



Rialtas na hÉireann  
Government of Ireland

# Peatlands Community Engagement Scheme

Terms and Conditions

2023

Prepared by the Department of  
Housing, Local Government and Heritage  
[gov.ie/housing](https://www.gov.ie/housing)

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## Foirmeacha

Form A.	Application Form
Form B.	Recoupment Claim Form (available on request to successful applicants)

## Abbreviations

DHLGH	Department of Housing, Local Government and Heritage
MHLGH	Minister for Housing, Local Government and Heritage
SAC	Special Area of Conservation
NHA	Natural Heritage Area
NPWS	National Parks and Wildlife Service
PMU	Peatlands Management Unit of
The Department	Department of Housing, Local Government and Heritage
SPA	Special Protected Areas

# 1 Background and Purpose of Scheme

Ireland's bogs occurring as raised bogs, blanket bogs or fens are special and unique places and play an important role in contributing to our biodiversity, well-being, natural and cultural heritage.

The Peatlands Community Engagement Scheme (PCES) has operated since 2018.

The objective of the scheme is to support the conservation and revitalisation of raised bog and blanket bog, including in Special Areas of Conservation (SACs) and Natural Heritage Areas (NHAs). The Scheme aims to encourage communities and local organisations to become involved in the enhancement of their wetland and peatland natural heritage and raise awareness of environmental concerns connected to these habitats.

For the first time in 2022 fen projects were included as being eligible for funding and it is proposed to continue this in 2023.

Grants to local community groups and organisations under the Scheme will support a diverse range of initiatives with community benefit, including events, education programmes, promotions, publications, exhibitions, development of conservation management plans, public amenity and recreational measures, maintenance to support the conservation of raised and blanket bogs, monitoring or surveying work to inform restoration/conservation projects, invasive species and fire control measures, anti-littering initiatives and general environmental improvements centred on designated bogs and other wetland areas. In the event that the scheme is fully subscribed, projects which support the conservation objectives of designated raised and blanket bog and fen, will be prioritised over projects in undesignated wetland areas.

**Please note that local authority or commercial projects are not eligible for funding under this Scheme.**

## 2 PCES Scheme Focus

This scheme will operate as an annual scheme subject to the normal Departmental budgetary processes. Funding must be claimed by the deadlines as specified by the Department.

Applications will be accepted for **2023 projects** until **5th May 2023**. This deadline may be amended at the discretion of the Department.

Projects funded under the scheme should be commenced as soon as practicable.

## 3 Funding and Timelines

All proposed projects must be in a position to commence as soon as practical, and must be capable of being delivered in a realistic time-frame.

It is advisable that appropriate assessments, feasibility studies and planning permissions (if required) are in place or substantially progressed prior to the submission of a project application.

In respect of proposed walking trails and cycle ways, please note that such proposals may likely require planning permission or consent from the relevant authorities. In this regard it is advised to plan your project on a phased basis allowing sufficient periods for each phase and seek relevant professional expertise e.g. ecological expertise and/or planning expertise particularly if proposing a project near protected or ecologically sensitive areas. Guidance on consulting with NPWS in relation to development proposals, for example, walking and cycle trails that may require planning permission can be found at:

<https://www.npws.ie/development-consultations>

### Preparing for Funding

To obtain funding the community group or organisation should have a formal status, good financial administrative and governance structure, for example registered as a charity. It is possible for one group to act as an umbrella group for others in this respect.

The group should ideally have undertaken a number of steps before an application is lodged including having a budget available to cover fundraising, have obtained quotes for the proposed project, identified who within the group has the skills to put together a strong application, identified any local or national partners, checked the need and source of matching funding, checked that the application meets all the required criteria, identified any risks or challenges to the project, be clear on project aims and objectives, have an understanding of how the project will develop in time and be able to demonstrate how the project is progressing and budget is being managed.

