

# Accommodation For Beneficiaries of Temporary Protection (BOTPs) of Ukraine - DCEDIY

Information & guidelines for those considering making an Expression of Interest (Stage 1) for the provision of a Modular Development suitable for use by BOTPs as short term accommodation, with a view to submitting an offer for evaluation (Stage 2)

## 1. Context

Under the European Union Temporary Protection Directive, Beneficiaries of Temporary Protection (BOTPs) can seek accommodation in Ireland from the State. The Directive defines the decision-making procedures needed to trigger, extend, or end temporary protection, but also lists the rights of Beneficiaries of Temporary Protection. As of 14<sup>th</sup> November 2023, under the Temporary Protection Directive, 72,744 BOTPs have sought accommodation from the State to date.

The majority of BOTPs are provided with accommodation in private settings suitable for short-term stay. To facilitate moves towards more independent own-door accommodation, the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) is seeking Expressions of Interest (EOI) from those who wish to participate in submitting a modular residential development for evaluation.

The guidelines and criteria outlined for the provision of short term DCEDIY modular developments has been developed through whole-of-government engagement and liaison. Expressions of Interest which do not meet these will not progress passed Stage 1.

The Commercial Offer of Accommodation Submission form is the only basis on which DCEDIY can receive Expressions of Interest for modular residential developments. To submit an Expression of Interest, please apply [here](#).

## **2. Process Overview**

The process outlined for the provision of short term DCEDIY modular developments has been developed through whole-of-government engagement and liaison.

**2.1** Once a provider's Stage 1 Expression of Interest is submitted through the portal in the required format, it is reviewed against essential criteria in order to determine it can move forward to Offers Triage. The Offers Triage Team will then contact the provider and request the 'Modular Development Eol Technical Submission' document. This document, prepared by the Provider, will set out in detail how the Eol meets all of the criteria for DCEDIY Modular Developments.

**2.2** The 'Modular Development Eol Technical Submission' document must be accompanied by a full suite of drawings to include at a minimum, site layout, site plan, plans, sections, elevations, soft and hard landscaping details etc. Please note this list is not exhaustive and further details or drawings may be requested depending on the site

**2.3** The Offers Triage Team may request any outstanding documents.

**2.4** Should the Expression of Interest be deemed appropriate it will be passed to the Technical Assessment team who will review all characteristics of the offer in question, alongside engagement and input from the relevant Local Authority.

**2.5** When your Expression of Interest is approved by both the Technical Assessment Team and the appropriate Local Authority, you will then be invited to submit an offer to DCEDIY. You must meet all criteria for the Expression of Interest to pass this phase. If your Expression of Interest is not approved, you will receive a request for supplemental documentation or a rejection.

**2.6** Should the Expression of Interest be accepted, the offer should include: Overall proposal as per the Eol, a financial proposal on the basis of a per person per night rate over a 2 year contract duration, and details regarding proposed occupancy.

**2.7** Please note we are expecting a high volume of expressions of interest which will require engagement with Local Authorities, etc. Therefore we will aim to revert back in a timely manner.

