



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

Expert Advice Grant

Surveyor Template

March 2026

**EXPERT ADVICE GRANT
SURVEYOR ADVICE REPORT**

Property Address:

Client Name:

Date of Inspection:

Report Author:

Note for Building Owner:

This report has been produced by an accredited Professional for you to use. If you decide not to act on the advice in the report, you do this at your own risk. The report aims to:

- help you make a reasoned and informed decision when planning for conversion for residential use of the entire property or vacant space/floors within the property;
- provide advice on existing condition;
- describe the identifiable risk of potential or hidden defects;
- provide an overview of works required for conversion;
- describe and identify the statutory and legal requirements for such conversions;
- make recommendations as to any further actions or advice which need to be obtained.

Note to Author:

Read template in full before commencing inspection.

Each section should be clearly filled out, where not applicable, please state.

The following should be inspected and addressed in the report:

- inspect the inside and outside of the building including fixtures and fittings (where present), ancillary buildings and boundary features.
- inspect the parts of the electricity, gas/oil, water, heating, drainage and other services that can be seen, but there is no requirement to test these other than through their normal operation in everyday use.

A condition rating table system should be assigned to the suggested actions / recommendations which ranks them in order of urgency.

Priority Rating	Suggested Action
1	Major Works (High Priority)
2	Moderate Works (Medium Priority)
3	Minor Works (Low Priority)

Template:

This template must be used by the appointed professional. The advisory text shown in red italics is not to be deleted.

The report must make specific recommendations on what works are required to allow residential units to be created in the building and provide the applicant with required information in relation to statutory requirements such as building regulations, planning requirements, etc..

The report provided is not a warranty.

Sketch Plan outlining Conversion Proposal (to include mapping location of proposed services required):

The grant does not cover costs associated with the detailed design and specification of new-build extensions.

However, the grant provides financial support of €950 (incl. VAT) towards a sketch plan outlining the conversion proposal for the building / vacant floors.

Photographs:

Clearly annotated photographs should be included as an appendix to the report. Thumbnail photographs are not sufficient. They should be clearly labelled and clearly referenced in the text below.

Plans/Drawings/sketches:

Site Survey/drawn measured survey of the building, which should include the location of the known services (Water/Sewage) where present. All drawings/sketches should be included as an appendix to the report.

Submission:

The report should be submitted as a Word document along with relevant appendices. The submitted report is subject to approval, and changes may be required in order to meet the requirements of the scheme.

1. Introduction – General Details

This section should be filled in before the survey starts.

1.1. Author's Name and Qualifications:

1.2. Company Name:

1.3. Date of Inspection:

1.4. Applicants Name:

1.5. Applicant Contact Details:

1.6. Consent To Survey Signed by Applicant:

1.7. Restrictions during Survey (if any):

1.8. Address Of Property Being Assessed (Include Eircode):

1.9. Year of Construction:

1.10. Current Use of Building (Vacant Above the Shop, Mixed Use, or Commercial?):

1.11. Size of Property (m²):

1.12. Number of Floors:

1.13. Historical Value of the Building:

Is the building a protected structure? Does the building have any heritage value?

END OF SECTION 1

2. Introduction – Building Details

The purpose of this section is to identify key characteristics of the overall site – irregular building line, plan form, ancillary structures, etc. Historical mapping can be located from the Historic Environment Viewer (HEV) and GeoHive Map Viewer.

2.1. Site Location Map:

The site complex/location should be clearly outlined in red. The Site Location Map should be attached to this report.

2.2. Zoning of Building as per CDP:

2.3. Limitations in the Development Plan:

Insert any references here on limitations in the development plan for example: Land-Use Policies, incorrect zoning, housing strategies, density targets, and neighbourhood character.

2.4. Description of the Overall Property and Grounds:

This section should provide a brief description of the exterior of the property, while taking into account any site features of note, such as outbuildings/ancillary structures, boundary walls, gate piers, gates, railings and other surrounding streetscape boundaries. Mention details such as uneven ground levels, slopes, ponds, drainage etc of the overall site. Use a selection of annotated photographic images as necessary to describe the structure's context and external character.

2.5. Boundary/Site Features:

Detail any features such as walls, fences, railings etc that exist on the site boundary.

2.6. Parking Facilities provided to the building:

Has the building been provided with any parking facilities? List number of spots etc..

2.7. Years of Construction/Works Done:

Specify any works done and the year they were undertaken. For example, the building may have been constructed in 1985, and an extension added on in 2005.

2.8. Existing Services:

Tick the box that applies.

