



**NBHS**

An tSeirbhís Oidhreacht  
Tógtha Náisiúnta  
National Built  
Heritage Service

## **Built Heritage Investment Scheme 2026**

### **Appendix I – Application Form A**

#### **TO BE COMPLETED BY APPLICANT AND SUBMITTED TO THE RELEVANT LOCAL AUTHORITY**

***Applicants should refer to the BHIS 2026 Circular and BHIS  
2026 Guidance Booklet***

##### **IMPORTANT NOTE**

**All sections of the form must be completed by the applicant.  
Incomplete applications will not be considered.**

**For further information**

**please contact your relevant Local Authority**

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

- This form (Form A) must be fully completed
- Please **type** or use BLOCK CAPITALS for the relevant information
- All date entries should be entered in the format **DD/MM/YYYY**
- **Photographs must be included which illustrate the project before works commence**
- 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 4**
- Details of how the cost of the works, other than the amount of funding sought, is to be met must be stated in **Section 5**. 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 6**. 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.
- All proposed works should follow the conservation principles in the Department's *Architectural Heritage Protection Guidelines for Planning Authorities* (2011) and *Advice Series* publications.  
  
These are available online at <https://www.buildingsofireland.ie/resources/>
- Bats are protected under the EU Habitats Directive. Any proposed works which may affect bats or their roosts should take cognisance of DHLGH's bat mitigation guidelines. These are available at:  
<https://www.npws.ie/publications/search?title=bat+mitigation&keyword=&author=&series=All&year=&x=0&y=0>
- Information provided on this form in relation to the structure may be displayed on Department's or Local Authority website.
- Applicants receiving funding must consent to visits by Local Authority and NBHS staff in order to inspect the works upon request.

**1. Applicant & Structure Details**

Owner's Name:	
Main point of contact for application (if different to owner):	
Address of building/structure:	
Eircode (mandatory):	
Estimated year of original construction (approx. if known):	
Telephone/Mobile Number:	
Email address:	
Charity Number: <i>(if applicable)</i>	
Tax Reference Number:	
If you are not the owner, please provide their contact information here. Please also provide evidence of their consent (such as a signed letter) as part of application.	

**2. Structure Classification**

Is the structure:	(1) listed on the Record of Protected Structures?	
	(2) a proposed protected structure?	
	(3) in an Architectural Conservation Area (ACA)	
Is the property (please choose one):	<input type="checkbox"/> Owner-occupied dwelling <input type="checkbox"/> Rented dwelling <input type="checkbox"/> Commercial premises <input type="checkbox"/> Other: _____	

### 3. Project Summary/Method Statement

	Summary	
<p>Provide a short description or method statement of the proposed works. <b>This must be done in consultation with the conservation professional overseeing the works</b></p> <p>Describe the proposed works in no more than 300 words, in relation to:</p> <p>(a) A summary description of the structure, including its age and significance</p> <p>(b) The effectiveness of the works and how the building is being used</p> <p>(c) <b>Include separate photographs which illustrate the project before works commence</b></p>		
Indicative start and finish dates of proposed works? <b>MUST BE PROVIDED</b>	Start:	Finish:

#### 4. 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:
		Planning Status:
		Planning Ref. No:
Are you aware if any other Statutory Requirements apply? This may include notification to or consent from the Minister under the National Monuments Acts.		Details:

#### 5. Expenditure in relation to proposed works

Estimated <b>Total Costs of Works</b> for which funding is being sought (please specify if including or excluding VAT):	€
Estimated Professional Fees (if applicable):	€
<b>Total grant funding sought:</b>	<b>€</b>
Amount of matching funds (i.e. the amount that you are paying to meet the full cost of the project in addition to the grant):	€
Source of matching funds (e.g. own resources/savings):	

#### 6. Other Grants & Reliefs

Is VAT recoverable?	
Have you applied for any other EU/Exchequer funding/Tax Reliefs, e.g. Vacant Property Refurbishment Grant, Living City Initiative, Section 482 Tax Relief?	

**7. Conservation Professional to be employed on the project**

Name:		Position/qualification:
Address:		
Telephone/Mobile Number:		Email:
Tax Reference Number:		Date:

**8. Contractors/Tradespersons to be employed on the project****Contractor(s)/Tradesperson(s)**

Name:		Position/qualification:
Address:		
Telephone/Mobile Number:		Email:
Tax Reference Number:		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 conservation professionals and/or contractors/tradespersons**

**9. 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 2026
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
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 Housing, Local Government and Heritage 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 Housing, Local Government and Heritage 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's decisions are final.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_