



Rialtas na hÉireann  
Government of Ireland

# Historic Structures Fund

## Stream 1: Conservation Advice Scheme for Vacant Traditional Houses in Towns

### Guidance Booklet for Applicants



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



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



**NBHS**

An tSeirbhís Oidhreachta  
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# Background and Purpose of the Conservation Advice Scheme for Vacant Traditional Houses

This guide provides applicants with information in relation to the application process and operation of the Historic Structures Fund (HSF) 2024 Conservation Advice Scheme for Vacant Traditional Houses in villages, towns and cities.

The National Built Heritage Service, Department of Housing, Local Government, and Heritage is running a scheme to provide grant support for the provision of expert conservation advice to private owners of vacant traditional houses, who are availing of or considering the Vacant Property Refurbishment Grant, where they are:

1. Protected Structures or
2. Historic buildings located in Architectural Conservation Areas (ACAs).

The aim of the scheme is to help owners of traditionally constructed buildings to understand the heritage value and potential of these structures and to prompt them to consider investments which could protect and enhance that value.

Historic buildings are an intrinsic part of the character of our villages, towns and cities. Once repaired, these buildings contribute to living urban environments of great quality to the benefit of their users and the wider public.

## The Vacant Property Refurbishment Grant

The Conservation Advice Scheme is intended to complement the Vacant Property Refurbishment Grant, which was launched in July 2022 to help bring vacant and derelict residential properties back into use. This scheme provides a grant of up to €50,000 for the refurbishment of vacant properties for occupation as a principal private residence and for properties which will be made available for rent, including the conversion of a property which has not been used as residential heretofore

Where the refurbishment costs are expected to exceed the standard grant of up to €50,000, a maximum top-up grant amount of up to €20,000 is available where the property is confirmed by the applicant to be derelict or where the property is already

on the local authority's Derelict Sites Register, bringing the total grant available for a derelict property up to a maximum of €70,000.

Properties must be vacant for two years or more and built up to and including 2007.

More information on the scheme can be found here:

<https://www.gov.ie/en/service/f8f1b-vacant-property-refurbishment-grant/>

## Objective of Conservation Advice Scheme

The aim of the 'Conservation Advice Scheme for Vacant Traditional Houses' is to support the provision of expert advice to enhance owners' awareness and understanding of the potential of their traditional house, and prompt enhanced long-term investment in our architectural heritage. This grant scheme has been devised under the Town Centre First and Housing for All policy documents.

**The grant covers the provision of expert advice on the repair and energy upgrade of vacant traditional houses. Any reuse proposal should respect the character and integrity of the original building, in particular taking into account the building layout and survival of historic features. It does not cover costs associated with the design and specification of new-build additions. Note:** Not all conservation professionals will have energy-modelling skills so engagement of additional conservation expertise may form part of the report recommendations.

All applicants must be willing to complete a short questionnaire to assist with the evaluation of the scheme and provide a selection of before and after photographs.

**Photographs:** Please note that the Department reserves the right to use any or all images supplied by the applicant and/or their conservation professional to advertise or publicise the scheme. Photographs must be of high quality and submitted in jpeg format, clearly identified with the name of the relevant project

## What Kind of Buildings Qualify?

This scheme is open to owners of vacant traditional houses in villages, towns and cities which are Protected Structures and/or historic buildings located within Architectural Conservation Areas. Residential houses and commercial buildings qualify for the scheme where the intended use is a single dwelling or a single dwelling over a shop.

- 1. Protected Structures:** Structures on the Record of Protected Structures (RPS) or proposed for addition to the Record of Protected Structures. 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.
- 2. Architectural Conservation Areas:** Houses in Architectural Conservation Areas (ACA) where they are considered to contribute to its character. An Architectural Conservation Area (ACA) is a group of structures or townscape, that is of special architectural, historical, archaeological, artistic, cultural, scientific, social or technical interest, whose character it is an objective of a development plan to preserve. The list of Architectural Conservation Areas can be found in the current Local Authority Development Plan.

**Definition of Villages, Towns and Cities:** 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>





## Ineligible Buildings

The categories of buildings listed below are not eligible for funding under the present scheme. Please note that this list is not exhaustive:

- Buildings where the intended purpose is commercial only.
- Buildings where the intended purpose is multi-occupancy residence.
- Buildings in ruinous condition.
- Farm buildings.
- Buildings where works have already commenced.

