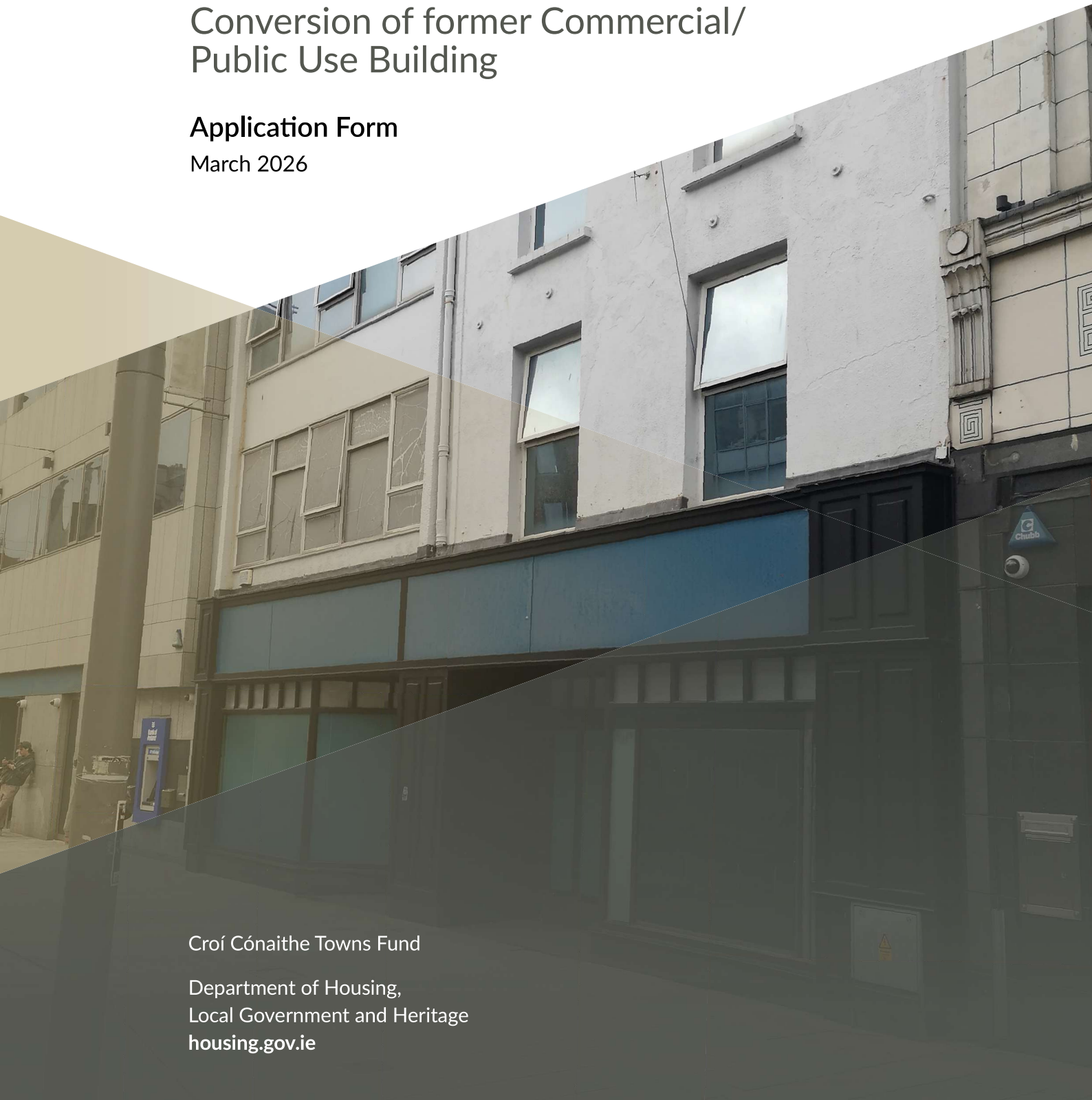
An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta
Department of Housing,
Local Government and Heritage

Vacant Property Refurbishment Grant

Conversion of former Commercial/ Public Use Building

Application Form

March 2026



Croí Cónaithe Towns Fund

Department of Housing,
Local Government and Heritage
housing.gov.ie

Application Form Vacant Property Refurbishment Grant - Conversion of former Commercial / Public Use Building

Eligibility Questionnaire

Before you begin your Vacant Property Refurbishment Grant – Conversion of former Commercial/Public Use Building application, you should complete the Eligibility Questionnaire below. This will help you determine if you are eligible to make a grant application.

