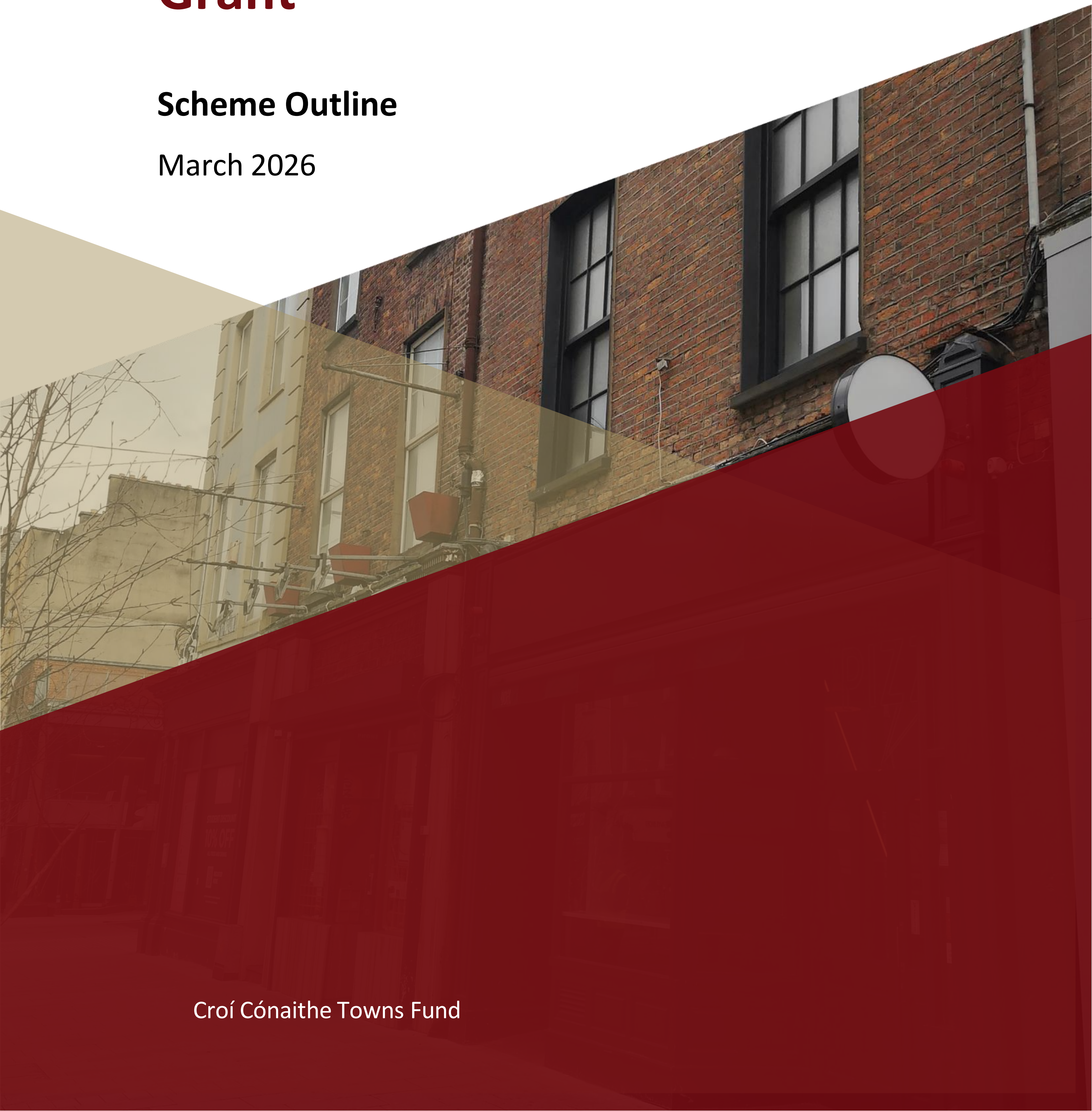
An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta
Department of Housing,
Local Government and Heritage

Vacant Above the Shop Grant

Scheme Outline

March 2026



Croí Cónaithe Towns Fund

This scheme outline and Frequently Asked Questions (FAQ) document should be read in conjunction with each other.

