

Appendix VI Guidance Note for HSF Method Statements

The **Method Statement** submitted as part of a HSF application must describe the condition of the structure, and give details of how conservation/repair works will be carried out. This document does not need to be unduly long but it must be **appropriate to the nature and scale of the proposed works**, e.g. a Method Statement in relation to re-thatching will not require as much detail as one for structural or masonry repairs. It should not exceed **TEN A4** pages.

Works should be in line with best conservation practice and should aim to employ methods of minimal intervention. Works should be based on a proper understanding of the structure, and make use of appropriate materials. Replacement of original material should be kept to a minimum and should only be carried out when absolutely necessary.

The **Method Statement** must include:

1. A concise description of the structure

The structure as it currently exists and its current use. This should reference its salient features, general appearance, setting, form, significance, brief architectural history (if available/relevant) and the materials of which it is composed.

2. A description of the works proposed

This should identify the reasons for the work and the issues that are causing risk, what remedial works are proposed, how the work will be done, what materials will be used, and how the fabric of the building will be conserved. It **must** include relevant plans, drawings and supporting visual media such as video clips, photographs or other illustrations and should typically include the following issues:

- a) Are the works temporary or permanent?
- b) What types of repairs are being proposed and in which locations?
- c) What treatment/replacement of damaged fabric is envisaged?
- d) What replacement materials (if any) will be incorporated?
- e) Details of on-site supervision and monitoring.

3. Impact statement and proposed mitigation measures (if applicable)

Any likely impact of works on a structure and ways of mitigating adverse impacts. Mitigation may include design, timing and methodology (i.e. roof repairs timed to avoid interfering with bat colonies or rendering works timed to allow lime mortar to set), reversibility, careful choice of materials, etc.

4. Phased work breakdown

Method statement should clearly grade the importance/urgency of works to be considered for funding. Where possible, a month by month indicative schedule of the proposed works should be included.

5. Cost breakdown

An estimate of the project costs must be included, along with the total cost of works and costs of any phasing of works proposed.

6. Basic information should include:

- Property Address (including Eircode)
- Date of Method Statement
- RPS/RMP No. and/or NIAH Registration No. and Rating (if applicable)
- Page numbers