



An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta
Department of Housing,
Local Government and Heritage

Local Authority Purchase and Renovation Loan for VPRG-eligible homes

Stage 1 General Guidance

1. A building which is identified as complex or high risk will be required to undergo a **Stage 2** review whereby an applicant will be required to produce further documentation inclusive of drawings and specifications. A Stage 2 cost plan will also be required.

Stage 1 General Guidance

The Stage 1 process for the Local Authority Purchase and Renovation loan for VPRG-eligible home requires a Registered Construction Professional (RCP) to complete both the Stage 1 *Building Survey & Scope of Works Report* and the *Stage 1 Cost Plan*.

Stage 1 Building Survey & Scope of Works Report

This is a comprehensive document that requires the RCP to undertake a condition survey of the building and provide an assessment of each building element and the associated sub elements. The RCP is also responsible for providing a scope of works for each building element and associated sub elements. The scope of works is to be sufficient to bring the building back to a habitable condition in accordance with building regulations.

Contents:

Section A: Guidance - Specific Guidance for the RCP.

Section B: Building Information - General information regarding the building.

Section C: RAG/Scope of Works - The RCP completes the RAG table and summarises the work required to each building element.

A RAG rating must be provided for each element. The RAG rating is an assessment of the condition of the building element and the ability to achieve cost certainty at Stage 1 of the given building element.

RAG rating:

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.

Section D: Compliance - The RCP identifies any compliance issues connected to the property.

Section E: Other matters - This section relates to information regarding the programme of works, surveys and legal matters connected to the property.

Section F: Building Survey – The RCP is required to survey the building and complete Section F. The RCP is required to determine the condition of each building element and provide a corresponding scope of works.

The building elements are defined as per the National Building Elements and Design Cost Control Procedures (3rd edition 1993). Please refer to this document to ensure all sub elements are included.

Stage 1 General Guidance (continued)

Example Sections

Section C RAG Schedule

The RCP selects a RAG rating for each building element and associated Scope of Works.

Ref	Element	RAG	Scope of Works
01	Demolition/Strip out	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Med <input type="checkbox"/> High	Strip out of existing building including stud partitions to allow for internal reconfiguration. Demolition of lean to extension to the rear of the property.
02	Substructure	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Med <input type="checkbox"/> High	Replacement of existing concrete floor with new reinforced concrete insulated slab
03	Structure	<input type="checkbox"/> Low <input type="checkbox"/> Med <input checked="" type="checkbox"/> High	Repair and possible replacement of existing timber floors. New internal partitions throughout. Internal insulation to external walls. Repair to existing stairs. Repointing to brickwork to the front elevation. No roof repair required
04	Structure Completions	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Med <input type="checkbox"/> High	New energy efficient windows and doors. New internal doors throughout. Install new Velux to the roof at the front of house
05	Finishes	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Med <input type="checkbox"/> High	New internal finishes throughout. Skim coat and paint to all internal walls. Tiling to wet areas. Laminate floors to the ground floor with carpet to the bedrooms.
06	Services (Pipe & Ducted)	<input type="checkbox"/> Low <input type="checkbox"/> Med <input checked="" type="checkbox"/> High	New heat pump central heating system required. Underfloor heating to the ground floor slab with radiators to the first floor. Insulation of an MVHR system to the attic area. New foul and surface water drainage system required. Plumbing to two
07	Services (Electrical)	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Med <input type="checkbox"/> High	Full rewire to the existing house including associated all internal and external lighting
08	Fittings	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Med <input type="checkbox"/> High	New sanitaryware to 2 no bathrooms.(Kitchen included below in the extension)
09	External Works	<input type="checkbox"/> Low <input type="checkbox"/> Med <input checked="" type="checkbox"/> High	General landscaping to the rear. The foul and surface water drain servicing the site is noted to be disconnected and a new manhole may be required. Further investigation is required to determine the same.
10	New Build Extension (Incl dormer)		A new build extension measuring 32m2 to the rear of the property. The extension is to be of block construction with a flat roof (warm roof) inclusive a 2m x 1m roof light. Sliding door to rear. Installation of new 5m galley kitchen. Laminate floor finish

Stage 1 General Guidance (continued)

Example Sections

Section F Building Survey

The condition of each building element is described along with a corresponding scope of works. The RCP identifies the RAG rating for this element which is then transferred to the RAG summary in Section C. Photographs are to be provided for each building element along with appropriate referencing.

The example below notes that the structure is given a 'High (red)' RAG rating, and that further investigation is required to the timber floors and that a contingency is required in the Stage 1 Cost Plan to allow for potential unforeseen works.

Element	Structure
RAG rating	<input type="checkbox"/> Low <input type="checkbox"/> Med <input checked="" type="checkbox"/> High
Photograph Reference	1-8
Condition	
<p>External walls consist of solid masonry with the front elevation made up with Flemish bonded brick and decorative stone detailing including window surrounds. Brickwork and pointing are in poor condition with isolated areas of spalled brick, cracking, and loose mortar joints. Pronounced staining, cracking and delamination is present to the high-level string course and window surrounds.</p> <p>A hipped roof structure covers the main building finished with natural slate. 2Nr. chimney stacks are present to the main roof along the west elevation. The roof has been recently replaced and is in good condition.</p> <p>A solid concrete floor is provided to the ground floor with suspended timber floors to the upper floors. The timber floors were noted to be in poor condition due to water ingress and excessive movement was noted.</p>	
Proposed Works	
<p>Repair all external masonry to include repointing, cleaning and replacement of defective bricks and stone sections, as well as, infilling and making good vertical expansion joint.</p> <p>External walls to be internally insulated with 100mm PIR insulated plasterboard.</p> <p>Open up ceiling and floor finished to further investigate the timber floors. Allow for a contingency to replace or repair timber floors in the Stage 1 Cost Plan.</p>	

Stage 1 General Guidance (continued)

Stage 1 Cost Plan

The Stage 1 Cost Plan is completed after the production of the Building Survey and Scope of Works document. The hard costs for the existing building and any new build are to be detailed separately.

