

**Foirm Iarratais ar
Aistriú Tithíochta**



Comhairle Chontae na Gaillimhe
Galway County Council

**Application Form for
Housing Transfer**

Tá an fhoirm seo le fáil i gcló mór chomh maith

This form is also available in large print

Tá míle fáilte an fhoirm seo a líonadh i nGaeilge

Déanann an Chomhairle iarratais ar aistriú a mheas ar na forais seo a leanas:

- **Ró-phlódú**
- **Teach níos lú a fháil**
- **Forais Leighis/Atruacha**
- **Imthosca Eisceachtúla Éigeandála**

Má chomhlíonann tú na forais le haghaidh aistriú caithfidh tú na riachtanais seo a leanas a chomhlíonadh chomh maith, sular féidir d'iarratas ar aistriú a mheas:

- **Cúntas Glan Cíosa.**
- **Táille seirbhíse agus táillí eile íoctha suas chun dáta.**
- **Cuma sásúil a bhieth coinnithe ar an áitreabh.**
- **Cloígh le coinníollacha uilig an chomhaontaithe tionóntachta.**
- **Gan aon taifead d'iompar frith-shóisialta dáiríre ina n-áitreabh reatha.**
- **A bheith ina dtionóntaí san áitreabh reatha ar feadh 2 bhliain ar a laghad.**

The Council considers applications for transfer on the following grounds:

- Over-crowding
- Down-sizing
- Medical/Compassionate
- Exceptional emergency circumstances

If you fulfil the grounds for a transfer, you must also meet the following requirements before your transfer application can be considered:

- Clear rent account.
- Service and any other charges paid up to date.
- Have kept their dwelling in a satisfactory manner.
- Have complied with all conditions of their Letting Agreement.
- Have no record of serious anti-social behaviour in their present dwelling.
- Have been tenants of the present dwelling for at least two years.

Seol an fhoirm ar ais chuig:

An Roinn Tithíochta
Comhairle Chontae na Gaillimhe
Áras an Chontae
Cnoc na Radharc,
Gaillimh

Return to:

Housing Section
Galway County Council
Áras an Chontae
Prospect Hill
Galway

Tel (091) 509300

Fax (091) 509299

housing@galwaycoco.ie

www.gaillimh.ie

www.galway.ie

Cuid 1 – Mionsonraí an Iarratasóra/na n-Iarratasóirí agus an Teaghlaigh atá ag cur isteach ar aistriú

Section 1 - Particulars of applicant(s) & household applying for transfer

Tabhair sonraí le do thoil, maidir leis na daoine atá sa teach lena n-áirítear tú féin

Please include details of persons in house including yourself

Ainm/ First name	Sloinne/ Surname	Dáta Breithe/ Date of birth	Uimh. PSP (Uimh. PSP Páistí san Áireamh/ PPS no (Including childrens PPS No.)	Gaol leis an Iarratas/ Relationship to Applicant	Ioncam Seachtainiúil/ Weekly income amount	Foinse an ioncaim/ Source of income	Má tá tú fostaithe, tabhair ainm agus áit na fostaíochta/ If employed, state name and place of employment

Seoladh na tionóntachta reatha	Address of Current Tenancy	
Teileafón Baile	Home Telephone No	
Teileafón Póca	Mobile No	

Líon seomraí leapa sa tionóntacht		No. bedrooms in current tenancy
Urlár íochtair	Ground Floor	
Urlár Uachtair	Upper Floor	

Cuid 2 – Na Forais ar bhfuiltear ag déanamh iarratas ar aistriú

Section 2 - Grounds for applying for transfer

De ghnáth, ní cheadaítear iarratas ach amháin sna cásanna seo a leanas. Comhlánaigh gach cuid agus deimhnigh má tá tú ag déanamh iarratais ar na forais sin trí ‘tá’ nó ‘níl’ a chur i ngach bosca. San áit a mbeidh ‘tá’, mínigh an chúis a bhfuil tú ag déanamh iarratas ar aistriú faoin gceannteideal sin.

