



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

# **Expert Advice Grant**

Vacant Above the Shop Conversions  
and Conversion of former Commercial/  
Public Use buildings to Residential Units

**Application Form**

March 2026

Croí Cónaithe Towns Fund

Department of Housing,  
Local Government and Heritage  
[housing.gov.ie](https://housing.gov.ie)

# Application Form - Expert Advice Grant

Application Form - Expert Advice Grant for Vacant Above the Shop Conversions<sup>1</sup> and Conversion of former Commercial/ Public Use buildings to Residential Units.

## Eligibility Questionnaire

Before you begin your Expert Advice Application form, you should complete the Eligibility Questionnaire below. This will help you determine if you are eligible to make a grant application.

|                                                                                                                                                                                                                     | Yes | No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Are you an individual or individual(s) applying for the Expert Advice Grant for Vacant Above the Shop Conversions / refurbishment or Conversion of former Commercial/ Public Use buildings to residential Units? |     |    |
| 2. Are you either the registered owner(s) or in active negotiations to purchase the building for which this application is being made and can you provide evidence of this to support your application?             |     |    |
| 3. Are you considering applying for either (Please answer one);                                                                                                                                                     |     |    |
| The Vacant Above the Shop Grant for conversion /refurbishment of vacant space above the Shop                                                                                                                        |     |    |
| The Vacant Property Refurbishment Grant - Conversion of former Commercial /Public Use Building where entire building is being converted and more than one than one residential unit will be created.                |     |    |
| <b>Please complete either questions 3A or 3B depending on your building type:</b>                                                                                                                                   |     |    |
| 3A (i) Is the building vacant former commercial / public use building that you are considering converting entirely into residential units for use as rental and /or principal private residence?                    |     |    |
| 3A (ii) Can more than one residential unit be created in the building? <sup>2</sup>                                                                                                                                 |     |    |
| 3A (iii) Has the entire building been vacant for two years or more?                                                                                                                                                 |     |    |
| <b>or</b>                                                                                                                                                                                                           |     |    |

<sup>1</sup> While the grant is referred to as the Vacant Above the Shop, eligible properties are buildings that have a current commercial use which will remain and vacant space outside of the commercial element which can be converted for residential use.

<sup>2</sup> More than one residential unit must be capable of being created for such building types

|                                                                                                                                                                                                                  | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 3B (i) Has the building got a commercial element that will be remaining and 'above shop' space that you are considering converting into residential use?                                                         |     |    |
| 3B (ii) Is there a commercial element in the building (either vacant or operational)?                                                                                                                            |     |    |
| 3B (iii) Will the commercial element in the building remain?                                                                                                                                                     |     |    |
| 3B (iv) Is there vacant space Above the Shop / outside of the commercial element of the building that can be converted for residential use?                                                                      |     |    |
| 3B (v) Has the non-commercial space in the building has been vacant for two years or more?                                                                                                                       |     |    |
| 3B (vi) Is the building located in a city, town or village?                                                                                                                                                      |     |    |
| <b>All Applicants must answer questions 4 to 7 inclusive.</b>                                                                                                                                                    |     |    |
| 4. Can you provide evidence that commercial rates have been paid or that you have commercial rates relief / credit / adjustment?                                                                                 |     |    |
| 5. Was the building was built before 2008?                                                                                                                                                                       |     |    |
| 6. Can you provide a quotation from your chosen expert?                                                                                                                                                          |     |    |
| 7. Can you confirm that no works have commenced, no drawings / plans have been drawn up, no planning application / exemption or change of use notification has been lodged or granted by the planning authority? |     |    |

***If you have answered no to questions 1-7 listed above you are not eligible to submit an application for the Expert Advice Grant.***

Prior to completing this application form please ensure you have read the Expert Advice Scheme Outline.



# Application Form

Please answer all of the following questions using BLOCK CAPITALS.

All sections of this application form are required to be completed in full.

## Section 1. Grant Applicant(s)\* contact details

1.1 Name(s)

1.2 Full Correspondence Address

1.3 Eircode (if available)

1.4 Date of birth (DD-MM-YYYY)

1.5 Contact Email address

1.6 Contact phone number

## Section 2. Details of the Vacant Building

2.1 Full address of the building to be surveyed

2.2 Eircode

2.3 Please tick one of the following to indicate what type of building you are applying for:

(i) A building with a commercial element and vacant space outside of the commercial element that may be converted / refurbished to bring it into residential use, **with the commercial element remaining**.

(ii) A vacant former commercial / public use building that may be entirely converted **into more than one** residential unit.

2.4 How long has the building been vacant (in the case of an entire conversion)/space outside of the commercial element in the building been vacant (in months)?

