

Application form for **SOCIAL HOUSING SUPPORT**



Application to:

Offaly County Council

Áras an Chontae,
Charleville Rd,
Tullamore,
Co. Offaly,
R35 F893



Comhairle Chontae Uíbh Fhailí
Offaly County Council

Important: Please Read the Following Information Carefully

1. If you are unsure about how to answer any of the questions in this application form, please ask an officer in the Housing Section or Customer Service Unit of your local authority or your local Citizens Information Centre to help you.

2. When filling out this form, please make sure to write clearly so that your application can be processed as quickly as possible.

3. Make sure you have answered all of the questions fully where these are relevant to you. If you do not fully answer all the questions relevant to you, you might not get the correct priority for housing or else we may have to return the form to you, and it would delay your application. Only fully completed applications will be processed.

4. Your rights as a data subject under the General Data Protection Regulation (GDPR) apply in full and will be clearly set out in the relevant data protection policies and procedures for the local authority to whom you are submitting your application. If you have any query in relation to your rights under GDPR, you can contact the nominated Data Protection Officer for that local authority. Details of how to submit your query will be supplied by the local authority directly.

5. This application cannot be completed without a Personal Public Service Number (PPSN) for all members of the household included on the application form. If you are not aware of the PPSN for any children for whom accommodation is sought, they can be obtained by contacting your local Social Welfare Office either by telephone or in person. Please note that you will need to have your own PPSN to hand.

6. You must supply the relevant supporting documentation so that your application can be processed. Please use the checklist provided to make sure you have included everything that is needed to consider your application.

7. This application cannot be completed without documentary evidence of income details given in this application, as outlined in the checklist below.

8. In carrying out its functions under the Housing Acts of 1966-2014, the local authority may request and obtain information from another local authority, the Criminal Assets Bureau, An Garda Síochána, the Department of Social Protection, the Health Service Executive (HSE), the Revenue Commissioners or an Approved Housing Body in relation to occupants or prospective occupants of, or applicants for, local authority housing. Your data may also be shared with other public bodies in accordance with our obligation to prevent and detect fraud.

9. Any change in the details given, particularly any change of address or income, should be notified to the local authority immediately so that your record can be updated.

10. Local authorities are required to report annually to the Department of Housing, Local Government and Heritage, the number of households in need of social housing support, under a process known as the Summary of Social Housing Assessments. This process may require us in the future to contact you and request you to confirm details provided on this form are accurate and up to date. Failure to respond to any such request may result in your housing application being closed. Information supplied through this process may be shared with the Local Government Management Agency and The Housing Agency for the purpose of compiling the Summary Assessment report, which is a statistical summary at national level that informs policy and future planning in terms of the national housing need.

11. **Please ensure that you have supplied all the relevant information and supporting documentation to process your application.** However, be advised that the local authority may ask for further supporting documentation at a later stage.

CHECKLIST FOR APPLICANTS

Applicants are strongly advised to submit their applications in person at this office as posted applications are frequently not completed correctly and have to be returned.

Please ensure that your application includes the following original documentation (an official translation into Irish or English is required, where appropriate):

1. Personal Information

- Fully completed application form (including signed declarations)
- Photographic identification (current passport or Irish Driving licence or Public Service Card)
- Birth certificates for all household members
- PPSNs for all household members
- Marriage certificates for all applicants, where applicable
- Proof of current address (utility bill, lease or rental statement) – for all applicants, where applicable
- If renting, proof of tenancy agreement and Residential Tenancies Board (RTB) registration, where available
- Proof of citizenship or permission to remain in Ireland for all household members (e.g. letter from the Department of Justice or similar from Garda National Immigration Bureau).

2. Income Information (relevant to all household members where applicable)

- Evidence of income (please arrange to have the attached Certificate of Income completed)

Employed

- Documentary evidence of the preceding 12 months' income through a combination of the following:
 - The previous years' Statement of Liability (available from the Revenue Commissioners);
 - Proof of the household's current income, e.g. payslips for the intervening period from Statement of Liability to date of application.

Social Welfare Income

- A recent statement from Department of Social Protection detailing all welfare payments received and commencement date of receipt of such payments. If a household is in receipt of social welfare for less than 12 months, a Statement of Liability for the preceding year and, where applicable, payslips for the intervening period must also be provided.

Self Employed

- A minimum of 2 years' accounts with an Auditor's Report and
- A Notice of Assessment and/or Self-Assessment Acknowledgement letter for the preceding 12 months

3. Documentation Required in Relation to Separation/Divorce

- Copy of separation/divorce agreement for both applicants, where applicable
The agreement must identify:
 - The extent of maintenance being received or paid by the applicant
 - The circumstances under which the maintenance payments can cease

- If there is no agreement, a letter from the applicant’s solicitor or a legal affidavit signed by a practising solicitor must be included with the application. The letter should confirm:
 - That there is no formal separation agreement
 - That there are no court proceedings pending under family law legislation
 - The position in relation to maintenance and other payments
 - Overnight access/custody arrangements for children
 - Property ownership
 - Evidence of maintenance payments received for previous 12 months, prior to the date of application

4. Property Ownership

- If you or any member of your household currently owns property, an affidavit or any other documentation as requested by the local authority is required outlining the location, value, current status of the property and any monies being received in respect of the property.

5. Other Documentation Required

- If you are not resident in the local authority area where you are seeking housing support, please provide evidence of your local connection with that area

- If you or any member of your household was previously a local authority/Approved Housing Body (AHB) tenant, please provide a letter from the local authority/AHB where you or the household member resided setting out details in relation to the previous tenancy. This letter should include duration of tenancy, reason for leaving, arrears, any other relevant information.

- If you wish to apply for a single rural house or demountable dwelling, please include necessary accompanying documentation (see Part 8 of this form)

- If it has been deemed that your mortgage is no longer sustainable and you have exited from the Mortgage Arrears Resolution Process (MARP), please include a letter from the Arrears Support Unit of your lender.

6. Applications on Medical or Disability Grounds (if applicable)

- A completed Medical and/or Disability Information Form (HMD-Form 1), available from your local authority

- Occupational therapist’s report in respect of any specific accommodation requirements

Notwithstanding the required documentation set out above at points 1-6, in certain situations for example, where a particular document cannot be provided, the local authority may, at its discretion, request alternative documentation to satisfy itself in relation to the specific information being sought.