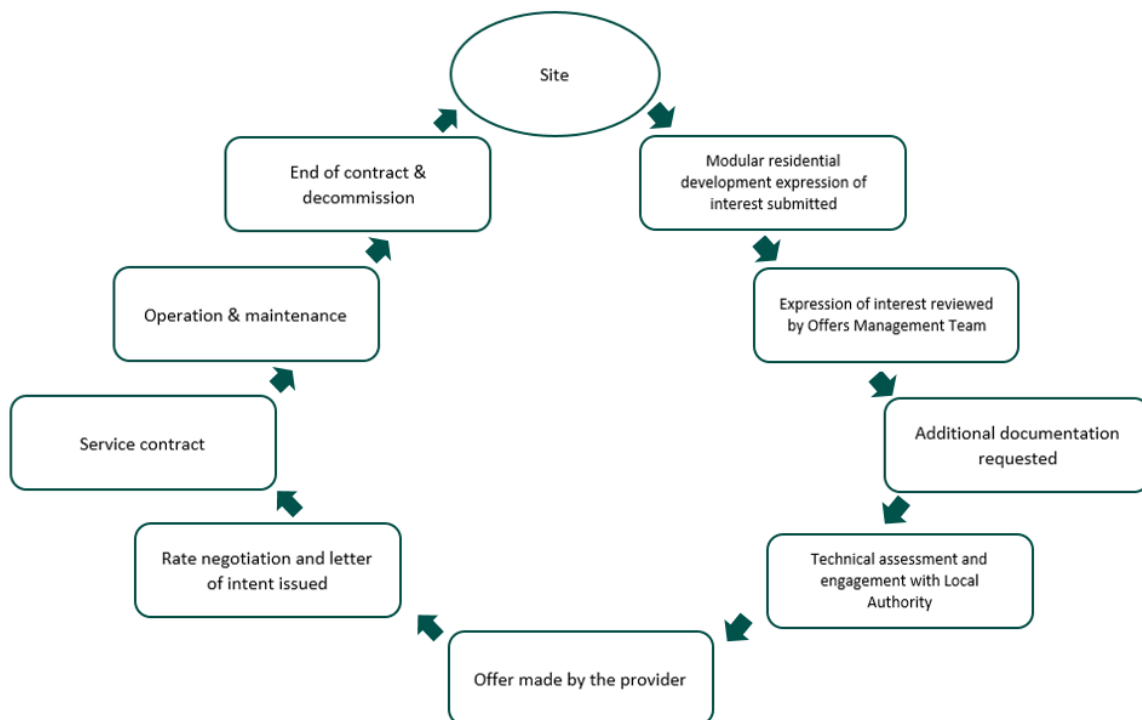
**2.8** Should your expression of interest be successful, rate negotiation will take place and a letter of intent will be issued followed by issue of contract.

**2.9** The provider has full responsibility for the operation, maintenance and facilities management of the site for the duration of the contract (not excluding resident welfare, soft services, etc.).

**2.10** Contracts are for a limited duration and decommissioning of the residential modular development will take place upon expiry for which the provider is wholly responsible for.

**2.11** Demobilisation plan to accompany all proposals. This will include the associated costs.

### 3 Process Overview: Stage 1 - Expression of Interest, Stage 2 - Submission of Offer



#### 3.1 Modular Residential Developments Essential Technical Criteria

The below outlines the appraisal criteria for modular residential developments, including general considerations such as location, site suitability, general site development standards, accommodation standards, statutory requirements, and certification.

##### General Considerations

##### 3.1.1 Site Specification

It is of paramount importance that a site being considered is located close to local amenities, as this will play a vital role in the quality of life together with the well-being of the intended inhabitants. The sites being considered should be located within 5km of local amenities. The proximity of the site to established settlements will ensure that the site in question is sustainable for residential use during the period of temporary accommodation and also beyond for long term development viability.

There are a number of criteria that will play an important role in determining the eventual suitability for this form of development. Please see these site assessment criteria below.

#### **3.1.1.1 Zoning:**

Sites should be zoned appropriately with residential zoning or alternatively with a zoning where residential development is 'open for consideration' (to be confirmed by relevant Local Authority)

#### **3.1.1.2 Nature of Site:**

The natural features and topography will play a role and the cost viability of a site's eventual suitability. Sites will be evaluated on a case by case basis but ground conditions, existing mature trees, waterways, topography of the land, existing services/wayleaves/rights of way and accessibility will all play vital roles in assessing sites for housing provision

#### **3.1.1.3 Services:**

Sites should be serviced with mains connections available for drainage, both foul and surface together with the provision of mains water, electrical supply and telephone/data availability. Full maintenance and operation of the site is required throughout the contract period.

#### **3.1.1.4 Connectivity:**

Existing settlements should be within close proximity of sites being proposed. There should be direct access to town/village centres and their associated amenities by way of safe footpath with the associated settlement within walking distance. In addition, there should be public transport connection options and the settlements in question should have established medical and education infrastructure, shops, community services and recreational facilities.

