checklist for defective concrete blocks scheme

# details required

☐ The **Eircode** for the relevant dwelling Eircode

☐ **Meter Point Reference Number (MPRN)** of relevant dwelling [How to Find Your MPRN](https://www.esbnetworks.ie/existing-connections/meters-and-readings/how-to-find-your-mprn)

☐ **Planning Reference Number** for relevant dwelling [Search Planning permissions](https://www.clarecoco.ie/services/planning/applications/view/)

☐ Your **PPS** Number - this must be for you, the applicant

☐ Your **Tax Clearance Access Number (TCAN)** - this must be for your PPS number  
It is recommended that you register with [revenue](https://www.revenue.ie/en/Home.aspx) where you can check your tax compliance as this needs to be in order when you apply. Revenue will give you a Tax Clearance Access Number (TCAN). This is the number you need to provide here. We will use it along with your PPSN to check that your tax affairs are in order.

# documents to upload

☐ Copy of **Planning Permission** in respect of relevant dwelling and **Certificate of Compliance** with planning permission provided by the competent building professional

☐ If an application for a second grant, **letter of Assurance** and **Certificate of Remediation.**

☐ **Building Condition Assessment.**

☐ **Proof of Identity** of the Applicant a valid passport, or a valid driving license, or a Public Service Card issued by the Department of Social Protection.

☐ Proof of **Ownership** - such proof being one of: a copy of title deed for the relevant dwelling, a registration of title or other legal documents proving proof of ownership .

☐ **Consent of joint owner(s)** if the relevant dwelling is jointly owned - this form will be available to download and must be signed by the joint owner(s) and uploaded again.

☐ Proof that the relevant dwelling is your **Principal Private Residence** (**dated within the last 6 months** and showing **applicant name** and **address**) - at least **two** of the documents listed below required:

☐ details on Register of Electors;

☐ bank statement - dated within the last 6 months;

☐ a current car or home insurance policy that shows your address;

☐ a document issued by a Government Department that shows your address;

☐ a copy of your Tax Credit Certificate (TCC);

☐ a Statement of Liability (previously P21) from Revenue;

☐ a social insurance document (that shows your address)

☐ If a landlord of the relevant dwelling – a **certificate of registration** in the residential tenancies register (including details of the registered landlord number and registered tenancy number, a tax credit certificate and Statement of liability (previously P21) from Revenue is required.

☐ Proof of payment of the **Local Property Tax (Payment History)**  
You can log in directly to [LPT](https://lpt.revenue.ie/lpt-web/) if you have your PPSN, Property ID and PIN. Click on View Payment History and at the bottom of the screen, you can Print – choose something like Print to Microsoft PDF to create a pdf for uploading as part of the application. You can also access your LPT records via your myAccount if registered with [Revenue](http://www.revenue.ie/). Please note that when submitting an application, a homeowner must provide proof to the designated local authority that there are **no outstanding amounts of local property tax.**