

**Application through
Limerick City and County Council
for assistance under the
Historic Structures Fund 2022**

Applicant's Name: _____

Eircode for the Applicant's Residence: _____

Building for which assistance is sought: _____

Building Address: _____

Building's Eircode (if applicable): _____

Application Category: Stream 1:- _____ OR Stream 2:- _____

Shopfront: English Language: ___ OR Irish Language: ___

Project Category: Private Individual or Community Group:- _____

OR Publically Owned Historic Structure:- _____

Project Description: _____

ARCHITECTURAL CONSERVATION OFFICE USE ONLY

OUR REF. HSF 2022/ _____

Limerick City and County Council

Historic Structures Fund Application Checklist

In order to assist us in processing and assessing your application this Checklist is provided to ensure that all the documentation required by Limerick City and County Council is included when returning the Application Form.

Application Form (completed in its entirety)

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

Copy of Section 57 Declaration, Planning Permission, Fire Safety Certificates, Universal Access Certification, or any other statutory approval already obtained (where applicable)

Structure Location Map (To Ordnance Survey P.L.A.C.E. Map standard)

Site Layout and/or Site Plans and Elevations- with the areas where works are to be undertaken clearly marked in red

Conservation Plan and/or Scheme of Works (see the Notes for Applicants)

Method Statement/s (which should emphasise the retention of original/early material insofar as possible) and Specifications
[Information in respect of appropriate methodologies, materials and approaches can be obtained in the *Architectural Heritage Protection Guidelines for Planning Authorities* (2011) and the *Advice Series* publications]

Detailed Cost Breakdown of works for which the grant is being sought

Two, or more, Record Photographs of the principle elevations of the Structure and sufficient Record Photographs of the present condition of the fabric on which it is proposed to undertake works, all dated, mounted on A4 card, and captioned (Please note, with your consent, images of your building and project may be used by the Department to advertise or publicise the H.S.F.)

Personal Tax Clearance Certificate (for applications seeking €10,000 or more) (Please note, Contractors' Tax Clearance Certification must be included with paid invoices when making your claim for payment)

All of the appropriate documentation from the list detailed above must be included with your Application in the first instance. Failure to include the required material will render the application invalid and result in your Form being returned to you.

It will be necessary (if not already done) for applicants to complete an Electronic Funds Transfer Form, and to submit their Bank Details, in order to be set up for payments. A member of the Council's administration staff will contact you in relation to this, and for you to meet the Council's requirements, for your application to be considered complete.

The closing date for submission of documentation to Limerick City and County Council for this Round of the Historic Structures Fund is Friday, January 28, 2022.

Please retain photocopies of this checklist, and all documents submitted in support of the application, for your records.