



**Fingal County Council**  
Comhairle Contae Fhine Gall



## **CONSERVATION GRANT SCHEME FOR PROTECTED STRUCTURES**

### **TERMS AND CONDITIONS**

## 1.0 Introduction

The Conservation Grant Scheme is operated by the local authority on an annual basis to assist private owners of Protected Structures carry out appropriate repairs to the historic fabric of these structures.

The successful applicants to the scheme will be subject to strict scrutiny and inspection in the carrying out of the works.

Accordingly it will be necessary to follow a list of principles of repair. Each individual case will be analysed is that they can be applied to generate specific solutions for that particular case.

Broadly speaking these principles are as follows:

- (a) The primary purpose of the works must be to restrain the process of decay without damaging the character of the building or destroying historic fabric.
- (b) Intervention through repair must be kept to a minimum.
- (c) Unnecessary replacement of historic fabric is to be avoided.
- (d) A thorough understanding of the historic development of the building will be a necessary preliminary to the works.
- (e) The cause of defects must be carefully analysed.
- (f) Proven techniques are to be used.
- (g) Repairs are to be executed honestly.

## 2.0 Eligible Structures for Conservation Grant

**PROTECTED STRUCTURES ONLY ARE ELIGIBLE TO RECEIVE GRANTS UNDER THE SCHEME.**

Fingal County Council maintains a list of Protected Structures within its jurisdiction. This list is known as the Record of Protected Structures and can be viewed on the Fingal County Council website ([www.fingalcoco.ie](http://www.fingalcoco.ie)).

Where a structure is eligible for the Conservation Grant it does not mean that it will automatically receive grant aid as it must comply with the terms and conditions set out below and funding is also dependent on available resources.

It should be noted that Protected Structures in the ownership of a public authority i.e. Government Department, Health Board, Local Authority, Commissioner of Public Works, etc. do not qualify under this scheme. Instead a different scheme, titled the Civic Structures Grant Scheme, can assist public authority owned Protected Structures.

### **3.0 Typical Works considered eligible for grant aid**

- Works essential to make a structure or part of a structure stable.
- Repair of roof structures.
- Repair or renewal of roof coverings e.g. slate, thatch.
- Necessary renewal of roof lead work.
- Repair of roof features.
- Necessary repair or replacement of rainwater disposal systems i.e. gutters, hopper heads and downpipes.
- Provision of overflows and weirs to rainwater disposals systems so that, in the case of a blockage, water is visibly shed clear of the structure.
- Measures to combat rising or penetrating damp, where this is directly damaging the fabric or contents of an historic structure, such as lowering of external ground level or installation of French drain. However, this does not include the use of damp sealants and invasive damp proofing measures (see note in Section 4.0 below on damp proofing)
- Necessary repair of external walls (including work to the structure, surfaces, wall coverings or claddings and decorative elements on the wall surface e.g. repair of renders or repointing).
- Repair or replacement of elements set in walls e.g. panels, ironwork.
- Repair or refurbishment of original windows, doors and fanlights. Replacement will only be considered where repair is not possible and must be on a like-for-like basis matching materials and detailing. For example with timber sash windows the thickness and profile of the glazing bars and any detailing such as horns/toggles must match the original historic window. Historic glass should be retained and re-used.
- Necessary repair or replacement of other existing external features which contribute to the special interest of the structure.
- Repair of original boundary walls, railings, gates and gate piers
- Works to conserve original internal floors, ceilings, walls and partitions, doors, floor boarding, wall panelling, plain or decorative plasterwork, which contribute to the special interest of the structure.
- In some cases temporary repairs may be eligible where works are necessary to protect a structure from immediate risk

#### **4.0 Works that will not be considered eligible for funding**

- Routine maintenance: i.e. works which a prudent building owner might be expected to carry out such as cleaning of gutters and downpipes, painting of external elements.
- Improvements: i.e. plumbing, wiring, heating, decoration, upgrading of bathrooms and kitchens, extensions, conversions.
- Cleaning for cosmetic purposes: Cleaning is usually unnecessary except to remove surface dirt, which is damaging to the fabric of the building. Cleaning can cause damage unless a specialist contractor under proper supervision carries it out.
- Damp proofing: If a building is suffering from damp, the cause should be first ascertained. The lack of a damp proof course at the time of construction does not make the building eligible for a grant for the provision of one. Improving or repairing the surface water drainage or adjusting the outside ground levels can often successfully treat so-called rising damp. The introduction of impermeable damp proof courses or membranes may only divert water to another area of the building.
- Restoration Works: Where a building is in a ruinous condition in that it has reached the stage that substantial damage has occurred due to decay, or neglect, or where the building has been altered so substantially that its historic character has been effectively eroded, then works to rebuild it or restore it back to a specific period in its history will not be considered in most circumstances for grant aid.
- Projects of a commercial nature: Projects will not be funded where the owner might reasonably be expected to include the cost of repairs as part of a business plan.
- Section 482 Tax Relief: Works that are or will be the subject of a claim for income or corporate tax relief under Section 482 of the Taxes Consolidation Act 1997. Buildings that qualify for this relief have been approved by the by the Minister for Environment, Heritage and Local Government as being of significant, historical, architectural or aesthetic interest and reasonable access to the building is afforded to the public (i.e. is open to the public at least 60 days in any one year).

#### **5.0 Amount of Conservation Grant Assistance**

The standard amount of the grant is 50% of the approved costs subject to a maximum of €3,000, whichever is the lesser. In addition to the cost of the conservation works other expenditure such as professional advisors fees, and essential supporting works can be included for assessment for grant aid. The amount of the grant may be lower or, in very exceptional circumstances, higher than the standard amount. The absolute maximum grant aid is €5,394 or 75% of approved costs, whichever is the lesser.

