



**An Roinn Oideachais
agus Scileanna**
Department of
Education and Skills

**Emergency Works Application Form
For
Primary & Post Primary Schools**

**Devolved Projects Section,
Department of Education and Skills
Portlaoise Road
Tullamore
Co. Offaly**

emergency_works@education.gov.ie

057-932 4442/4348

Year of Application

2026

SCHOOL DETAILS – The following information must be provided:

County	Wicklow
Roll No.	76076M
School Name	Coláiste Chraobh Abhann
School Address	Creowen, Kilcoole, Co. Wicklow
Eircode	A63WF10
Contact name	
School Telephone No.	
E-mail address	
Principal Mob. No.	
Current enrolment	
School size sq. M. (approx.)	7480
Is school building a protected structure	No
Local Authority	Wicklow County Council
Date of Application	April 2026

THIS APPLICATION FORM HAS THREE SECTIONS

Section 1	Important information in relation to the scheme including the completion and submission of the application form.
Section 2	To be completed by a school authority applying for emergency works funding and signed in all cases by the Chairperson, Board of Management or Chief Executive Officer.
Section 2	To be completed by a suitably qualified Consultant to support an application for emergency works funding.

SECTION 1

Governing Circular

Before completing this application form, the Board of Management is advised to read the full terms and conditions of the Emergency Works Scheme which are contained in Circular Letter at <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars>. The Board must also fully satisfy itself as to the absolute necessity of the emergency works being applied for, as the onus is on the school authority to bear the costs associated with the application.

Mandatory Documentation to be Submitted with Application Form

- Appropriate Photographic Evidence (see appendix A of Circular)
 - To compress a picture:
 1. Select the picture you want to compress, then click the Format tab.
 2. Click the Compress Pictures command. Clicking the Compress Pictures command.
 3. A dialog box will appear.
 4. Un-check Apply only to this picture
 5. Place a check mark next to Delete cropped areas of pictures. ...
 6. Choose a Target output. ... E-mail (96 ppi) minimize document size for sharing
 7. Click OK.
- In relation to Projects to facilitate the inclusion and access of pupils with special needs, supporting documentation as per appendix B of Circular

- Confirmation that the school authority have investigated the possibility of a valid claim against their insurance provider prior to applying for EWS funding.

Returning Completed Application Form and Supporting Documentation

Completed applications, together with supporting documentation, where appropriate, are to be uploaded on the Esinet system

Turnaround Time for EWS Applications

EWS Applications will be assessed and a decision issued to the school authority within 15 working days of receipt of application subject to the following conditions:

- No technical input is required from the Departments Professional and Technical Team
- No additional information is required from the school authority

If additional information is required school authorities will be contacted directly by email

Conditions of the Scheme

- Application must relate to immediate and unforeseen capital works only
- The approved grant must be spent on the approved works only
- Application form must be signed by the appropriate parties
- As schools are now required by legislation to report annually on their energy usage through the SEAI's website Energy-in-business/Monitoring and Reporting for schools, payment of the grant to schools who receive funding under this new SWS scheme will be subject to them registering on the SEAI website and making a commitment to submitting the appropriate returns.

Freedom of Information ACT, 1997

Persons signing this application form are reminded that the Department may be obliged to release information supplied to a third party under the term of the Freedom of Information Act, 1997.

