



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

## NOTIFICATION FORM

Notification to the Minister for Housing, Local Government and Heritage under section 12 (3) of the National Monuments (Amendment) Act, 1994 (Recorded Monument) and Notification under section 5 (8) of the 1987 Act (Register of Historic Monuments).

### Notification by

**Name:**

**Address:**

**Telephone:**

**Email:**

### Recorded Monument

**RMP Number:**

\*

**Name of Monument:**

**Location  
(Townland/County):**

**ITM Reference:**

\*\*

\* Record of Monuments and Places/Register of Historic Monuments Ref. No. (for example, CL001-001---).

\*\* The Archaeological Survey of Ireland uses mapping provided by OSI, this utilises the Irish Transverse Mercator (ITM) co-ordinate system. This replaces the former Irish Grid referenced mapping. If possible, please supply ITM co-ordinates. Users may derive the ITM co-ordinates from the mapping component of the National Monuments Service website: [www.archaeology.ie](http://www.archaeology.ie)

## **Owner Details (Complete as Appropriate)**

### **Local Authority**

**Name:**

**Address:**

**Telephone:**

**Email:**

**Director of Services/  
Authorised Officer:**

### **Private Owner**

**Name:**

**Address:**

**Telephone:**

**Email:**

## **Works**

**Purpose of Proposed  
Works:**

**Description of  
Proposed Works:**

Continue on a separate  
sheet if required

## Items to be Included

All applications can be submitted electronically to:

**[nationalmonuments@housing.gov.ie](mailto:nationalmonuments@housing.gov.ie)**

Please ensure the following items are included with your application:

- OS map, at either of the following scales, marking the location of the site:
  - Rural 1:5000/1:10000
  - Urban 1:1000
- Name and contact details of archaeologist/architect/engineer preparing documents.
- Letter from Local Authority (if notifying on behalf of a Local Authority) or written confirmation of owner's permission.
- Any reference numbers associated with the project. For example, the heritage project reference number assigned by the Department of Housing, Local Government and Heritage.

This notification form must be completed and submitted to the National Monuments Service **AT LEAST TWO MONTHS** before any work is carried out at an archaeological/historic structure or site included in the Record of Monuments and Places or Register of Historic Monuments.

**Important Note:** It should not be assumed that this notification form has been received by the National Monuments Service until you have received confirmation in writing to that effect.

**Signature:**

**Date:**