Gas	Mains	<input type="checkbox"/>	Other	
Electricity	Mains	<input type="checkbox"/>	Other	
Water Supply	Mains	<input type="checkbox"/>	Other	
Sewage Drainage	Mains	<input type="checkbox"/>	Other	

Surface Drainage	Mains	<input type="checkbox"/>	Other	
Communication Services	Phone Line	<input type="checkbox"/>	Broadband/Fibre Optic	<input type="checkbox"/>
Heating	Gas	<input type="checkbox"/>	Oil	<input type="checkbox"/>
	Electric	<input type="checkbox"/>	Other	<input type="checkbox"/>
Additional Notes				

2.9. Limitations to Inspection:

END OF SECTION 2

3. External aspects of Building

3.1. External Walls:		
<i>Specify the main construction material used and the condition of the wall. Make note of the location and severity of any cracking. Make recommendations to resolve issues.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

3.2. Windows:		
<i>Specify the condition and any damaged or missing windows.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

3.3. External Doors:		
<i>Specify the condition.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

3.4. Suspended Floors or Slabs:		
<i>Specify the condition and any damage.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

3.5. Roof:		
<i>Specify the condition and any damage.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

3.6. Roof Coverings:		
<i>Specify the condition and any damage.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

3.7. Rainwater Pipes and Gutters:		
<i>Specify the condition and any damage.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

3.8. Chimney:		
<i>Specify the condition and any damage.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

3.9. Other Joinery & Finishes:		
<i>Specify the condition and any damage.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

3.10. Miscellaneous items:

Anything not covered above.

3.11. Limitations to Inspection:

END OF SECTION 3

4. Internal aspects of Main Building

4.1. Internal Walls & Partitions:		
<i>Specify the condition of the internal walls/partitions and note any damage observed.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments: <i>Make note of the construction materials of the wall.</i>		

4.2. Internal Doors:		
<i>Specify the overall condition of the doors and note any damage observed.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

4.3. Internal Floors:		
<i>Specify the condition of the floors and note any damage observed.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments: <i>Make note of the construction materials of the floor.</i>		

4.4. Ceilings:		
<i>Specify the condition of the ceiling and note any damage observed.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments: <i>Make note of the construction materials of the ceiling.</i>		

4.5. Condition of Stair(s):		
<i>Specify the condition of the stairs and note any damage observed.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

4.6. Condition of Bathrooms:		
<i>Specify number of bathrooms, locations and any damage observed.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

4.7. Attic:		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

4.8. Other Joinery & Finishes:		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

4.9. Thermal Insulation Performance of Existing Fabric:		
<i>Condition of the existing insulation in the building. This will affect the BER rating post conversion.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required <i>(Specify)</i> <input type="checkbox"/> High risk <i>(Specify)</i>	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

4.10. Gas/Oil: <i>Condition of existing pipework etc.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required (<i>Specify</i>) <input type="checkbox"/> High risk (<i>Specify</i>)	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

4.11. Heating: <i>Condition of existing heating sources, pipework etc. Specify type of system.</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required (<i>Specify</i>) <input type="checkbox"/> High risk (<i>Specify</i>)	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

4.12. Sewage Drainage: <i>Condition of existing pipework etc</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required (<i>Specify</i>) <input type="checkbox"/> High risk (<i>Specify</i>)	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

4.13. Surface Drainage: <i>Status of existing surface drainage</i>		
Condition rating <i>(Comment on works required for conversion)</i>	Conversion impact	Intervention level required
<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> No material impact <input type="checkbox"/> Upgrade required (<i>Specify</i>) <input type="checkbox"/> High risk (<i>Specify</i>)	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments:		

4.14. Miscellaneous Comments: <i>Anything not covered above.</i>

4.15. Limitations to Inspection:

END OF SECTION 4

5. Structural Damage and/or Wildlife Observed in Building

5.1. Mould		
Location(s)	Severity	Intervention level required
	<input type="checkbox"/> Mild <input type="checkbox"/> Moderate (Specify) <input type="checkbox"/> Severe (Specify)	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments: <i>Specify works required for conversion.</i>		

5.2. Wood Rot and Timber Decay		
Location(s)	Severity	Intervention level required
	<input type="checkbox"/> Mild <input type="checkbox"/> Moderate (Specify) <input type="checkbox"/> Severe (Specify)	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments: <i>Specify works required for conversion.</i>		

5.3. Insect Infestation		
Location(s)	Severity	Intervention level required
	<input type="checkbox"/> Mild <input type="checkbox"/> Moderate (Specify) <input type="checkbox"/> Severe (Specify)	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments: <i>Specify works required for conversion.</i>		

5.4. Evidence of Water Penetration		
Location(s)	Severity	Intervention level required
	<input type="checkbox"/> Mild <input type="checkbox"/> Moderate (Specify) <input type="checkbox"/> Severe (Specify)	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments: <i>Specify works required for conversion.</i>		

