



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

APPLICATION FORM FOR EXPRESSIONS OF INTEREST FOR FORMER CREDIT UNION BUILDING, BLUNDEN ROAD, AYRFIELD - FIRST ROUND

How to Apply: Completed and signed applications to be emailed to
deirdre_a.murphy@dublincity.ie

Deadline for Applications:

Deadline for receipt of applications is **Friday 23rd May, 2025 at 12.00 noon**. No late applications will be accepted.

CONTACT DETAILS:

Name of Group/ Organisation: (required) _____

First Name: _____

Last Name: _____

Contact Person if different from above: _____

Full Address: (required) _____

Eircode: _____

<https://finder.eircode.ie/#/>

Telephone Number:(required) _____

Email: (required) _____

Website (if applicable): _____

PPSN or Company Tax Number: _____

PROPOSAL: Your submission should address the following two principles, be no more than 500 words total (250 word limit per each principle)

1. How the Public could use the building either as a destination or drop-in space. (Required)

Limit: 250 words

2. How communities, groups and individuals could use the building through rental use, through invitation to events or through collaboration (required)

Limit: 250 words

In addition your submission will also have to demonstrate the following:

- **Financial:** the ability to be able to meet all associated costs with structural changes, fit-out, utility services, rates and ongoing maintenance of any premises under a Lease/Licence including any planning requirements regarding use as well as Funding Source/Grants and the ability to commit to a Fee/Rent under the relevant occupancy agreement.
- **Legal:** ability to engage Legal Advice regarding Deed of Renunciation and execution of Legal Documents in a timely manner
- **Structure of entity/Responsible parties:** Details relating to the structure of entities and details of Directors/Trustees/Nominated Parties
- **Governance:** provision of Audited Accounts, Proof of Affiliation, Memorandum/ Articles of Association, Constitution, Committee details
- **Responsibilities:** ability to be able to provide for and commit to Insurance, Rates (if applicable), Utilities, Waste Disposal, Mechanical and Electrical Maintenance, Health and Safety, Fire safety, Security, General Upkeep, etc.

Shortlisted applicants will advance to **Round 2**. No formal feedback will be given in Round 1. After Round 2 selected candidates may be called to interview. Dublin City Council reserve the right to not award use of the building if the applications do not meet the criteria set out.

DECLARATION (REQUIRED):

I understand this application is not an offer to occupy premises, nor in any way does it indicate any obligation to enter in to a license agreement.

I also understand that should I be successful in obtaining access to a premises under license, I will be responsible for ensuring full adherence to any and all legislative and regulatory requirements and / or any costs that may be incurred as a result of occupancy, including (but not exhaustive of) the payment of rates, service charges, utilities, compliance with health and safety requirements, licences standards and appropriate insurance / license fee.

I confirm that the above information is truthful and accurate and that I am duly authorised to submit this proposal and, if successful in my application, I am authorised enter into legal contracts on behalf of my organisation.

I agree to the Terms and Conditions (required)

General Conditions

1. Submissions may only be made by email to deirdre_a.murphy@dublincity.ie.
2. Late submissions will not be accepted.
3. Feedback will not be provided due to the nature of the Open Competition.
4. The selection panel, whose decision is final, has the right to clarify any issue which may arise in the course of selection.

I agree to the Privacy Policy (required)

GDPR Compliance / Privacy (General Data Protection Regulation G.D.P.R.)

The purpose for processing the data you provide is for the competition of Artist Workspaces in Chatham Row. The information you provide will be accessed by staff of Dublin City Arts Office and invited external specialists and may be shared with relevant Dublin City Council staff.

our information will be retained for 6 years if successful and 1 year if unsuccessful with your application. This process is being undertaken in accordance with the Arts Act 2003.

If you do not furnish the personal data requested, Dublin City Council will not be able to process your application. You have the following rights, in certain circumstances and subject to applicable exemptions, in relation to your personal data:

- The right to access the personal data that we hold about you, together with other information about our processing of that personal data.
- The right to require us to rectify any inaccuracies in your personal data.
- The right to require us to erase your personal data.

- The right to request that we no longer process your personal data for particular purposes.
- The right to object to our use of your personal data or the way in which we process it.

Please note that to help protect your privacy; we take steps to verify your identity before granting access to personal data. If you would like to exercise any of these rights, please submit a request to our Data Protection Officer outlining the specific details of the request: Email: dataprotection@dublincity.ie Tel: 01 2223775. All valid requests will be processed without undue delay and in any event within one month of receipt of the request. This period may be extended by up to two further months where necessary.

Signed (on behalf of group/organisation: _____

Dated: _____

Closing date for receipt of applications is: Friday 23rd May, 2025 at 12.00 noon