There is also an emphasis on the assessment of the settlement itself to ensure that the addition of a temporary residential scheme does not create a population imbalance within the community or put the afore-mentioned services and amenities under undue strain. The scale of the settlement will need careful assessment to establish its ability in capability of accommodating the increase in population and service demand.

#### **3.1.1.5 Long Term Viability:**

This rollout of accommodation is intended to be temporary with contracts of 2 years. The aim is to identify sites that can cater for a residential development on a short term basis, as described, but it is critical that the sites in question be sustainably designed to allow for re-development beyond the temporary timeframe outlined.

The overall site development should have a viability that will allow for future development once the stated accommodation period is surpassed and the temporary units removed from site.

This will require due consideration at the time of site evaluation procedure.

Considerations in terms of reversibility of construction should be considered at design stage.

#### **3.1.2 Method for Delivery**

Modular housing has been identified as the rapid-build solution with **3D volumetric** selected as the optimum method of provision.

Taking the build process completely off-site has numerous benefits including:

- Speed of construction – Units are standardised and constructed quickly within a factory setting before being transported to site finished. This ensures greater programming certainty.
- Cost effectiveness – Prefabrication provides precision of construction, reducing errors and the need for rework, thus eliminating associated waste.
- Sustainability – Reduced carbon footprint, less materials being delivered to site reducing environmental impact of development and less waste
- Improved Health & Safety standards and Quality Control due the controlled factory setting - Proposed modular units must arrive on site turnkey ready.

## **3.2 General Standards: Unit Design**

### **3.2.1 General Requirements**

1. Dwelling design and specification will need to be in compliance with current Building Regulations. The dwellings must be manufactured off-site using a 3D volumetric NSAI Certified Modular System, or equivalent, and have a lifespan of at least 10 years.
2. Modules should be completed in a factory setting and transported to site in a turnkey/finished state. This represents the best method, having regard to the need for quality, speed and simplicity of design and production, to achieve the scale of programme required.
3. The dwellings should be designed to provide accommodation that is light and comfortable with appropriate colours, with robust, durable finishes and domestic in scale.
4. All units should be capable of catering for a maximum 6 people in a family arrangement. This can be achieved with the provision of bedrooms for 4 people and a convertible sofa within the living space. [Please see exemplar plan](#)
5. It is expected that the unit typologies being proposed will vary in design but they should generally follow the plan drawing exemplar provided with equal or equivalent accommodation standards achieved. In a proposal where a two storey configuration is proposed, this can be considered but only if it is a single dwelling over two stories.

### **3.2.2 Accommodation**

#### **3.2.2.1 Compact Form**

The concept of compact form is somewhat analogous to the concept of minimising floor area to deliver economic design. What is sought is to enclose the maximum volume within

the smallest external fabric, which is itself a high-cost component. This is also of benefit in reducing costs in off-site fabrication or modular construction. Such an approach should minimise protrusions to the plan form. As well as economies in construction, a compact form that reduces the extent of what is admittedly well insulated external fabric, (and in particular the length of external wall), will actually reduce the escape of heat and provide the most economic arrangement in terms of heating costs for the residents.

### **3.2.2.2 General Design Requirements**

Each dwelling unit should be dual aspect as a minimum and designed with rooms that are well proportioned in terms of floor layout, room width and ceiling heights so as to provide good quality living environment to the eventual occupants.

Each unit, as a minimum, should include:

1. A functional kitchen
2. A suitable living space
3. A minimum of 2 bedrooms.
4. Oven, hob and extractor fan
5. Sink & counter area
6. Kettle, microwave, toaster
7. Pots, pans, utensils, crockery and cutlery
8. Washing and drying facilities
9. Hot and cold water
10. Cleaning equipment
11. Dry food storage space
12. Fridge and freezer space

In general, space provision must be adequate to accommodate appropriate furniture and equipment in each room whilst allowing for free circulation in and through that area.