	Yes	No
1. Are you an individual or individual(s) applying for the Vacant Property Refurbishment Grant – Conversion of former Commercial/Public Use Building?	◯	◯
2. Are you either the registered owner(s) or in active negotiations to purchase the building for which this application is being made and can you provide evidence of this to support your application?	◯	◯
3. Is the entire former commercial building being converted for residential use?	◯	◯
4. Was the building was built before 2008?	◯	◯
5. Is more than one residential unit being created in the building?	◯	◯
6. Was the building used for commercial/public use purposes prior to becoming vacant?	◯	◯
7. Can you provide evidence that commercial rates have been paid or that you have commercial rates relief/credit/adjustment?	◯	◯
8. Has the building has been vacant for two years or more?	◯	◯
9. Will the refurbished units be used as your principal private residence and or made available to rent, with tenancies registered with the Residential Tenancies Board?	◯	◯
10. Can you provide a quotation(s) and a preliminary design/drawing for the proposed works?	◯	◯
11. If applying for the derelict top-up grant can you provide evidence that the property is on the local authorities derelict sites register and or a report from a qualified professional (meaning a registered building surveyor, registered engineer or registered architect) that the property is structurally unsound and dangerous?	◯	◯

If you have ticked No to any of the questions listed above then you are not currently eligible to submit an application for the Vacant Property Refurbishment Grant – Conversion of former Commercial / Public Use Building application.



Application Form

Please answer all of the following questions using BLOCK CAPITALS.

All sections of this application form are required to be completed in full.

Section 1. Grant Applicant(s)* contact details

1.1 Name(s)

1.2 Full Correspondence Address

1.3 Eircode (if available)

1.4 Date of birth (DD-MM-YYYY)

1.5 Contact Email address

1.6 Contact phone number

Section 2. Details of the Vacant Building

2.1 Full address of the building where the work will be carried out

2.2 Eircode

2.3 How long has the building been vacant (in months)?

2.4 Have you provided evidence that you are the building owner, or evidence of active negotiations to purchase the property? Yes ○ No ○

2.5 Are you applying for grant funding in respect of a building located on one of the qualifying islands listed? Yes ○ No ○

List of off-shore islands 

www.gov.ie/en/department-of-rural-and-community-development-and-the-gaeltacht/publications/populated-off-shore-islands/

If so which island.

2.6 Have you provided evidence that commercial rates have been paid for the building or that you have rates relief/credit/adjustment? Yes ○ No ○

2.7 What year was the building purchased?

2.8 What was the purchase price of the building?

2.9 What is the current estimated value of the building?

2.10 Please tick one of the following to indicate what type of grant you are applying for:

A. Vacant Property Refurbishment Grant – Conversion of former Commercial / Public Use Building ☐

B. Vacant Property Refurbishment Grant – Conversion of former Commercial / Public Use Building including the derelict top-up grant. ☐

2.11 How many residential units are proposed to be brought into use in the building?

2.12 Of the units being created how many units will be used as a principal private residence?

2.13 Of the units being created, how many units will be used as rental units (tenancy / tenancies registered with Residential Tenancies Board)?

Section 3. Other Grant Applications

3.1 Have you availed of the Expert Advice Grant? Yes ◯ No ◯

3.2 Have you previously been approved for the Vacant Property Refurbishment Grant in respect of a principal private residence or rental property? Yes ◯ No ◯

3.3 If you have answered Yes to Question 3.2, please provide details, (full address, Eircode, date of approval/payment, and application type) including the name of the local authority that approved the grant(s):

3.4 Have you applied for any other additional grants or schemes for this building? For example The SEAI Better Energy Homes Grant, Housing Adaptation Grant, Living City Initiative, Repair and Leasing Scheme etc? Yes ◯ No ◯

3.5 If you have selected Yes to Question 3.4, please provide details and documentary evidence of the schemes applied for/approved and or grants approved/paid and provide details of the works approved/paid:

Section 4: Works to be carried out

You may wish to consider getting professional advice before you complete the next section.

