Policy and Privacy Statements on your local authority website. The policy explains how and why we will use personal data, and how we provide information about your rights as a data subject. The policy is also available in paper format if you request it from your local authority office.

Declaration

I declare that the information and details I have given on this application are true and correct.

Signature of applicant(s)

Date:

Checklist for what to include with this form

Your application will be delayed if details and documents are missing. This checklist will help you to send in all the documents needed to deal with your application.

All applications will need the following:

This form. Fully completed.

The Site Reference Number



What happens when I send in my application?

Your local authority will:

1. Check it to make sure it is complete.
2. Carry out a review of the application(s) received
3. Write to you to let you know if your application to purchase the site has been successful/unsuccessful.
4. Require successful applicant(s) to pay a 10% deposit. Applicant(s) must then apply for planning permission to build their principal private residence on the site within 3 months of receiving approval to purchase and payment of deposit. Where this does not happen the site will revert to the local authority. Transfer of ownership (and payment of balance of purchase) shall only take place on confirmation of receipt of planning permission
5. Require building to start within 12 months of receipt of planning permission. Where this does not occur, the full monetary value of the discount must be repaid to the local authority. An extension to the 12 months may be granted at the discretion of the local authority in exceptional circumstances.

Tax Clearance

If the approved discount is over €10,000, you will need to get tax clearance from Revenue. You can apply for tax clearance using Revenue's online service at www.revenue.ie. If you do not have access to the internet, you can call Revenue on 1890 306 706, and they will post you an application form.

You must send your completed application form for tax clearance to Customer Services, Collector General's Division, Sarsfield House, Francis Street, Limerick, V94 R972.

If you are not successful, you can appeal the decision

Sometimes an application to your local authority will not be successful. If your application is not successful, you can write to your local authority to appeal the decision. You must write **within three weeks of the date of the original decision**, and clearly explain why you are appealing. A local authority official who was not involved with the original assessment will then assess this appeal and contact you with the result. This could take up to six weeks.

Thank you for filling out this form.

If you have any questions, please contact the Vacant Homes Officer in your local authority.



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