SECTION 2

TABLE TO BE COMPLETED BY THE SCHOOL AUTHORITY		
	Yes	No
Is the project within the scope of the Emergency Works Scheme? (An emergency is a situation which poses an immediate risk to health, life, property or the environment, which is sudden, unforeseen and requires immediate action and in the case of a school, if not corrected would prevent the school, or part thereof, from opening)	✓	
School or part thereof, is closed or will be forced to close in the immediate future if emergency works are not carried out. (Not required in respect of applications to provide facilities for special needs pupils)	✓	
Grant aid being sought is the minimum amount required to correct the immediate problem. (i.e. repair the burst pipe, replace the boiler or repair the damaged roof)	✓	
Funding sought will not be used to supplement grant aid already approved under another Department Scheme.	✓	
Is the Consultant appropriately qualified/insured for the particular project? (see Section 3- Consultants Report)	✓	
In relation to applications to facilitate inclusion and access for special needs pupils has the supporting documentation outlined at Appendix B, Circular Letter 0018/2011 been attached	N/A	
Has a Consultant's report been fully and properly completed to include details of the minimum works required to correct the immediate problem?	✓	
Has the Consultant appended the mandatory photographic evidence where possible?	✓	
Is the application signed by the Chairperson of the Board of Management or CEO (as appropriate)?	✓	
Has the Consultant completed the cost breakdown and included descriptions, quantities and rates?	✓	
Has an insurance claim been investigated?		✓
Consultant has signed and stamped and dated application	✓	

Current Status Ongoing Projects (if any/applicable)

Current status should be one of the following, Approved, Design Stage, Tender Stage, On-Site, Maintenance Period, Final Account

SCHEME	YEAR APPROVED	Description of works	AMOUNT APPROVED	CURRENT STATUS

For Official Use Only

List works carried out in the school in the last 5 years under Summer Works Scheme (SWS) Emergency Works Scheme (EWS) or Additional Schools Accommodation Scheme (ASA)

SCHEME	YEAR	PROJECT	AMOUNT APPROVED

Minor Works Grant

Please confirm if you have any existing funds held on Account arising from Minor Works / Capitation Grant

	Yes	No
I am holding existing funds on account arising from Minor Works/Capitation Grant		✓
If yes, please enter amount:	€	

Declaration and Certification of Chairperson Board of Management or CEO

I hereby declare my agreement with the following statements	Yes	No
I am familiar with the terms and conditions of the Emergency Works Scheme, and I agree to abide by them.	✓	
The information given in this application form is true and complete to the best of my knowledge and belief.	✓	
Proper tendering and procurement procedures have been followed for the purposes of obtaining a Consultant's Report and that proper tendering and procurement procedures will be followed in the event of our application being successful.	✓	
Responsibility for the proper execution of the project, if approved for grant aid, will be accepted as devolved to the Board of Management.	✓	
Any funds granted will be used solely for the purpose given and may not be used to replace existing funding.	✓	
If this application is successful, the subsequent investment will be secured legally.	✓	
If costs are recoverable from an insurance company the school authority agrees to refund the recovered amount to the Department.	✓	
I hereby confirm the following statements as being true:	Yes	No
I have obtained formal written approval from the Patron for this application.	✓	
All areas included in the application are used by the school and are not sublet to a third party.	✓	
No other applications have been submitted on our behalf by other schools on our campus.	✓	
That the Board of Management notes that the project may be monitored by the Department of Education and Skills or its agents and will allow access to its premises and records, as necessary, for that purpose.	✓	
That, if not already done, the school will sign up to the Department's energy website, www.energyeducation.ie , and submit energy data for future years via the Display Energy Certificate (DEC) process.	✓	

SECTION 3

Ensuring Chairperson/CEO Appoints Appropriately Qualified Consultant to Complete Application for Emergency Works Funding

It is imperative that the correct consultant is appointed to complete this form.

Consultant Disciplines

The Consultant disciplines set out below are appropriate to the Emergency Works Scheme in respect of engaging professional advice to prepare a technical report. Consultants completing reports must be satisfied that they comply with the qualification requirements as set out below. Failure to comply with the qualification requirements, including the carrying of adequate Professional Indemnity Insurance and Employer's & Public Liability Insurance, will result in the application being invalidated and therefore not being considered for funding.

(Please also refer to the Guidance on Procuring Consultants for Small Works (3rd edition April 2016).