Introduction

Tackling vacancy and dereliction is a key priority under the national housing plan *Delivering Homes, Building Communities 2025-2030,* with existing grants and schemes supporting bringing vacant and derelict properties back into use being improved and expanded. Their use will ensure that additional homes are provided by refurbishing existing properties and repurposing 'above the shop' and vacant commercial space.

Objectives of the Scheme

Since its introduction in 2022, the Vacant Property Refurbishment Grant (VPRG) has supported bringing vacant and derelict properties into use as homes. Under the Government's national housing plan, *Delivering Homes, Building Communities* the VPRG is being expanded. With the introduction of the Vacant Above the Shop Grant (the Grant), funded by the Croí Cónaithe Towns Fund, additional support is being provided towards the refurbishment and conversion of 'above the shop' vacant space for use as homes.

Bringing this space into residential use can provide homes and add real vibrancy in the heart of towns, villages and cities.

The Vacant Above the Shop Grant[1]

The Grant applies to vacant 'above the shop' space in buildings in cities, towns and villages, where the building was built prior to 2008 and the space/existing residential unit(s) have been vacant for two years or more prior to application. The ground floor commercial space may be vacant or in use at time of application, but must be remaining in commercial use[2].

[1] While the grant is referred to as the Vacant Above the Shop Grant, eligible properties include single storey buildings - these buildings must have a commercial element which will remain and vacant space in the same building (outside of the commercial element) which can be converted/refurbished for residential use.
[2] Otherwise grant clawback conditions may apply -see page 11.

The resulting units may be for the applicant's principal private residence (PPR) and/or for rent with a tenancy/ tenancies registered with the Residential Tenancies Board (RTB).

Vacant Above the Shop Grant levels

A grant of up to €95,000 is available for the refurbishment/conversion of the first above the shop unit, with an additional up to €20,000 payable for the second unit created and a further €20,000 where three or more residential units are created, up to a maximum of €135,000.

Additional support under the Grant is available to support the refurbishment of vacant space above the shop in commercial buildings located in villages on the islands to help bring them back into use. The maximum rate of the Grant payable is up to 20% higher for eligible buildings on qualifying islands.

A list of the qualifying islands where this additional funding is available can be accessed using the following link: https://www.gov.ie/en/publication/31da3-populated-off-shore-islands/

This brings the maximum grant rates for refurbishing properties on islands up to €114,000 where one residential units is created above the shop, up to €138,000 where two units are created and up to €162,000 where three or more residential units are created. The maximum cost limits for the individual works categories are also increased by 20%.

Up to €5,000 will also be available for the owner to seek an Expert Advice Grant in advance of applying for the grant. Engaging the services of a suitably qualified professional will assist in informing owners of the works required, building and statutory requirements to be met and indicative costs for undertaking such projects. There is no obligation on the owner to a make a grant application after receiving the Expert Advice Grant.

Unlike the existing VPRG, there is no distinction between vacant and derelict properties for the grant. The grant payable is based on the number of residential units being delivered in the building and scheme conditions being met.

There is no maximum on the number of grants that an individual can apply for under the Grant, however only one grant, including top-up amounts, is payable per building.

Those applying for the Grant are required to indicate on the application form if they are applying in respect of a residential unit that will become their PPR and/or residential units that will be made available for rent.

Applicants who have previously availed of the existing VPRG for the purposes of a PPR are required to indicate this on the application form. As applicants can only have one PPR, if approved for this grant, the clawback of the original grant paid may become applicable if another PPR is being applied for.

The box below provides examples as to the level of grant payable, based on the number of residential units being created in the building (examples given are based on the maximum grant level being paid).

Scenario 1 – Ground floor commercial, upper floors vacant. 3 residential units 'above the shop' being created (previously non-residential) – based on maximum grant being paid.

€95,000 grant + €20,000 (for 2nd unit) + €20,000 (for 3rd + unit) = €135,000. Where Expert Advice Grant availed of in addition to the Vacant Above the Shop Grant – total package €140,000.