The design of the units will need to provide adequate space for the following:

- The normal range, and typical arrangement of, furniture for each room
- A reasonable degree of freedom of circulation, appropriate to domestic activities
- The movement of larger items of furniture into and between rooms
- Space for family gatherings, including occasional visitors
- Working area and storage facilities appropriate to the likely activities
- Door swings which do not interfere with other doors, furniture or circulation routes
- The location of heating radiators and other service fittings in a way that does not limit the arrangement of furniture within a room.
- Note, Expressions of Interest must include for the provision and maintenance of all appliances, fixtures, fittings and furniture.

### **3.2.2.3 Living Space**

The living space should be separated from the bedrooms by walls and doors. It must contain sufficient furniture of good quality to meet the needs of the capacity of the dwelling unit.

### **3.2.2.4 Kitchen and Dining**

The kitchen must be of adequate size to service the sleeping capacity of the accommodation unit.

The kitchen must have non-slip flooring, appropriate lighting, sufficient and appropriate bins, ventilation, a fire blanket / extinguisher as required and first aid box.

The Dining Space must contain sufficient furniture of good quality and condition, and be of sufficient size for the sleeping capacity of the accommodation unit.

### **3.2.2.5 Bathroom/Sanitary Facilities**

Each unit must have sufficient bathrooms/toilets to meet the needs of the occupants. The sanitary facilities should be provided for exclusive use of the family occupying the unit.

Bathrooms must include:

- Shower
- Wash hand basin
- WC
- Mirror & shelf
- Towel rail
- Sanitary bin
- Non-slip floor covering

A number of units are to be provided with a bathroom that is adequately sized and designed to meet the requirements of the current TGD Part M for WCs (or be easily adaptable to satisfy same). This is dependent on development size and Local Authority engagement.

### **3.2.2.6 Bedrooms**

Bedroom accommodation should be provided with a minimum area of 4.65m<sup>2</sup> for each resident (as per the Housing Act 1966).

Each bedroom must have:

- Its own lockable door and be separated from other bedrooms by floor to ceiling walls
- A minimum ceiling height of 2.4m. Where the ceiling is lower than 2.4m, the floor space below it will not be considered



- Double or single beds (bunk beds are not acceptable for residents aged 15 and over)
- Adequate storage (e.g. Wardrobe / Chest of Drawers, Bedside Lockers, etc.)
- Lockable locker for the storage of personal items
- Heating which the resident can control
- An adequate number of accessible electrical sockets
- Appropriate floor covering and lighting including at least a lamp and a main light, curtains and blinds.

#### **4. General Standards: Site Design**

Sites should be located in, or close to, appropriately scaled existing settlements with a zoning to allow for residential development. Proposed developments should satisfy all EIA/AA requirements and the onus will be on the provider to demonstrate same. Proposed sites will need to be connected or connectable to all required service infrastructure (water, waste, sewerage, electricity, vehicular access) within a reasonable timeframe. The provider must provide evidence of engagement with LA and utility providers as early as possible, and outline clearly in their Expression of Interest how the modular development is going to be serviced.

Proposed modular housing layouts should be designed to incorporate high quality public realm with landscaped amenity space.

While there is a general preference for avoiding steeply sloping sites, as noted there may be occasions, such as a very favourable town centre location, where it is found appropriate to develop a site with a considerable slope. There are a range of design strategies which can be employed without compromising the accessibility requirements set out in DMURS.

DMURs, roads infrastructure and appropriate turning areas to be considered fire brigade access footpaths – 1.8m min – to be put in place.

Utilities – Meter boxes on side (not front façade)

Site layout design to best practice outlined in guidance docs please see – Section 5.2 and [Planning and Strategic Policy Guidance Documents](#).

##### **4.1 Density**

The appropriate density for each site will be determined by its location and the associated zoning outlined in the relevant development plan/local area plan. Total occupancy cannot be greater than 200 persons, with a minimum of 40 person occupancy. It is important to note that it will be the provider's reasonability to adhere to the local policies and densities applicable in any submission made. Each site proposal will be subject to a technical review by the governing body and the Local Authority will be consulted on same.

##### **4.2 Private Open Space**

Dwellings should be sited on plots within the development that have an adequate set back from public path and roadway that affords the unit a degree of privacy but also storage area for refuse bins or bicycles.