Consultant discipline	Classification of Works
Registered Architect	2, 5, 6, 7, 8, 9, 10
Chartered Civil/Structural Engineer	2, 5, 6, 7, 8, 9, 10
Chartered Building Services (Electrical) Engineer	1, 3
Chartered Building Services (Mechanical) Engineer	4
Registered Building Surveyor	2, 5, 6, 7, 8, 9, 10

In the case of multi-disciplinary practices the firm must have a principal (i.e. director or partner) who meets the qualification requirements for the type of works being applied for.

**FOLLOWING SECTION TO BE COMPLETED BY THE CONSULTANT APPOINTED BY
THE SCHOOL AUTHORITY TO COMPLETE THIS APPLICATION**

Only applications supported by a suitably qualified Consultant will be considered valid. A list of qualifications relevant to particular works is contained in Appendix A of Circular Letter 0018/2011.

- Photographic evidence of the affected area is mandatory as per Appendix A of Circular 0018/2011. Please compress photo's
- A decision concerning this application will be determined from information provided in this application form only. **Separate reports are not required unless requested by DES.**
- **IT IS IMPERATIVE THAT THIS SEGMENT IS COMPLETED. IF IT IS NOT COMPLETED CORRECTLY THE SCHOOL WILL NOT BE CONSIDERED FOR FUNDING.**
- Before completing this report, Consultants are advised to read the notes for guidance for Consultants contained in Appendix A of Circular

CONSULTANTS REPORT

1. (a) Approx. area of entire school in sq. m:

7480m² – (6,200m² - Main Building; 380m² - Rear Prefabs; ~900m² - New temporary accommodation blocks)

1. (b) Approx. area of where works are proposed in sq. m. - **6,580m² (Original School + Rear Prefabs)**

1. (c) Describe the part(s) of the building for which the proposed project is required. Include, if applicable, details of number of rooms affected, size or area of the building affected etc.

The accommodation in the school includes the following:

(i) The original Main School block – comprising General Classrooms; Specialist Classrooms; a Computer Room, Science Laboratory; Preparation Rooms; Technical Rooms; Administration Offices; Staffroom; Stores; Medical Rooms; PE Hall; GP Area; toilet blocks; Boiler room etc.

(ii) The Temporary Accommodation to the rear of the main school block – comprising General Classrooms; Science Room; & Construction Studies/Technology Room

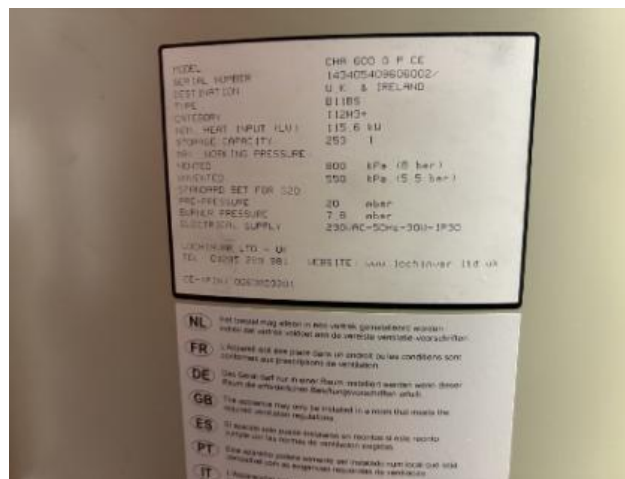
2. Provide a full explanation of the nature and extent of the emergency with supporting photographs as per Appendix 1 Circular 0018/2011



View of leak from hot water boiler



View of location of existing water boiler



Technical details of existing water boiler



Flue from atmospheric boiler/calorifier



Manufacturers label



View of existing BMS



Font view of plant room

3. When did the need for these emergency works first arise?

The application in case refers to the replacement of the existing atmospheric direct gas fired calorifier as it developed a leak in the drum of the unit which is identified in the attached photographs

In recent years the hot water direct fired water boiler/calorifier is in the need of constant attention for it to operate during times of hot water demand

4. What action has the school taken to manage the emergency?

The services of a mechanical services contractor be retained when the need arises.