Scenario 2 – Ground floor commercial, upper floors vacant. 2 residential units 'above the shop' being created (previously non-residential)

€95,000 grant + €20,000 (for 2nd unit) = €115,000. Where Expert Advice Grant availed of in addition to the Vacant Above the Shop Grant – total package €120,000

Scenario 3 – Single story building with commercial element, vacant space (outside of commercial element) in building. 1 residential unit 'above the shop' being created (previously non-residential)

€95,000 grant. Where Expert Advice Grant availed of in addition to the Vacant Above the Shop Grant – total package €100,000.

The level of grant payable is contingent on the works being approved by the local authority as per the categories of works table (see below), with an approval letter being issued to the applicant. The approved grant will be paid on completion of the works, subject to a review of relevant invoices/receipts and a final inspection by the local authority[3].

Once a grant application receives approval, applicants must complete the works approved within a period of 18 months.

[3] The local authority may pay a lower amount having reviewed the invoices submitted / inspected the works completed.

Where the newly created/refurbished residential units are being made available for rent, the Grant will be paid when a tenancy/tenancies has/have been registered for each of the units with the RTB and proof of same has been provided to the relevant local authority. Residential units created are not to be used for short term letting/Airbnb[4]. Local authorities will carry out checks to ensure that this condition is being carried out to their satisfaction.

In respect of rental properties, all landlords are required by law to comply with the standards for rental housing and ensure that their properties are fully compliant with fire safety and minimum standards regulations for rental properties. See Housing (Standards for Rented Houses) Regulations 2019, https://www.irishstatutebook.ie/eli/2019/si/137/made/en/print. As part of the declaration to be signed in the application form, applicants must agree to meet and comply with these standards.

Other Grants

Sustainable Energy Authority of Ireland (SEAI) grants may be available in combination with the Grant. Works funded by SEAI grant schemes will not also be provided for under the grant. The local authority must satisfy themselves that proposed works are not claimed for under any other grant and the local authority may request such approval from applicants. Further information on grants available are provided at the links below:

https://www.seai.ie/grants/home-energy-grants

https://www.seai.ie/blog/traditional-homes-pilot-everything-you-need-know

Building owners may also be able to avail of the Living City Initiative (LCI) scheme which provides tax relief for qualifying expenditure incurred in the refurbishment and conversion of both residential and commercial properties located within the historic centres of Cork, Dublin, Galway, Kilkenny, Limerick and Waterford in conjunction with the Grant.

Applicants availing of the Grant and the LCI will have the amount of the grant paid deducted from the overall eligible costs applicable for tax relief under the LCI. Further information is available at https://www.revenue.ie/en/property/living-city-initiative/index.aspx.

[4] Checks will be undertaken to ensure that grant conditions are adhered to. Where this is found not to be the case, the clawback conditions will be applied.

Local Enterprise Offices (LEO) located in local authorities can provide details of grants available for the commercial element of the property.

How the Scheme Works

Who can apply?

The Grant is available to named individuals (including sole traders) who own the building for which the grant is being applied for or who are actively engaged in purchasing the building. The Grant is not currently available to registered companies, developers, undertakings etc.

Eligible Buildings

Eligible buildings are buildings built prior to 2008, located in cities, towns or villages. They must have an existing commercial use (retail, office, financial etc.) and be liable for commercial rates, with vacant space in the same building. This may be above the shop i.e. on upper floors, or in the case of a single storey building on same level and part of the same building as the commercial business. The commercial element must be remaining in the building but may be vacant or in use at the time of application.

Buildings with a commercial element and existing vacant residential units that have been vacant for two year or more are also eligible.

Applicants who own a building that is a protected structure or traditional building in an Architectural Conservation Area should contact an Architectural Conservation officer. A list of officers and relevant local authorities is provided here:
https://www.buildingsofireland.ie/app/uploads/2025/01/Architectural-Conservation-Officers-07.01.2025.pdf

Required vacancy period and proof of vacancy

The vacant space/residential unit(s) above the shop in the building must be vacant for two years or more at the time of grant application. Proof of vacancy is required to support grant applications to the satisfaction of the local authority. If the vacant above the shop space is already split into residential units, proof can be provided of low electricity usage/disconnection from utility company/exemption from commercial rates, evidence of payment of local property tax. If vacant above the shop space has never been used as residential (the space may have been used for storage purposes), applicants will need to provide photographic or other appropriate evidence of vacancy to the satisfaction of the local authority.