## Grant

The grant is 67% (two thirds) of eligible costs with a maximum grant amount of €5,000. The building owner will cover the remainder of the cost. The grant will support the following:

- Conservation report of the vacant traditional farmhouse (as per provided template).
- Site survey and drawn measured survey of existing building to include mapping location of existing services.

- Sketch plan outlining reuse proposal for building (to include mapping location of proposed services required). **Important:** This element of the grant is capped at €500. The grant does not cover costs associated with the detailed design and specification of new-build additions. Any reuse proposal should respect the character and integrity of the original building, in particular taking into account the building layout and survival of historic features. Where future extensions are being considered, they should be sympathetic, to the scale, form and traditional character of the existing historic buildings.
- Pre-works energy analysis: Costs associated with energy-modelling, where considered appropriate, will also be considered. The specification of certain complex retrofit measures should be supported and informed by the results of analysis. The costs related to pre-works analysis which will inform the energy retrofit approach and reduce the risk of condensation damage post-installation include:
  - Interstitial condensation risk analysis in accordance with I.S. EN ISO 13788:2012, hygrothermal analysis in accordance with I.S. EN ISO 15026:2007 and thermal modelling in accordance with I.S. EN 10211 & BR497

Note any pre-works energy analysis report should be guided by the Department's publication [Improving Energy Efficiency in Traditional Buildings](#) (2023), in particular, pages 53-54, outlining the 'Recommended Procedure for Developing a Retrofit Plan', as well as the following sections: 2.2 'Performance Assessment Methods'; 2.2.1 Thermography; 2.2.7 Calculating and Measuring U-values (various I.S. EN standards referenced).

## Selection of Conservation Professional

Applicants must select an experienced conservation professional who is a registered architect, engineer or building surveyor. Please note that the proven and appropriate experience of the chosen conservation professional makes up part of the assessment process. Suitably experienced and accredited conservation professionals can be found here:



- Accredited Conservation Architects: <https://www.riai.ie/work-with-an-architect/conservation-skills>
- Accredited Conservation Surveyors: <https://scsi.ie/building-conservation-accreditation/>
- Accredited Conservation Engineers: <https://www.engineersireland.ie/Professionals/Communities-Groups/Engineering-Divisions/Structures-and-construction/Conservation-Accreditation-Register-for-Engineers>

Registered architects, surveyors and engineers are capable of acting as assigned certifier to any subsequent building works that take place on foot of the Conservation Advice Report, to ensure continuity and avoid duplication of effort. Assigned certifiers inspect, co-ordinate the inspection activities of others during construction, and certify the building or works on completion.

Note: To act as an Assigned Certifier in relation to Building Control the building professional must be registered as follows:

- (1) Architects on register pursuant to Part 3 (Registration of Architects) of the Building Control Act 2007
- (2) Building Surveyors on register pursuant to Part 5 (Registration of Quantity Surveyors) of the Building Control Act 2007
- (3) Chartered Engineers on register pursuant to Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969.

**Conservation Professionals should also provide evidence of any recent CPD in historic buildings and energy upgrading**, approved by the relevant body: Royal Institute of the Architects of Ireland, Society of Chartered Surveyors Ireland and/or Engineers Ireland.

Where the selected building professional does not have conservation accreditation, they must clearly outline their relevant conservation qualifications and/or demonstrated conservation experience. It should be clear that the building professional has **demonstrable competence** in building conservation. Therefore, a

Curriculum Vitae outlining details of educational and professional qualifications should be provided along with the following:

- Any recent conservation CPD (in particular historic buildings and energy upgrading of traditional buildings). Include details of any relevant approving body (Royal Institute of the Architects of Ireland, Society of Chartered Surveyors Ireland and/or Engineers Ireland).
- Details of conservation experience and working with historic buildings.
- Experience in conservation report writing.
- Sample report which includes condition survey, recommendations and conservation specification of works.
- Evidence/knowledge of how to sensitively retrofit traditionally constructed buildings using suitable materials.