## **Your National Parks and Wildlife Services (NPWS) Local Ranger**

Contact should be made with your local NPWS conservation ranger **prior to submitting an application** for funding. The ranger may also offer you advice in terms of nature conservation and biodiversity aspects of your project and inform you of the consents required. You may be required to liaise with your local ranger throughout the project. If you require further information in relation to this, or to find out who you should contact in relation to your area, please contact:

[pcengagementscheme@npws.gov.ie](mailto:pcengagementscheme@npws.gov.ie).

## **Grant Amounts**

There are two categories of funding available:

### **Category 1 – Designated sites (SAC / SPA / NHA)**

Grants available under Category 1 will be between €1,000 and €40,000, with the maximum grant being 80% of the costs of the project.

### **Category 2 – Undesignated sites**

Grants available under Category 2 will be between €500 and €20,000, with the maximum grant available being 80% of the cost of the project.

The remaining project cost must be funded through match funding in the form of financial contributions, voluntary and in-kind hours or donations.

Advance funding of up to 30% of the total grant award for a project may be made available to applicants where required, subject to repayment in the event that the project does not proceed.

**In exceptional circumstances and at the discretion of the Department a grant may be awarded outside of this range.**

## **Financial Contribution**

A minimum financial contribution of 5% of the overall project costs is required. The grantee will be required to provide confirmation that the contribution is in place and retain a record of the source of the contribution.

## **Matching Funding/Contributions in Kind**

The remainder of the project costs must be made up by the organisation / group themselves. Full involvement by community interests will be an important feature of successful projects. Contributions in kind, e.g. voluntary work, free materials, community investment, philanthropic contributions, will be accepted as eligible as matching expenditure.

The Department will require documentation such as signed time sheets, validated information on materials and/or goods donated.

### **For donated goods/materials,**

- provide a description and number of items,
- date provided, and
- the total fair market value of the items.
- **For facilities,**
- the published rental rate and hours or dates the facility was used.
- **For volunteers' services,**
- list the number of hours worked,
- dates of service,
- type of service
- countersigned by project manager/supervisor

This documentation will be forwarded to you for completion if approved under the scheme.

**Voluntary Labour:** If Contribution in Kind is in the form of Voluntary labour (i.e. unpaid work), time spent on the project must be verified.

- The rate applied should be for remuneration of equivalent work. The grantee must ensure that the rate per hour applied is properly justified according to the work undertaken.
- Where Voluntary Labour forms part of a project, the grantee is advised that the requirements of all relevant Health and Safety legislation apply.
- Project administration e.g. attendance at meetings, preparation of grant application form, funding drawdown claims and management costs are not eligible as voluntary labour.

Details of all voluntary labour claimed must be maintained on a timesheet (1 timesheet per person). The time sheet will capture the following details;

- The name of the person undertaking the work
- The nature, time, dates of the works, quantity, hours worked and rate per hour,
- The signature of the person who provided the in-kind work,
- The timesheet must be signed off by the appointed project co-ordinator over the project.

## **Professional Fees, Oversight and Certification of Works**

All works must be carried out to the best standards and major works and those deemed by the Department as relevant must be overseen and certified by a suitably qualified professional. A maximum **5%** of the grant awarded can be used towards the cost of professional fees **where professional oversight/certification is necessary** (e.g. Engineer / Architect / Ecologist etc.) These may include fees for surveys and method statements, on-site supervision and monitoring, reasonable travel and subsistence costs and sign-off on project.

## **Advance Funding**

Should the applicant or group require **advance funding**; the Department can on a case by case basis prefund the project or works **up to a total of 30%** of the total project value, subject to sanction from the Department of Public Expenditure and Reform, which will need to be used prior to the release of more

funding. Paid invoices / receipts must be submitted as proof. Further funding will be released once the initial start-up funds have been spent in full. If advance funding is released and the project does not progress this funding **will be recouped**.

**The remainder of the funds granted will be paid out on the basis of vouched expenditure only.**

Applicants must demonstrate clearly how the advance funding and the remainder of the funds will be spent. Project budgets should be well set out and **as per best procurement practice a minimum of three quotations should be obtained as appropriate**. Project timelines and milestones should also be provided. Quotations must be supplied from the supplier for specific goods/materials/services. Goods catalogues will not be accepted as quotations. Please submit the preferred quotation with your application but retain on file other quotes received for audit purposes.

