

PROCESS OF APPLICATION FOR MICA 90/10 SCHEME:

01

- The applicant must source a registered Engineer to access the core sampling tests as well as assess the property to make a final engineers report (please see attached list of registered engineers).
- The Chartered Engineer will arrange for a Core Testing Company to carry out the testing needed to show evidence that Mica is present in the Block work of the Property (please find attached list of core testing companies).

Keep all invoices as they will be needed in the application process.

02

Register with the revenue website to get you Tax Clearance Access Number (TCAN), this is needed to register for the grant scheme.

This can be done at www.revenue.ie

03

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

04

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 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.

05

All these 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).
- Engineer's Report (this will be obtained by your registered engineer, surveyor or architect).
- Title Deed of property (can be obtained through solicitors 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 the name on the application and all other documents needed for the application process.**
- All invoices from both core testing and engineers are needed. These can sometimes be broken down into several documents if the applicant was paying in stages. **All must be uploaded and add up to the amount declared in the application to receive full refund.**

06

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 several 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 DCB Admin team at the Donegal County Council go through all the files and information given to make sure it is all correct. This is called the validation stage, and once this is approved and all paperwork is in order the application moves on to the technical team.
- The technical team assess the core sampling tests and engineers report. The technical team may contact you or the engineer directly if there is more information needed for them to complete your application. This stage of the application can take time as there is patience that is needed from the applicant. The applicant will be notified directly when a decision has been made.
- **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**

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.