



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 who the grant is for

Name

Address

Eircode

Date of birth

Email address

Contact phone number

Please provide additional details here along with any relevant supporting documentation:

Details of the Vacant Property

Address of the property where the work will be carried out

Eircode

How long has the property been vacant (in months)?

Will you be living here as your principal private residence when the work is completed? YES NO

Will you make the property available for rent when the work is completed? YES NO

Have you provided evidence that you are the property owner, or evidence of active negotiations to purchase the property? YES NO

Please tick the box that describes the home. Detached
Semi-detached
Terraced
An apartment

Are you applying for grant funding in respect of a property located on one of the qualifying Islands listed? YES NO
<https://www.gov.ie/en/publication/31da3-populated-off-shore-islands/>

If so, which island?

Is the property compliant with Local Property Tax? (to be completed if you are the owner of the property) YES NO

What year was your property purchased?

What was the purchase price of the property? €

What is the current estimated value of the property? €

Please tick one of the following to indicate if you are applying for the grant to be your Principal Private Residence or if you applying for a Rental Property:

1) Principal Private Residence

2) Rental Property

Please tick one of the following boxes to indicate what grant you are applying for:

1) Vacant Property Refurbishment Grant

2) Vacant Property Refurbishment Grant including the derelict property top-up grant

Have you previously been approved for the Vacant Property Refurbishment Grant? This includes both principle private residence and rental property applications.

YES NO

If you have selected yes, please provide details, (Eircode, date of application, date of approval, and application type) including the number of grants you have been approved for:

Have you applied for additional grants for this property, i.e. The SEAI Better Energy Homes Grant, Housing Adaption Grant?

YES NO

If you have selected yes, please provide details:

You will need to send your local authority proof that Local Property Tax is up to date on the property where the work will be done. This can be a letter from Revenue or a printout of the online record, which will show:

- that this tax is paid; **or**
- deferral of payment (Local Property Tax will be paid later); **or**
- exemption from Local Property Tax.

You may wish to consider getting professional advice before you complete the next section.

Please tick below all the proposed works that you intend to have done on your property and state the cost of each of the proposed works

	Works Category	✓	Cost of Proposed Works
1.	Demolitions⁶ / Strip-out / Site Clearance (including removal of hazardous materials)		€
2.	Substructure works (including works to foundations; rising walls; beds / slabs; damp-proofing; underpinning)		€
3.	Superstructure works (including works to internal / external walls; chimneys; upper floors; stairs; roof structure; other structural timbers)		€
4.	Completions (including works associated with external doors and windows; internal doors and associated frames, architraves and ironmongery; balustrades; skirtings; rooflights; fascias / soffits; rainwater goods)		€
4a	external completions (incl. doors, windows, sills)		€
4b	internal completions (incl. doors, frames, architraves, ironmongery)		€
4c	skirtings		€
4d	fascias, soffits, rainwater goods		€
4e	roof completions (incl. flashings, fascias, soffits, gutters, downpipes)		€
5.	Finishes (including finishes to external / internal walls; ceiling finishes; tiling / waterproof finishes to wet areas; roof finishes)		€
5a	tiling / waterproof finishes to wet areas		€
5b	painting and decorating		€
5c	roof finishes		€
6.	Services (including plumbing; heating; ventilation; power; lighting; telecommunications; smoke / CO2 detection)		€
7.	Fittings (including kitchen units; sanitary / bathroom fittings)		€
7a	kitchen units		€
7b	sanitary ware / bathroom fittings		€
8.	External Works (necessary external / site works carried out within the curtilage of the site)		€
9.	Extension within the ambit of exempt development under planning regulations, as part of a wider refurbishment		€
10.	Professional services associated with works (fees / surveys)		€

How much do you think the work will cost in total including VAT?

€

6. While demolition and extension works can form part of an application for the Vacant Property Refurbishment Grant, such works must be part of a wider refurbishment of the existing dwelling in keeping with the objectives of the scheme.

Applicants should provide a quotation(s) in respect of the works proposed.

Can you pay for any extra cost that is **not covered by** the grant? YES NO

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

In respect of rental properties, all landlords are required by law to comply with the standards for rental housing and should ensure their properties are fully compliant with fire safety and minimum standards regulations for rental properties.

See <https://www.irishstatutebook.ie/eli/2019/si/137/made/en/print>

If you are approved for this grant and have not already installed them, you will need:

- at least two smoke / heat alarms – self-contained and with a 10-year-battery.
- a carbon monoxide detector if you use fossil fuel heating like gas or coal. The carbon monoxide detector must meet the standard – EN 50291 (marked on box).

Tick box to confirm that you have read and understood the above.

How many alarms are already installed in the home where the work will be done?

Smoke / heat alarms

Carbon monoxide detectors

Data Protection

By law, applicants must provide certain personal data in this form. All information and personal data provided will be treated as confidential, in line with the General Data Protection Regulation and Data Protection legislation.

To process this application, please note that the local authority may share your personal data (information) with the Department of Housing, Local Government and Heritage, the Housing Agency and the other parties participating in the delivery of the Vacant Property Refurbishment Grant.

You can read the details of the Data Protection Policy and Privacy Statements on your local authority website. The policy explains how and why personal data will be used and provides 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 - Tick each that is applicable.

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

I declare that I will inform the local authority if there are any changes to my circumstances in respect of the property being applied for.

I declare that I will live in the property as my principle private residence.

I declare that I will make the property available for rent.

As part of this declaration I agree to meet the requirements and standards as set out in this application form.

Full name of applicant (BLOCK LETTERS):

Signature of applicant(s):

Date:

Checklist for what to include with this form

Your application will be delayed if details and documents are missing. There are two checklists that will help you to send in all the documents needed to process your application. The first checklist is for applicants who are applying for the grant to refurbish a property that will be their principle private residence and the second checklist is for applicants who are applying for a grant to refurbish a property and make available to rent. **Please use the checklist that is relevant to your application only.**

1) Checklist for Principal Private Residence:

All applications will need the following:

This form. Fully completed and signed.

Proof that the property has been vacant for a period of 2 years or more immediately prior to this application.

A quotation(s) in respect of the works proposed.

Proof of ownership or evidence of active negotiations to purchase the property if seeking approval in principle.

Evidence confirming that the property is structurally unsound and dangerous if applying for the top-up derelict property grant.

Any other relevant documentation to support your application (e.g. evidence of planning permission or a certificate of exemption under the Planning Acts).

2) Checklist for Rental Property:

All applications will need the following:

This form. Fully completed and signed.

Proof that the property has been vacant for a period of 2 years or more immediately prior to this application.

A quotation(s) in respect of the works proposed.

Proof of ownership or evidence of active negotiations to purchase the property if seeking approval in principle.

Evidence confirming the property is structurally unsound and dangerous if applying for the top-up derelict property grant.

A signed affidavit confirming that the Grant has not been applied for before for rental purposes. (if applicable)

Signed declaration of their intention make the property available for rent and that they will register a tenancy with the Residential Tenancies Board (RTB) prior to grant drawdown.

In respect of rental properties, all landlords are required by law to comply with the standards for rental housing and should ensure their properties are fully compliant with fire safety and minimum standards regulations for rental properties. See <https://www.irishstatutebook.ie/eli/2019/si/137/made/en/print>

Any other relevant documentation to support your application (e.g. evidence of planning permission or a certificate of exemption under the Planning Acts).

IMPORTANT:

Where the local authority has requested that further documentation is to be submitted to support your application, failure to do so may result in your application becoming invalid. If you are experiencing delays, it is advised that you contact the Vacant Homes Officer in your local authority as soon as possible.