5. When was the affected part(s) of the building last replaced and/or remedial works carried out? Where applicable, a description of previous remedial works should be included.

No major works have been carried out to the the direct fired water system boiler plant, associated pumps and valve systems since they were installed more than 23 years when the college was constructed.

6. What evidence is there of an effective maintenance programme for the affected area?

From our inspection of the premises the Principal / Board of Management have maintained the school to the best of their ability within the circumstances that prevail. They retain the services of a Mechanical / Electrical Contractor as the need arises.

For the affected area

Is there an Inspection/Maintenance Programme in Place?

Y	✓	N	
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If Yes How many times a year is Maintenance carried out?

Annual

Name the Person/Company & contact details responsible for Maintenance.

Please provide any additional information in relation to your maintenance programme that may be relevant to this application

Nothing further to add in this case.

7. In your view, how would the school be affected if the proposed works were not carried out.

The present system is not operable and not safe to do so. We therefore recommend that the gas operated water generator system be replaced with the following

- 1. Disconnection and removal of the existing direct fired gas hot water generator and make safe the existing gas supply to same including the electrical supplies.**
- 2. Supply and install one no 400 litre calorifier high recovery directly coupled to a wall hung gas fired circa 35KW output boiler condensing boiler. This will also mean that the boiler plant is better equipped for the connection of a heat pump to serve the hot water demands for the college in the future.**
- 3. Pipework and valves**
- 4. Circulation Pumps**
- 5. Associated Boiler House Controls to include allowance for independent controls of the hot water system.**
- 6. Associated Builder's Work**

8. Outline the **minimum works necessary** to address the emergency **only**.

We recommend in this case to implement the complete work as outlined above.

Itemised Cost Breakdown of Proposed Works to Address the Emergency (Estimated)

Item	Description	Quantity	Rate		Total €
1	Removal of existing Boiler Plant & Pipework	1			
2	Supply and installation of 1no. 400 litre calorifier	1			
3	Supply and installation of wall hung boiler and associated flue	1			
4	Supply and installation heating circulators and valves	1			
5	Modifications to boiler house hot water supply and return pipework	1			
6	Boiler House Control Panel modifications	1			
7	Associated Electrical Works	1			
8	Associated builders works	1			
9	Commissioning of entire hot water system	1			
10	Preliminaries	1			
Estimated Construction Sub Total					
VAT @ 13.5%					
Total Estimated Construction Cost					
*Estimated Professional Fees					
VAT @ 23%					
Total Estimated Professional Fees					
Overall Total (Construction & Fees)					
Timeframe for Works (programme/phases/duration)					
Design	Construction and Tender	Total (no weeks)			
2	5	7			

CONSULTANTS DETAILS AND DECLARATION OF SUITABILITY

Conflicts of Interest

The concept of conflicts of interest shall at least cover any situation where staff members of a contracting authority, or of a service provider acting on behalf of a contracting authority, who are involved in the conduct of a procurement procedure or may influence the outcome of that procedure have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. In this context, a shareholding, equity or financial interest in a construction industry related contracting or supply company by an Applicant must be disclosed as part of this submission and, unless the Applicant can demonstrate that no conflict of interest exists, will be grounds for exclusion. Failure to disclose a potential conflict of interest which subsequently becomes apparent may be grounds for exclusion from further competitions for the provision of services.

Declaration

I confirm that I understand that failure to comply with the Consultant qualification requirements, including having adequate Professional Indemnity Insurance and Employer's & Public Liability Insurance, will result in the school's application being invalidated and therefore being excluded from consideration for funding.

Please also refer to the Guidance on Procuring Consultants for Small Works (3rd edition April 2016).

Signature of Consultant

If you have any doubts in relation to the suitability of a proposed Consultant, please contact 057-932 4348/4442. The Department's decision will be final as to whether or not a Consultant is appropriately qualified for the purpose of this Scheme.

