



Comhairle Cathrach Chorcaí  
Cork City Council

Strategic Planning & Heritage,  
Planning & Integrated  
Development Directorate

Further Information:  
[www.corkcity.ie/livingcity](http://www.corkcity.ie/livingcity)

## Living City Initiative

Urban Regeneration Tax Incentive Scheme

### Residential Application Form

Name of Applicant:	
Name of Property Owner: <i>(if different to Applicant)</i>	
Address of Applicant:	
Address of Property:	
Property EIRCODE:	
Local Property Tax ID <i>(if available)</i>	
Contact Number:	
Contact Email:	



Tick box as appropriate

Is the property within a Special Regeneration Area of Cork City?  
(refer to detailed map on Cork City Council website)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Is the property a Protected Structure?<sup>1</sup>

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Is your building on the NIAH (National Inventory of Architectural Heritage at  
www.BuildingsOfIreland.ie)?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Is the property within an Architectural Conservation Area?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Is the property within a Special Archaeological Zone?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Was the property originally built as a dwelling?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Was the property constructed before 1915?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Does the proposed work require planning permission?  
(Please see Important Note on Page 4 of this application form)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, has this been granted?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If granted, please state the Planning Reference Number:

<input type="text"/>
<input type="text"/>

Please state any Planning Reference Numbers associated with the  
existing property

<input type="text"/>
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What is the existing use of the property?

What are the existing and proposed floor areas (sqm) of the property?

Existing	<input type="checkbox"/>	Proposed	<input type="checkbox"/>
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Are you proposing to convert the property into two or more  
residential units?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please tick one of the following boxes, as appropriate:

(a) Property will be first occupied by the owner as their main/sole residence

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(b) Property will be let by the applicant (residential-rental)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(c) Property is being refurbished/converted for sale by the applicant

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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<sup>1</sup> Under the Planning and Development Act 2000-2002, works which would normally be considered exempted development under Section 4(i)h of the Act may not be exempt in a Protected Structure or a Proposed Protected Structure. Section 57 of the same Act allows for the owner or occupier of a Protected Structure or a Proposed Protected Structure to make a written request to the planning authority to issue a declaration as to the type of works which it considers would or would not materially affect the character of the structure or any element of the structure, thereby clarifying which works would be considered exempted development.



Detailed description of works intended to be carried out:

**Estimated cost of eligible works only:**

(Please note that the minimum spend is €5,000. CCC will require itemised receipts to back up the claimed costs prior to issuing the Letter of Certification)

€

**Timeframe for works (estimated beginning and end dates):**

**What is the current market value of the property:**

€

**Are you applying for/receiving, any State funded grants for this work, e.g. Vacant Property Refurbishment Grant, SEAI?**

**If Yes, please state the type of grant(s) and amount(s):**



## **Important Notes for Applicants:**

### **Planning Permission**

If Planning Permission is not required for these works, this application form must be accompanied by either of the following:

- A Letter of Opinion from a suitably qualified professional such as an Architect, Planner or Engineer, confirming the reason why the works are considered exempt from the requirement to obtain planning permission.
- Alternatively, please submit a copy of a Section 5 Declaration from the Planning Authority to the effect that the works are exempt from planning permission.

The LCI unit will not issue an Interim Acknowledgement Letter pursuant to the Living City Initiative Scheme until the above opinion has been received.

### **Interim Acknowledgement Letter**

The applicant must contact the council to arrange a site visit pre-construction/refurbishment to allow the council to obtain photographic evidence. Cork City Council will review the application, and will issue an 'Interim Acknowledgement Letter' once satisfied that the information submitted is accurate and reasonable. The acknowledgement will contain a unique reference number (URN) which the applicant must quote when requesting a Letter of Certification once works are complete.

I have signed below to indicate that I declare the information provided in this form is correct and accurate. Should any of this information change, the onus is on me, the Applicant, to notify the LCI unit of any such change.

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**Applicant Signature**

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**Date**

When you have completed and signed the form above, please return it to the following address, or by email to LivingCity@corkcity.ie:

Living City Initiative Unit,  
Planning & Integrated Development Directorate,  
Cork City Council,  
City Hall,  
Anglesea Street,  
Cork City.

For Office Use Only:

URN: \_\_\_\_\_

