



THE COUNCILS OF THE COUNTY & CITY OF KILKENNY
GRANT FOR THE CONSERVATION OF A PROTECTED STRUCTURE
GRANT APPLICATION 2010

The terms and conditions of the scheme of grants for the conservation of protected structures are set out in a separate Explanatory Memorandum. This should be read carefully before making any application for a grant.

PLEASE COMPLETE THE FOLLOWING CHECKLIST PRIOR TO LOGEMENT OF YOUR APPLICATION

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 and so on, the method statement should emphasise, as far as possible, repair of existing elements rather than facsimile replacement. The works should follow the conservation principles as set out in the Architectural Heritage Protection Guidelines, Dept. of Environment, Heritage & Local Government, 2004 (see www.environ.ie)

Photograph of front elevation and rear elevation of structure

Photographs of present condition of part of structure for which grant is sought, dated and mounted or colour copied on A4 paper

Detailed **cost breakdown** of works for which grant is sought i.e. materials, labour, etc

Site location map with location of works clearly marked in red (O.S. 1:1000)

Copy of planning permission, fire safety certificate or any other statutory approval already obtained

Written consent of property owner for proposed works (where applicable)

Current Tax Clearance Certificates/C2 Certificates for Applicant, Architect and Contractor

The application form must be fully and clearly completed, and must be accompanied by appropriate documents as above. Incomplete applications will not be accepted.

**COMPLETED APPLICATION FORMS SHOULD BE SUBMITTED TO
 PLANNING DEPARTMENT, KILKENNY COUNTY COUNCIL, COUNTY HALL, JOHN
 STREET, KILKENNY BY 05/03/2010**

1. Structure for which grant is sought

If the structure is protected by any legislation other than the Planning Acts e.g. the National Monuments Acts, this must be stated. "Protected" means required by legislation to be conserved.

Address: _____

Approx. construction date of structure: _____

Existing use of structure: _____

Proposed use (if different): _____

Is it protected under the Planning and Development Acts 2000 to 2007?

Yes Reference No. _____ No

and/or

Is it protected under the National Monuments Acts?

Yes Reference No. _____ No

2. Applicant

Name: _____

Address: _____

Contact No.: _____

PPS Number:

Tax Clearance Cert No./C2 Cert No.:

Expiry Date: ____/____/____

3. Owner of Structure (if not applicant)

Name: _____

Address: _____

Contact No: _____

PPS Number:

4. Contact Person for all correspondence relating to the Grant Application

Name: _____

Address: _____

Telephone: Home/Work: _____ Mobile: _____

Email: _____

5. Proposed works

Description of works for which grant is sought: _____

(Please use additional sheet to expand if necessary)

Estimated cost of proposed works for which grant is sought € _____

Estimated starting date: __/__/____

Will works be phased? If so give details: _____

(Please use additional sheet to expand if necessary)

Description of other proposed works (if any): _____

(Please use additional sheet to expand if necessary)

6. Details of Statutory requirements if applicable

Where a permission or certificate has been applied for but no decision has been made, or where the decision is under appeal, state this, and the date of the application or appeal.

Planning Permission: Date granted: __ / __ / ____ Reference No: _____

Fire Safety Certificate: Date granted: __ / __ / ____ Reference No: _____

If foregoing are under appeal, give details: _____

Details of any Enforcement issues outstanding: _____

Enforcement Reference No: ENF _____

7. Funding

Details of how the cost of the works, other than the amount of the grant sought, is proposed to be funded must be stated. The applicant must indicate the amount of the applicant's personal or business resources being used and any: -

- grants, subsidies or assistance from statutory bodies or
- sponsorship or assistance from a non-statutory source,

received or being sought. Where any part of the works are being carried out by the applicant directly, or where they are being undertaken by voluntary means, this must also be stated.

Grant sought € _____

Source of funding for remainder of cost: _____

Other public funding applied for: _____

Other public funding received or refused: _____

Note: 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.

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? **Yes** **No**

8. Personnel employed on works

Architect, etc:

Name: _____

Address: _____

Contact No: _____

Tax Reference Number:

Tax Clearance Cert No./C2 Cert No.:

Expiry Date: __/__/_____

Contractor:

Name: _____

Address: _____

Contact No: _____

Tax Reference Number:

Tax Clearance Cert No./C2 Cert No.:

Expiry Date: __/__/_____

Declaration

I/we
certify that: -

- a) I/We understand and fulfill the terms and conditions of the grant scheme.
- b) The information provided in the application form and supporting documents is correct and that I/we will notify the relevant Local Authority if there is any change in that information.
- c) My/our tax affairs are in order, and
- d) I/we 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, Heritage and Local Government in relation to the suitability or safety of the works concerned or its fitness for use.
- e) Incomplete Applications will not be accepted.

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

Applicant (1) Signature: _____ Date: _____

Applicant (2) Signature: _____ Date: _____