Confirmation of vacancy of the above the shop units/space will be validated and verified by the local authority prior to grant approval.

Proof of Ownership

Proof of ownership of the building is required to support the grant application.

Evidence of ownership for the grant payment, which the relevant local authority will consider, is outlined in the table below.

Ownership requirements for grant payment	Examples of proof that may be submitted
The owner must be an individual/s who owns the building (whether jointly or not). The local authority must satisfy itself as to the ownership prior to approval of the grant.	• Title deed[5] or similar legal instrument proving ownership of the building; • evidence of payment of Local Property Tax (LPT); • evidence of payment of commercial rates; • evidence of rates relief/credit/adjustment due to building being vacant; • Mortgage/loan statement dated within the last 12 months.

Where the applicant(s) is/are in the process of buying the building, for which the grant is being sought, a local authority may give approval in principle to the grant application where the applicant is able to provide evidence of active negotiations to purchase the building e.g. confirmation of engagement from the estate agent or owner of the building, signed conveyancing contracts etc. Approval in principle shall not be confirmed as approval in full until ownership has transferred to the applicant(s). No grant drawdown may take place until such ownership has been confirmed to the satisfaction of the local authority.

One grant is available per building and the owner(s) of the building (grant applicant(s)) must apply in a single application for all of the residential units being created in the vacant above the shop space. The number of residential units being created/refurbished must be specified in the grant application

[5] A title deed can be obtained from Land Direct, Tailte Éireann (www.landdirect.ie)

and their intended use i.e. being made available for rent and/or for use as the applicant's principal private residence.

In cases where there is more than one owner of a building, all owners should be named as the grant applicants on a single application form.

Where the applicant(s) is/are going to use an above the shop residential unit as their PPR, a declaration (on the application form) that the individual(s) intend(s) to reside in the dwelling on completion of the qualifying works to the dwelling must be provided to the local authority. Clawback conditions may apply where the applicant(s) ceases to reside in the dwelling as their PPR in the 10-year period from the payment of the grant. If the residential unit ceases to be an applicant's PPR during the 10 year clawback period the local authority must be informed. The local authority may annually, during the clawback period, seek proof that the residential unit is still being used as a PPR by applicants.

Where the applicant(s) is/are going to make a residential unit/units available for rent, a declaration (on the application form) must be provided to the local authority that, upon completion of the qualifying works to the property, the unit/units will be made available to rent and that a tenancy/tenancies will be registered with the RTB prior to drawdown of the grant.

Landlords are required under the Residential Tenancies (Amendment) Act 2019 to register their tenancies with the RTB every year, within one month of the anniversary of when the tenancy began. Evidence of this is to be provided to the local authority that awarded the grant, annually, for 10 years following receipt of the grant.

Clawback conditions may apply where the unit(s) cease(s) to be used as a rental property (with a tenancy registered with the RTB) within the 10-year period from the payment of the grant in line with scheme conditions. The local authority will annually seek evidence of RTB registration of tenancies for the residential units.

Planning Permission

The refurbishment/conversion of vacant 'above the shop' space/unit(s) for occupation may involve development that requires planning permission. Where appropriate, the applicant(s) must submit evidence of planning permission for the development/works proposed or a declaration of exemption under the Planning Acts.

The Planning and Development Act (Exempted Development) Regulations 2018 and Amending Planning and Development Act (Exempted Development) Regulations 2022 may allow those who wish to convert certain commercial premises - including vacant areas above ground-floor premises - into residential units without requiring planning permission for such works. A limit of nine residential units can be produced under an exempted development. Further information on exempted developments is available here: https://www.gov.ie/en/department-of-housing-local-government-and-heritage/publications/planning-letter-202508-exempted-development-regulations-december-2025/

A local authority may give approval in principle to a grant application where the applicant(s) is/are required to obtain planning permission for the development/works involved. In these circumstances, the applicant(s) shall provide details of their current planning application to accompany their grant application. Any grant approval in principle shall not be confirmed as approval in full (a requirement for grant payment to be paid) until a final decision has issued in respect of the planning application by the planning authority, and evidence of same has been provided.