## How to Apply

To apply for the grant, owners of eligible buildings should:

- Fully complete the application form
- Submit the application, along with required information, by the closing date. To consider your application, we must receive your fully completed application form, along with required supporting documents, by **5pm on the 31<sup>st</sup> of July 2024. Applications or required supporting documents cannot be submitted after this time.**

Applicants must submit the attached application form and supporting documents to [conservationadvicegrants@housing.gov.ie](mailto:conservationadvicegrants@housing.gov.ie) using the subject line **Stream 1: Conservation Advice Grant Scheme for Vacant Traditional Town Houses.**

Alternatively, applicants may submit their application form by post to **Stream 1: Conservation Advice Grant Scheme for Vacant Traditional Town Houses**, National Built Heritage Service, Department of Housing, Local Government and Heritage, 1.06 Custom House, D01 W6X0. Applications must be received by the deadline above.

The following documents **MUST** be uploaded/provided in support of an application by the stated closing deadline:

1. Proof of ownership.
2. Evidence of vacancy.
3. Site location map.
4. Clear and current photograph(s) of the building. It is important that good-quality digital photographs (minimum of 8) are included which illustrate the building/buildings in question as this will inform the assessment of the application. Photographs should be clearly labelled with a short description of the content. Photographs should include exterior (front & rear); related outbuildings; general view of site/context to provide an understanding of the wider setting etc.; interior details, such as windows, doors, stairs, shop fitting, decorative plasterwork, fireplaces, flagged/tiled floor etc.; related out-buildings etc. It is essential that these photographs are clear and of sufficient quality to allow an informed assessment of the building. Please note that the Department reserves the right to use any or all images to advertise or publicise the scheme.
5. A quotation to include a cost breakdown from your conservation professional. This may include the following: conservation report, as per provided template; pre-works energy analysis, site and building survey and reuse proposal sketch plan.
6. Tax reference details for yourself and your conservation professional.
7. Selected accredited Conservation Professional to provide evidence of any recent approved CPD in energy upgrading of traditional buildings and in historic buildings.
8. Where the selected professional has no conservation accreditation, a CV should be provided to include relevant conservation qualifications and demonstrated conservation experience (working with historic buildings and conservation report writing), along with any recent approved conservation CPD (in particular historic 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.

## Assessment Process

**Initial Screening:** All applications are screened first to ensure eligibility and completeness as follows:

- Is the building eligible?
- Is the application fully complete?
- Is the relevant supporting required information attached to the application?

**Important: Applications that do not meet the above requirements will be rejected on these grounds and will not be assessed further. Incomplete applications will not be accepted.**

**The Assessment Process:** Applications that pass the Screening Stage will be assessed by the National Built Heritage Service. All applications will be assessed under the following equally weighted criteria:

- ***Heritage interest of the building (25)***
- ***Reuse potential of the building (25)***
- ***Demonstrated experience of chosen Conservation Professional – in particular in relation to historic buildings and energy upgrading (25)***
- ***Best value for money of costings provided (25)***

Please note that as this is a competitive application process, **only the highest scoring projects** will be chosen in line with the available funding budget. Unsuccessful applications will not be carried through to any subsequent approved grant scheme.

## Approval & Notification

Successful applicants will be selected and shall be notified using the contact details provided in the application form. Once approved, a letter shall be issued by email to you and your conservation professional, outlining the level of funding approved, the timeline for completion of the report and the terms and conditions of the award. As with other grant schemes, a list of projects awarded funding under this scheme will be published on the Department's website – the list will provide the building address, but not the name or any other details of the grant recipient or building professional.

Once approved, the report shall be compiled by your Conservation Professional using the **Conservation Advice Report Template** supplied. The National Built Heritage Service will use the reports only for the purpose of approving the grant payment, in line with the Data Privacy Statement (see attached). The completed report must be submitted for approval by the **15<sup>th</sup> of October 2024**.

**Important:** If you are proposing to change Conservation Professional after you have been approved, this **must be agreed in writing** in advance with the Department – otherwise the grant offer is considered void and will be considered withdrawn.

All applicants must be willing to complete a **short questionnaire** to assist with the evaluation of the scheme.

## Payment Procedures

**Prior to any payment being made** by the building owner to the Conservation Professional, the completed conservation report must be sent for approval to the National Built Heritage Service (NBHS). Changes may be required by the NBHS to reflect best conservation practice. Once approval has been issued by the NBHS, **payment** by the building owner to the approved Conservation Professional can be made.

