



RE: Heritage Register application and Project Submission

Thank you for expressing interest in the Register of Heritage Contractors. The following information sets out the application process and criteria for a successful application to the heritage register.

About the Register

The Register of Heritage Contractors provides contractors with the opportunity to demonstrate their proficiency in the field of heritage works, while providing both public and private clients with an accessible list of reliable heritage contractors. Further information is available at www.heritageregistration.ie

The Register is divided into two parts:

- **Main Contractors**, who are available for larger projects and who have demonstrated their experience in managing heritage projects **for all types of heritage works**
- **Specialist Contractors**, who have demonstrated experience in executing projects in **one or more of the specialist categories**

The Register is governed by a Board with representatives from organisations including the Heritage Council, OPW, Department of Housing, Local Government & Heritage, Irish Georgian Society, TU Dublin, RIAI, Fingal County Council and CIF.

Continuous Professional Development (CPD)

Annual CPD requirements are mandatory:

- **Main Contractors:** 16 hours per year
- **Specialist Contractors:** 8 hours per year
- The year runs from January to December.

CPD records must be maintained and may be subject to random inspection

The Register of Heritage Contractors – Construction Industry Federation, Bankside
Charlemont St., Dublin 2 D02 VN88
T: 01-4066000 or E: heritage@cif.ie W: www.heritageregistration.ie

Application Form

- The Application form sets out all the information required (Checklist on page 9)
- A list of all relevant staff – i.e.: please include all middle and senior management technical staff with **knowledge of conservation theory** and any other staff with relevant traditional building skills.
- A summary of your company history
- Certificates, diplomas or other evidence proving knowledge of conservation theory
- Completion of the CIF conservation theory for heritage contracting one day programme. This programme takes place every February (please contact the Manager for details)

Submission – Project Reference forms – 3 required

(To be completed by the applicant responsible for the project, with appropriate knowledge of conservation works)

The submission of project references is the most important part of the application.

- A total of 3 Project Reference Forms should be completed and signed off by a third party professional involved in the execution of works (as enclosed):
- Detailed annotated photographic evidence (before, during and after) of works completed.
- Please supply a brief description of the works involved (A description of the building and its historic significance, the heritage element (conservation, restoration, retention, renovation, etc).
- **1000 Word Project Report** - A report of approximately 1,000 words must be prepared for each project - This report should describe the works carried out while clearly demonstrating your knowledge, decision-making process, and understanding of good conservation practice, as well as our experience of working with historic buildings. The report must clearly cross-reference the narrative with the corresponding before, during, and after photographic evidence.
- Applicants are expected to explain:
 - **What** works were carried out
 - **How** the works were undertaken
 - **Why** specific approaches, methods, and materials were chosen
- Please refer to points (a) to (i) (page 2) for guidance.



- A brief **method statement** (companies own) should be included, outlining:
 - The approach taken
 - Materials and techniques used
 - Any challenges encountered on site
 - How these challenges were addressed

Applicants should clearly show how decisions were made in response to the building's historic fabric and condition.

The Board must be satisfied of your competence in heritage works without the benefit of site inspections. Therefore, the more detail you can provide the better. The schedule of annual registration costs is set out on page 9 of the "Application Info & Forms"

Attached

For your convenience, I have enclosed the following:

1. Application Form and General Information on the Register (in word and pdf)
2. Project Reference Forms (in word and pdf)
3. Code of Ethics

Document Submission

- The application form and all supporting documentation should be submitted as one PDF document.
- Each project reference should be submitted as a separate PDF, with the project title and completed building image clearly identified on each document.

Yours sincerely,

Gillian Ross

Manager

The Register of Heritage Contractors