In cases where a question arises in relation to whether a proposed development needs planning permission or is an exempted development, applicants under the scheme will be required to submit a declaration of exemption under Section 5, of the Planning and Development Act 2000.

It should be noted that the provision of a planning exemption does not remove the requirement to comply with the building regulations or any other code.

Building Control Regulations

The Building Control Regulations 1997 to 2024 require owners, builders, and registered construction professionals to demonstrate through the Statutory Register of Building Control Activity that the works or building concerned have been designed and constructed in compliance with Building Regulations.

The responsibility for compliance with building control regulations lies with each owner, designer, builder carrying out works on the building. Further information can be found here:

https://www.gov.ie/en/department-of-housing-local-government-and-heritage/publications/building-control/

Prior to a grant payment issuing the local authority may also seek evidence by way of a Certificate of Compliance on Completion for the works carried out.

Types of Work Covered

The following categories of work are eligible for grant assistance, subject to a reasonable cost assessment by the local authority and to any limits for specific works as set out in the application form. The works proposed must be approved in advance, following inspection by the local authority of the subject building.

The Grant will cover works relating to the conversion/refurbishment of the residential unit(s), which may include communal works to the building.

Costs will differ depending on the type/size/condition of the existing building. The cost threshold levels set out below are based on a three bed/two storey apartment above the shop.

	Works Category	Maximum Cap on specific elements (incl. VAT)	√	Cost of Proposed Works €
1	**Demolitions[6]/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 category No. 4 €42,700		
4a	external completions (incl. external doors, windows 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 finishes	€14,000		
5	**Internal Completions & Finishes** (including internal doors and associated frames, architraves and ironmongery;	Total for category No. 5 €25,300 per unit		

[6] 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.

	skirtings; finishes to internal walls; ceiling finishes; tiling/waterproof finishes to wet areas;)			
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[7]; 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 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 above the shop space 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 work**s (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 Above the Shop conversion/refurbishment** - including new separate entrance/compartmentation/fire separation works, sound insulation, communal stairs/corridors. integrated fire alarm system for 'above the shop' units etc.	Subject to overall scheme caps*		
	Total estimated cost of works (including VAT)			

*** The maximum amount allowable under categories 1, 2, 3, 6, 9 and 11 relates to the number of units being delivered i.e. where one unit is being delivered the maximum amount allowable under the category is €95,000, where two units are being delivered the maximum amount allowable is €115,000 and where three or more units are being delivered the maximum amount allowable is €135,000**

Grant Conditions

Subject to the above, the following additional conditions will apply:

Requirement for Tax Clearance

As per Revenue requirements, and Department of Finance circular on the payment of grants (Section 8), applicants are required to show evidence of their tax clearance and also that of all contractors who carried out construction operations on the property where the value of the works exceed €650. Regarding contractor's tax clearance the responsibility lies with approved applicants to ensure they obtain a tax clearance certificate from their contractor(s) immediately prior to making any payments

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

to them for construction operations carried out. Failure to produce a contractor's tax clearance to the local authority at grant drawdown stage may result in the grant payment being refused. Further information in relation to this requirement can be obtained here: https://www.revenue.ie/en/starting-a-business/tax-clearance/when-is-a-tax-clearance-certificate-required/to-apply-for-certain-grants-and-public-sector-contracts.aspx Appendix 2 of the Department of Finance Circular provides a definition of Construction Operations. https://circulars.gov.ie/pdf/circular/finance/2006/44.pdf

Local authorities will ensure that the grant approved works have not been grant aided via any other scheme and applicants are required to provide any information as may be requested by a local authority regarding any other grant aiding of works applied for. Applicants will be required to provide details on the grant application form of any other grants/schemes applied for/approved for the building for which the grant is being applied.