A **recoupment** form will be supplied to the building owner once the Conservation Report has been approved. The building owner can then recoup the grant amount

from the NBHS. The recoupment will only be made on proof of payment (receipt of payment & evidence of bank transfer) and where a tax clearance certificate has been provided for the building owner and appointed Conservation Professional. Relevant tax clearance procedures in respect of public sector grant payments, as set down by the Revenue Commissioners must be adhered to. Please refer to [www.revenue.ie](http://www.revenue.ie) for further details, in line with Section 4(1) of Department of Finance Circular 44/2006: Tax Clearance Procedures: Grants, Subsidies and Similar Type Payments.

Owners who have received a determination 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 Renovation Incentive or the Living City Initiative, should inform the Revenue Commissioners of any funding received through this scheme.

## Fire Guidance

With the exception of dwelling houses occupied as single dwellings, buildings are subject to the requirements of Part III of the Fire Services Acts, 1981 and 2003. Therefore, where proposals involve living accommodation over shop units, proposals must comply with the requirements of the Fire Services Acts. In the case of Protected Structures, it is recommended that the conservation professional liaise with the planning authority and fire officer at the earliest opportunity. See Chapter 17 of the 'Architectural Heritage Protection Guidelines' (2011): <https://www.buildingsofireland.ie/app/uploads/2019/10/Architectural-Heritage-Protection-Guidelines-for-Planning-Authorities-2011.pdf> and

'Bringing Back Homes' 2024 [Bringing Back Homes – Manual for the Reuse of Existing Buildings \(updated 24 April 2024\)](#) for further advice.

## Wildlife in Buildings

Vacant traditional buildings may provide wildlife habitats. Please note that if bats, pine martens, red squirrels, swallows, swifts and/or nesting birds are present,

owners should consult with the National Parks and Wildlife Service (NPWS) as a licence from NPWS may have to be obtained before works can commence. It is the responsibility of the building owner/applicant to establish whether permission or a derogation licence is needed under the Wildlife Acts 1976, and related legislation. Further information can be found here: <https://www.npws.ie/licencesandconsents> or from [wildlifelicence@npws.gov.ie](mailto:wildlifelicence@npws.gov.ie)

If a bat/bird survey is required, see link below for details of the wildlife panel. The survey report produced should identify which species are present and how to carry out the works without affecting them – for example, altering the timing of the repair work or the material used. [https://www.heritagecouncil.ie/content/images/HC-Wildlife-Panel\\_2023-05-25-091437\\_ngpj.pdf](https://www.heritagecouncil.ie/content/images/HC-Wildlife-Panel_2023-05-25-091437_ngpj.pdf)

For more information, please refer to the following documents:

Information on derogation licences can be found here:

<https://www.npws.ie/licensesandconsents/disturbance/application-for-derogation-licence>

National Parks and Wildlife Service *Bat Mitigation Guidelines for Ireland* v2 (2022):

<https://www.npws.ie/sites/default/files/publications/pdf/IWM134.pdf>

Additional guidance on how best to manage and protect bats in historic buildings has been published by Eurobats:

[https://www.eurobats.org/sites/default/files/documents/publications/publication\\_series/EUROBATS\\_PubISer\\_No4\\_English\\_3rd\\_edition.pdf](https://www.eurobats.org/sites/default/files/documents/publications/publication_series/EUROBATS_PubISer_No4_English_3rd_edition.pdf)

In addition, guidance is available from Bat Conservation Ireland:

[https://www.batconservationireland.org/wp-content/uploads/2022/11/BatsHeritageStructures\\_Final.pdf](https://www.batconservationireland.org/wp-content/uploads/2022/11/BatsHeritageStructures_Final.pdf)

Aughney, T., Copland, A. & Duggan U. (2009) *Bats, birds, buildings and you!* The Heritage Council.

[https://www.heritagecouncil.ie/content/files/bats\\_birds\\_buildings\\_you\\_2009\\_3mb.pdf](https://www.heritagecouncil.ie/content/files/bats_birds_buildings_you_2009_3mb.pdf)

Sullivan, Irene & Lusby, John (2021) *Wildlife in Buildings: Linking our Built and Natural Heritage*. Bird Watch Ireland.

<https://www.heritagecouncil.ie/content/images/HC-Wildlife-Panel.pdf>



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