



6 steps in the


Process of Application for Enhanced Scheme




Building Condition Assessment (BCA) Report to be done by a registered engineer, surveyor or architect. This must be sourced and carried by the applicant themselves (see attached list of registered engineers, surveyors and architects) This will cost the homeowner around 600 euros. Keep Invoice as maybe be needed for later.



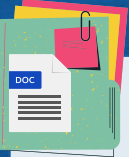
Once the Building Condition Assessment Report is done you apply



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.




All of these three documents need to be submitted to the application. All need to be in PDF form

- 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).
- 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, they have to be the name on the application and all other documents needed for the application process.**

- Bank Statement (Dated within the last 6 months) (must have applicants name, address, bank logo)
- Current car insurance of 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



Registering on the Donegal County Website for the Defective Concrete Mica Blocks Scheme. This 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 above documents listed in sections 3 and 4.
- Once the first application stage is done and you have submitted all the information needed, the MICA 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 onto the next step which is for the Housing Authority to conduct core testing and to allocate an engineer to do up a final report. These costs are covered so the homeowners are no longer out the costs of core testing and engineer reports. The Housing Authority will be in touch with you to organise when is best for core testing and engineers to come and look at the property.
- Once the test results and engineers report are conducted by the Housing Authority, they will then be sent back to the Donegal County Council along with your application. There will also be copies sent directly to you on what the findings were and what the engineers report determines. This will then be assessed by the DCB administration team again before a decision is made on your application.
- Applicants are asked to check their account in the Donegal County Council Portal where they made their application 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 their correct mobile number.
- When a decision has been made on your application, if you are not happy with the result there is an appeals process that can be made.



If any Further Information (FI'S) requests are made from the Council it 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 Oidhreachta**
Department of Housing,
Local Government and Heritage