Contents:

Section A: Guidance - Specific Guidance for the RCP.

Section B: Basis of Cost Estimate - Information used in the production of the Cost Plan and identification of Key Cost Drivers and Risks.

Section C: Summary - The summary of the cost plan is detailed in this section including an analysis of hard and soft costs.

Section D: Cost Plan - Cost Plan template detailing all hard and soft costs.

Stage 1 General Guidance (continued)

Example Sections

Section B: Basis of cost estimate

Information used in the preparation of the cost estimate

Drawings Yes No

Building Survey Mandatory

Other Surveys Yes No

State Surveys

Contractors quote Yes No

State which elements were priced by a contractor

Key Cost Drivers

01	Full rewire
02	New heating and plumbing system
03	Replacement of all external completions
04	Complete upgrade to internal finishes
05	32m2 extension to the rear of the property
06	Structural upgrades required to floors
07	
08	
09	
10	

Note: Highlight key costs drivers i.e significant works to the structure or substructure, Rewire, New Windows etc. Use the percentages in the development budget as a guide.

Key Cost Risks

01	Timber floors were noted to be in poor condition
02	Drainage issues noted to the rear of the property
03	
04	

Note: Identify any risks such as lack of opening up works, major cracks, subsidence.

Section B: Basis of cost estimate (continued)

Total Hard Costs: New Build	€ 107,520.00
Total Soft Costs	€ 26,140.00
Contingency	€ 23,240.00
VAT	€ 39,856.60
Total Renovation Costs	€ 321,636.60
GIFA Existing Building (m ²)	60.00
Hard cost per sqm Existing Building	€ 2,468.67
GIFA Extension (m ²)	32.00
Hard Costs per sqm New Build	€ 3,360.00

Stage 1 General Guidance (continued)

Example Sections

Section D: Cost Plan

The RAG rating from the Building Survey and Scope of Works document is inserted into the cost plan as shown below. The RCP must estimate the cost of each building element (1-9) for the existing building and calculate it as a percentage of total costs to the existing building.

The cost New Build and Dormers are calculated separately (10). Preliminaries must be costed separately and calculated as a percentage of total gross construction costs.

Construction Costs			%	RAG		
Existing Building						
01	Demolition/Strip out	€ 7,000.00	6%	<input type="checkbox"/> Low	<input checked="" type="checkbox"/> Med	<input type="checkbox"/> High
02	Substructure	€ 20,000.00	18%	<input type="checkbox"/> Low	<input checked="" type="checkbox"/> Med	<input type="checkbox"/> High
03	Structure	€ 17,000.00	15%	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input checked="" type="checkbox"/> High
04	Structure Completions	€ 21,000.00	19%	<input type="checkbox"/> Low	<input checked="" type="checkbox"/> Med	<input type="checkbox"/> High
05	Finishes	€ 9,000.00	8%	<input type="checkbox"/> Low	<input checked="" type="checkbox"/> Med	<input type="checkbox"/> High
06	Services (Pipe & Ducted)	€ 11,500.00	10%	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input checked="" type="checkbox"/> High
07	Services (Electrical)	€ 10,000.00	9%	<input type="checkbox"/> Low	<input checked="" type="checkbox"/> Med	<input type="checkbox"/> High
08	Fittings	€ 7,000.00	6%	<input type="checkbox"/> Low	<input checked="" type="checkbox"/> Med	<input type="checkbox"/> High
09	External Works (Site)	€ 9,000.00	8%	<input type="checkbox"/> Low	<input type="checkbox"/> Med	<input checked="" type="checkbox"/> High
	Total Existing Building	€ 111,500.00				
10	New Build Extension (Incl dormer)	€ 96,000.00				
11	Total Net Construction Cost	€ 207,500.00				
12	Preliminaries	€ 24,900.00	12%			
13	Total Gross Construction Cost	€ 232,400.00				
Professional fees						
14	Professional fees	€ 23,240.00				
	Total Professional Fees	€ 23,240.00				

Stat Fees, Levies and Contributions

13	Utilities Connections ESB/Water	€ 1,700.00
14	Local Authority Contributions	€ 1,200.00
15	Other	€ -
	Total Stat Fees, Cap Contributions	€ 2,900.00
16	Contingency	€ 23,240.00
	Total Contingency	€ 23,240.00
17	Total Renovation Costs Excl VAT	€ 281,780.00
	VAT on Construction @13.5%	€ 34,511.40
	VAT on Prof. fees @23%	€ 5,345.20
18	Total Renovation Costs incl VAT	€ 321,636.60

Grant Allocation

19	Grant allocation	€ -70,000.00
20	Total renovation costs including grant	€ 251,636.60