4.1 Has planning permission been applied for? Yes ◯ No ◯

If yes please provide the planning file reference number?

4.2 Please tick in the table on the next page all the proposed works that you intend to have done on your property and state the cost of each of the proposed works. Sub-categories must sum to category headings (for example, should 4a-4e sum to the total for 4).

No.	Works Category	Maximum Cap on specific elements (incl. VAT) based on a	√	Cost of Proposed Works €
1	**Demolitions**[1] ***/Strip-out/Site Clearance** (including removal of hazardous materials)	Subject to overall scheme caps*		€
2	**Substructure works** (including works to foundations; rising walls; beds/slabs; damp-proofing; underpinning)	Subject to overall scheme caps*		€
3	**Superstructure works** (including works to internal/external walls; chimneys; upper floors; stairs; roof structure; other structural timbers)	Subject to overall scheme caps*		€
4	**External Completions and Finishes** (including works associated with external doors, windows and railings; roof lights; fascias/soffits; rainwater goods; finishes to external walls; roof finishes)	Total for works category No. 4 €42,700		€
4a	External completions (incl. external doors, windows, cills and railings)	€21,000		€
4b	Fascias, soffits, rainwater goods,	€4,200		€
4c	Roof completions (roof lights & associated flashings	€1,000		€
4d	Painting and decorating (meaning preparation and finishes to external walls)	€2,500		€
4e	Roof completions	€14,000		€
5	**Internal Completions & Finishes** (including internal doors and associated frames, architraves and ironmongery; skirtings; finishes to internal walls; ceiling finishes; tiling/waterproof finishes to wet areas;)	Total for works category No. 5 €25,300 per unit		€
5a	Internal completions (incl. doors, frames, architraves, ironmongery)	€7,000 per unit		€
5b	Skirtings	€3,500 per unit		€
5c	Tiling/waterproof finishes to wet areas	€2,800 per unit		€
5d	Painting & decorating (meaning preparation & finishes to walls, ceilings, skirting & architraves)	€8,000 per unit		€
5e	Floor finishes	€4,000 per unit		€
6	**Services** (including provision of independent plumbing; heating[2]; ventilation; power; lighting; telecommunications; smoke/CO2 detection for residential units)	Subject to overall scheme caps*		€
7	**Fittings** (including kitchen units; sanitary/bathroom fittings)	Total for works category 7 €10,500 per unit		€
7a	kitchen units	€7,700 per unit		€
7b	Sanitary ware/bathroom fittings	€2,800 per unit		€
8	**External Works** (necessary external/site works carried out within the curtilage of the site)	€7,000		€
9	**Extension** works necessary to bring the vacant former commercial /public use building into use as residential units, either within the ambit of exempt development under planning regulations, or as part of a planning application, if required, as part of a wider refurbishment	Subject to overall scheme caps*		€
10	**Professional services associated with works** (fees/surveys – excluding costs associated with the advice grant)	12% + VAT of the nett construction cost or €15,000 whichever is the lesser		€
11	**Specific works associated with conversion of the vacant former commercial / public use building -** including new separate entrance/compartmentation/ fire separation works, sound insulation, communal stairs/corridors. integrated fire alarm system for 'over the shop' units etc.	Subject to overall scheme caps*		€
	Total estimated cost of works (including VAT) as per quotation.		**€**	

[1] *While demolition and extension works can form part of an application for the grant, such works must be part of a wider refurbishment of the existing building in keeping with the objectives of the scheme.*

[2] *Where funding is being sought for the installation of a boiler, details of the boiler type will be required by the local authority. This grant will not fund a standalone fossil fuelled boiler.*

*** The top-up amounts on the maximum grant levels allowable under categories 1, 2, 3, 6, and 9 relates to the number of units being delivered i.e. where two units are being delivered the maximum top-up amount allowable under the category is €20,000, where three or more units are being delivered the maximum top-up amount allowable is €40,000.**

Applicants are required to submit a quotation(s) in respect of the works proposed. Quotations in respect of the individual costs under the table above for each of the works categories being applied for must be provided.

Homeowners should be aware of their responsibilities under Safety, Health and Welfare at Work (Construction) Regulations 2013. See www.hsa.ie

In respect of units being made available for rental, all landlords are required by law, to comply with the standards for rental housing and should ensure their properties are fully compliant with fire safety and minimum standards regulations for rental properties.

