



Rialtas na hÉireann  
Government of Ireland

# Historic Structures Fund

## Conservation Advice Scheme

### Application Form

Prepared by the Department of Housing, Local Government and Heritage  
[gov.ie/housing](https://www.gov.ie/housing)

**Please tick relevant box**

**Stream 1: Vacant Traditional Houses in Towns**

**Stream 2: Vacant Traditional Farmhouses**



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



**NBHS**

An tSeirbhís Oidhreachta  
Tógtha Náisiúnta  
National Built  
Heritage Service

## Please note the following before completing this form:

- Please read the 'Guidance Booklet for Applicants' before filling in the application form.
- **Stream 1:** This scheme is open to owners of **Vacant Traditional Houses in Towns** where they are a Protected Structure and/or an historic structure located within an Architectural Conservation Area (see 'Guidance Booklet for Applicants' for further explanation). Residential houses and commercial buildings qualify for the scheme where the intended use is a single dwelling or a single dwelling over a shop. For the purposes of the scheme, the definition of villages, towns and cities is taken from the Central Statistics Office (CSO). These 868 settlements are described as Built Up Areas (BUAs) and are listed here: <https://data.cso.ie/table/F1015>
- **Stream 2:** The scheme is open to owners of **Vacant Traditional Farmhouses** (see 'Guidance Booklet for Applicants' for further explanation) where the building is a Protected Structure and/or an historic farmhouse located within a rural Architectural Conservation Area and/or a vernacular farmhouse which has no statutory protection. Vernacular farmhouses comprise modest homes constructed using local materials and traditional techniques by 'ordinary' people using locally available materials such as thatch, stone, slate, earth, wattle and unsawn timber following long established folk traditions. 'Traditionally constructed' is taken, but not exclusively understood, to mean buildings constructed of stone or mud (or combination of these materials) with lime and/or earth mortars.
- If the building is a protected structure the RPS Reference number can be found on the Record of Protected Structures (RPS) of the relevant local authority. The list of Architectural Conservation Areas can be found in the current Local Authority Development Plan. These documents are available to search online; alternatively, the local authority Architectural Conservation Officer can provide advice.
- Please **type** in the relevant information if possible. If handwritten, please use **BLOCK CAPITALS** or ensure script is legible along with labelled hard copy photographs.
- All date entries should be entered in the format **DD/MM/YYYY**
- Details of matching funding being provided by the applicant must be stated in **Section 4**.
- **The Form** must be completed in full. **Incomplete applications will not be considered.** Completed form, accompanying photos and relevant documents to be sent to [conservationadvicegrants@housing.gov.ie](mailto:conservationadvicegrants@housing.gov.ie) by deadline of **5pm on the 31<sup>st</sup> of July 2024**. Applications should not exceed 10mb.
- **Where a grant is made, the address of the building to be surveyed will be displayed on the Department's website in line with our policy for all conservation grants.**

## 1. Applicant/Owner's Details

Owner's name	
Postal address (including eircode)	
Telephone/mobile number	
Email	
Charity Number (if applicable)	
Tax Reference Number	
Tax Clearance Access Number	
Please indicate if the consent of the owner been obtained to apply under this scheme and attach consent to this form	

## 2. Details of Vacant House

Address of building to be surveyed (including eircode where available)	
Proof of ownership provided such as one of the following: Title deed or similar legal instrument proving ownership of the property; evidence of payment of Local Property Tax (LPT) or mortgage statement dated within the last 12 months)	
Record of Protected Structures reference number (where applicable)	
Architectural Conservation Area name (where applicable)	
NIAH reference & rating (where applicable) Check Buildings of Ireland website to establish if building has been surveyed by the NIAH <a href="https://www.buildingsofireland.ie/buildings-search/">https://www.buildingsofireland.ie/buildings-search/</a>	
Provide evidence of vacancy (Noting that building is required to be vacant for two or more years – such as ESB disconnection)	

<b>The approximate date of construction (if known)</b>	
<b>History of the house to include materials used in walls, floor and roof (if known) and information on who built it (if known)</b>	
<b>When was the last known use of building</b>	
<b>What was the last known use of building</b>	
<b>Will the house be your principal private residence or a rental property?</b>	
<b>Site location map included (please circle answer)</b>	Yes / No
<b>Digital photographs of the building provided (please circle answer).</b> <b>Note:</b> Good quality digital photographs (minimum of 8) to be included. Photographs to be clearly labelled with short description of the content. Photographs should include a view of exterior (front & rear), related out-buildings, general view of site/context; interior views (details such as windows, doors, stairs, shop fittings), decorative plasterwork, fireplaces, floors (flagged/tiled/floorboards), roof structure where visible.	Yes / No

