



Comhairle Chontae na Gaillimhe
Galway County Council

Vacant Property Refurbishment Grant – Croí Cónaithe Towns Fund

This document contains information and examples of the supporting documentation required to be submitted by applicants, to meet the eligibility criteria and further information requests for the Vacant Property Refurbishment Grant – Croí Cónaithe Towns Fund. As per the scheme guidelines, this information will be validated and verified by the local authority (Galway County Council) to their satisfaction.

1. Proof of Vacancy - (One of the below)

- Utility bills covering a period of 2+ years (from date on signed application backwards of two or more years) showing low usage on the property.
- Letter from the Estate Agent on headed paper stating length of time that the property has been unoccupied.
- A signed affidavit from a solicitor confirming proof of vacancy. Same must be both signed and stamped.
- An email from the ESB confirming low usage on the property for the period of 2+ years (from date on signed application backwards of two or more years)
- An email/disconnection notice from the ESB and confirmation of continued disconnection.

2. A quotation in respect of the proposed works

- A work/works quotation(s) are required here to match the breakdown of costs within the application form. These can come from builders, engineers, quantity surveyors, etc. but should match the application form breakdown of works on page 13.
- For self-build projects, an estimated costing is required and should be a separate document to the breakdown of works. For self-builds, only material costs are eligible for the grant. Labour costs for self-builds are not eligible for grant funding. Again, this should match the application breakdown of work on

page 13 and these estimates are to be verified by the technical unit in the council.

3. Proof of Ownership or evidence of active negotiations to purchase property

- Full ownership: land registry folio (this will be required before final payment).
 - Mortgage statement dated in last 12 months.
 - Title deed.
 - Active negotiations: estate agent or solicitor confirming the on-going sale or transfer of the property.

4. Proof that the property was built up to and including 2007.

- Land registry folio (if previous/any entry is before the date)
- BER report undertaken on the property.
- Certified by engineer's report.

5. Compliance with Local Property Tax

- Full property payment history, with all payments up to date.
- If property has not been registered for LTP, a return will need to be made to Revenue to register the property.
<https://www.revenue.ie/en/property/localpropertytax/lptliability/properties-not-liable-lpt.aspx#:~:text=Your%20property%20will%20not%20be,unoccupied%20as%20a%20dwelling.>

6. Tax Clearance Certificate submitted (for grant over €10,000)

- Available from Revenue online
<https://www.revenue.ie/en/startingabusiness/tax-clearance/apply-for-taxclearance-certificate/index.aspx>
- For non-residents of Ireland information on the process is available at the following link <https://www.revenue.ie/en/starting-a-business/tax-clearance/apply-for-tax-clearance-certificate/non-resident-applications.aspx>

7. Evidence confirming property is structurally unsound and dangerous if applying for top-up derelict property grant (to be verified by council technical unit).

- In order to apply for the €20k top up grant under the Croi Conaithe Scheme the applicant needs to submit a conditional/structural report of the building from a chartered structural engineer, providing the following information:
 1. Existing conditional assessment (must include photos) – when was the unit built, makeup of the existing structure, materials.
 2. Results of site investigation works (if any).
 3. List of proposed structural works to be undertaken and estimated costs.
 4. Construction drawings (structural) and structural calculations of proposed structural works to the unit.

Note, the cost of this report can be claimed as part of the grant application.

8. A signed affidavit confirming that the Vacant Property Refurbishment Grant has not been applied for before for rental purposes (If property is for rental).

- Must be done in presence of Solicitor, Commissioner of Oaths or a member of the Notary Public. Document must be both signed and stamped.

9. Signed affidavit confirming no Vacant Property Refurbishment Grant has been applied for with any other local authority by the applicant for any property.

- Must be done in presence of Solicitor, Commissioner of Oaths or a member of the Notary Public. Document must be both signed and stamped.

10. Signed declaration of intention to make the property available for rent and that a tenancy will be registered with the Residential Tenancies Board (RTB) prior to grant drawdown and that the property will meet the minimum rental standards.

- Document outlining the requirements as above and signed by applicant. This declaration is not required to be signed in the presence of a solicitor.

11. Planning permission may or may not be required for proposed works therefore applicant must contact Planning Section, Galway County Council and make either a formal planning application and provide the grant of permission (C3) or provide proof of exempted development from Planning Section.

Applicants should satisfy themselves that the proposed works do not require either full planning permission or an exemption. If so, they will be required to submit one of the following:

- Any properties where planning is required for works (e.g. material change to front, wastewater treatment, extension, retention, etc.) grant of planning is required.
- Applicants will be required to submit an exemption for some works (e.g. As works outlined above) Please note the exemption from engineer will not suffice. Must be submitted through the planning office.
- An Engineer/Architect Opinion on Compliance with Planning Permission and Building Regulations, or exempted development, will be required following completion of the works where proof of planning permission or proof of an exempted development is required.

****The works carried out must be fully compliant with all relevant planning and building regulations. This approval is subject to confirmation of full planning compliance prior to drawdown of the grant. ****

12. For upgrading/replacing electrical wiring

- Please note that the electrical contractor carrying out works to the property must be registered with Safe Electric. An itemised outline of works and invoice to include the contractor's Safe Electric Registration number will be required to be included in the submission of drawdown documentation.

13. For central heating system/plumbing works

- If need to upgrade or fully replace an existing heating system or upgrade plumbing works, you will need to include an itemised invoice to include

materials and labour, from a registered heating contractor, on headed paper. This will be required to be included in the submission of the drawdown documentation. Please note that the supply and installation of new fossil fuel boilers are not covered under scheme funds.

14. If property is serviced by septic tank/waste treatment system:

- Septic tank will be required to be registered and certificate submitted <https://www.protectourwater.ie/default.aspx> **OR**
- an engineer's report will be required to say compliance with EPA standards. If the tank/system needs to be replaced, planning permission will be required.
- If a new septic tank is required, planning permission will be required.

15. Is the property a protected structure/listed building? If so, please provide details.

- Verbal confirmation required.
- If protected/listed details on this should be provided.

16. Please confirm all names of registered owners of the vacant property and/or persons entitled to be registered owners

- If more than one registered owner, please provide all names of registered owners and/or persons entitled to be registered owners.
- All registered owners and/or persons entitled to be registered owners must sign the vacant property refurbishment grant application form.