

Housing aid for older people application form

This form is also available in large print.

Tá míle fáilte romhat an fhoirm seo a líonadh i nGaeilge agus tá leagan Gaeilge den fhoirm seo ar fáil chomh maith.



Comhairle Chontae na Gaillimhe Galway County Council



Notes regarding this form and grant

1. Please read the attached Conditions prior to completing this Application Form. All questions must be answered and please write your answers clearly in block capital letters.
2. Works must not commence prior to written approval from Galway County Council.
3. The grant approval is valid for 6 months only from the date of written approval.
4. The person for whom the grant is sought must occupy the house as his/her normal place of residence
5. Please note that it is a requirement of the above scheme that your contractor submits his/her current C2 / income tax clearance certificate to this office for inspection before grant payment can be made.
6. The purpose of the Grant is to prolong the life of an unfit house for the duration of the lifetime of its elderly occupants. Houses which are in need of repair but not habitable will not qualify for this grant. The grant is not suitable for a house occupied by a family.
7. Please note that this grant can be reduced or withdrawn if all information on the application form is not correct

Return completed form to

Housing Department
Galway County Council
County Hall
Prospect Hill
Galway

☎ (091) 509300

📠 (091) 509299

housing@galwaycoco.ie

www.galway.ie

Applicant details

Name			
Address			
Telephone		Mobile	
Email			
Date of birth		PPS no	
Occupation			

Name of person for whom grant aid is sought (if different from applicant)	
Relationship to applicant	

Name of the owner of the property to which the proposed adaptation works are to be carried out	
Please state if renting from Galway County Council	

Gross annual household income (please refer to explanatory note 3 below)	€
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Is the person for whom the grant is sought residing at the address above?	Yes		No	
How long has s/he been living at this address?				

Do any of the occupants of the household suffer from any specific illness?
If so, please give brief description and complete the attached doctor's certificate (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)

Name	Relationship to applicant	Date of birth	Gross income (previous tax year)	Occupation (if applicable)

Number and description of rooms in the dwelling

	Bedrooms	Living	Dining	Kitchen	Other
Upstairs					
Downstairs					

Has a smoke alarm (s) been installed in this dwelling?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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General description of proposed works:

Estimated cost of works	€
(Please submit 1 written quotation 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	€

Has an Essential Repairs Grant, Special Housing Aid for the Elderly Grant or Housing Aid for Older People Grant been paid previously in respect of the same premises or person?

Yes No

If yes, please give details:

I confirm that I have given full and correct information regards previous grants received.

Signature of applicant	
Date	

Certificate of doctor- Housing aid for older people scheme

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

Name	
Address	
Who suffers from	
Name of doctor	
Address	

Signed	
Date	

Tax requirements in respect of Housing Aid for Older People Scheme

To be completed by applicant

Name	
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 Certificate (which will be returned to you by the local authority). 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.

To be completed by contractor

Name of contractor			
Address			
Telephone			
Income tax serial number			
Tax district dealing with your tax affairs			
C2 no:/Tax Clearance no		Expiry date	

It is a condition for payment of the grant that the contractor must have a current C2 or Tax Clearance Certificate. The necessary certificate specified above must be presented for inspection at this office before payment can be made.

Conditions of scheme

1. Purpose of grant

The Scheme of Housing Aid for Older People is available to assist **older people living in poor housing conditions to have necessary repairs or improvements carried out**. The types of works grant aided under the scheme include structural repairs or improvements, rewiring, repairs to/replacement of windows and doors, the provision of heating, water and sanitary services, cleaning, painting and drylining. The applicant(s) must be aged 60 years or over.

2. Level of grant

The level of grant aid available shall be determined on the basis of gross household income and shall be between 30% - 95% of the grant items listed below. **The maximum grant payable under this scheme is €10,500.**

Gross maximum household income p.a. (€)	% of costs available (%)
Up to €30,000	100%
€30,001 - €34,000	90%
€34,001 - €38,000	80%
€38,001 - €42,000	70%
€42,001 - €46,000	60%
€46,001 - €50,000	50%
€50,001 - €54,000	40%
€54,001 - €65,000	30%
In excess of €65,000	No grant is payable

In determining the level of funding the following maximum amounts will apply			
Item description	Amount granted	Item description	Amount granted
Repairs / replacement of roof	€5,000	Gutters / fascia / soffit	€750
Windows (€350 each)	€2,000	Repairs to chimney	€1,000
External doors (€500 each)	€1,000	Drylining / insulation	€1,000
Re-wiring	€2,000	Health / sanitary work repairs	€1,000
Provide / upgrade central heating (50%)	€2,000	Ancillary & necessary works as approved	€1,000
Smoke alarms	€250		

- The above list of works and amounts is for guidance and reflects the maximum amounts payable by Galway County Council
- Where a builder's estimate is submitted for a lesser amount then any grant shall be based on the lesser amount
- All grants will be accessed on a case specific basis

3. Household income

Household income is calculated as the property owner's annual gross income in the previous tax year, together with that of his or her spouse/partner, if applicable.

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 FÁS apprenticeship
- Child benefit
- Early childcare supplement
- Family income supplement
- Domiciliary care allowance
- Respite care grant
- Carer's benefit / allowance (where the carer's payment is made in respect of the persons for whom the application for grant aid is sought)

4. Evidence of household income

The following evidence of income must be included with all applications

- In the case of PAYE workers, P60 or Balancing Statement for the previous tax year;
- 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, a copy of the current pension book will suffice.

(Evidence of household income should be submitted in respect of the property owner and, if applicable, his/her spouse/partner)

5. Tax requirements

- In the case of contractors, the contractor's name, address, tax reference number and tax district, and the number and expiry date of a certificate of authorisation issued to the contractor by the Revenue Commissioners must be submitted.
- In the case of grant applications totalling €10,000 or more, the applicant must confirm that he/she holds a valid tax clearance certificate.

6. Appeals procedure

In processing applications under the Housing Aid for Older People Grant, 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.

7. Regulations

1. The applicant(s) must be aged 60 years or over at the time of applying.
2. Works must not commence until written approval has been received.
3. A grant application cannot be considered where the works have commenced prior to receipt by the council of the application for a grant.
4. The council reserves the right to refuse a grant in any particular case.
5. The elderly person must occupy the house as his/her normal place of residence.
6. Provisional approval for grant applications under the scheme will extend for a period of **6 months** from date of issue, during which time the council must be notified of commencement of works.
7. No other grant must be claimed for the work.
8. When work is complete the applicant shall contact the Housing Unit to arrange for an inspection of the works.
9. It is a requirement that the **works be completed and the grant claimed within 6 months** of the date of approval.
10. Approval of grants shall be made subject to the necessary finances being available to the council.

8. Checklist

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

Fully completed application form (HOP1)	
Completed G.P. Medical report (HOP2)	
Completed Tax Form (HOP3)	
Evidence of household income from all sources	
1 written itemised quotation detailing the cost of the proposed works.	