There is a minimum grant level where the approved cost can not be less than €1,900.

## 6.0 Other Grant Aid

The applicant must declare if other public funding is being provided such as: Heritage Council Grants: Department of the Environment, Heritage and Local Government Civic Structures Grant: Department of the Environment, Heritage and Local Government Thatching Grant: etc. as the combination of funding from the Exchequer or EU cannot exceed 75% of the approved costs.

## 7.0 Documentation Required

- Application Form  
The form must be fully and clearly completed
- Written Consent of Owner  
Where the applicant is the owner of the Protected Structure then this is not necessary. However, where the applicant and owner differ then the permission of the owner for the proposed works must be provided in writing
- Estimates/Quotations  
Copies of the estimated costs for the proposed works should be provided. Potentially, not all costs may be applicable for grant assistance so the quotation should be set out to provide a detailed breakdown of costs.
- Method Statement for Works  
The contractor or architect should be asked to outline in writing how the proposed works are to be done, detailing if the historic fabric is to be repaired or replaced, the method of the repair, the materials to be used, etc. In some circumstance adjoining historic fabric may need to be protected from damage during the conservation works and information on this should also be provided
- Photographs  
Where possible photographs showing the current condition of element to be repaired should accompany the application. If an area is not easily accessible, the contractor or architect should be asked to take photographs when they are carrying out their initial investigations to assess and cost the works.
- Proof of Tax Compliance  
A Tax Clearance Certificate is written confirmation from the Revenue Commissioners that a person's tax affairs are in order. Failure to provide evidence of tax compliance for the duration of the relevant year may prevent payment of the grant. Fingal County Council accepts no liability where payment cannot be made on account of statutory taxation obligations not being met.

APPLICANT: The applicant, or person to whom the conservation grant is being made payable to, must submit a copy of a current (i.e. valid at least until 31<sup>st</sup> December of the year in which payment is being claimed) Tax Clearance Certificate. However, this only applies to applicants where a grant of €10,000 (or over) is approved. A Tax Clearance Certificate can be obtained from the Revenue Commissioners by completing a TC1 Form on-line ([www.revenue.ie](http://www.revenue.ie)) or by requesting the form by contacting the relevant Local Revenue District (contact

details given in Telephone Directories, usually under State Directory Section located in centre). PAYE workers and Non-residents cannot avail of the on-line facility and need to contact their Local Revenue District of the Revenue Commissioners directly. Charitable Organisations who have been recognised by the Revenue Commissioners should provide "CHY" number.

CONTRACTOR/ARCHITECT: In all circumstances, regardless of the amount of grant aid being sought, evidence must be submitted that the tax affairs of the contractor(s) and where applicable, architect(s) are in order. A copy of their current C2 Cert/C2 Card or Tax Clearance Cert for each contractor/architect is required, including the expiry date of the certificate.

**The engagement of professional advisors in relation to works carried out under the scheme is strongly encouraged.**

- Statutory Requirements  
Please note that as all bat species are protected by law. A bat survey may be necessary where works proposed in locations where they may roost or breed such as historic roof spaces, stone walls or outbuildings. If bats are present a licence from the National Parks and Wildlife Service may have to be obtained.

Where the structure is also protected by National Monument legislation (i.e. listed on the Record of Monuments and Places, known as RMP) this should be stated and the proposed works may require consent from the Minister for the Environment, Heritage and Local Government. Where unknown, the Conservation Officer can be contacted to check if a structure is listed on the RMP and where this is the case then the National Monuments Service of the Department of the Environment, Heritage and Local Government should be contacted immediately to check if proposed works require consent.

Details of any planning permission, fire safety certificates or other statutory approvals should be submitted with the grant application. In general, planning permission should not be required for conservation works as it entails the repair of the original fabric of a Protected Structure, does not materially affect the character of the structure and is carried out in agreement with the Conservation Officer. However, alterations to the design of features or materials used may constitute a significant change and require permission. The Conservation Officer can advise you in this regard.

## **8.0 Issuing of Grant Approval**

Where a local authority considers that an application meets the terms and conditions of the scheme it will carry out an inspection of the structure concerned. Works should not start until the Conservation Officer has completed this initial inspection. If following such an inspection the authority is satisfied that the structure and proposed works qualify it will prioritise the application in relation to other applications made to it having regard to the authorities scheme of priorities.

Having determined the amount of grant a certificate of Provisional Approval will be issued. This will state the proposed works to which the Certificate relates, the

amount of the grant, which has been determined, and the terms and conditions under which the approval is being given.

After receipt of a Certificate of Provisional Approval and where all other statutory requirements have been met the applicant may begin the approved works. The Conservation Office is to be notified prior to commencement of the works. Additional site visits may be requested by the Conservation Officer to monitor the progress of the works.

The Conservation Officer is to be informed immediately if the works are not going to progress or of any changes to works, costs, contractor, etc.

Please note that a person shall not be entitled to carry out any works solely by reason of having received a Certificate of Provisional Approval under this scheme. All statutory requirements relating to the proposed works, including those arising under the Planning Acts, the Building Control Acts and the National Monuments Acts, must be complied with in the normal way.

### **9.0 Claiming of Grant on Completion of Works**

On completion of the works the applicant may claim payment of the grant by signing the declaration incorporated in the Certificate of Provisional Approval and returning it, together with the appropriate documents, such as final invoices.

Following receipt of a claim for payment an inspection of the structure concerned will be carried out in accordance with the Certificate of Provisional Approval. If satisfied in this regard the grant will be paid.

The amount of the grant may be revised if the actual cost of works is different from the initial estimated costs.

At the very latest claims should be submitted by early November of the current grant year to enable assessment of the completed works and issue of payment before end of year.

**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.**