

**Appendix II – Checklist and Summary**

<b>For Department Use Only:</b>
Local Authority:
Date Received:
Project:
Dept. Ref No.

**(TO BE COMPLETED BY LOCAL AUTHORITY)**

Checklist: Have you included the following?	Yes/No
Form A - completed and signed by applicant	
Form B - completed and signed by local authority	
Site location map with location of works clearly marked in red	
Written consent of property owner for proposed works (if applicant is not the owner)	
Method statement (not more than 10 A4 pages)	

<b>Summary: <u>(please fully complete all sections)</u></b>	
Name of Applicant	
Owner (if different from applicant)	
What is the building used for now?	
Is the building on the RPS or the RMP?	
Summary of the works	
Total Cost of the project (including matching funding)	
Amount of grant sought under HSF	
Amount of private matching funding being provided	
Source of matching funding	
Is planning permission or Ministerial Consent in place (if needed)?	
Conservation Professional employed	
Local Authority contact	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \* \_\_\_\_\_

\*Local Authority Architectural Conservation Officer or equivalent