

APPLICATION FORM FOR REGISTRATION FOR HERITAGE CONTRACTORS

MAIN CONTRACTOR

THE REGISTER CONTAINS TWO LISTS: THE LIST OF MAIN CONTRACTORS AND THE LIST OF SPECIALIST CONTRACTORS.

A COMPANY APPLIES EITHER AS A MAIN CONTRACTOR OR AS A SPECIALIST CONTRACTOR. IF A COMPANY WISHES TO APPEAR ON BOTH LISTS, TWO APPLICATIONS ARE REQUIRED (ALTHOUGH REFERENCE TO DOCUMENTATION PROVIDED IN ANOTHER APPLICATION IS ACCEPTED, SEPARATE APPLICATION FORM AND PROJECT REFERENCE FORMS ARE NECESSARY).

MAIN CONTRACTORS ARE CAPABLE OF TAKING ON ANY TYPE OF HERITAGE WORK. THEY MUST DEMONSTRATE EXPERIENCE ACROSS THE DIFFERENT CATEGORIES. MAIN CONTRACTORS WILL GENERALLY USE SPECIALIST CONTRACTORS FOR THE EXECUTION OF THE WORK.

SPECIALIST CONTRACTORS ARE CAPABLE OF EXECUTING PROJECTS IN THE CATEGORY IN WHICH THEY ARE REGISTERED. IF THEY ARE REGISTERED IN THE SUB CATEGORY 'GENERAL', THEY CAN UNDERTAKE ANY PROJECT, WHICH FALLS WITHIN THE CATEGORY.

THE REGISTER USES GENERAL AND HERITAGE CONTRACTING SPECIFIC REQUIREMENTS.

BOTH MAIN CONTRACTORS AND SPECIALIST CONTRACTORS MUST SATISFY ALL GENERAL REQUIREMENTS.

THE HERITAGE CONTRACTING SPECIFIC REQUIREMENTS DIFFER FOR MAIN CONTRACTORS AND SPECIALIST CONTRACTORS.

THE GENERAL REQUIREMENTS FOR MAIN CONTRACTORS AND SPECIALIST CONTRACTORS ARE:

- A) THE APPLICANT IS A BONA FIDE FIRM, CARRYING OUT CONSTRUCTION ACTIVITIES UNDER A GIVEN BUSINESS NAME.
- B) THE APPLICANT HAS NOT SUSPENDED ITS BUSINESS ACTIVITIES, IS NOT THE SUBJECT OF INSOLVENCY PROCEEDINGS, IS NOT BANKRUPT OR IN AN ANALOGOUS SITUATION, ARISING FROM INSOLVENCY PROCEEDINGS.
- C) THE APPLICANT HAS FULFILLED ITS OBLIGATIONS RELATING TO THE PAYMENT OF TAXES AND PRSI (OR EQUIVALENT SOCIAL SECURITY CONTRIBUTIONS).
- D) THE APPLICANT HAS APPROPRIATE INSURANCES.
- E) THE APPLICANT IS COMPLIANT WITH THE APPROPRIATE BUILDING CONTROL AND HEALTH AND SAFETY STANDARDS.
- F) THE APPLICANT IS REGISTERED IN AN APPROPRIATE OPERATIVES PENSION SCHEME.
- G) THE LEGAL REPRESENTATIVE(S) OF THE APPLICANT SHALL NOT, DURING THE LAST FIVE YEARS, HAVE BEEN CONVICTED OF AN OFFENCE CONCERNING PROFESSIONAL CONDUCT.
- H) THE LEGAL REPRESENTATIVE(S) OF THE APPLICANT SHALL NOT BE GUILTY OF SERIOUS MISREPRESENTATION IN SUPPLYING THE INFORMATION AND/OR DOCUMENTATION REQUIRED FOR REGISTRATION.
- I) COMPLETION OF THE CONSERVATION THEORY FOR HERITAGE CONTRACTING ONE DAY PROGRAMME *(TO BE COMPLETED BY A DIRECTOR/SENIOR MANAGEMENT. ADDITIONALLY, OTHER EMPLOYEES INVOLVED IN MANAGING THE HERITAGE WORKS SHOULD UNDERTAKE THE PROGRAMME)*

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THE HERITAGE SPECIFIC REQUIREMENTS FOR A MAIN CONTRACTOR:

A) ONE OR MORE MEMBERS OF SENIOR MANAGEMENT SHALL HAVE KNOWLEDGE OF CONSERVATION THEORY.

B) THE APPLICANT SHALL HAVE SUFFICIENT PRACTICAL EXPERIENCE.