Grant applications to convert/refurbish vacant above the shop space for a principal private residence

Applicants must provide:

- A fully completed signed application form;
- Proof that the above the shop element of the building has been vacant for two years or more;
- Proof that the building was built before 2008;
- Proof of ownership or evidence of active negotiations to purchase the building if seeking approval in principle;
- Evidence that commercial rates are paid or in order including evidence of rates relief/credit/adjustment due to the building being vacant if applicable;
- Evidence that Local Property Tax is in order where applicable;
- A quotation in respect of the proposed works;
- A preliminary design/drawing outlining the proposed residential unit(s) to be created in the building;
- Evidence of planning permission or a certificate of exemption under the Planning Acts; ***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.***

- Agreement to the clawback conditions (see below);
- A declaration that the commercial element of the building will remain;
- Any other relevant documentation to support your application as requested by the local authority;

In addition:

- Applicants who will make use the refurbished/converted unit as their PPR will need to also submit a signed affidavit confirming that the grant has not been applied for previously for a PPR;
- Applicants who will make the refurbished/converted units available to rent must provide a signed declaration confirming that residential units in the building will be made available for rent with a tenancy/tenancies registered with the RTB.

Applicants are required to inform the local authority of any intended changes in the tenure of units for which works were approved.

Clawback conditions

A clawback condition is attached to the grant payment for a period of 10 years from date of payment of the grant.

It is required that the applicant(s) live in and/or make available for rent the refurbished/newly created residential unit(s) for which the grant is approved for at least 10 years from the date of payment of the Grant.

If at any time the applicant(s) sells the newly created/refurbished residential units, or it ceases to be their PPR, or the rental unit(s) is no longer available to rent, or they cease to comply with the conditions of the scheme, within 10 years from payment of the grant, the applicant(s) must reimburse the local authority all or part of the full value of the grant.

The amount to be repaid under the clawback will relate to the number of residential units created for which the grant was paid, and the time period since the grant was paid.

The table below illustrates the amount re-payable, based on the number of residential units created and time period elapsed since the payment of the grant. This is where the unit(s) is/are sold or no longer used for the originally declared purpose of PPR or RTB registered rental during the clawback period of 10 years.[8]

No. of residential units created with the grant	Amount to be repaid Up to 5 years	Amount to be repaid Over 5 years and less than or equal to 10 years	Amount to be repaid Over 10 years
1 Unit. Grant €95,000 Unit sold/not available for rent	100% of the grant paid. Amount repayable €95,000	75% of the grant paid. Amount repayable €71,250	No Clawback
2 Units. Grant €115,000. 1 unit sold/not available for rent	100% of the grant paid * 50%. Amount repayable €57,500 (€115,000/100*50%)	75% of the grant paid *50%. Amount repayable €43,125 (75% of €115,000 = €86,250 *50% = €43,125)	No Clawback
3 Units Grant paid €135,000. 1 unit sold/not available for rent	100% of the grant paid * 33% Amount repayable €45,000 (€135,000 * 1/3)	75% of the grant paid *33% Amount repayable €33,3750 (75% of €135,000 = €101,250 * 33%)	No Clawback
4 Units. Grant paid €135,000. 3 units sold/not available for rent	100% of the grant paid * 75% Amount repayable €101,250 (€135,000/100*75%)	75% of the grant paid * 75% Amount repayable €75,937.50 (75% of 135,000= €101,250 * 75%)	No Clawback

A clawback will also apply where the commercial element of the building does not remain as per the scheme requirements. The amount of the clawback will equal the amount of the grant paid over and above the maximum grants payable under the VPRG i.e. an amount of €25,000 and will be repayable on a pro-rata basis based on what year the commercial element no longer exists in the building over the 10 year period of the clawback.

For example, if the commercial element of the building is removed in year 3 after the payment of the grant, the grant recipient will be liable to repay 70% of the €25,000 (€25,000/10 years * 7 years = €17,500)

[8] Applicants may be able to change from a PPR to rental and vice versa without the clawback being triggered under certain conditions. Any proposed change in the tenure type must be notified to the local authority.

A charge will be placed in respect of the grant amount paid over the entirety of the building for a period of 10 years from the payment of the grant. The charge will be registered by the local authority who issued the grant with Land Direct, Táilte Éireann or Registry of Deeds.

Where a residential unit or the commercial element of the building is being sold, the local authority must be informed in order to grant a partial deed of release of the charge over the unit being sold within the building, such partial deed of release to be provided on the repayment to the local authority of any clawback.