### **Funding Awarded**

The precise level of grant for an individual project will depend on the nature and quality of the proposal.

The funding offered must only be used for the purposes specified in the application and any alterations to the proposed use of the funding must be approved in advance by the Department.

**Change of suppliers, materials used or change of project objectives must be notified to the Department and approval received prior to any alterations to the use of funding.**



## Notification of Funding Awarded

Following the approval of projects for funding, the Nature conservation directorate of the Department will notify successful applicants of **provisional** offers of funding. This notification will detail the level of funding approved, the timeline for the completion of the project and the terms and conditions of the funding awarded in sufficient time to enable the applicant to complete the project / event / activity / works and recoup funding by the required deadline.

Final sanction will be given by the Department once the applicant satisfies any outstanding conditions.

Details of projects awarded funding under this scheme will be published by the NPWS.

Applicants will be required to complete an Electronic Fund Transfer (EFT) Form. Payment will be only made by means of EFT to a bank account in the name of the group or organisation and not to any individual member.

If your application has been deemed ineligible, you will receive a letter informing you that your application will not be assessed. If your application has been unsuccessful, you will receive a letter informing you that your application has not been successful. You may contact [pcengagementscheme@npws.gov.ie](mailto:pcengagementscheme@npws.gov.ie) for feedback on your application.

## 4 Eligibility for the Scheme

### What types of Projects are Eligible?

The categories of projects eligible for grant funding are as follows: (These lists are not exhaustive)

**Raised, Blanket Bog, Fen and Peatland Education, Awareness and Conservation Programmes:** programmes that will promote the public's engagement with and awareness of raised and blanket bog designated sites as part of our natural heritage.

Potential applications may include: undertaking educational tours, school day trips or summer projects i.e. recreational and educational activity, encouraging voluntary participation which involve improving the awareness of the conservation and restoration of the designated sites in communities or groups e.g. youth groups, community groups.

**Events, Exhibitions and Promotions:** funding to support the production of an event, exhibition or promotion campaign connected to peatland (including fens) conservation, restoration, awareness or promotion and that will allow the public an opportunity to engage with or experience.

**Publications, Leaflets and Local Nature Newsletters:** funding to support the production of a publication, leaflet or newsletter by community groups that promote an appreciation for and understanding of the immense intrinsic value of raised and blanket bogs and fens to Ireland's rich natural heritage and would contribute to national enjoyment of said heritage.

Examples of potential successful applications may include, but are not limited to, books on wildlife habitats, flora and fauna of Irish raised/blanket bogs including digital media and social platforms.

The Department would encourage projects on designated sites which seek to restore and conserve the habitats for which the site is designated.

Please contact your local NPWS ranger for guidance regarding the undertaking of works or the erection of signage in the vicinity of protected sites (e.g. SACs, SPA's, NHAs).

**Peatland Conservation, Enhancements and Improvement Measures:** i.e. funding to undertake conservation measures which have a direct link to the Conservation Objectives and deal with the threats and pressures for the designated site and who actively seek to improve their local environment through projects or activities of an environmental nature at community level, support and provide assistance to local volunteer groups, individuals or organisations for the completion of maintenance works to enhance the area in the vicinity of and within the peatland SAC/NHA networks.

We would advise any group undertaking walk-way or trail measures to consult with the National Parks and Wildlife Service and seek advice of other organisations who have undertaken similar projects

To Note: Conservation measures (actions) which deal with the threats and pressures at a particular designated site must have a direct link to the Conservation Objectives for the designated Natura 2000 site and must have short and long-term indicators, which can show the success of the conservation measure. For example, invasive species removal targets in the Conservation Objectives for an SAC may indicate that the target is to have less than 1% of the invasive species. Therefore, the area of invasive species must be calculated in the SAC and the short term indicator set may state X hectares will be removed and in the long term the favourable conservation condition of the habitat will have improved by X date.

