

Stage 1

Building Survey and Scope of Works report

for the application to the
Local Authority Purchase
and Renovation loan

Address of property

Applicant's name

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Stage 1 Building Survey and Scope of Works report (continued)

Section A: Guidance

Personal details

This building survey is required to determine the **condition of the property** and to provide **a preliminary scope of works** to refurbish the building into a habitable dwelling.

Only a suitably experienced and Registered Construction Professional is to complete this document. A copy of the certificate of Professional Indemnity Insurance must be provided prior to loan approval.

A Registered Construction Professional has the same meaning as defined in the Regulation of Providers of Building Works and Miscellaneous Provisions Act 2022 – “registered construction professional” means a person whose name is entered in the register for quantity surveyors or register for building surveyors established under Part 3, 4 or 5 respectively of the Building Control Act 2007 or whose name is entered in the register kept by the Institution of Engineers of Ireland under section 7 of The Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969.

A classification of the building is to be determined as to whether it meets the criteria of ‘derelict’ for the purposes of the vacant property refurbishment grant top up.

The scope of works are to be priced in their entirety in the accompanying cost plan document.

An appropriate contingency is to be allocated to any building element where design or refurbishment solutions are difficult to establish at this initial stage.

Condition photographs are to be provided for each element inclusive of external photographs of the property and its boundaries.

Classification

The Registered Construction Professional is to identify which of the below categories the property can be classified as:

- 1. Vacant VPRG Works (non major renovation): Where less than 25%** of the building envelope undergoes renovation. (The surface area of the building thermal envelope means the entire surface area of a building through which the entire surface area of a building through which it can lose heat to the external environment or the ground, including all heat loss areas of walls, windows, floors and roof).
- 2. Vacant VPRG Works (Major renovation): Where more than 25%** of the building envelope undergoes renovation. (The surface area of the building thermal envelope means the entire surface area of a building through which the entire surface area of a building through which it can lose heat to the external environment or the ground, including all heat loss areas of walls, windows, floors and roof).
- 3. Derelict VPRG Works:** The property meets the VPRG criteria of derelict as it is deemed to be structurally unsound and dangerous. This must be confirmed as part of the Stage 1 process and any elements of the property that are structurally unsound and dangerous are identified.

Building Regulations

A preliminary opinion on compliance with Building Regulations for the proposed works is required. Limited design information is expected at the initial stage but the scope of works are to adhere to building regulations as required and within the parameters of existing buildings or change of use criteria. (Building Regulations and specific EU legislation apply to existing buildings where works are being performed on a building as prescribed in the Building Regulations 1997 (S.I. No. 497 of 1997) as amended.)

Particular attention is required to the structure and compliance with TGD A ‘Structures’. Remedies for any structural issues identified are required to be presented at the initial stage.

Stage 1 Building Survey and Scope of Works report (continued)

Requirements under Technical Guidance Document L Conservation of Fuel and Energy are to be determined at the initial stage. Further guidance can be sought from 'Bringing Back Homes' Manual for the reuse of existing buildings (2nd edition) or the NSAI Code of Practice for the energy efficient retro fit of dwellings.

For major renovations where works commence to domestic buildings on or after 1 November 2019, Part L requires that the minimum energy performance requirement of the building or the renovated part thereof should be upgraded in order to meet the cost optimal level of energy performance in so far as this is technically, functionally and economically feasible.

A **preliminary opinion on the attainment of a new BER rating** on the finished works is required.

RAG rating and Assessment:

Each building element is to be assessed by the magnitude of work involved as follows:

High	The building element requires significant upgrade or complete replacement. Cost certainty cannot be attained and contingency must be allowed.
Med	The building element requires significant upgrade or complete replacement. Costs and design solutions can be determined at this stage.
Low	The building element requires moderate upgrade or complete replacement. Costs and design solutions can be determined at this stage.

For each building element please provide the following information:

1. Outline the current condition of each building element. Describe the materials used and identify any issues surrounding workmanship or defects.
2. Provide an outline scope of works for each building element to ensure the building can be made habitable and where necessary compliance with the appropriate building regulation.
3. Identify if any compliance or planning issues exist for a certain element or section of the building.
4. Where a building is considered to be of traditional construction or if it is:
 - A protected structure
 - Listed within the National Inventory of Architectural Heritage
 - Located within an Architectural Conservation Area (ACA)

careful consideration must be taken to prescribing any intervention required. Prescribe only repair strategies that are conducive to the type of construction or the protected status of the building. Refer to document 'Improving Energy Efficiency in Traditional Buildings, Guidance for Specifiers and Installers, 2023' where necessary.

5. Any building element or section of the building that requires demolition must be identified. Consideration must be taken as to whether it is more economically viable to demolish elements or sections of the building as opposed to a repair strategy.

