



DÚN LAOGHAIRE RATHDOWN COUNTY COUNCIL

HOUSING ADAPTATION GRANT FOR PEOPLE WITH A DISABILITY

APPLICATION FORM

The Housing Adaptation Grant will only be a contribution toward the total cost of the works. Any shortfall between the amount of grant offered, and the works invoiced is to be met by the applicant.

Please read the attached conditions prior to completing this form

All questions must be answered

Please write your answers clearly in block capital letters

Works must not commence prior to receipt by the Local Authority of the grant application and written approval from the Local Authority

The person for whom the grant is sought must occupy the house as his/her normal place of residence

Conditions of Scheme

Types of Housing

The Housing Adaptation Grant for People with a Disability may be paid, where appropriate, in respect of works carried out to owner occupied housing, houses being purchased from a local authority under the tenant purchase scheme, private rented accommodation, accommodation provided under the voluntary housing Capital Assistance and Rental Subsidy schemes and accommodation occupied by persons living in communal residences.

1. Purpose of Grant

The Housing Adaptation Grant for People with a Disability is available to assist in the carrying out of works which are reasonably necessary for the purposes of rendering a house more suitable for the accommodation of a person with a disability who has an enduring physical, sensory, mental health or intellectual impairment. The types of works allowable under the scheme include the provision of access ramps, downstairs toilet facilities, stairlifts, accessible showers, adaptations to facilitate wheelchair access and any other works which are reasonably necessary for the purpose of rendering a house more suitable for the accommodation of a person with a disability. **No extension works are approved unless all less costly, and 'fit for purpose' alternatives have been considered and eliminated e.g. use of technology, reassignment of existing rooms etc.**

Works must not commence prior to receipt by Dún Laoghaire Rathdown County Council of the grant application and the Council's written provisional approval.

Such provisional approval is subject to (i) the availability of funds (ii) completion of works to the Council's satisfaction (iii) a Clear Service Charges Account (Domestic Waste & Domestic Water Charges) (iv) **Compliance with Building Regulations and (v) obtaining appropriate permission under the relevant planning legislation, if required.**

Occupational Therapists Report:

To accept a grant application an Occupational Therapist Report is required for all work.

You may contact the Health Service Executive at the following numbers: -

Area	Location Covered	Telephone
1	Dún Laoghaire, Blackrock, Stillorgan, Shankill	01 284 3579
2	Dundrum, Ballinteer, Sandyford, Kiltarnan, Churchtown, Rathfarnham	01 295 1111

The applicant may commission a report through a Private Occupational Therapist and the Council can refund up to €200 of the cost of this report.

An Occupational Therapist should confirm that the works recommended are fit for purpose and represent the most economic means of meeting the needs of the applicant.

2. Level of Grant

The level of grant aid available shall be determined on the basis of gross household income and the approved cost of the works as assessed by Dún Laoghaire Rathdown County Council. The table below sets out the level of grant available based on an assessment of household income.

Annual Household Income	Percentage of Cost of Works Available	Maximum Grant Available
		€
Up to €30,000	95%	€30,000
€30,001 – €35,000	85%	€25,500
€35,001 – €40,000	75%	€22,500
€40,001 – €50,000	50%	€15,000
€50,001 – €60,000	30%	€ 9,000
In excess of €60,000	No grant is payable	

3. Household Income

Household income is calculated as the annual gross income of the registered property owner together with all household members over 18 (or over 23 if in full time education) in the previous tax year.

In determining gross household income local authorities shall apply the following income disregards:

- €5,000 for each member of the household aged up to age 18 years;
- €5,000 for each member of the household aged between 18 and 23 years and in full time education, or engaged in a FAS apprenticeship;
- €5,000 where the person with a disability for whom the application for grant aid is sought, is being cared for by a relative on a full-time basis
- Child Benefit;
- Family Income Supplement
- Domiciliary Care Allowance
- Respite Care Grant
- Carer's Benefit / Allowance

4. Evidence of household income

The following evidence of income must be included with all applications:

