

Key steps in the

Process of Application for Enhanced Scheme



Building Condition Assessment (BCA) Report and a Planning Compliance Certificate have to be done by a registered engineer, surveyor or architect. This must be sourced by the applicant themselves. The BCA Report and the Planning Compliance Certificate are upfront costs for the applicant. You must keep invoices, to be submitted with your application, and will be reimbursed if approved for the scheme. If deemed not eligible, these costs remain with the homeowner.

APPLY

Once the Building Condition Assessment Report is completed, you can then apply and upload this report along with your other documentation on the portal.



These documents need to be submitted with the application. All need to be in PDF format

- Proof of ID
- Original planning reference number
- Copy of the original planning permission
- Meter point reference number
- Local Property Tax payment history form (can be done through the Revenue website under the LPT).
- BCA Report (this will be obtained by your registered engineer, surveyor or architect).
- Planning Compliance Certificate
- Title Deed of Property (can be obtained through your solicitor or from the property Registration Authority of Ireland (www.prai.ie) or the property Folio (this can be found on landdirect.ie to download as a PDF can cost around 5 euros)

It is important to note, whoever's name is on the Deeds or the property Folio, must be the name on the application and all other documents needed for the application process.



Please Note: All Documents being submitted must be in the applicant's name!



Documents needed for application process: upload at least two documents as proof of principle dwelling. These Documents must be uploaded in PDF form only.

- Bank Statement (Dated within the last 6 months) (must have applicants name, address, bank logo)
- Current car insurance or home insurance (Dated within the last 6 months - must show applicants name, address and insurance property address. This must be a policy document- not renewal notice, etc)
- Government Department Letter (Dated with the last 6 months)
- A copy of tax credit certificate (Dated with the last 6 months)
- Statement of liability from Revenue
- A Social Insurance document
- Details on the Register of Electors

REGISTER

Register on the Donegal County Council website for the Enhanced Defective Concrete Blocks Grant Scheme. Below is a list of information needed to start the registration process.

- Name, Address, PPSN, Email, Phone Number, and TCAN (Tax Clearance Access Number this can be found under the Revenue.ie website)
- Once registration is complete you will be asked a number of questions about the property and to upload the documents listed.
- When the first application stage is done and you have submitted all the information needed, the DCB Administration team at the Donegal County Council go through all the files and information given to make sure it is all correct.
- This is then sent on to the Housing Agency, to conduct core testing and to allocate an engineer to do a final report. These costs are covered so the homeowners are no longer out the costs of core testing and engineer reports. The Housing Agency will be in touch with you to organise when is best for core testing and engineers to look at the property.
- Once the test results and engineers report are conducted by the Housing Agency, they will then review your case and the engineers final report to determine the best remedial option for your home. There will also be copies sent directly to you on the findings and what the engineers report determined.
- Applicants are advised to check your account in the Donegal County Council Portal regularly as updates and messages will be posted there. Also applicants will get a text message alert when a new message is being sent so it is important that DCC have your correct mobile number.
- When a decision has been made on your application, if you are not happy with the decision there is an appeals process that has to be complete within 90 days.
- DCC website link: <https://www.donegalcoco.ie/defectiveconcreteblocks/>



**Inishowen
Development
Partnership**

**People
Place
Progress**

If any Further Information (FI) requests are made by the Council they will be sent out by email and a text message will be sent to alert you. Please respond by logging onto the application portal to upload any further requested information needed as the Donegal County Council will not receive it by email.



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

IDP DCB Facilitators:

Michelle Coyle: michelle@inishowen.ie

Anne-Marie Lyons: annemarie.lyons@inishowen.ie