

**Cork City Council**  
Comhairle Cathrach Chorcaí  
City Hall  
Cork



Strategic Planning & Heritage  
Planning and Integrated Development Directorate

## Architectural Conservation Areas Grant Scheme 2025

# Application Form

**Grant applications to be submitted by 4pm on Friday 7<sup>th</sup> February 2025.**

**Works must be completed within 2024. In practice this will mean that payment claims will need to be submitted to Cork City Council by Friday, 31<sup>st</sup> October 2025. Please refer to appendices for further information on the scheme.**

The scheme aims to encourage good custodianship of historic buildings in Architectural Conservation Areas (ACA) and to encourage best conservation practice when carrying out repairs; see Appendix One. The funds available to this scheme (which total approximately €130,000, with up to €20,000 available per building/ project) aim to assist owners and occupiers of historic building to carry out repair and conservation works during the period specified in Appendix Two.

### I. Subject building

Address

Eircode

Existing use

Is it in an ACA?

Yes

No

ACA Name:

Is it on the  
National Inventory of  
Architectural Heritage?

Yes

No

Reg. No:

Is it on the Record  
of Protected  
Structures?

Yes

No

RPS No:



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### 2. Applicant

Name

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Address

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Phone No.

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Email Address

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PPS No.

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### 3. Owner of Building (if not Applicant)

Name

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Address

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Phone No.

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Email Address

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### 4. Proposed Works

Description of works for which grant is being sought (please refer to Appendix One for guidance on eligible works). **This should be supported by a method statement demonstrating best conservation practice.**

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Estimated Cost:

€ 

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(Supported by quotation)

Commented [AM1]: Turned bold



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Have other works been carried out to the building in the last 5 years? If so, please give a description of these and an indication of how much they cost.

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Description of other proposed works (if any) that you would like to carry out.

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**5. Funding**  
Grant sought €

Source of funding for remainder of cost:

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Other public funding applied for:

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Other public funding received or refused:

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## 6. Personnel employed on works

### Contractor or Tradesperson

Name  
Address

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Tax Reference  
No.

Tax Reference  
Cert. No


C2 Cert. No.


Expiry Date:

### Architect

Name  
Address


C2 Cert. No.


Expiry Date:



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### 7. Contact Person (if different from applicant)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Personal \_\_\_\_\_

Work \_\_\_\_\_ Email \_\_\_\_\_

### 8. Any Other Comments

### 9. Declaration

I certify that:

- (a) I 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 will notify the relevant local authority if there is any change in that information;
- (c) my tax affairs are in order; and
- (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 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.

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

Applicant's  
signature \_\_\_\_\_

Date \_\_\_\_\_



## Appendix One

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### Scheme Overview

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#### Aim of the Scheme

The scheme aims to encourage good custodianship of historic buildings in Architectural Conservation Areas (ACA) and to encourage best conservation practice when carrying out repairs.

#### Who can Apply

The 2025 scheme is open to owners and occupiers of buildings (domestic and non-domestic) located within any of the ACAs located in Cork City. The funds available to this scheme (with a max grant of €20,000 available per project) aim to assist historic building owners and occupiers in carrying out repair and conservation works during the period specified in Appendix Two.

The ACA boundaries are illustrated on the following map:

<https://corkcity.maps.arcgis.com/apps/Style/index.html?appid=97e9618e4dad40419b6b4345c9ad67ac>

If the applicant is in doubt as to the eligibility of a particular structure under this scheme, they are encouraged to contact their Local Authority with their query.

#### Qualifying Works

The scheme targets conservation repair of the external envelope of historic buildings, which will have an immediate and obvious benefit to the ACA. These works include, but are not limited to:

- Repairs to roof, roof elements and rainwater goods;
- Repairs to external walls, historic renders and stuccowork;
- Repair of historic windows and surrounds;
- Repair of historic doors and doorways;
- Repair of historic shopfronts /historic signage
- Repairs to historic ironwork, limestone steps, and other boundary treatments;

Reinstatement of lost character may also be considered where this benefits the ACA, such as the replacement of uPVC windows with historically appropriate timber sliding sash windows.

All proposed works should be carried out in accordance with best conservation practice standards as outlined in the Department's *Architectural Heritage Protection Guidelines for Planning Authorities* (2011) <https://www.gov.ie/en/publication/0937a-architectural-heritage-protection-guidelines-for-planning-authorities> and Advice Series publications <https://www.buildingsofireland.ie/resources/>

If a grant is awarded for qualifying works, this is provisional approval only and the precise nature of the works are to be agreed following the initial site inspection by the Conservation Officer.

In exceptional circumstances consideration will be given to supporting internal repair works where they relate to key historic features (e.g. stairwells, joinery and decorative plasterwork).