A transfer application will not normally be approved unless made under one of the following grounds. Complete each section by confirming whether you are applying on those grounds by writing ‘yes’ or ‘no’ in each box. Where you state ‘yes’, explain your reason for applying for a transfer under that heading

Ró-phlódú

Over-crowding

Le teach níos lú a fháil (daoine aosta nó teaghlaigh bheaga ar mhaith leo cóiríocht teaghlaigh a thabhairt ar lámh agus aistriú chuig cóiríocht níos lú)

Down-sizing (elderly or small households who wish to surrender family-type accommodation and move to smaller accommodation)

**Forais leighis/atruacha (ní mór míchumas tromchúiseach fisiciúil a bheith i gceist, nó bail a bhfuil tionchar aici ar do chóiríocht i do thionóntacht reatha).
Ní mór do do Dhochtúir Teaghlaigh/do Dhochtúir Comhairleach nó do Theiripeoir Saothair Aguisín 1 a chomhlánú má tá tú ag déanamh iarratas ar aistriú ar na forais seo agus é a bheith istigh le d’iarratas comhlánaithe.**

Medical / compassionate grounds (medical grounds must be a serious physical disability or condition which affects your accommodation in your current tenancy). You must request your GP / Consultant or Occupational Therapist to complete Appendix 1 if you are applying for a transfer on these grounds, and submit it with your completed application

Murar féidir an t-iarratas a dhéanamh faoi aon cheann de na forais thuas atá ceadaithe d’aistriú tithíochta, an bhfuil imthosca eisceachtúla nó cúiseanna éigeandála ann go bhfuil tú ag iarraidh iarratas a dhéanamh ar aistriú?

If your application does not fit under the above approved grounds for transfer application, are there any exceptional circumstances or emergency grounds on which you are applying for transfer?

<u>Cuid 3 – Riachtanais eile atá ábhartha don iarratas</u>	<u>Section 3 - Other requirements relevant to transfer application</u>
<p>Ní cheadaítear iarratas ar aistriú de ghnáth ach amháin má chomhlíonann an tionónta na critéir seo a leanas mar a leagtar amach i bpolasaí na comhairle.</p> <ul style="list-style-type: none"> · Cuntas glan cíosa · Táille seirbhíse agus táillí eile íoctha · Cuma sásúil a bheith coinnithe ar an áitreabh · Cloígh le coinníollacha uilig an chomhaontaithe tionóntachta · Gan aon taifead d’iompar frith-shóisialta ina n-áitreabh reatha · A bheith ina dtionóntaí san áitreabh reatha ar feadh 2 bhliain ar a laghad 	<p>A transfer application will not normally be granted unless the tenant complies with the following criteria set down in the council’s policy</p> <ul style="list-style-type: none"> · A clear rent account · Service and other charges paid · Have kept their dwellings in a satisfactory manner · Have complied with all conditions of their tenancy agreement · Have no record of anti-social behaviour in their present dwelling · Have been tenants of the present dwelling for at least 2 years

Cíos: An bhfuil do chuntas cíosa suas chun dáta?	Rent: Is your rent account up-to-date?	Tá/Yes	
		Níl/No	
Mura bhfuil, cén socrú atá déanta agat chun riaráistí a aisíoc agus ar chloígh tú leis an socrú seo?	If you answered ‘no’, what arrangements have you made to repay arrears and have you kept to this arrangement?		

Seirbhísí: An bhfuil socruithe i bhfeidhm agat chun bruscair tí a dhiúscairt?	Services: Do you have arrangements in place for disposal of household refuse?	Tá/Yes	
		Níl/No	
Céard iad na socruithe atá i bhfeidhm agat? (e.g. seirbhís bailithe bruscair bin rothaí, málaí, cuairt ar láthair conláiste cathartha) Tabhair ar aird le do thoil, go n-iarrfar ort iad seo a chur ar fáil nuair a dhéanfar measúnú ar d’iarratas.	What arrangements have you in place? (e.g. wheelie bin collection service, bags, visit civic amenity site) Please note that you will be asked to produce these at the assessment of your application.		

