

**APPLICATION FORM A**  
**TO BE COMPLETED BY APPLICANT**

**Built Heritage Investment Scheme 2016**

**LAOIS**

**IMPORTANT NOTE**

As this is a leverage scheme, **the employment benefit of the scheme** will be reported upon by the LA to DAHG. In order to do so, 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 and types of jobs created in **Section 6** (and again at recoupment stage).

**For further information required regarding this scheme,  
please contact**

**Laois County Council, Áras an Chontae, Portlaoise, Co Laois**

**Phone Planning Section 057-8664039**

**Email [ccasey@laoiscoco.ie](mailto:ccasey@laoiscoco.ie)**

**Closing date: 7<sup>th</sup> December 2015**



**PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM**

Full detailed instructions for applicants are available in Circular BHIS15/1, published by the Department of Arts, Heritage and the Gaeltacht. This is available on [www.laois.ie](http://www.laois.ie) or on request. It is the responsibility of the applicant to ensure that all relevant details are supplied. Form A must be fully completed – forms which are incomplete will not be accepted

**The closing date for applications is 7<sup>th</sup> DECEMBER at 12 noon. Applications should be sent, either by post or email to:**

**Built Heritage Investment Scheme  
Planning Section  
Laois County Council  
Áras an Chontae  
Portlaoise  
Co Laois  
Email [ccasey@laoiscoco.ie](mailto:ccasey@laoiscoco.ie)**

Funding is available at a co-funding rate of 50%. The minimum funding which will be awarded to successful projects is €2,500 (ie total project cost €5,000) and the maximum is €10,000 (ie total project cost €20,000)

**The following documents MUST accompany the application:**

- **Up to date tax clearance cert**
- **Brief method statement for the works to be carried out, drawn up by a suitably qualified professional (see Circular BHIS 15/1 for details on what this should contain)**
- **Location map for the structure**
- **Recent photographs of relevant aspects of the structure**
- **Quotes for the cost of works to be carried out.**

**Completing the Form:**

Please **type** in the relevant information if possible. If handwritten, please use **BLOCK CAPITALS** or ensure script is legible. All date entries should be entered in the format **DD/MM/YYYY**

If the structure is not presently in use, its last use must be stated in **Section 3**

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 DAHG's *Architectural Heritage Protection Guidelines for Planning Authorities* (2011) and DAHG's *Advice Series* publications. These are available from Government Publications or through any bookshop or to download from:

<http://www.ahg.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 DAHG's bat mitigation guidelines. These are available at:

<http://www.npws.ie/publications/irishwildlifemanuals> . Details of these works must be specified if your project is likely to impact on bats (for example roof replacement or repair works.)

Information provided on this form in relation to the structure may be displayed on the websites of the Department of Arts, Heritage and the Gaeltacht and/or Laois County Council.

### 1. Owner Details (if owner)

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

### 2. Applicant Details (if not owner)

Name:		
Address:		
Telephone/Mobile Number:		Email:
Charity Number: <i>(if applicable)</i>		
Tax Clearance Cert Number:		Expiry 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 (or last) use:	Proposed use: <i>(if different)</i>

#### 4. Classification

		Yes or No	If yes: enter registration number	
Is the structure:	(a) protected under the National Monuments Acts?		RMP:	
	(b) a protected structure?		RPS:	
	(b) a proposed protected structure?			
	(d) in an ACA?*		Name of ACA:	
	(e) included in the NIAH?***		NIAH:	Rating:

\* ACA = Architectural Conservation Area

\*\* NIAH = National Inventory of Architectural Heritage ([www.buildingsofireland.ie](http://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:
		Date received:
		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:
Please give details of how the EU Habitats Directive requirements in relation to bats will be addressed		

**6. Project Summary**

		Summary	
<p>In no more than 300 words, summarise the proposed works having regard to the headings below: (Please also enclose detailed method statement)</p> <p>(a) Summary of Works Planned</p> <p>(b) The significance of the structure</p> <p>(c) The effectiveness of the works</p>			
<p>(d) Details of Employment Benefit envisaged including:</p> <p style="padding-left: 20px;">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 style="padding-left: 20px;">ii Types of jobs created for project</p>			
<p>Start and finish dates of proposed works?</p>	<p>Start:</p>		<p>Finish:</p>

## 7. Expenditure in relation to proposed works

Estimated Total Costs of Works: <b>PLEASE ATTACH QUOTES</b>	€ <i>(excluding VAT)</i>	€ <i>(including VAT)</i>
Estimated Professional Fees: <b>PLEASE ATTACH QUOTES</b>	€ <i>(excluding VAT)</i>	€ <i>(including VAT)</i>
<b>Total Project Cost</b>	<b>€</b> <b><i>(excluding VAT)</i></b>	<b>€</b> <b><i>(including VAT)</i></b>
<b>Total funding sought: (Range €2,500 - €10,000)</b>	€	<b>% of total cost NOTE: A maximum of 50% of the total cost can be allocated in funding</b>
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/Home Improvement scheme?*	
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 Professionals employed on the project

### Conservation Professional 1

[Redacted]		
Name:		Position:
Address:		
Telephone/Mobile Number:		Email:
Tax Clearance Cert No:		Expiry Date:

### Conservation Professional 2

[Redacted]		
Name:		Position:
Address:		
Telephone/Mobile Number:		Email:
Tax Clearance Cert No:		Expiry Date:

### Conservation Professional 3

[Redacted]		
Name:		Position:
Address:		
Telephone/Mobile Number:		Email:
Tax Clearance Cert No:		Expiry Date:

**If necessary, copy this page to include additional conservation professionals**



## 10. Contractors/Tradespersons employed on the project

### Contractor(s)/Tradesperson(s) 1

Name:		
Address:		Position:
Telephone/Mobile Number:		Email:
Tax Clearance Cert No:		Expiry Date:
Satisfactory level of subcontractor tax compliance demonstrated: (if applicable)*	Yes:	No:

### Contractor(s)/Tradesperson(s) 2

Name:		
Address:		Position:
Telephone/Mobile Number:		Email:
Tax Clearance Cert No:		Expiry Date:
Satisfactory level of subcontractor tax compliance demonstrated: (if applicable)*	Yes:	No:

### Contractor(s)/Tradesperson(s) 3

Name:		
Address:		Position:
Telephone/Mobile Number:		Email:
Tax Clearance Cert No:		Expiry Date:
Satisfactory level of subcontractor tax compliance demonstrated: (if applicable)*	Yes:	No:

\*see [www.revenue.ie](http://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 2016
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 (Please enclose Tax Clearance Cert or Number)
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 Arts, 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 Arts, 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 of Arts, Heritage and the Gaeltacht'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		
Tax Clearance Certificate submitted to local authority		
Written consent of owner for proposed works (if applicable)		
Method statement attached		
Site Location map & Photos		
Quotes for works proposed		

**CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS AND ALL ACCOMPANYING DOCUMENTATION IS 7th DECEMBER 2015.**