



KERRY COUNTY COUNCIL

**Application for a Grant for the Conservation of a Protected Structure
(Form 1)**

(Please read notes on pages 3 and 4 before completing Application Form)

1. Applicant

Name:.....

Address:.....

.....

R.S.I. No:.....

**2. Registration no. in the 'Record of Protected Structures'
(if applicable):**.....

3. Owner of structure (if not applicant)

Name:.....

Address:.....

.....

R.S.I. No:.....

4. Structure

Address (if not that of applicant):.....

.....

Age:.....years.

Existing use:.....

Proposed use (if different):.....

Date last used (if not currently in use):.....

Is it protected? (If so, give details):.....

.....

5. Proposed works

Description of works for which grant is sought:.....

.....

.....

.....

Estimated Cost: €.....Starting Date:.....

Completion date:.....

Will works be phased? If so, give details:.....

.....

.....

Previous Conservation Grant Ref. Nos. (if applicable).....

Description of other proposed works (if any):.....

.....

.....

6. Statutory requirements

Planning Permission: Date granted.....Reg. No.....

Fire Safety Certificate: Date granted.....Ref. No.....

If foregoing are under appeal, give details:.....

.....

7. Funding

Grant sought: €.....

Source of funding for remainder of cost:.....

.....

.....

Other public funding applied for:.....

.....

Other public funding received or refused:.....

.....

.....

Have the works been or will the works be the subject of a claim for tax relief under section 482 of the Taxes Consolidation Act, 1997?.....

8. Personnel employed on works

Architect, etc:

Name:.....

Address:.....

.....

Tax Reference No:.....C2 Cert No:.....

Tax Reference Cert. No:..... Expiry Date:.....

Contractor:

Name:.....

Address:.....

.....

Tax Reference No:.....C2 Cert No:.....

Tax Reference Cert. No:..... Expiry Date:.....

9. Contact Person

Name:.....

Address:.....

.....

Telephone: Home..... Fax

Work..... E-mail.....

10. Declaration

I certify that: -

- (a) *I understand and fulfil the terms and conditions of the grant scheme*
- (b) *The information provided in the application form and supporting documents is correct and that I will notify the relevant Local Authority if there is any change in that information*
- (c) *My tax affairs are in order*
- (d) *I understand that payment of a grant by a Local Authority under this scheme does not imply a warranty on the part of the authority or the Minister for the Environment and Local Government 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.*

I understand that the Local Authority may make enquiries that it considers necessary to establish my eligibility for a grant, and that the authority's decision is final.

Applicant's Signature:..... Date:.....

NOTES

1. **Completed applications should be submitted to Kerry County Council, Planning Authority, not later than the 11th March 2011.**
(Applications may be accepted later if the Local Authority considers there is an immediate risk to the safety or survival of a building.)
2. **The Application Form (Form 1) must be fully completed and must be accompanied by appropriate documentation as set out at No. 6 below. (Incomplete applications will be returned)**
3. **The Terms and Conditions** of the scheme of Grants for the Conservation of Protected Structures are set out in a separate Explanatory Memorandum. This document should be read carefully before submitting an application for a grant.
4. If application is successful, a "Certificate of Provisional Approval" (Form 2) will issue to applicants by the **29th April, 2011.**

5. Works for which the grant has been approved, must be completed by the **7th October 2011** and the "Declaration" Form (part 2 of Form 2) together with appropriate documentation must be returned to the Planning Authority by that date. (*If works are not completed by that date the Local Authority may postpone payment of the grant to another year or cancel the Certificate of Provisional Approval and refuse to pay the grant*)
6. The following documentation **must** be submitted with the application:-
- (a) Site location map, to a scale of 1/2500 with site boundaries outlined in red.
 - (b) Site layout map, to a scale of 1/500 with location of works clearly marked in colour.
 - (c) Copy of relevant Planning Permission/Fire Safety Certificate or any other statutory approval already obtained.
 - (d) Detailed breakdown of costs of works for which grant is sought.
 - (e) Photographs of present condition of proposed works site, dated and colour copied on A4 paper.
 - (f) Tax clearance certificate or C2 of the person carrying out the works. (*whichever is appropriate*)
 - (g) Method Statement for the works. This should set out how the work will be done, what materials will be used and how the fabric of the building will be conserved and include all necessary plans and drawings. For windows, panelling, staircases, roofs, chimneys etc. the method statement should emphasise as far as possible, repair of existing elements rather than facsimile replacement. The works should follow the conservation principles set out in the Dept. of the Environment and Local Government's Conservation Guidelines.
7. Question 3&4 - Structure.
- (a) If the structure is not at present in use, the last use and date last used must be stated.
 - (b) If the structure is protected by any legislation other than the Planning and Development Acts, e.g. National Monuments Acts, this must be stated. (*"Protected" means required by legislation to be conserved.*)
8. Question 5 - Proposed Works.
- Where a multi-annual programme of conservation works is being undertaken to a structure, previous Conservation Grant application reference no's (*if applicable*) should be given.
9. Question 6 - Statutory Requirements.
- Where a Planning Permission or Fire Safety Certificate has been made or where decision is under appeal, this must be stated and the date of application or appeal given.
10. Question 7 - Funding.
- Details of how the cost of the works (*other than the amount of grant sought*) is proposed to be funded must be stated. The application must indicate the amount of the applicants personal or business resources being used and any grants, subsidies or assistance from statutory bodies and also, any sponsorship or assistance from non-statutory sources.
11. Please note that information provided in this form will be cross-checked with that held by other state agencies (The Heritage Council and Department of the Environment, Heritage and Local Government) to verify eligibility for this grant.