### 3. Conservation Professional

<b>Specify name of selected Conservation professional</b>	
<b>Include Conservation accreditation</b>	
<b>Evidence of any recent approved CPD in energy upgrading of historic buildings (please circle answer)</b>	Yes / No
<b>Evidence of any recent approved CPD in historic buildings (please circle answer)</b>	Yes / No
<b>For Stream 2 applicants: Evidence of any recent approved CPD in vernacular buildings / vernacular architecture (please circle answer)</b>	Yes / No

<p><b>CV provided where selected professional has no conservation accreditation.</b></p> <p><b>Note:</b> CV to include relevant conservation qualifications and demonstrated conservation experience (working with historic buildings &amp; conservation report writing) along with recent approved conservation CPD (in particular historic buildings, vernacular buildings and energy upgrading of traditional buildings). Include sample report which contains condition survey, recommendations and conservation specification of works; evidence/knowledge of how to sensitively retrofit traditionally constructed buildings using suitable materials.</p>	Yes / No	
<b>Address (including eircode)</b>		
<b>Email Address</b>		
<b>Telephone/Mobile Number</b>		
<b>Tax Reference Number</b>		
<b>Tax Clearance Access Number</b>		
<p><b>Professional Fees:</b></p> <p><b>Note:</b> To include detailed cost breakdown from your conservation professional for each element where relevant. This may include the following:</p> <ul style="list-style-type: none"> <li>• Conservation report – as per template provided</li> <li>• Pre works energy analysis</li> <li>• Site survey and drawn measured survey of existing building</li> <li>• Sketch plan of proposed reuse</li> </ul>	€ (excl. VAT)	€ (incl. VAT)

<b>4. Grant Sought</b>	
<p><b>Total grant sought:</b></p> <p><b>Note:</b> Total grant sought cannot exceed 67% of overall costs.</p>	€
<b>Amount of matching funds:</b>	€

## 5. Other Grants or Reliefs

Have you applied for a Vacant Property Refurbishment Grant?	
If <b>YES</b> , which grant have you applied for (please circle/highlight answer)	1) Vacant Property Refurbishment Grant <u>Yes / No</u>  2) Vacant Property Refurbishment Grant (+ derelict property top-up) <u>Yes / No</u>
If <b>NO</b> , which grant do you intend on applying for (please circle/highlight answer)	1) Vacant Property Refurbishment Grant <u>Yes / No</u>  Vacant Property Refurbishment Grant (+ derelict property top-up) <u>Yes / No</u>
Is the VAT recoverable?	

## 6. Check List

Fully filled out application form	Yes / No
Proof of ownership provided	Yes / No
Evidence of vacancy provided	Yes / No
Site location map provided	Yes / No
Clear and current photographs of the building provided	Yes / No
Quotation provided	Yes / No
Tax reference details for yourself and your conservation professional provided	Yes / No
Your selected accredited Conservation Professional to provide the following: <ul style="list-style-type: none"> <li>Evidence of any recent completed CPD in energy upgrading of traditional buildings (Stream 1 &amp; 2)</li> <li>Evidence of any recent completed CPD in historic buildings (Stream 1 &amp; 2)</li> <li>Evidence of any recent completed CPD in vernacular buildings (Stream 2 only)</li> </ul>	Yes / No
CV provided where selected professional has no conservation accreditation.	Yes / No

**7. Declaration by Owner: I, the applicant, certify that:**

The information provided in the application form and supporting documents is correct and I will notify the National Built Heritage Service immediately if there is any change in that information at [conservationadvicegrants@housing.gov.ie](mailto:conservationadvicegrants@housing.gov.ie)

I understand that payment of funds under this scheme does not imply a warranty on the part of the Minister for Housing, Local Government and Heritage in relation to the guidance provided.

I understand that 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 Minister's decision is final.

I understand that the Department reserves the right to use any or all images to advertise or publicise the scheme.

My tax affairs and that of my chosen conservation professional are in order.

Applicant's Signature

Date



[gov.ie/housing](https://gov.ie/housing)



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