

Vacant Property Refurbishment Grant Application Checklist Clare County Council



This checklist is aimed at providing guidance on the documentation you need to submit with your Vacant Property Refurbishment Grant application. Tips are provided under each heading to help you to compile the necessary information.

Proof of Vacancy (one from below)	
<input type="checkbox"/>	Copies of Electricity Bills from the energy provider for the two-year period prior to application date to show evidence of low electricity usage
<input type="checkbox"/>	Letter from ESB Networks confirming there was a low pattern of electricity usage at the property for the two-year period prior to application date
<input type="checkbox"/>	Letter from ESB Networks stating (1) electricity has been disconnected for the property (dates of disconnection must be included) or (2) the property never had an electricity connection
<p><i>Tip: Email esbnetworks@esb.ie for the above confirmation stating the property address & MPRN number. For GDPR reasons, information is only provided to the account holder.</i></p>	

Proof of Ownership (one from below)	
<input type="checkbox"/>	Folio document or copy of a Title Deed to show that you are the owner of the property. A map should be provided with this.
<input type="checkbox"/>	Letter from your Solicitor with details of the Dealing number relating to the documentation lodged with the Land Registry / Registry of Deeds to confirm that you are in the process of purchasing the property. A copy of the Form 17 application may also be submitted by your solicitor.
<p><i>Tip: Log on to www.landdirect.ie to obtain the folio for your property or ask your solicitor for this information.</i></p>	

Applying for the Derelict Top Up Grant (one from below)	
<input type="checkbox"/>	Independent report from a suitable qualified professional (e.g. structural engineer) confirming the dwelling is structurally unsound / dangerous.
<input type="checkbox"/>	Documentary evidence to show that the property is listed on Clare County Council's Register of Derelict Sites. If the property is on the Derelict Sites Register, you can submit a copy of the Derelict Sites notice or request confirmation to be provided by the Derelict Sites Team – contact derelictsites@clarecoco.ie
<p><i>Tip: Report must evidence that the property is capable of refurbishment. Check with your qualified professional whether any of the proposed works will require planning permission.</i></p>	

Quotations for proposed works

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Itemised quotations from builder / contractor / suppliers must be provided |
| <input type="checkbox"/> | Are your quotations on headed paper and do they include a VAT number? |

Tip: The total value of quotations should match the Total Cost of Proposed Works on pg 13

Is property compliant with Local Property Tax (LPT)? (*one from below*)

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|--------------------------|--|
| <input type="checkbox"/> | Evidence from the Revenue Commissioners that all LPT payments have been paid in full, are being paid by instalments, or the payment has been deferred. |
| <input type="checkbox"/> | Confirmation from Revenue Commissioners of exemption from LPT if property is unsuitable for use as a dwelling. If you are applying for an exemption, you will need to contact LPT@revenue.ie |

Tip: Log into revenue online to view the property tax details for your property. Click on view payment history to download an account statement for the property

You will need to be clear on whether the property requires planning permission or if a certificate of exemption from planning permission is required for the property.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Describe the proposed works on the application form. Are you building an extension to the property? Do you need planning permission? |
| <input type="checkbox"/> | For any development of a minor nature, have you obtained a declaration as to whether the development is exempt (Section 5 declaration)? |
| <input type="checkbox"/> | Is there a functioning septic tank / waste treatment system at the property? If not, you will need to make a planning application to provide same – this will involve a site assessment. |
| <input type="checkbox"/> | If the property use is changing from commercial to residential, have you received a grant of planning permission for the change of use or an exemption under Article 10.6 of the Planning Regulations |
| <input type="checkbox"/> | Is the property located in an Architectural Conservation Area (ACA)? If yes, you may require planning permission for any changes to the exterior of the property. |
| <input type="checkbox"/> | Is the property a protected structure as listed on the Record of Protected Structures? If yes, do you require planning permission? The list of Protected Structures is in the Clare County Development Plan 2023-2029 – Volume 4 Record of Protected Structures -Clare County Development Plan 2023-2029 (clarecoco.ie) |

Tip: Your planning agent can advise you on whether you require planning permission for your property. It is recommended that you apply for planning permission prior to applying for the Vacant Property Refurbishment Grant. If planning permission is required, Clare County Council will only approve Vacant Property Refurbishment Grant applications when planning permission has been granted for the proposed works (if it is deemed necessary).

Additional information required for applications for the grant for rental properties

- | | |
|--------------------------|--|
| <input type="checkbox"/> | An affidavit signed and stamped by a solicitor confirming; <ul style="list-style-type: none">- the applicant has not applied for the vacant property refurbishment grant before for rental purposes.- The applicant intends to make the property available for rent once works have been completed, and that the applicant will register a tenancy with the Residential Tenancies Board (RTB) prior to grant drawdown |
|--------------------------|--|

Tip: See Appendix 1 for example of the wording on the affidavit

Proof the property was built in or prior to 2007 (one or more from below)

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|--------------------------|---|
| <input type="checkbox"/> | Folio ownership document may show the date the property was transferred into your name and may predate 2007 |
| <input type="checkbox"/> | Confirmation from engineer / architect in their report on the property |
| <input type="checkbox"/> | Date of commencement notice sent to Clare County Council following the grant of planning permission |
| <input type="checkbox"/> | Photographs taken during construction or from Google Maps of various years |

Completed Application Form

- | | |
|--------------------------|--|
| <input type="checkbox"/> | The application form must be signed on page 14 by <u>all applicants</u> i.e. those who own the property |
| <input type="checkbox"/> | The relevant boxes at the bottom of page 14 must be ticked |
| <input type="checkbox"/> | Address on page 10 of the form must not be the address of the vacant property |
| <input type="checkbox"/> | If you are moving from your current home to live in a vacant property once refurbished, please provide details on page 10 of what you intend to do with your current home (ex: sale or long-term rental etc). Please note we may request documentary evidence in relation to this. |

For further information or to discuss your application, please contact the Clare County Council vacant homes team at (065)6846221 or email vacanthomes@clarecoco.ie

Disclaimer: This checklist is just a guide. Clare County Council may request further documentation to support your grant application for the vacant property refurbishment grant.

Appendix 1 – Example of affidavit to be submitted by applicants for properties to be used for rental purposes

AFFIDAVIT OF **INSERT NAME**

RE PROPERTY CONTAINED IN FOLIO **INSERT FOLIO NUMBER**

I/**We**, **Insert names here**, of **Insert Address here**, aged 18 years and upwards, hereby **MAKE OATH AND SAY** as follows: -

1. I/**We** are the registered owner/s of the property at **Insert Address here**.
2. I/**We** say that the property was **inherited/purchased** by us in or around the **insert date here**.
3. I/**We** say that I/**we** have not applied previously for the Vacant Property Refurbishment Grant for rental purposes to Clare County Council or any other Local Authority.
4. I/**We** say that it is **my/our** intention to make the property available for rent once refurbishment works have completed and further say that the tenancy will be registered with the Residential Tenancies Board prior to grant drawdown.
5. I/**We** say that proof of registration of a tenancy agreement with the Residential Tenancies Board will be furnished to Clare County Council on an annual basis for a ten-year period.
6. I/**We** make this Affidavit conscientiously believing it to be true for the satisfaction of Clare County Council.

Affidavit must be signed and dated by applicant(s)

Applicant (1)

Applicant (2)

Affidavit must be signed and stamped by your solicitor