**Funding for access or road improvement measures or drains on bogs being used for turf cutting or commercial uses **will not be eligible for funding** under this scheme.**

**Improvement works must be necessary and not merely ordinary maintenance or of a kind which the applicants could reasonably be expected to do for themselves.**

**The Department **will not** formally fund activities involving:**

- Projects that solely benefit an individual
- Equipment, unless directly associated with the project
- Income generating projects
- Overheads, ongoing running costs
- Insurance

Particular care should be taken with proposed works in designated areas, such as Special Areas of Conservation (SAC), Special Protection Areas (SPA) and Natural Heritage Areas (NHA).

Any necessary screening for appropriate assessments and other environmental assessments or permissions etc. that may need to be obtained must be in place prior to any works commencing.

Applicants should ensure that all necessary consents are forthcoming from all relevant landowners (Private and Public) for the proposed works, and that works, where applicable, comply with relevant standards set by relevant bodies.

**In particular, for projects relating to the development of walking trails, cycleways etc or across private lands proof of consultation and agreement of all affected local landowners must be provided with the application.**

### **Monitoring of Project Progress**

The Department may request further information, carry out inspections of the project being considered for funding or inspections of the project approved for funding if deemed necessary.

Short and long term indicators will be required to show the success of the project. For example, for educational awareness proposals this may be setting a short term indicator that the event or programme will be in place by x date, the long term indicator will be that x number of people have availed of the programme or event.

A completion report will be required on completion of the project. The applicant will be supplied with the necessary form once the project is approved for funding under the scheme.

## **5 The Application and Assessment Process**

The NPWS will advertise for, assess and recommend applications for consideration by the Minister for Housing, Local Government and Heritage for funding under the scheme. The Department may inspect the project to ensure it has been completed in accordance with best practice and statutory obligations. It may also inspect the project throughout the year.

The scheme will be advertised in local papers, on the National Parks and Wildlife Service website [www.npws.ie](http://www.npws.ie) , on the website of the Department [www.housing.gov.ie](http://www.housing.gov.ie) and on other social media.

Applicants must **submit 1 copy** of the completed and signed application form along, with any other supplementary materials, including a method statement, where relevant, by email to [pcengagementscheme@housing.gov.ie](mailto:pcengagementscheme@housing.gov.ie) or by post to the address set out at the beginning of the application form.

**Applicants are advised that failure to provide adequate detail on the application form and supplementary material may delay the application.**

**Incomplete and unsigned applications will not be considered.**

## **Legal Status**

Proof of the legal status of any community group or organisation must be submitted with an application. Tax clearance certification will be requested following approval for funding under the scheme.

## **The Assessment Process**

Proposals will be examined on merit and considered subject to sufficient funding being available. Projects should also represent good value for money and be in line with the overall aims of the scheme.

In approving applications and selecting the successful projects, a number of factors will be considered by the Department, including the information supplied in the Application Form and supplementary material, including the range, mix, quality and impact of proposed projects (How does the project support the Conservation Objectives of the Natura 2000 site) and other relevant considerations. An example of a SAC with Conservation objectives can be found here <https://www.npws.ie/protected-sites/sac/000572>

Projects will be assessed based on the information submitted and under the following weighted criteria:

<b>Criteria</b>	<b>Weighting</b>
1. Quality and Standard of Project incl. Supplementary material	20 marks
2. Value for Money	25 marks
3. Peatland Conservation Education and Awareness raising potential; Support for the Conservation Objectives of designated sites;	30 marks
4. Community Engagement Benefits	25 marks

Following assessment of the applications, the Nature Conservation Directorate of the Department will recommend projects and levels of funding to the Minister for Housing, Local Government and Heritage.

## **Method Statement**

For physical works a **method statement** must be also submitted appropriate to the scale and nature of the project. A method statement is a document detailing how a particular task or activity will be carried out. It should specify the activities to be undertaken on a stage by stage basis. Please see template guidance below.