- In the case of PAYE workers a Tax Balancing Statement (P21) for the previous tax year is required. This can be obtained from the Office of the Revenue Commissioners, Telephone: 1890 33 34 25;
- In the case of self-employed or farmers, Income Tax Assessment form, together with a copy of accounts for the previous tax year;
- In the case of social welfare recipients, a statement from Social Welfare stating weekly/annual payments.
- In the case of State Pensioners receiving a Contributory State Pension and/or a Private Pension a (P21) Tax Balancing Statement (available from the Revenue Commissioners 1890 33 34 25) for the previous tax year is required. If however there are no records available a letter from the Revenue Commissioners confirming this is required.
- In the case of State Pensioners receiving a Non Contributory State Pension a letter from the Department of Social Protection outlining type and amount of payment must be submitted alternatively the receipt from An Post may be submitted.

(Evidence of household income should be submitted in respect of ALL members of the household)

5. Tax Requirements

In the case of any contractor engaging in work for the Housing Adaptation Grant Scheme for People with a Disability a current Tax Clearance Certificate issued by the Revenue Commissioners must be submitted with the estimate for the required works.

In the case of grant applications totalling €10,000 or more, the applicant must submit a valid tax clearance certificate.

All applicants are required to include with their grant application, proof that they are compliant with the Local Property Tax.

6. Appeals Procedure

In processing applications under the Housing Adaptation Grant for People with a Disability, the authority recognises that some applicants may be dissatisfied with the authority's decision. The authority will give every applicant an appeal mechanism, which will allow him or her to have the decision in his or her case reconsidered by another official.

The following procedure shall apply to each appeal:

Applicants are invited to submit a written appeal on any decision notified to them by the local authority on their application within 3 weeks of the date of the decision stating the reasons for the appeal. The appeal will be considered and adjudicated upon within 4 weeks of receipt. A decision on an appeal will be notified to each applicant within 2 weeks of the decision being made.

Checklist

Please ensure that the following documentation is included in the application for grant aid:

- Fully completed application form and data processing consent form (HGD1);
- Completed G.P. Medical report (HGD2);
- Completed Tax Form (HGD3);
- Occupational Therapist's Report (and receipt for privately commissioned reports, where applicable); **NOTE:** Please ensure you show the Specification form the Occupational Therapist's Report to the proposed Contractor.
- Evidence of all Household Income from all sources (See Conditions of Scheme 3 and 4 above);
- Evidence of Identity and Age (e.g. copy of birth certificate, passport or driving licence);
- 2 written itemised quotations on Company headed paper, signed and dated detailing the cost of the proposed works; **NOTE: The Council can by request, provide a list of Contractors (for information purposes only) in respect of the following works e.g. Stairlifts, bathrooms, general construction. The inclusion of a contractor on this list is not an inference as regards the quality of work that can be expected and the local authority shall not be held liable for any deficient works which may arise as a result of a person engaging a contractor from this panel.**
- Tax Clearance Certificates must be submitted for each Contractor; Alternatively the contractor can give permission to the local authority to confirm his/her tax clearance status by quoting the registration number and tax clearance certificate number, which appears on the Tax Clearance Certificate.
- In the case of grant applications totalling €10,000 or more a Tax Clearance Certificate is required for the property owner. This can be obtained from the Office of the Revenue Commissioners, Lansdowne House, Telephone: 1890 33 34 25 or can be applied for online at www.revenue.ie;
- Evidence of compliance with Local Property Tax. Contact Office of the Revenue Commissioners on Telephone: 1890 200 255 or www.revenue.ie. Postal address: LPT, P.O Box 1, Limerick.
- In the case of rented dwellings, written permission from the Landlord is required;
- Please complete the attached EFT (Electronic Fund Transfer) form, to enable us to pay you;

If you require assistance in filling out this form please contact: -

**Dún Laoghaire Rathdown County Council,
Private Grants Section,
Housing Department,
County Hall,
Marine Road,
Dún Laoghaire,
Co. Dublin.**

Telephone: 01 205 4847



Dún Laoghaire - Rathdown County Council
Supplier Form for EFT (Electronic Fund Transfer)
PLEASE TYPE OR USE BLOCK CAPITALS ONLY
INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED
ALL SECTIONS MUST BE COMPLETED

