APPLICATION FORM

Regulations S.I. 347 of 2023

Please return completed form to:
Defective Concrete Blocks Grant Scheme, Housing Department, Carlow County Council, Tullow Civic Offices, Tullow, Co. Carlow, R93WP86

SCHEDULE 2

Regulation 8

Remediation of Dwellings Damaged by the Use of Defective Concrete Blocks Act 2022 ("the Act")

Application form to be completed pursuant to section 13(1) of the Act

The form specified in the schedule is prescribed for the purposes of making an application to a designated local authority for a remediation option grant to carry out remediation work on a dwelling that is damaged due to the use of defective concrete block containing excessive amounts of deleterious material.

The dwelling -

(a) must be constructed or acquired prior to 31st January 2020,

(b) must not be an unauthorised structure,

(c) is a dwelling in respect of which an application for a remediation option grant under section 13 of the Act shall not be made more than 15 years after the date of the coming into operation of the Act, in accordance with section 14(1) of the Act, and

(d) must be the applicant's principal private residence or, alternatively, the applicant is a landlord of a tenancy in the relevant dwelling.

The completed form should be submitted to the designated local authority in whose administrative area the dwelling is located.

For Official Use Only **Application validated by:** _____

Date: _____

Unique Ref: _____

Please complete form in block letters.

Applicants are asked to complete all Parts of this form

Part 1- Relevant Dwelling Details

1. Relevant dwelling address:

   (The dwelling which you are applying for grant assistance under the Act).

2. Eircode of relevant dwelling:

3. Meter Point Reference Number (MPRN) of relevant dwelling:

4. Is the relevant dwelling compliant with planning regulations and not an unauthorised structure?

   ☐ Yes ☐ No

5. If you answered "**yes**" to Question 4 you must submit:

   (a) a copy of Planning Permission in respect of the relevant dwelling is required to be submitted with this application, **and**

   (b) a Certificate of Compliance with Planning Permission to be prepared by a competent building professional is also required to be submitted with this application (which shall include both the permitted structure and any exempted development, if relevant).

6. In what year was the relevant dwelling constructed? _____

7. Name(s) of builder, developer, or other person involved in the design, inspection, supervision or certification, of the construction of this dwelling*:

(*where known and this information may be available to you)

_____

8. Have you submitted a copy of the Building Condition Assessment (BCA) Report of the relevant dwelling, with this application?

☐ Yes ☐ No

9. With reference to the Building Condition Assessment Report, does it provide evidence of damage consistent with the use of defective concrete blocks in its construction to the dwelling, in line with I.S. 465:2018?

☐ Yes ☐ No

10. Is this an application for a second grant[1], for a relevant dwelling which was previously issued with a letter of assurance?

☐ Yes ☐ No

11. **If you answered 'Yes' to Question 10,** you must submit the following documentation with the application for a second grant:

a Letter of Assurance

b Certificate of remediation

[1] An application for a second grant may be made within the period of 40 years beginning on the date of the Letter of Assurance.

Part 2 - Applicant's Details

12. Applicant's Name: _____

a proof of identity of the applicant is required, such proof being, a copy of:

i a valid passport, or

ii a valid driving license, or

iii a Public Service Card issued by the Department of Social Protection

13. Applicant's Address (if different to address of relevant dwelling):

_____

_____

_____

_____

14. Eircode (if different to address of relevant dwelling):

_____

15. Email Address: _____

16. Contact Phone Number: _____

17. Personal Public Service Number (PPSN): _____

18. Tax Clearance Access Number (TCAN): _____

Part 3 - Ownership of Relevant Dwelling

19. Are you the owner of the relevant dwelling?

☐ Yes ☐ No

20. **If you answered 'Yes' to Question 19:**

a Proof that the applicant is the owner of the relevant dwelling is required, such proof being-

i a copy of title deed for the relevant dwelling,

ii a registration of title,

iii other legal documents proving proof of ownership.

21. On what date did you become the owner of the relevant dwelling?

_____

22. Are there other joint owners of the relevant dwelling?

☐ Yes ☐ No

23. **If you answered 'Yes' to Question 22:**

Where the applicant is a joint owner of the relevant dwelling, the person(s) other than the applicant consent to the following:

(a) to the inclusion of the relevant dwelling in the Act for the payment of grants; and in particular

(b) to the making by the applicant of this application and any such further applications for grant approval and payment of grant; as may be applicable in respect of the dwelling concerned.

(i) Print Name:_____ Signature:_____ Date:_____

(ii) Print Name:_____ Signature:_____ Date:_____

(iii) Print Name:_____ Signature:_____ Date:_____

Part 4 - Principal Private Residence

24. Is the relevant dwelling your principal private residence?

☐ Yes ☐ No

25. **If you answered 'Yes' to Question 24,**

you will be required to provide <u>at least two</u> of the following, as supporting documents:

- details on Register of Electors;
- bank statement - dated within the last 6 months;
- a current car or home insurance policy that shows your address;
- document issued by a Government Department that shows your address;
- a copy of your Tax Credit Certificate (TCC);
- a Statement of Liability (previously P21) from Revenue;
- a social insurance document (that shows your address).