THE REFERENCE PROJECTS* WHICH SERVE TO PROVE THIS EXPERIENCE MUST COVER THE FOLLOWING CATEGORIES:

3.1 MASONRY & STONE WORKS,

3.2 ROOFING,

3.3 TIMBERWORK & JOINERY,

3.4 PLASTERING,

3.5 PAINTING & DECORATIVE WALL FINISHES.

3.6 SPECIALIST CRAFTS, AND

3.7 BUILDING SERVICES (FOR SPECIALISTS ONLY)

THREE REFERENCE PROJECTS* MUST COVER AT LEAST 3 OF THE FIRST 6 CATEGORIES AND AT LEAST ONE REFERENCE PROJECT MUST COVER THE OTHER 3 CATEGORIES.

THE HERITAGE SPECIFIC REQUIREMENTS ARE FOR A SPECIALIST CONTRACTOR:

A) ONE OR MORE MEMBERS OF SENIOR MANAGEMENT SHALL HAVE KNOWLEDGE OF CONSERVATION THEORY.

B) THE APPLICANT SHALL HAVE SUFFICIENT PRACTICAL EXPERIENCE.

THREE REFERENCE PROJECTS* ARE REQUIRED, COVERING ANY OF THE SUB-CATEGORIES

SUBMISSION OF REFERENCE PROJECTS

THREE COMPLETED REFERENCE PROJECT FORMS FOR EACH MAIN CATEGORY FOR WHICH REGISTRATION IS SOUGHT AND SHOULD INCLUDE:

- Corresponding to the category(ies) for which registration is sought, the applicant shall provide three project reference forms for work(s) completed during the previous five years and corresponding Third Party Assessment Forms.
- Detailed annotated photographic evidence (before, during and after) of works completed.
- A report of approximately 1,000 words should be prepared for each project, detailing the works carried out and demonstrating an understanding of good conservation practice. A brief method statement – produced by the company should be included to outline the approach taken, problems encountered on site and how they were overcome. Please cross reference this report with the photographs. Please refer to the reference project form and guidelines.

This must be a Grade 1 or Grade 2 Conservation Architect, Engineer or Building Surveyor who is:

Accredited in conservation at Grade 1 or Grade 2 by the Royal Institute of the Architects of Ireland, or accredited in conservation by Engineers Ireland or the Society of Chartered Surveyors Ireland (or equivalent institute), or

A holder of a Post-Graduate award in building conservation (to NFQ 9), or

On the Heritage Council's Conservation Panel, or

On the Irish Georgian Society Traditional Building Skills Register as a building professional or conservation consultant

IN EXCEPTIONAL CIRCUMSTANCES THE BOARD AT ITS ABSOLUTE DISCRETION MAY ACCEPT AN ASSESSOR OF EQUIVALENT QUALIFICATION.

- The Registration Organisation shall reserve the right to contact any of the clients or project professionals directly regarding any queries about a reference project.
- For very rare/complex projects only one reference shall be required. The decision to allow only one reference project shall be taken by the Registration Board.
- All Applicants must submit a list relevant staff – i.e.: middle and senior management and technical staff with knowledge of conservation theory.
- All Applicants must submit any certificates, diplomas or other evidence proving knowledge of conservation theory.

* A REFERENCE PROJECT IS A PROJECT IN WHICH WORK WAS CARRIED OUT ON A HERITAGE STRUCTURE. HERITAGE STRUCTURES MAY INCLUDE RECORDED / REGISTERED / NATIONAL MONUMENTS, PROTECTED STRUCTURES OR ANY STRUCTURES COMPLETED AT LEAST 50 YEARS AGO. THE EXPERIENCE MAY CONCERN ANY TYPE OF WORK(S) EXECUTED OR MANAGED WITHIN THAT PROJECT. THE REFERENCE PROJECTS SUBMITTED TO PROVE THE APPROPRIATE EXPERIENCE SHALL BE NO MORE THAN FIVE YEARS OLD. REFERENCE PROJECT FORMS MUST BE ACCOMPANIED WITH BEFORE AND AFTER PHOTOGRAPHS OF WORKS COMPLETED

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APPLICANT'S INFORMATION

Name of the applicant:

Head Office address:

Registered office address:

(If different from above)

Telephone number:

E-mail address:

Legal status:

E.g. Ltd Company, Plc Company, Sole

Trader. Please give full details.

Date of formation:

Company number:

(from the Registrar of Companies)

If applicable

VAT registration number:

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REPRESENTATIVE OF THE APPLICANT FOR THE APPLICATION PROCEDURE (PRINCIPAL / DIRECTOR)

Name:

Business address:

Telephone number:

Mobile phone:

E-mail address:

Relationship to the applicant:

I confirm the authenticity of the documents enclosed and that the information given in this form and the enclosures are true and accurate*

I declare that I have the power to commit the applicant and enclose my authorisation to do so.

Date: (day / month / year)

Signature:

* NB : Any changes to these details should be communicated to the Registration Organisation within 20 working days of date of change.