An agreement (comprising of the signed application form, signed letter of approval and signed charge document) must be concluded between the local authority and the applicant(s) which will contain the clawback agreement, including a charge on the building, which shall be binding on the applicant(s) upon drawdown.

Applicants who have a mortgage/loan will need the agreement of their lender to place the charge for the grant on the building. It is acknowledged that, the charge for the grant will always rank second in priority to a mortgage on the building.

It is recommended that applicants obtain independent advice from a competent professional in relation to the implications of the charge on the building.

Letter of approval/Letter of approval in principle/Agreement with local authority

A letter of approval will issue to an applicant(s) whose application is successful and will include the approved grant amount. Approval is granted from the date of issue of the letter and is valid for a period of eighteen months. The applicant(s) is/are required to sign and return the letter in order to confirm that they understand the terms and conditions of the grant.

The charge document referred to above, must be signed and returned to the local authority, after completion of the works applied for and prior to the issuing of the grant payment.

The signed application form, signed letter of approval and the signed charge document, form the agreement between the applicant(s) and the local authority.

Operations and Management of the Grant

The operation of the Grant is delegated to local authorities who administer the scheme.

Steps for assessment and approval of the grant application:

The applicant(s) local authority will:

- check the application form to ensure it is fully completed, the declaration in the application form has been signed and that the required supporting documents as per the checklist on the application form have been submitted;
- assess the application in line with the conditions of the grant scheme as set out in this outline;
- where the application is in order and required supporting documentation is provided, arrange for suitable technical staff to visit the building to make sure it is possible to do the work and assess the projected costs of the planned works as specified in the application form;
- write to the applicant(s) to inform them if the application has been successful and the amount of grant funding approved or that they have received approval in principle.

Prior to the grant being paid:

- In cases where approval in principle was granted, proof of ownership/evidence of planning approval must be provided to the local authority before the grant can be paid;
  A copy of the **Certificate of Compliance on Completion** will be required to be submitted to the local authority (if applicable);
- The local authority will require applicants to submit evidence such as appropriately detailed invoice(s) for the completed works;
- The local authority will conduct a final building visit to review that the work has been completed in-line with grant application;
- The local authority will provide an agreement to be signed by applicants which contains the clawback agreement including a charge on the building;
- The local authority will require applicants tax clearance from Revenue and the tax clearance certificate for the contractors who carried out works on the building where the value of the works exceed €650;
- In respect of residential units are being made available to rent, evidence that the owner has registered the tenancy/tenancies with the RTB is required by the local authority;

- The local authority will require applicant's bank account details of where the grant is to be paid;
- Once the local authority is satisfied, the grant will be paid.

For rental properties, proof of registration of the tenancy with the RTB must be provided to the local authority before drawdown of the grant. Evidence of annual registration of tenancy with the RTB must be submitted to the local authority which awarded the grant for a ten year period.

Appeals process for grant applications not approved

If the local authority does not approve a grant application, the applicant(s) can appeal the decision. The applicant(s) must write to their local authority within three weeks of the date of the original decision, and clearly explain on what grounds they are appealing. A template appeals form is available on all local authorities' websites. A local authority official who was not involved with the original assessment will then assess this appeal and contact the applicant(s) with the result. This could take up to six weeks.

Note:

New /Reconnections to Utility Providers

Grant applicants should be aware of the requirements and timeframe to have utility connections to their property to ensure no delays occur.

Information of the requirements and timelines as set out in the ESB Networks Customer Charter is available at the link: customer-charter.pdf

Information on Uisce Éireann's connection process is available here:
https://www.water.ie/connections

Statutory and Legal Requirements

Homeowners should be aware of their responsibilities to comply with all statutory / legal requirements, regulations in relation to carrying out works to their building including but not limited to planning requirements, fire safety requirements, access requirements, building standards, health and safety, requirements for protected structures, traditional buildings in an Architectural Conservation Area (ACA), boundary issues, right of way, environmental and habitat directives etc.

Applicants will be required to indicate on the application form that they are aware of their responsibilities to comply with all statutory requirements and regulations.

Further questions in relation to the grant scheme

For any further questions on the grant please contact the Vacant Homes Officer in your local authority. Please scan the following QR code for a list of all Vacant Homes Officers and their contact details.

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