Applicant Name: _____

Applicant Address: _____

PPS Number

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Applicant e-mail address: _____

Print e-mail address: _____

Bank / Building Society: _____

Branch Address: _____

Bank Sort Code:

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 (Full 6 digits)

Account Number:

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 (Full 8 digits)

BIC:

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 (Max 11 digits)

IBAN:

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 (Full 22 digits)

Name of Account: _____

Completed By: _____
Signature Block Letters

FOR OFFICE USE ONLY

Authorised By: _____
Signature Block Letters

Position: _____ Date: _____

Please return to: Dún Laoghaire Rathdown Co Co.,
Private Grants Section,
Housing Department,
County Hall, Marine Road,
Dun Laoghaire, Co. Dublin.

Telephone: 01 205 4847
Email: housinggrants@dlrcoco.ie

Applicant: _____

Address: _____

Telephone No: _____ **Mobile No:** _____

Date of Birth: _____ **P.P.S. No:** _____

Occupation: _____

Name of person for whom grant aid is sought:

Relationship to applicant: _____

Name of the owner of the property to which the proposed adaptation works are to be carried out:

Gross Annual Household Income: € _____

(Please refer to explanatory notes page 3)

I declare the above amount is my only source of income:

Signed: _____

Is the person with the disability residing at the address above: _____

How long has he/she been living at this address: _____

Name and address of General Practitioner:

(Please note that the attached doctor's certificate must be completed by your G.P. and returned with this application form)

Details of ALL persons living in property for which grant aid is sought *(including applicant and/or person with a disability)*

Name	Relationship to applicant	Date of birth	Gross Income (previous tax year)	Occupation <i>(if applicable)</i>

Number and description of rooms in the dwelling:

	Bedrooms	Living	Dining	Kitchen	Other
Upstairs					
Downstairs					

General description of proposed works:

Estimated cost of works:

(Please submit 2 written quotations in respect of the estimated cost of works)

€ _____

€ _____

Amount of grant you are applying for:

€ _____

Balance of costs:

€ _____

How do you propose to fund the balance of costs of work to be carried out:

Has a Disabled Persons Grant or a Housing Adaptation Grant been paid previously in respect of the same premises or person? If yes, please give details:

The Council in approving a Housing Adaptation Grant for People with a Disability will accept no responsibility whatsoever for the condition of the property or for the satisfactory completion of the works carried out. Inspections carried out by the Council in relation to works in progress and on completion are intended solely for the information of the Council in determining the grant.

Data Processing Consent Form

The Information you provide:

Data Processing - What we use it for:

The information provided will enable Dún Laoghaire-Rathdown County Council to make a determination in relation to the approval of a Housing Adaptation Grant for People with a Disability.

Data Retention - How long will we hold on to the information provided:

The information provided will be held on file in line with Dún Laoghaire-Rathdown County Council's Data Retention Policy.

Data Security - Who has access to this information?

Dún Laoghaire-Rathdown County Council take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of the data and against its accidental loss or destruction. Dún Laoghaire-Rathdown County Council undertake to ensure that the information provided will only be accessed by the minimum amount of personnel that is required to make a determination in relation to the approval of a Housing Adaptation Grant for People with a Disability.

Processing of Sensitive Personal Data/Special Categories of Data

Dún Laoghaire-Rathdown County Council is committed to protecting the rights and privacy of individuals in accordance with the Data Protection legislation. Dún Laoghaire-Rathdown County Council publish a Privacy and Data Protection Statement on their website (<https://www.dlrcoco.ie/en/council-democracy/governance/data-protection-and-gdpr>).

Explicit Consent

The information you are providing with this form relates to 'sensitive personal data/special categories of data' as defined in Data Protection legislation, (e.g. Data relating to health) and explicit consent from the data subject in relation to this information is required in order to process your application.

Should you wish to withdraw your consent please email housinggrants@dlrcoco.ie quoting the application number, your name and detailing that you wish to withdraw your consent.

Consent

I _____ consent to Dún Laoghaire Rathdown County Council processing the sensitive personal data/special category of data submitted with this form for the purpose of the Awarding Authority making a determination in relation to the approval of a Housing Adaptation Grant for People with a Disability.