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Note: Works cannot be funded retrospectively. Works that have commenced before notification of funding approval under this scheme or where works have commenced prior to a site inspection by the Local Authority will **not be funded**.

### How to Apply

The following is a short checklist (Please refer to Appendix Two for details on the application process):

- Complete the Application Form;
- Provide signed consent of the Owner (if the Applicant is not the Owner);
- Provide a method statement for the proposed works describing the current condition of the areas proposed for repair and including details of how the proposed conservation works will be carried out;
- Provide dated photographs showing the building and the condition of the specific areas to which works are proposed;
- Provide a detailed list of the proposed works;
- Provide a breakdown of costs, following a request for three quotations;
- Provide copies of all quotations received;
- Submit your application as per the instructions in Appendix Two.

### Assessment

Eligible applications will be assessed for selection under the following criteria:

- The completeness of the application (See Note 5 Appendix II);
- The efficacy of the proposed works, demonstrating value for money and how the proposed works will prevent further deterioration to the building;
- The importance of the works to safeguard historic fabric and the methodology of works proposed, ensuring that best conservation practice is employed;
- The significance of the historic building and/ or fabric it is proposed to repair;
- The benefits to the wider ACA.

### Funding of Projects

Grants of up to €20,000 are available under this scheme. Works can be funded up to a maximum rate of 50% of the project cost. Grants exceeding 50% of the total project cost may be offered in exceptional circumstances and:

- Where the public benefit outweighs the private benefit;
- In relation to the repair of specific Unique Cork building types and building features (e.g.: gabled houses, bow-fronted houses, bay-fronted houses, slate-hung elevations, and historic timber sashes).



## Appendix Two

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### Notes on applications

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- 1 Funding available to Cork City Council for this Architectural Conservation Areas Grants Scheme is limited, competitive and there is no automatic right to a grant.  
  
Applications will be prioritised on the quality of the application and adherence to the qualifying works as outlined in Appendix One of this document. The decision of Cork City Council is final.
- 2 The application form must be fully and clearly completed, and must be accompanied by the appropriate documents (as described in Appendix 1 and outlined in 5 below). Incomplete applications will not be accepted.
- 3 **Submission of applications**  
Apply online at [Conservation Grants - Cork City Council](#)  
If submitting a hard copy, completed application forms should be submitted for the attention of: Conservation Officer, Strategic Planning & Heritage, Planning and Integrated Development Directorate, Cork City Council, City Hall, Cork.
- 4 **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 is being carried out by the applicant directly, or where they are being undertaken by voluntary means, this must also be stated.
- 5 **Documents**  
Refer to Appendix One ('How to Apply') for the documents required with the submission.
- 6 **City Council Conservation leaflet**  
*Architectural Conservation Areas: advice and guidance to owners and occupiers*, a leaflet published by Cork City Council in 2023, provides general guidance on good practice in Architectural Conservation Areas. This is available on [Conservation Grants - Cork City Council](#). Further guidance on the approach to repair can be found in the Advice Series produced by the Department of Housing, Local Government and Heritage (see <https://www.buildingsofireland.ie/resources>)
- 7 **Tax Clearance Procedures**  
All grants are subject to Department of Finance Tax Clearance Procedures. The current requirements are set out in *Circulars 43/2006* and *Circular 44/2006*, as updated. This will mean that (subject to new requirements):
  - Any proposed contractors will need to show that they are within the tax system



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(e.g. by means of a Tax Clearance Certificates or sub-contractors determination);  
and

- Those in receipt of public grants exceeding €10,000 in any tax year will also need to show that they are tax compliant by means of a Tax Clearance Certificate.

## 8 The ACA grant process

<b>Public notice</b>	<b>Friday 10<sup>th</sup> January 2025</b>
<b>Applications deadline</b>	<b>Friday 7<sup>th</sup> February 2025</b>
<b>Grant assessment</b>	<b>February 2025</b>
<b>Notification of provisional grant award</b>	<b>March 2025</b>
<b>Grant offer accepted</b>	<b>March 2025</b>
<b>Conservation Officer Site Visit by</b>	<b>June 2025</b>
<b>Works completed by (at the latest)</b>	<b>October 2025</b>
<b>Payment claim submitted by</b>	<b>Friday 31<sup>st</sup> October 2025</b>





**APPLICANT AND GDPR STATEMENT**

Cork City Council is committed to fulfilling its obligations imposed by the Data Protection Acts 1988 to 2018 and the GDPR. Our privacy statement and data protection policy is available at <https://www.corkcity.ie/en/council-services/public-info/gdpr/>. We request that you read these as they contain important information about how we process personal data.

I consent to the collection, processing and retention of the data provided by me to Cork City Council for the purposes of adjudication of the Architectural Conservation Area grants scheme. I have completed all relevant sections of this application form and confirm that all information provided is truthful and accurate.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Position (if applicable): \_\_\_\_\_

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