26. Is the relevant dwelling currently occupied by you?

☐ Yes ☐ No

27. If No, please state reasons:

_____

_____

_____

_____

_____

_____

_____

_____

Part 5 - Residential Tenancy

28. Are you the landlord of a dwelling, which dwelling stood registered in the Residential Tenancies Board Register on or before 1 November 2021?

☐ Yes ☐ No

29. **If you answered 'Yes' to Question 28**, you must provide proof of tenancy with your application. We will accept a certificate of registration in the residential tenancies register (including details of registered landlord number and registered tenancy number);

30. **If you answered 'Yes' to Question 28**, have you submitted an application for a remediation grant in respect of any other dwelling that you are a landlord of the registered tenancy?

☐ Yes ☐ No

31. **If you answered 'Yes' to Question 28**, you must provide the following, as supporting documents;

a certificate of registration in the residential tenancies register (including details of registered landlord number and registered tenancy number);

copy of your Tax Credit Certificate (TCC);

Statement of Liability (previously P21) from Revenue;

Part 6- Applicant's Declarations Please tick, as appropriate:

32. I give my consent to inspection of the relevant dwelling by a suitably qualified person, authorised in that regard by the Housing Agency or relevant local authority, at such time or times as the Housing Agency or relevant local authority may consider necessary.

☐ Yes ☐ No

33. I give my consent for the local authority to share information with the Housing Agency and any other public body for the purposes of assessment of the remediation option grant.

☐ Yes ☐ No

34. Has an application previously been made under the Act or the previous scheme (S.I. 25 of 2020) in respect of the relevant dwelling, that is the subject of this application?

☐ Yes ☐ No

35. **If you answered 'Yes' to Question 34**, you must provide proof of your previous application.

With this application you are required to submit:

(i) the Application Reference Number from the previous application;

(ii) a copy of the previous application under the Act or the previous scheme (S.I. 25 of 2020);

(iii) any correspondence received from the designated local authority or Housing Agency, or relevant local authority in relation to the previous application;

(iv) any notification received by you regarding approval or refusal of the application for a remediation option grant under the Act;

(v) a copy of any decision in relation to the previous application under the previous scheme (S.I. 25 of 2020) which you have received.

36. Have you/joint owner(s) or any other person who has a legal or beneficial interest in the dwelling received a payment e.g. insurance, compensation etc., in respect of damage to the relevant dwelling arising out of, or in connection with, the use of defective concrete blocks in its construction?

☐ Yes ☐ No

37. **If you answered 'Yes' to Question 36**, please specify the amount of the payment made to you/joint owner(s) and to any other person who has a legal or beneficial interest in the dwelling: € _____

38. Have you/joint owner(s) or any other person who has a legal or beneficial interest in the dwelling made a claim against a person arising from damage to the dwelling caused by the use of defective concrete blocks in its construction?

☐ Yes ☐ No

39. **If you answered 'Yes' to Question 38**, you must provide details of the/these claim(s) below: _____

40. Where a payment otherwise than under the Act, is made to or for my benefit or any other person who has a legal or beneficial interest in the dwelling in respect of damage to the relevant dwelling subject of this application, arising out of or in connection with defective concrete blocks, I will notify the relevant local authority of the details of the payment, and the amount thereof, within 28 days of the making of that payment.

☐ Yes ☐ No

41. Where I have received or receive in the future, a non-scheme payment otherwise than under the Act, made to or for my benefit in respect of damage to the relevant dwelling subject of this application, arising out of or in connection with defective concrete blocks, I confirm that I will refund the local authority the lesser of the following:

- total payments made to me or for my benefit by the local authority under the Act, **or**
- the amount equal to the non-grant payment(s)

☐ Yes ☐ No

42. I confirm that, Local Property Tax (LPT) affairs in respect of the relevant dwelling are in order and I consent to the verification of my LPT compliance by the local authority.

☐ Yes ☐ No

43. I confirm that, to the best of my knowledge, my tax affairs are in order and I consent to the verification of my tax compliance by the local authority.

☐ Yes ☐ No

44. I confirm that I have not received a payment under the Act in respect of another dwelling (except in the event of a tenancy under section 25(4) of the Act).

☐ Yes ☐ No

45. I confirm that I intend to reside in the relevant dwelling as my principal private residence, following completion of the remedial works (except in the event of a tenancy under section 25(4) of the Act).

☐ Yes ☐ No

46. I confirm that, as landlord of the relevant dwelling, having received legal advice on this matter, should I dispose of this dwelling or that I cease to be a landlord registered on the residential tenancies register, that I consent to a charge being made on the relevant dwelling in favour of the local authority under charging order provisions (section 31(1) of the Act).

☐ Yes ☐ No

47. Declaration

I, the undersigned, declare that the information provided in, and attached to this form is true, complete and not misleading.