5.5. Evidence of Potential Damp		
Location(s)	Severity	Intervention level required
	<input type="checkbox"/> Mild <input type="checkbox"/> Moderate (Specify) <input type="checkbox"/> Severe (Specify)	<input type="checkbox"/> Minor works <input type="checkbox"/> Moderate works <input type="checkbox"/> Major works
Comments: <i>Specify works required for conversion.</i>		

5.6. Was any Visual Evidence of any Protected Species/Protected Habitat observed?	
Evidence Observed	Location

5.7. Action required for conversion if Protected Species/Habitat observed:
<i>Comment on the requirements to be undertaken prior to any works on the building.</i>

5.8. Were any Hazardous Materials observed?	
<i>For example: Mica, Asbestos/Asbestos Containing Materials, Reinforced Autoclaved Aerated Concrete etc...</i>	
Hazardous Material Name	Location

5.9. Action required for conversion if Hazardous Materials were observed:
<i>Comment on the works that will need to be done by the owner to address the hazard that was observed.</i>

5.10. Miscellaneous Comments:
<i>Anything not covered above.</i>

5.11. Limitations to Inspection:

END OF SECTION 5

6. Viability for Conversion and Long-Term Use

6.1. Viability of Conversion: <i>Based on the earlier assessments tick the below box. Explain your reasoning in layman's terms.</i>			
Viabile – Minor Works	Viabile – Moderate Works	Viabile – Major Works	High Risk
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

6.2. Recommended changes to Site Layout: <i>Specify any changes that you recommend be done to the building site. For example, storage, site parking etc.</i>

6.3. Suitability for use as Apartments: <i>Based on the earlier assessments tick the below box. Explain your reasoning in the comments.</i>			
Suitable	Potentially Suitable	Potentially Unsuitable	Unsuitable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

6.4. Maximum number of Apartments as a result of Subdivision of Building: <i>Specify the maximum number of units the building can be safely subdivided into. Indicate the number of units per floor.</i>

6.5. Connection of new services: <i>Please provide the client with advice on connecting new services to the area. Specify advice on the installation of separate meter units if clients request them.</i>

6.6. Refuse Storage: <i>Specify whether communal refuse storage and/or individual bins will be required for conversion. Indicate location of the refuse store on the floor plan or site layout plan if it is standalone building.</i>

6.7. Common and Private Open Space Requirements and Provisions: <i>Will common or private outdoor spaces be required as part of the conversion works? If so, describe the space requirements and provisions.</i>

6.8. Access to the building: <i>Will a separate entrance/exit be required for residents of the building?</i>

6.9. Required Works for Conversion: <i>Specify what works will be required for each area. Insert additional rows if required.</i>	
Exterior	
Interior	
Services/utilities	
Grounds	
Drainage	

6.10. Utilities to be Connected:			
Electricity	Water	Gas	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

6.11. Planning Requirements Needed:		
Planning Exemption under Section 10(6)	Planning Application Required	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

6.12. Compliance Certificates Required: <i>Specify if a Fire Safety Certificate, Disability Access Certificate or any additional certification must be required.</i>

6.13. Recommended Professional to manage the project and act as an assigned certifier should the conversion proceed? <i>Specify what professionals you would recommend to manage this project and act as an assigned certifier should the owner opt to convert the building.</i>

6.14. Misc Comments: <i>Anything not covered above.</i>

END OF SECTION 6

7. Planning Details relating to Potential Conversion

7.1. Current Permitted Use of Building:

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7.2. Current Planning Reference:

Only the current planning reference must be cited here.

Planning Reference	Applicant	Description	Result

7.3. Planning Requirements:

Specify if the building can apply for a Planning Exemption under Section 10(6) or whether a Planning application is required. In addition, specify whether a planning exemption can be availed of.

If a planning exemption will be applied for, please specify if the building will meet the conditions for a Planning Exemption. This can include but is not limited to: the class of the property, whether it has been vacant for more than two years, and whether works can be completed by December 2028 etc....

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7.4. How will the works effect the exterior of the structure?

Will the works not materially affect the external appearance of the structure so as to render its appearance inconsistent with the character of the structure or of neighbouring structures? Will the works retain 50 per cent or more of the existing external fabric of the building?

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7.5. Do works entail the provision of units on the ground floor?

If yes, will any related works consist of or comprise the carrying out of works to the ground floor area of any structure that will conflict with any objective of the relevant local authority development plan or local area plan for such to remain in retail use, with the exception of any works the purpose of which is to solely provide on street access to the upper floors of the structure concerned.

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7.6. Standards that will need to be abided by for conversion:

Specify standards that will apply for this conversion. These could be Building Regulations (Part B, Part M), Planning, or Rental.

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7.7. Additional Permits/Licenses required for conversion:

If any additional permits/licenses will be required to convert the building, please list them here.