I understand that I can withdraw my consent at any time.

Signed: _____ Date: _____

DECLARATION

An applicant may be excluded from consideration for a Housing Adaptation Grant for People with a Disability if he/she supplies false information or withholds relevant information.

I/We undertake to inform Dún Laoghaire Rathdown County Council of any changes in circumstances since the date of application.

I/We hereby declare that the foregoing information is correct and I/We apply to Dún Laoghaire Rathdown County Council for a Housing Adaptation Grant for People with a Disability.

I/We hereby authorise Dún Laoghaire Rathdown County Council to make any official enquiries necessary to process this application.

Signature of Applicant: _____ Date: _____

Signature of Spouse/Partner: _____ Date: _____

Completed applications forms should be returned to:

Dún Laoghaire Rathdown County Council, or
Housing Department,
Private Grants Section,
County Hall,
Marine Road,
Dun Laoghaire,
Co. Dublin.

Dundrum Local Office,
Dundrum Office Park,
Main Street,
Dundrum,
Dublin 14.

Telephone: 01 205 4700 (extn. 4109) or DDI: 01 205 4847

E-mail: housinggrants@dlrcoco.ie

Website: www.dlrcoco.ie

TO BE COMPLETED BY GENERAL PRACTITIONER

CERTIFICATE OF DOCTOR

HOUSING ADAPTATION GRANT FOR PEOPLE WITH A DISABILITY

I hereby certify that the proposed works on the attached application form are necessary for the proper accommodation of:

NAME: _____

ADDRESS: _____

WHO SUFFERS FROM: _____
(PRINT IN BLOCK CAPITALS)

NATURE AND DEGREE OF DISABILITY: _____
(PRINT IN BLOCK CAPITALS)

NAME OF DOCTOR: _____

ADDRESS: _____

_____ **Tel No.:** _____

DOCTOR'S STAMP:



SIGNED: _____ **Date:** _____

PLEASE ENSURE CERTIFICATE IS STAMPED BY DOCTOR

Tax requirements in respect of Housing Adaptation Grant for People with a Disability

TO BE COMPLETED BY APPLICANT

Name of Applicant: _____

Address: _____

Income Tax Reference No*: _____

Tax District dealing with your tax affairs: _____

I hereby confirm that to the best of my knowledge my tax affairs are in order.

Signed: _____ Date: _____

- * In the case of persons paying income tax under PAYE, or those in receipt of social welfare payments, please quote your PPS Number;
In the case of self-employed persons please quote the number on your return of income.

In the case of a grant application totalling €10,000 or more, applicants are required to produce a valid Tax Clearance details. The application form for a Tax Clearance Certificate is available from the Revenue Commissioner's website, www.revenue.ie. Alternatively applicants can request an application form from their local Revenue District.

Tax Reference No: _____ Access No: _____

TO BE COMPLETED BY CONTRACTOR 1

Name of Contractor 1: _____

Address: _____

Telephone: _____

Income Tax serial number: _____

Tax District dealing with your tax affairs: _____

In the case of payments totalling €10,000 or more a contractor is required to produce a valid Tax Clearance Details. The contractor may authorise the local authority to confirm electronically that he/she holds a valid Tax Clearance using the on-line verification facility on the Revenue Commissioner's website. The contractor gives permission to the local authority to confirm his/her tax clearance status by quoting the tax reference number and access number, which has been issued by the Revenue Commissioners.

Tax Reference No: _____

Access No: _____

TO BE COMPLETED BY CONTRACTOR 2

Name of Contractor 2: _____

Address: _____

Telephone: _____

Income Tax serial number: _____

Tax District dealing with your tax affairs: _____

In the case of payments totalling €10,000 or more a contractor is required to produce a valid Tax Clearance Details. The contractor may authorise the local authority to confirm electronically that he/she holds a valid Tax Clearance using the on-line verification facility on the Revenue Commissioner's website. The contractor gives permission to the local authority to confirm his/her tax clearance status by quoting the tax reference number and access number, which has been issued by the Revenue Commissioners.

Tax Reference No: _____

Access No: _____