Each unit should be provided with dedicated private open space in the form of a garden to the rear of the dwelling. This should cater for hanging out laundry and for children's play. The garden should be private with adequate enclosing boundaries of 2m in height and provided at a rate of 10m<sup>2</sup> per bed space.

Dwelling separation – 3m minimum, dictated by fire safety requirements and in consultation with Local Authority.

### **4.3 Public Open Space**

Quality public realm design is integral to the overall quality of the development. Modular housing developments should be designed with a high-quality amenity space to complement the scheme. The quantum of amenity space should be minimum 10% of the overall site area and it should cater for recreational activities for all residents. This will vary from site to site.

Safety and security are important considerations in the design of amenity space. Careful design can assist in enhancing a sense of well-being for the residents of an area and in making places more user friendly, easy to understand and secure.

Public open space should ideally be provided by way of fully formed regular portions of land. It should not be formed of residual, irregular leftover spaces.

Attention to the structure of the space can help to create a comfortable, accessible, and stimulating public realm that encourages social interaction.

### **4.4 Parking**

Parking provision should be limited to that necessary to meet the estimated needs of the residents, visitors and users of delivery and service vehicles. Account should be taken of the location, proximity to public transport systems and the likely level of vehicle ownership. As a guide, parking should be provided at a rate of 1 space per unit. This may be reduced following discussion with Local Authority in urban areas. Provision for residents' parking should be situated as close as practicable to, and within view of, the dwelling entrance. The approach from the car-parking space to the dwelling entrance should be level or gently sloping. All parking should be so located as to be overlooked from dwellings. Particular care should be taken to ensure that car-parking areas are located, detailed and landscaped in a way that does not detract from the visual quality of the scheme.

### **4.5 Refuse & Cycle Storage**

All units should be provided with an appropriate location for the storage of refuse containers, including wheeled bins. This will normally be an external location, with convenient access for the occupants and for the refuse collection service. The space should be adequate to cater for the size and number of bins normally allocated to a family in the area. The Local Authority should be consulted to ascertain the appropriate level of central refuse storage provision that should be made.

Dwelling plots should be designed with a privacy front strip and rear garden in which bicycle storage can be catered for.

Privacy strip/setback to front of dwelling (2.15m min. DMURs)

## **5. Statutory Procedures**

### **5.1 Planning Requirements**

The European Union (Planning and Development) (Displaced Persons from Ukraine Temporary Protection) Regulations 2022 (S.I. 306 of 2022), which came into effect on 23 June 2022, provide that certain classes of temporary development, including residential accommodation, undertaken by or on behalf of a State Authority, to provide protection to displaced persons from Ukraine, will be exempt from the provisions of the Planning and Development Act (other than environmental considerations).

The specified development classes will not require planning permission for the period that the regulations are in place and will not be subject to the various restrictions that would normally apply to classes of exempted development.

This will be restricted to developments that cater for less than 200 people and on appropriate sites that do not have associated environmental issues.

Such developments would only benefit from disapplication from the normal provisions of the Act for the period covered by the regulations.

### **5.2 Building Regulations**

The dwellings must comply with all relevant statutory requirements (and associated Technical Guidance Documents) including, but not limited to, the following:

- Building Control Acts 1990 and 2007;
- Building Regulations 1997 to 2019;
- Building Control Regulations 1997 to 2009;
- Housing Acts 1966 to 2021;
- Planning and Development Acts 2000 to 2005;
- Fire Services Acts 1981 and 2003;
- Any statutory modification or re-enactment of same.

Providers must submit a compliance report for TGD Parts A-M for the building.

Providers must submit a Part L report using the DEAP software.

The following outlines the minimum acceptable standard that must be in relation to Building Control Compliance and Planning Legislation.

