

## Application Process for Defective Concrete Blocks Enhanced Scheme – Rental

Building Condition Assessment (BCA) Report and a Planning Compliance Certificate is 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 is an upfront cost for the applicant and they must keep invoices to be submitted with their application to be reimbursed when they are found eligible.

Submit

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

**These documents need to be submitted to the application. All need to be in PDF form:**

- 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)
- Title Deed of property (can be obtained through your solicitor or from the property Registration Authority of Ireland ([www.prai.ie](http://www.prai.ie)) or the property Folio (this can be found on [landdirect.ie](http://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.**

Apply

Once the Building Condition Assessment Report is done you can apply!

**Documents needed for application process: upload documents as proof of rental dwelling. These Documents must be uploaded in PDF form only:**

- Certificate of registration in the residential tenancies register (including details of registered landlord number and registered tenancy number)
- Copy of your Tax Credit Certificate (TCC)
- Statement of Liability (previously P21) from Revenue

Register

**Registering on the Mayo County Website for the Defective Concrete Blocks Enhanced 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 administration team at the Mayo County Council will 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 Agency 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 Agency 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 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 what the findings were and what the engineers report determines.
- Applicants are asked to check their account in the Mayo 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 Mayo County Council 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) is requested on your DCB application, Mayo County Council will contact you to request the outstanding information.**