Applicants are advised that failure to provide adequate detail on the method statement may seriously weaken their application. A brief guidance note on method statements can be found at Appendix 1 in this document.

Any permissions/assessments required (e.g. Ministerial Consents, Planning Permission, Appropriate Assessments, Strategic Environment Assessments, landowner consents lease arrangements) **must be stated on** the application form and an outline given of when consent was requested or received.

Please refer to the website of the National Parks and Wildlife Service for further detail on planning and consents <https://www.npws.ie/development-consultations> for projects or programmes which may impact on the natural heritage.

The contributors and any other persons whose lands or interests appear to be affected by the proposed project must, when required, prior to the commencement of project, be consulted and give written consent to the execution of the project works including for entry to their lands. **This written consent must be submitted with the application form.**

Any measures undertaken to improve access to peatland areas must have consideration to relevant safety and liability and access implications.

## **Statutory Requirements and Consents**

Works approved under this scheme must meet all statutory requirements including Safety, Health and Welfare legislation, employment and environmental legislation and the need for planning permission or other relevant consents, where appropriate.

Where works are proposed to be undertaken on areas protected under the Wildlife Act 1976, as amended, the European Communities (Birds and Natural Habitats) Regulations 2011, as amended and/or the National Monuments Acts, proof must be provided by the applicant that the statutory requirements for notification or for Ministerial consent under these Acts/Regulations have been complied with.

Depending on the nature of the project permission may be required from other consent authorities.

## **Translation Requirements for Signage**

The Regulations issued under subsection 9(1) of the Official Languages Act, 2003 impose a statutory language duty on public bodies in relation to signage: see details below:

Paragraph 6(1) and 7(2) of the Regulations are as follows:

6. (1) Subject to the provisions of this Regulation, in relation to any sign erected by a public body, or erected on behalf of any public body in any location—
  - (a) in the State, or
  - (b) except in the case of an enforcement body, outside the State it will be in Irish or in Irish and English'.
  
7. (2) The following provisions shall apply in relation to a sign in Irish and in English placed by a public body in any location:
  - (a) the text will be in Irish first,
  - (b) the text in Irish will be as prominent, visible and legible as the text in English,

- (c) the letters in the text in Irish will not be smaller, in terms of size, than the letters in the text in English,
- (d) in relation to the text in Irish, it will convey the same information as the information conveyed by the text in English, and
- (e) a word in the text in Irish will not be abbreviated unless the word in the text in English, of which it is a translation, is also abbreviated.

## 6 The Recoupment of Funding

### Overview of Payment Process

The Nature Conservation Directorate of the Department is responsible for the payment of funds approved under the Scheme to successful applicants. The Department is bound by **Circular 13/2014: Management of and Accountability for Grants from Exchequer Funds and the requirements of the public spending code.**\*

\*The overall principle is that there should be transparency and accountability in the management of public funds, in line with economy, efficiency and effectiveness. The circular outlines, for example, that grant recipients should not dispose of publicly funded assets without prior approval.

Any funds offered will be solely for the project described in the letter of approval from the Department. In the event of significant changes such as change of suppliers, materials used or change of project objectives this must be notified to the Department and approval received immediately before proceeding.

**All projects must be completed and certified where necessary by a relevant professional before the applicant may seek the payment of funding.**

Grants are only payable on completion of the project and on submission of the following documentation before the final draw down of the funding is made:

- Completion of EFT;
- Completion of Recoupment Form B sheet;



- Certification of works by relevant professional (e.g. Architect, engineer, surveyor);
- Vouched receipts that have been **SIGNED and DATED** by the supplier;
- Invoices marked paid that have been **SIGNED and DATED** by the supplier;

**NOTE: an invoice simply stamped PAID is not sufficient**

- Completion report and;
- Provision of supplementary information including photographs, copy of any material produced e.g. books, booklets, and reports where necessary

Applicants making claims for grant funding on the basis of vouched expenditure are required to state that:

- the invoices used to support their claims relate to activities and services appropriate to the Scheme objectives and have been paid; and
- the invoices have not and will not be used in support of another claim for reimbursement from any other funder(s) (except as provided for in an agreed joint- funding arrangement).