2.5 How many residential units are proposed to be brought into use in the building?

|                                                     |     |    |
|-----------------------------------------------------|-----|----|
| 2.6 Is the building on the Derelict sites Register? | Yes | No |
|-----------------------------------------------------|-----|----|

|                                            |     |    |
|--------------------------------------------|-----|----|
| 2.7 Is the building a protected structure? | Yes | No |
|--------------------------------------------|-----|----|

|                                                                        |     |    |
|------------------------------------------------------------------------|-----|----|
| 2.8 Is the building located within an Architectural Conservation Area? | Yes | No |
|------------------------------------------------------------------------|-----|----|

## Section 3. Expert Details and Cost of Report

3.1 Please provide full name of selected expert.

3.2 Please provide full business address

3.3 Tax Reference Number

3.4 Please indicate the profession of your selected expert  
(note the professional must also be an assigned certifier)

Registered Architect

Registered Surveyor

Registered Engineer

## Section 4: Grant amount /Professional Fees

Total cost as per quotation

| Professional Fees:<br>Note: To include detailed cost breakdown from your selected professional for each element where relevant. This may include the following: | €<br>(excl. VAT) | €<br>(incl. VAT) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| • Report – as per template provided                                                                                                                             | €                | €                |
| • Site survey and drawn measured survey of existing building                                                                                                    | €                | €                |
| • Sketch plan of proposed reuse<br>(note this is capped at €950 incl. VAT)                                                                                      | €                | €                |

Total amount of grant being sought: Answer box

(Note total grant sought cannot exceed 67% of the overall cost inclusive of Vat)

Can you pay for any extra cost that is not covered by the grant?

Yes

No

## Data Protection

By law, applicants must provide certain personal data in this form. All information and personal data provided will be treated as confidential, in line with the General Data Protection Regulation and Data Protection legislation.

To process this application, please note that the local authority may share your personal data (information) with the Department of Housing, Local Government and Heritage, the Housing Agency and the other parties participating in the delivery of the Expert Advice Grant.

You can read the details of the Data Protection Policy and Privacy Statements on your local authority website. The policy explains how and why personal data will be used and provides information about your rights as a data subject. The policy is also available in paper format if you request it from your local authority office.

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## Declaration – Tick All

I/We declare that I/we have read the scheme outline for the Expert Advice Grant for Vacant Above the Shop Conversions and Conversion of former Commercial/ Public Use buildings to Residential Units.

I/We declare that the information and details I/we have given on this application are true and correct.

I/We declare that I/we will inform the local authority if there are any changes to my/our circumstances in respect of the building being applied for.

I/We can confirm that no plans/drawings, planning application, planning permission, exemption, change of use under the planning actions have already been prepared or submitted for this building.

I/ We declare that I/we have never been approved and or paid an Expert advice grant for this building.

I/We confirm that my/our tax affairs and that of my/our chosen professional are in order.

I/We understand that I/we are required to provide my/our tax clearance to the local authority once requested and prior to payment of the advice grant.

I/We understand that the local authority may make any enquiries that it considers necessary to establish my eligibility for funding under this scheme, and that the local authority's decision is final.

Full name of applicant(s) (BLOCK LETTERS):

Signature of applicant(s):

Date: (DD-MM-YYYY)

Date: (DD-MM-YYYY)





## Checklist for what to include with this form

Your application will be delayed if required details and documents are missing. This checklist will help you to send in all the documents needed to process your application.

## Checklist

All applications will need the following:

This form. Fully completed and signed.

1. Proof of ownership.
2. Proof that the building (in the case of entire conversion of former commercial building) / vacant space outside of the commercial element has been vacant for a period of two years or more immediately prior to this application.
3. Proof that the building was built before 2008.
4. Site location Map.
5. Clear and current photographs of the building as listed below. **Tick box.**
  - View of exterior (front & rear):
  - General view of site/context:
  - Roof structure where visible:
  - Interior views (details such as current use of building/space, windows, doors, stairs, entrances:
  - Related out-buildings:
6. A quotation from your chosen expert.
7. Proof of the relevant qualifications from the chosen professional..

### Note:

Applicants should be aware of their responsibilities in relation to statutory/legal requirements and regulations in relation to carrying out works to the building including but not limited to planning requirements, fire safety requirements, access requirements, building standards, requirements for protected structures, traditional buildings in ACA, boundary issues, right of way, environmental and habitat directives etc.

**Important: Where the local authority has requested that further required documentation is to be submitted to support your application, failure to do so will result in your application becoming withdrawn. If you are experiencing delays, it is advised that you contact the Vacant Homes Officer in your local authority as soon as possible.**



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