Stage 1 Building Survey and Scope of Works report (continued)

Section B: Building Information

Select category: Category 1 Existing Dwelling
Category 2 Non dwelling converted to residential dwelling
Category 3 Two storey building with over the shop accomodation
Category 4 Three storey building or higher with over the shop accommodation
Category 5 Rural Dwelling

Project category: Vacant - VRPG Works (non major renovation)
Vacant - VPRG Works (major renovation)
Derelict

Condition: Good Fair Poor Derelict

Building Description:

GIFA (m²) Beds (nr)

Approximate age

Does the building meet the criteria of derelict under the VPRG? Yes No

Number of years vacant

Type of construction (i.e. concrete, block, brick, granite, stone, timber etc.)

Is the building protected? Yes No

Did any opening up works take place? Yes No

If yes, describe the extent of the opening up works:

Is an extension or dormer form part of the proposed works? Yes No

If yes, state the type and size.

Stage 1 Building Survey and Scope of Works report (continued)

Section C: RAG/Scope of Works

In the section below, please assign each building element an appropriate rating based on the criteria as described in Section A 'Guidance'.

Ref	Element	RAG	Scope of Works
01	Demolition/Strip out	Low Med High	
02	Substructure	Low Med High	
03	Structure	Low Med High	
04	Structure Completions	Low Med High	
05	Finishes	Low Med High	
06	Services (Pipe & Ducted)	Low Med High	
07	Services (Electrical)	Low Med High	
08	Fittings	Low Med High	
09	External Works	Low Med High	
10	New Build Extension (Incl dormer)	Low Med High	

Stage 1 Building Survey and Scope of Works report (continued)

Section D: Compliance

Does the building currently have planning permission for any works? Yes No

If yes, describe the works and provide the planning reference.

Provide a brief note on any planning permissions required or any planning issues that may be present.

Provide a brief note on how compliance with building regulations will be achieved on this project. Provide information on any compliance issues or derogations required.

Provide a brief note on the current BER and what BER the scope of works aims to achieve. Provide detail on the outline specification proposed to achieve this new BER.

Provide an overall opinion on the Risk of Compliance:

	Description of risk/issue
Planning	
Building Regulations	

Stage 1 Building Survey and Scope of Works report (continued)

Section E: Other Matters

Provide an expected duration for the project in months

Are there any additional reports required at this initial stage? Reports include but not limited to: Structural survey; Ground Investigations (Incl CCTV); Ecological reports; AA screening; and/or Bat Survey.

Did you identify any potential prejudicial materials? Yes No

If yes, describe the materials and any further surveys/work required.

Are there any potential boundary or title issues / 3rd party burdens associated with the site?

Confirm that there are no legal or financial burdens including rights of way etc. associated with the site that would impede or prevent the works or part of the works associated with this application that are known.

Confirm the legal status of the site.

Provide an overall opinion on other matters such as surveys and boundaries:

	Description of risk/issue
Surveys	
Boundaries	
Other	

Stage 1 Building Survey and Scope of Works report (continued)

Section F: Building Survey and Scope of Works

Executive Summary

Stage 1 Building Survey and Scope of Works report (continued)

Element	Substructure		
RAG rating	Low	Med	High
Photograph Reference			
Condition			

Proposed Works

Stage 1 Building Survey and Scope of Works report (continued)

Element	Structure		
RAG rating	Low	Med	High
Photograph Reference			
Condition			

Proposed Works

Stage 1 Building Survey and Scope of Works report (continued)

Element	Structure Completions		
RAG rating	Low	Med	High
Photograph Reference			
Condition			

Proposed Works

Stage 1 Building Survey and Scope of Works report (continued)

Element	Finishes		
RAG rating	Low	Med	High
Photograph Reference			
Condition			

Proposed Works

Stage 1 Building Survey and Scope of Works report (continued)

Element	Services (Piped and Ducted)		
RAG rating	Low	Med	High
Photograph Reference			
Condition			

Proposed Works

Stage 1 Building Survey and Scope of Works report (continued)

Element	Services (Electrical)		
RAG rating	Low	Med	High
Photograph Reference			
Condition			

Proposed Works

Stage 1 Building Survey and Scope of Works report (continued)

Element	Fittings		
RAG rating	Low	Med	High
Photograph Reference			
Condition			

Proposed Works

Stage 1 Building Survey and Scope of Works report (continued)

Element	External Works		
RAG rating	Low	Med	High
Photograph Reference			
Condition			

Proposed Works

Stage 1 Building Survey and Scope of Works report (continued)

Element	New Build Extension/Dormer		
RAG rating	Low	Med	High
Photograph Reference			
Condition			

Proposed Works

Stage 1 Building Survey and Scope of Works report (continued)

Section G: Photographs

Photo no.	Content of photo