See www.irishstatutebook.ie/eli/2019/si/137/made/en/print

4.3 Can you pay for any extra cost that is not covered by the grant? Yes ◯ No ◯

Data Protection

By law, applicants must provide certain personal data in this form. All information and personal data provided will be treated as confidential, in line with the General Data Protection Regulation and Data Protection legislation.

To process this application, please note that the local authority may share your personal data (information) with the Department of Housing, Local Government and Heritage, the Housing Agency and the other parties participating in the delivery of the Vacant Property Refurbishment Grant.

You can the read the details of the Data Protection Policy and Privacy Statements on your local authority website. The policy explains how and why personal data will be used and provides information about your rights as a data subject. The policy is also available in paper format if you request it from your local authority office.

Declaration – Tick each that is applicable

I/We declare that I/we have read the Vacant Property Refurbishment Grant – Conversion of former Commercial / Public Use Building scheme outline and Frequently Asked Questions (FAQs) (link) in full and are fully aware of the eligibility criteria. Documents available @ www.gov.ie/vacancy. ☐

I/ We declare that I/we are fully aware of and agree to meet the scheme requirements, standards and conditions including the requirement for a charge to be registered on the building for 10 years. ☐

I/We declare that the information and details I/we have given on this application are true and correct. ☐

I/We declare that I/we will inform the local authority if there are any changes to my/our circumstances in respect of the building being applied for. ☐

I/We declare that I/we will comply with all statutory requirements for the conversion of my/our building including but not limited to Planning & Development Acts and Building Control Acts. ☐

I/We declare that I/we will live in the residential unit(s) as my/ our principal private residence and/or I/we declare that I/we will make the residential unit(s) available for rent and will register all tenancies with the RTB. ☐

I/ We declare that I/we have never been approved and or paid a grant for this building. ☐

I/We understand and declare that I/we will provide my/our tax clearance and the tax clearance of our contractor(s) to the local authority once requested.

Full name of applicant(s) (BLOCK LETTERS):

Signature of applicant(s):

Date: (DD-MM-YYYY):

Checklist for what to include with this form

Your application will be delayed if required details and documents are missing. This checklist will help you to send in all the documents needed to process your application.

Checklist

All applications will need the following: ☐

This form. Fully completed and signed. ☐

Proof that the building has been vacant for a period of two years or more immediately prior to this application. ☐

Proof that the building was built before 2008. ☐

A quotation(s) in respect of the works proposed. ☐

A preliminary design / drawing outlining the proposed residential unit(s) to be created in the building. ☐

Proof of ownership or evidence of active negotiations to purchase the building if seeking approval in principle. ☐

Proof that commercial rates have been paid or that you have rates relief/credit/adjustment from the payment of commercial rates. ☐

Evidence confirming that the property is structurally unsound and dangerous if applying for the top-up derelict grant.

Any other relevant documentation to support your application: **Please tick as appropriate**

Evidence of a planning application being lodged or planning permission being granted. ☐

Section 5 Declaration certificate of exemption under the Planning & Development Act 2000 (as amended) ☐

Notification to local authority of Intention to avail Article 10 (6) Exemption change of use from Commercial to Residential, Planning & Development Regulations 2001, as amended. ☐

Where a question arises as to whether the proposed works require planning permission or is an exempted development, an applicant will be required to submit evidence of either planning permission or declaration of exemption to the local authority prior to final grant approval.

Where a principal private residence is being created - A signed affidavit confirming that the grant has not been applied for before for a principal private residence. ☐

Where rental property/ies is/are being created - A signed declaration of your intention to make residential unit(s) in the building available for rent and that you will register a tenancy/tenancies with the RTB prior to grant drawdown. ☐

Note:

Applicants should be aware of their responsibilities in relation to statutory/legal requirements and regulations in relation to carrying out works to the building including but not limited to planning requirements, fire safety requirements, access requirements, building regulations, requirements for protected structures, traditional buildings in ACA, boundary issues, right of way, environmental and habitat directives etc.

Important: Where the local authority has requested that further required documentation is to be submitted to support your application, failure to do so will result in your application becoming withdrawn. If you are experiencing delays, it is advised that you contact the Vacant Homes Officer in your local authority as soon as possible.

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