**TGD A – Structure (2012)** - Structure & substructure designed and certified accordingly.  
Engineered substructure/foundations

**TGD B – Fire Safety Volume 2: Dwelling Houses (2017)** - Compliance with TGD B

**TGD C – Site Preparation & Resistance to Moisture (2023)** - Properties in areas of 5%-10% must be tested for Radon

**TGD D – Materials & Workmanship (2013)** - Compliance with TGD D

**TGD E – Sound (2014)** - Compliance with TGD E

**TGD F – Ventilation (2019)** - All rooms must be in accordance with TGD F

**TGD G – Hygiene – 2008 (reprinted 2011)** - Compliance with TGD G

**TGD H – Drainage & Wastewater Disposal 2010 (reprinted 2016)** - Compliance with TGD H

**TGD J – Heating Producing Appliances (2014)** - Compliance with TGD J

**TGD K – Stairways, Ladders, Ramps and Guards (2014)** - Compliance with TGD K

**TGD L – Conservation of Fuel and Energy: Dwellings (2022)** - Compliance with TGD Part L

**TGD M – Access and Use (2022)** - Compliance with TGD M

### **5.3 Building Control**

It is agreed that the requirement for Planning Permission has been dispensed with, and therefore the administrative requirements of the Building Control Act, i.e., the Building Control Regulations, Commencement Notice Process, and any associated Fire Safety/Disability Access Certificates etc.

A shadow process administered by DCEDIY will provide a platform onto which providers will have to upload all necessary notices, certificates etc.

### **5.4 Fire Safety**

Adequate provisions should be made in relation to fire safety e.g. compliance with TGD Part B Volume 2: Dwellings. In this context, each unit should meet these requirements including:

- 5.4.1** Suitable fire detection and alarm system (mains wired) for the particular building installed and maintained to current applicable standards and legislation
- 5.4.2** An emergency evacuation plan
- 5.4.3** Alternative means of escape in the event of fire
- 5.4.4** Fire detection and alarm systems and emergency lighting systems shall be maintained in accordance with current standards
- 5.4.5** Fire tender access

All reasonable measures should be taken to guard against the outbreak of fire on such premises. Reasonable fire safety measures should be taken for such premises and appropriate fire safety procedures should be provided for ensuring the safety of persons on such premises.

## **5.5 Health & Safety**

Within four weeks of commencement of the Contract, a Safety Statement within the meaning of the Safety Health and Welfare Act 2005 for each premises, together with a detailed fire/emergency evacuation plan must be furnished to DCEDIY.

The provider is responsible for the submission of all Health & Safety mandatory notices and documentation. (Submission of AF1 & AF2).

## **6. Certification**

In the absence of a statutory trigger for BCAR in the way of a Fire Certificate or Planning Application, DCEDIY will provide a shadow system to control the process and ensure quality control of the building standards for certification.

### **6.1 Requirements**

**6.1.1** Build system will require NSAI Certificate or equivalent.

**6.1.2** Design team will be required to provide Certificates of Compliance (Design and Completion) and Manufacturer (Building Regulations)

- Architects
- Structural Engineers
- Modular Frame System
- Energy Consultants
- M&E Design
- Main Contractor/Builder

**6.1.3** BCAR Formal Certs (A shadow process administered by DCEDIY will provide a platform onto which providers will have to upload all necessary notices, certificates etc.)

**6.1.4** Certificate of Exemption from planning will also be required (registered architect, chartered surveyor, chartered engineer)

**6.1.5** Supplementary certs as required to confirm building regulation compliance

- Air test result & report

- BER Certificate & Associated report
- Sound Report
- Ventilation Validation Certificate
- Part L Compliance Report
- Thermal bridging calculations
- Fire Alarm Commissioning Cert
- Steel – Factory Production Control Cert (FPC) & Welding Certificate

**6.1.6** DCEDIY will require a suite of certificates for materials/systems (NSAI/Agreement Certs, DOPs, CE Certs, etc.) including but not limited to:

- Cladding systems (Roof & Wall)
- Windows & Doors
- LGS system (wall, floor, roof)
- M&E items (cylinders, vents, heaters etc.)
- PV Panels
- Insulation
- Cement board
- Plasterboard & Fireline board
- OSB
- Membranes
- Wall finishes/floor finishes

**6.1.7** Single storey typologies, on first roll-out, would eliminate the need for a Fire Safety Certificate.