Signed.....

Date.....

Part 7

Data Protection

Any personal data you provide will be processed in accordance with the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (GDPR). A Privacy Notice explaining how your personal data will be used, and information on your rights as a data subject, is available from your Local Authority.

48. Applicant's Signature: _____

49. Date: _____

50. Print Name: _____

Information to be enclosed with application form:

- Proof of identity of the applicant (copy of a valid passport, copy of a valid driving license or copy of a Public Services Card issued by the Department of Social Protection are the only acceptable documents)

- Proof of ownership of relevant dwelling which is the subject of the application for remediation grant (copy of title deed for the relevant dwelling or copy of registration of title for the relevant dwelling or copy of other legal documents proving proof of ownership of the relevant dwelling or copy of the lease of the relevant dwelling are the only acceptable documents)

- The building condition assessment report in respect of the relevant dwelling

- Copy of Planning Permission in respect of the relevant dwelling

  If this is an application for a second grant, (a) the letter of assurance; and (b) the certificate of remediation which were issued in respect of the relevant dwelling.

- Certificate of Planning Compliance

- Proof of Residence

- Tax Clearance Cert

- Local Property Tax

 Homeowner	• Engages a competent building professional to carry out a Building Condition Assessment (BCA) report prescribed by the Minister but similar to Clause 5 of I.S. 465. • If the damage to the home is consistent with defective concrete blocks and appears to meet the damage threshold, the homeowner should make an application under the Defective Concrete Blocks Grant Scheme to the relevant Local Authority.
 Local Authority	• The local authority will carry out a validation of the application considering issues such as whether the home is a relevant dwelling, the owner a relevant owner and the development not unauthorised under planning law. They will also ensure that all necessary reports have been submitted and that the application form is fully complete. • If the application is validated by the local authority, they will refer it to the Housing Agency to consider the merits of the application. • If the application cannot be validated by the local authority, the application will be refused. The applicant can appeal.
 Housing Agency	• The Housing Agency will establish a framework of competent Chartered Engineers to assist them with their role. • The Housing Agency will review the application and BCA report and inspect the dwelling, if required, to determine if it meets the damage threshold [which will be prescribed by the Minister] for entry to the scheme. • If the dwelling does not meet the damage threshold it will be deemed ineligible to progress under the scheme. The Housing Agency will notify the local authority and they will in turn notify the applicant. The applicant can appeal. • The Housing Agency will prioritise applications which have met the damage threshold so as to inform when an engineer from its framework will be contracted to test the dwelling in accordance with the I.S. 465 standard. • Following receipt of the I.S. 465 report from their engineer the Housing Agency will determine the appropriate remediation option and the maximum grant amount available for the dwelling, based on the grant calculation methodology and rates which will be provided for in law and notify the local authority of its determination.
 Local Authority	• The local authority will notify the applicant of the decision on its application. The decision may be to either approve or refuse the application. The applicant can appeal. • Where the decision is to refuse an application, the local authority will communicate the reasons for the refusal to the applicant and include details of the appeal process. • Where the decision is to approve the application the local authority will confirm to the applicant which remediation option has been approved, the maximum level of grant assistance and the conditions of approval and will invite the applicant to apply for the grant funding available for alternative accommodation and storage costs or immediate repair works, if required.
 Homeowner	• The homeowner appoints a tax compliant Building Contractor and has 18 months to start works and 15 months after the start date to complete works. Extensions to these timelines are facilitated in exceptional circumstances. • The homeowner's building professional will develop an inspection plan for the implementation of the remedial works.
 Execution and Certification of the Works and Grant Payments	• In exceptional cases, after work has commenced and new circumstances come to light, a homeowner approved for remediation works under Options 3-5 may, where it is supported by the engineering evidence and accepted by the Housing Agency, seek a higher order remediation option up to and including Option 2 remediation works. • The homeowner can request stage payments from the local authority in the draw down of the grant. • All stage payment requests will have to be prepared by the homeowner's competent building professional and clearly set out the value of the works completed for which a stage payment is being requested and their compliance with the RWP. • The local authority may refuse to pay a grant or make a stage payment where the conditions of grant approval have not been complied with. Potential Appeal. • On completion of the works the competent building professional and the contractor will complete the certificate of remediation [which will be prescribed in law] and submit a copy of the Certificate of Remediation, the post works RWP and all relevant ancillary reports and certificates to the local authority with the final grant payment request.
 Second Grant Option	• A second grant application opportunity will be available for a dwelling which is remediated under Options 2-5 in the first instance where subsequent damage occurs to the blockwork retained within the dwelling which is consistent with defective concrete blocks, as per I.S. 465. The second grant option will go with the home and should aid any future sale. • Upon receipt of a validated Certificate of Remediation, RWP and all relevant ancillary reports and certificates the local authority will issue a letter of assurance to the homeowner, confirming, subject to conditions, the availability of a second grant option for a dwelling remediated under Options 2-5.