In the event of the project being abandoned, the applicant must notify the Department immediately and also refund the full amount where funding has been provided.

## **Cross-check Procedures**

In some cases, projects may be eligible to receive funding from more than one publicly funded scheme or programme. In such cases to ensure that the limit of the total project cost from public funding, inclusive of VAT, is not exceeded, save in exceptional circumstances, information provided by the applicant may be cross-checked with other public bodies within data protection guidelines.

## **Eligible Expenditure and Professional Fees**

**Value Added Tax (VAT)** is allowable as eligible expenditure under this Scheme. However, it is only allowable for that portion of works which is being funded and only in circumstances where such VAT is not recoverable by the beneficiary by any other means.

## Financial Management Requirements

- The Peatlands Community Engagement Scheme operates under the principles of the public spending code whereby all Irish public bodies are obliged to treat public funds with care and ensure that the best possible value-for-money is obtained whenever public money is being spent or invested. <http://publicspendingcode.per.gov.ie> .

Particular attention by grantees should be paid to **Circular 13/2014:**

### **Management of and Accountability for Grants from Exchequer Funds.**

**Please see** <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf> for further details. Grantees must ensure that there is proper financial management and that an adequate audit trail exists and is maintained for funding awarded under this scheme. Financial Statements will be required to be submitted to the Department at the end of the financial year. Where audited accounts are not available the Department must be satisfied that suitable financial statements are acceptable as an alternative.

In addition, successful applicants will be required to report in their financial statements, where they produce such statements, on funding received from the scheme as below:

- The name of the Department, specifying the exact title that is to be used in the report i.e. Department of Housing, Local Government and Heritage;
- The actual name of the Scheme i.e. Peatlands Community Engagement Scheme;
- The amount of funding accounted for in the current financial statement;
- Whether and how the use of the funding is restricted (i.e. is it for a particular project or for the delivery of a service).

## **7 General Information**

### **Photographs/Quotes for Works/Tax Clearance Compliance**

The Department requests that the applicant(s) provide where relevant good quality digital photographs or videos of the project before any works/measures commence and after the project/work is completed, which may be used later for a 'before and after' comparison for reporting purposes.

Please note that the Department may use any or all images supplied by the applicant(s) to advertise or publicise the Peatlands Community Engagement Scheme until instructed otherwise by applicant. Applicants are advised to obtain permission to use images (if necessary) before they submit them to the Department and to confirm this in writing.

### **Tax Clearance Procedures**

Relevant tax clearance procedures in respect of public sector grant payments as set down by the Revenue Commissioners must be adhered to. Please note that Revenue have introduced new Tax Clearance procedures. Please refer to [www.revenue.ie](http://www.revenue.ie) for further details. In line with Section 4(1) of Department of Finance Circular 44/2006: Tax Clearance Procedures:

Grants, Subsidies and Similar Payments, please ensure that the proper tax clearance procedures are being adhered to by applicants, contractors and subcontractors.

### **Publicity**

Recipients of funding under the Peatlands Community Engagement Scheme will be required to acknowledge the contribution of the Department of Housing, Local Government and Heritage and Natura 2000 (where relevant for projects within Special Conservation Areas or Special Protection Areas) in all their printed and online publicity channels that relate to the project being funded along with the inclusion of the relevant logos.

These include the following:

- Site signs, hoardings, information boards and interpretation panels;
- Printed and online publications;
- Printed publicity materials such as flyers, event programmes and posters, brochures, leaflets, newsletters and press releases;
- Advertising;
- Educational materials and presentations;
- CD and DVD sleeves and related product packaging; and
- Film, television and online video credits.

The relevant logos will be provided by the Nature Conservation Directorate of the Department.

## **Freedom of Information and Access to Information on the Environment**

Applications for funding under this scheme are subject to the **Freedom of Information Acts** and the **Access to Information on the Environment Regulations**.

Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision is made whether or not to release the information. However, in the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.

## **Audit and Document Retention**

Projects may be subject to audit by the Department of Housing, Local Government and Heritage and/or the Comptroller and Auditor General. All documentation regarding this Scheme must be kept on file for at least 7 years after the closure of this Scheme.

If documents are stored electronically procedures used to do so should be in compliance with the **E-Commerce Act, 2000**.

## **Child Protection**

Grantees shall adhere to the Childrens' Act 2015 and 'Children First – National Guidance for the Protection and Welfare of Children'. Where projects/events/activities funded involve children assurances will be sought from grantees that the proper child protection policies/arrangements are in place.

## **Reallocation of Funding**

The Department may reallocate funding if projects have not commenced by the specified dates and been completed by the deadline. Any issues regarding the administration of this scheme should be addressed in the first instance to the Nature Conservation Directorate of the Department of Housing, Local Government and Heritage.

## **Contact/Enquires**

For further information or enquiries regarding the operation of this scheme, applicants may contact the **Nature Conservation Directorate** of the Department of Housing, Local Government and Heritage, Newtown Road, Wexford, Y35 AP90 by email [pcengagementscheme@housing.gov.ie](mailto:pcengagementscheme@housing.gov.ie)

## **Complaints / Appeals Process**

In the event of a complaint in relation to the administration of the Scheme, applicants may refer the matter to the Nature Conservation Directorate of the Department for Housing, Local Government and Heritage for an internal management review with an option if unsatisfied with the outcome for a second review at a more senior management level within the Department. Following that if they feel that their complaints have not been dealt with satisfactorily by the Department the applicant can contact the Office of the Ombudsman.

## Use of Data

### Privacy Statement

The Department is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access. The Department will not process your personal data for any purpose other than that for which they were collected. Personal data may be exchanged with other Government Departments, local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law.

The Department will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. When the business need to retain this information has expired, it will be examined with a view to destroying the personal data as soon as possible, and in line with Department policy.

The Department's Privacy Statement in relation to individual suppliers, payees and grantees and further information on Data Protection can be found on our website at: [gov.ie - Data Protection \(www.gov.ie\)](http://www.gov.ie)

## Appendix 1 - Brief Guidance Note on Method Statements

The Method Statement should be appropriate to the nature and scale of the proposed works.

**The Method Statement for physical works should include:**

1. **A concise description of the existing area where works / project is planned.**  
This should be a concise description of the area as it currently exists, noting all its salient features, its appearance, setting, form, condition, present function and significance.
2. **A site location map of suitable scale and quality clearly marked must also be provided.**  
Any 'on the ground measures' and physical works proposed should be specific and detailed in as far as practicable.
3. **A concise description of the works / project proposed.**  
This should identify any issues that are causing risk, what works are proposed, how the work will be done, necessary safety measures and what specification and materials will be used. It must include relevant plans, drawings and supporting visual media such as photographs or other illustrations and should typically address the following (but by no means exclusive) issues:
  - a) Are the works temporary or permanent?
  - b) What types of work are being proposed and in which locations?
  - c) Details of on-site supervision and monitoring
  - d) A brief schedule or sequence of works
  - e) Is there adequate access/egress?
  - f) An estimated project cost
  - g) Estimated start date and completion date
4. **An impact statement and proposed mitigation measures (if applicable).**  
This should address any likely impact of works and outline ways of mitigating adverse impacts.
5. **A detailed description of future phases of the project (if applicable)**
6. **Please complete table below and provide details of any contractors, tradesperson or personnel**

Contractor(s)/Tradesperson(s)/(Personnel)	
Name:	
Position:	Address:
Telephone/Mobile No:	Email: Telephone/Mobile No:
Tax Reference No:	Date:

**Can Be Continued On Separate Sheet If Necessary**

[gov.ie/housing](https://gov.ie/housing)

The Department of  
Housing, Local Government and Heritage



**Riailtas na hÉireann**  
Government of Ireland