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7.8. Misc Comments:

Anything not covered above.

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END OF SECTION 7

8. Fire Safety and Disability Access

8.1. Fire Safety Compliance:

If the building is undergoing a material alteration and/or material change of use, then a Fire Safety Certificate may be required.

Comment below if in your opinion a Fire Safety Certificate will be required. Address some of the common Fire Safety Certificate Requirements that may be applicable such as (but not limited to):

- Minimum level of Fire Alarm System (Section 1.9.13 of the TGD-B:2024)*
- Minimum Fire Resistance of Structural Elements (Table 32 of the TGD-B:2024)*

If a Fire Safety Certificate will be required, the applicant should be advised to engage with a Fire Engineering Consultant.

8.2. Disability Access:

If the building is undergoing a material change of use and subsequently a material alteration associated with the change of use, then a Disability Access Certificate may be required.

Comment below if in your opinion a Disability Access Certificate will be required. Address some of the common Disability Access Requirements that may be applicable such as (but not limited to):

- Accessible Pathways*
- Accessible Entrances*
- Whether there is a requirement for an accessible apartment*
- Whether Disabled Refuges will be required.*

If a Disability Access Certificate will be required, the applicant should be advised to engage with a Disability Access Consultant.

8.3. Misc Comments:

Anything not covered above.

END OF SECTION 8

9. Risks/Constraints Associated with the Proposed Works:

9.1. Site Constraints:

Specify if there will be any potential difficulties in carrying out works due to the site layout. This could be because the property is located on a busy main street with limited access for vehicles/ machinery. Go into enough detail to make the applicant aware of this but keep it simple.

9.2. Structural Constraints:

Specify if there will be any potential difficulties in carrying out works due to the condition of the existing structure. For example, is the foundation strong enough to support the new apartments? Will the external walls need to be demolished thus creating risks for the Vacant Property Refurbishment Grant? Etc.

9.3. Internal Layout Constraints:

Has the building been previously subdivided? Are the internal walls up to code? Will there be enough space to fit all the apartments being proposed?

9.4. Existing Ancillary Buildings:

If there are any existing ancillary buildings on site, please detail them here and specify any constraints they may pose.

9.5. Additional Risks:

If there any other risks that do not fit in with the above categories, please list them here. These should include anything that could jeopardise the existing vacant property grant.

9.6. Misc Comments:

Anything not covered above.

END OF SECTION 9

10. Useful References/Sources of Information

10.1. Department of Housing, Local Government & Heritage

- Bringing Back Homes – Manual for the Reuse of Existing Buildings (updated 24 April 2024) - <https://www.gov.ie/en/publication/68a5b-bringing-back-homes-manual-for-the-reuse-of-existing-buildings/>

10.2. National Built Heritage Service Resources & Publications:

General: <https://www.buildingsofireland.ie/resources/>

- *Architectural Heritage Protection Guidelines for Planning Authorities* (2011) - <https://www.buildingsofireland.ie/app/uploads/2019/10/Architectural-Heritage-Protection-Guidelines-for-Planning-Authorities-2011.pdf>
- *Improving Energy Efficiency in Traditional Buildings, Guidance for Specifiers & Installers* (2023) - <https://www.gov.ie/en/publication/18cb9-improving-energy-efficiency-in-traditional-buildings-guidance-for-specifiers-and-installers-2023>
- National Inventory of Architectural Heritage Handbook May 2024 Edition - <https://www.buildingsofireland.ie/app/uploads/2024/05/NIAH-Handbook-Edition-May-2024.pdf>

10.3. Technical Guidance Documents

- <https://www.gov.ie/en/department-of-housing-local-government-and-heritage/collections/technical-guidance-documents/>

10.4. Housing Regulations

- S.I. No. 17/2017 - Housing (Standards for Rented Houses) Regulations 2017.

10.5. Other Useful Publications/Sources of Information

- *Irish Period Houses: A Conservation Guidance Manual* (2015), Frank Keohane, Dublin Civic Trust.
- *Old House New Home* (2020) RIAI https://www.riai.ie/uploads/files/general-files/OldHouseNewHome_RIAI_DCHG_Creativelreland_29_October20.pdf

10.6. Traditional Building Skills

- *Irish Georgian Society Traditional Building Skills Register*: <https://www.igs.ie/conservation/register>. The Irish Georgian Society maintains a register of crafts people and professionals who work with historic buildings.
- *Register of Heritage Contractors*: The Register of Heritage Contractors is an accredited listing of competent main contractors and specialist contractors in the field of built heritage conservation. Each member of the Register meets a set of

predefined criteria, experience and expertise that enable them to carry out restoration projects. <https://www.heritageregistration.ie/>

END OF SECTION 10