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DECLARATION REGARDING TRADING STATUS (ENCLOSURE 5)

Name-of Applicant: _____

I, _____, authorised representative of (name of firm): _____

declare that the above named Applicant;

Is not bankrupt or is being wound up in this or any other jurisdiction, and

Is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up, or administration by the court, or for an arrangement with creditors, or of any other similar proceedings under national laws in this or any other jurisdiction, and

Has/has not (delete as appropriate) been convicted of an offence concerning its professional conduct by a judgement which had the force of res judicata. For the purposes of this declaration, a health and safety offence shall not be considered an offence concerning professional conduct.

If the Applicant **has any such** convictions — details should be attached.

This declaration is to the best of my knowledge and belief.

Signed:

Date:

For and on behalf of

(signature must be that of a Director/Principal)

Capacity:

Witnessed by:

Signed:

Date:

Capacity:

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DECLARATION REGARDING THE FIRM (ENCLOSURE 6)

I, _____, authorised representative of (name of firm): _____

hereby solemnly declare that the applicant carries out the activities of a heritage contractor.

The firm is established in Ireland, in _____

This declaration is to the best of my knowledge and belief

Signed:

Date:

For and on behalf of

(signature must be that of a Director/Principal)

Capacity:

Witnessed by:

Signed:

Date:

Capacity:

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DECLARATION REGARDING HEALTH & SAFETY REGULATIONS (ENCLOSURE 9)

I, _____, authorised representative of (name of firm): _____

hereby solemnly declare that the applicant is aware of all Health & Safety Regulations relating to the Construction Industry. All staff and other personnel are informed about their responsibilities and duties under those regulations. The applicant adheres to the Health & Safety Regulations in all works carried out.

This declaration is to the best of my knowledge and belief.

Signed:

Date:

For and on behalf of

(signature must be that of a Director/Principal)

Capacity:

Witnessed by:

Signed:

Date:

Capacity:

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APPLICATION CHECKLIST

GENERAL

1. Application form, completed and signed by owner/director (enclosed)
2. Cheque with the applicable application fee.
3. A company profile of no more than 50 words. Please include a web site address if available.
4. A list of the owners/directors. (Name, business address, phone and fax numbers, e-mail address).
5. A witnessed declaration regarding the trading status and professional conduct (standard enclosed).
6. A certified copy of the Certificate of Incorporation from the Registrar of Companies or
 - a copy of the certificate from the Registrar of Friendly Societies or
 - a witnessed declaration stating that the applicant is engaged in the profession or activity in question, in the country in which the applicant is established, from which town/place the applicant conducts the business and under which business name (standard enclosed).
7. A C2 form or E-Tax clearance details.
8. A letter from your insurance company or insurance broker stating that your business is appropriately insured (Contractors All Risk, Public Liability, Employer's Liability).
9. A witnessed declaration about Health & Safety Regulations (standard enclosed) or a 3rd party certificate of Health & Safety Management System.
10. A letter from your Operatives Pension Scheme stating that your affairs are in order.

HERITAGE

11. 3 Project Reference Forms signed off by third party professional (enclosed):
 - ◆ For registration as Main Contractor these projects must cover at least 6 of the 7 main categories.

3 reference projects are required for at least 3 of the first 6 categories and at least 1 reference project required for the other 3 categories.

Annotated Before, during and After photographs are required for each project submitted.
 - ◆ For registration as a Specialist Contractor 3 completed project reference forms for each category for which registration is sought.

Annotated Before, during and After photographs are required for each project submitted
12. A report of approximately 1,000 words should be prepared for each project, detailing the works carried out and demonstrating an understanding of good conservation practice. A brief method statement – produced by the company should be included to outline the approach taken, problems encountered on site and how they were overcome. Please cross reference this report with the photographs. Please refer to the reference project form and guidelines.
13. A list relevant staff – i.e.: middle and senior management technical staff with knowledge of conservation theory.
14. Certificates, diplomas or other evidence proving knowledge of conservation theory.

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REGISTRATION FEES

	ANNUAL REGISTRATION FEE (EXCL VAT)	VAT@ 23%	TOTAL
MAIN CONTRACTOR	870.00	200.10	1,070.10
SPECIALIST CONTRACTOR (ONE CATEGORY)	350.00	80.50	430.50
ADDITIONAL SPECIALIST CATEGORY	70.00	16.10	86.10
NOTE: ALL AMOUNTS IN EURO			

REGISTRATION FEE MUST BE PAID ON INVOICE.

UNSUCCESSFUL APPLICANTS WILL NOT BE INVOICED FOR THE REGISTRATION FEE.

REGISTRATION FEE IS FOR YEAR 1 ONLY. THEREAFTER, THE REGISTRATION FEE + VAT IS APPLICABLE.

FEES VALID FROM JANUARY 2016