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

Vacant Property Refurbishment Grant

Application Form

July 2026

Croí Cónaithe Towns Fund

Vacant Property Refurbishment Grant Application Form

Refurbishment of a vacant or derelict property or Conversion of an entire former Commercial / Public Use property for use as a single dwelling.

Eligibility Questionnaire

Before you begin your Vacant Property Refurbishment Grant 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?	☐	☐
2. Are you either the registered owner(s) or in active negotiations to purchase the property for which this application is being made, and can you provide evidence of this to support your application?	☐	☐
3. Is the property a vacant or derelict property or former commercial/public use building that will be converted or refurbished for use as a single residence?	☐	☐
4. Was the property built before 2008?	☐	☐
5. Has the property been vacant for two years or more (prior to application)?	☐	☐
6. Will the refurbished property be used as your principal private residence and / or made available to rent, with a tenancy registered with the Residential Tenancies Board?	☐	☐
7. Can you provide a quotation(s) in respect of the proposed works?	☐	☐
8. Can you provide proof that Local Property Tax or payment of Commercial Rates is up to date on the property or a deferral of payment/exemption of LPT Commercial Rates?	☐	☐
9. Do you understand that the grant is a refurbishment grant and that grant is not intended to be approved or paid for the demolition of an existing property?	☐	☐
10. If applying for the derelict top-up grant, can you provide evidence that the property is on the local authority's Derelict Sites Register or a report from a qualified professional (meaning a registered building surveyor, registered engineer or registered architect) that the property is structurally unsound and derelict?	☐	☐

If you have ticked No to any of the questions listed above, then you are not currently eligible to apply for the Vacant Property Refurbishment Grant.

Information on the Grant is available at https://www.gov.ie/en/department-of-housing-local-government-and-heritage/services/vacant-property-refurbishment-grant/ and from the Vacant Homes Officer in your local authority.

Application Form

Please answer all 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

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1.5 Contact Email address

1.6 Contact phone number

Section 2. Details of the Vacant Property

2.1 Full address of the property 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? ☐

2.5 Please tick the box that best describes the property:

- ☐ Detached
- ☐ Semi Detached
- ☐ Terraced
- ☐ Apartment/Duplex

2.6 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

If so which island.

2.7 Is the property compliant with Local Property Tax / Commercial rates? Yes ☐ No ☐

Section 2. Details of the Vacant Property

2.8 What year was your property purchased?

2.9 What was the purchase price of the property?

2.10 What is the current estimated value of the property?

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

A. Vacant Property Refurbishment Grant. ☐

B. Vacant Property Refurbishment Grant including the derelict top-up. ☐

2.12 Will the refurbished / converted property be used as your Principal Private Residence? Yes ☐ No ☐

2.13 If you have selected Yes that the grant is to be used for your Principal Private Residence, please indicate if you have / intend to apply for the Local Authority Purchase and Renovation Loan (LAPR) or the renovation-only LAPR? Yes ☐ No ☐

2.14 Will the refurbished / converted property be used as a rental property? (with a tenancy/tenancies registered with the Residential Tenancies Board) Yes ☐ No ☐

Section 3. Other Grant Applications / Tax Reliefs

3.1 Have you previously been approved for the Vacant Property Refurbishment Grant in respect of a Principal Private Residence or rental property? Yes ☐ No ☐

3.2 If you have answered Yes to Question 3.1, 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):

3.3 Have you applied for any other additional grants or tax reliefs for this property? e.g. The SEAI Better Energy Homes Grant, Housing Adaption Grant, Living City Initiative? Yes ☐ No ☐

3.4 If you have selected Yes to Question 3.3 please provide details and documentary evidence of the grants/reliefs 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 Is planning permission required for the works? Yes ☐ No ☐

If yes, please provide the planning file reference number.

Refurbishment requirements for each property will differ depending on the type / size / condition of the existing building. The cost threshold levels set out below are based on a typical two storey, 3 bed semi-detached house.

4.2 Please tick in the table below 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 3-bed semi-detached property	√	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 €28,700**		€
4a	External completions (incl. external doors, windows, cills)	€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		€
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 €26,300**		€
5a	Internal completions (incl. doors, frames, architraves, ironmongery)	€7,000		€
5b	Skirtings	€3,500		€
5c	Tiling/waterproof finishes to wet areas	€2,800		€
5d	Painting & decorating (meaning preparation & finishes to walls, ceilings, skirting & architraves)	€8,000		€
5e	Floor finishes	€5,000		€
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 No. 7 €10,500**		€
7a	Kitchen units	€7,700		€
7b	Sanitary ware/bathroom fittings	€2,800		€
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)	10% + VAT of the nett construction cost or €14,000 whichever is the lesser		€
	Total estimated cost of works (including VAT) as per quotation(s).		€	

[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 maximum grant levels allowable under categories 1, 2, 3, 6, and 9 relate to the type of grant being applied for. The maximum allowable under the Vacant Property Refurbishment Grant is €50,000 and the maximum allowable under the Vacant Property Refurbishment Grant including the derelict top-up is €70,000.***

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.

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 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 Scheme Outline in full and are fully aware of the eligibility criteria. Link to Document: https://www.gov.ie/en/department-of-housing-local-government-and-heritage/services/vacant-property-refurbishment-grant/ ☐

I/ We declare that 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 property 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 property being applied for. ☐

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

I/We declare that I/we will live in the property 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 Residential Tenancies Board. ☐

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

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:

Date:

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. ☐

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

Proof that local property tax / commercial rates has been paid or that you have an exemption from the payment of LPT / commercial rates. ☐

Evidence confirming that the property is on the Derelict Sites Register and / or that the property is structurally unsound and dangerous if applying for the Vacant Property Refurbishment Grant including the derelict top-up. ☐

Where you are also applying for the Local Authority Purchase and Renovation Loan (LAPR), evidence confirming that your application has passed the Stage 1 assessment for the LAPR. ☐

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

For rental properties a signed affidavit confirming that this grant has not been applied for before for rental purposes (if applicable). ☐

Where rental property is 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/ies with the RTB prior to grant drawdown. ☐

Other Supporting documentation which may be required by the local authority:

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.

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, health and safety requirements, building regulations, requirements for protected structures, traditional buildings in an Architectural Conservation Area, boundary issues, right of way, environmental and habitat directives etc.

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

This completed form and required supporting documentation should be sent to the Vacant Homes Office in your local authority.

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 being withdrawn. If you are experiencing delays in providing this, it is advised that you contact the Vacant Homes Officer in your local authority as soon as possible.

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