Iompar frith-shóisialta: Ar fiosraíodh nó ar ciontaíodh tusa nó aon duine eile ar an iarratas maidir le hiompar frith-shóisialta nó cionta mí-iompair phoiblí le linn na tionóntachta reatha nó a bhfuil tú nó aon duine eile ar an iarratas á bhfiosrú?	Anti-social behaviour: Have you or any of the other persons on this application, been or are being, investigated or convicted in respect of matters relating to anti-social behaviour or public order offences while in your current tenancy?	Tá/Yes	
		Níl/No	
Má tá, tabhair sonraí na ndaoine le do thoil, agus sonraí an fhiosrúcháin nó sonraí an chiontaithe.	If you answered 'yes', please give the name of each person and details of the investigation or conviction.		

Iarratais a rinneadh ar aistriú cheana: Ar chuir tú isteach ar aistriú roimhe seo?	Previous transfer application(s): Have you previously applied for transfer?	Tá/Yes	
		Níl/No	
I gcás 'Tá' tabhair mionsonraí den toradh le do thoil:	If yes, please give details of outcome		

Áiteanna tosaíochta don iarratas reatha ar aistriú:	Areas of preference for current transfer application
1.	
2.	
3.	

<u>Cuid 4 – Dearbhú</u>	<u>Section 4- Declaration</u>
Léigh an dearbhú seo go cúramach le do thoil, ansin sínigh é agus cuir dáta leis nuair atá tú sásta go dtuigeann tú é.	Please read this declaration carefully, then sign and date it when you are satisfied that you understand it.
<p>i. Ní ghlacfar ach le hiarratais sínithe agus ní shocrófar dáta an iarratais ach nuair a bheidh an Chomhairle den tuairim go bhfuil na forais agus na critéir ar fad a bhaineann le haistriú comhlíonta.</p> <p>ii. Déanfaidh Oifigeach Fiosrúcháin measúnú ar d'iarratas agus cuirfidh an tOifigeach Tithíochta cinneadh maidir le d'iarratas in iúl duit i bhfoirm scríbhinn.</p>	<p>i. Applications will only be accepted when they are signed, and the date of application will only be set down when all grounds & criteria for a transfer have been met in the opinion of the council.</p> <p>ii. Your application for transfer will be assessed by an Investigating Officer, and a decision on your application will be notified in writing to you by the Housing Officer.</p>

iii. Ar mhaithe le calaois a aimsiú agus a chosc agus chun críocha Achtanna na dTithe 1966 go dtí 1998, féadfaidh Comhairle Chontae na Gaillimhe faisnéis a iarradh agus a fháil ó chomhlachtaí poiblí eile.	iii. Galway County Council may, for the purposes of the Housing Acts 1966 to 1998, request and obtain information from other public bodies for the purpose of the prevention or detection of fraud.
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<p>Is mian liom/Is mian linn iarratas a dhéanamh ar aistriú mar a léirítear thuas agus dearbhaím/dearbhaímid go bhfuil an t-eolas a thugtar ar an iarratas seo fíor agus ceart.</p> <p>Geallaim/geallaimid an Chomhairle a chur ar an eolas láithreach má thagann aon athrú ar an eolas a thugtar san iarratas seo.</p> <p>Tuigim/tuigimid, go bhféadfaí an t-iarratas seo a chur ar ceal má chuirtear aon eolas bréagach nó míthreorach ar fáil agus tugaim/tugaimid cead do Chomhairle Chontae na Gaillimhe na fiosruithe cuí a dhéanamh maidir leis an iarratas seo chun an t-eolas a thugtar a dheimhniú.</p>	<p>I / we wish to apply for a transfer as indicated above, and declare that the information given on this application is true and correct.</p> <p>I / we undertake to notify the council immediately should there be any change from the information provided in this application.</p> <p>I / we understand that the provision of any false or misleading statements may lead to this application being cancelled, and authorize Galway County Council to make necessary enquiries regarding this application to verify the information given.</p>
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Nóta: Ní mór don dá pháirtí an dearbhú seo a shíniú más comhiarratas é		Note: This declaration must be signed by both parties if it is a joint application.
Síniú	Signed	
Dáta	Date	

Síniú	Signed	
Dáta	Date	

Seol an fhoirm ar ais chuig: An Roinn Tithíochta Comhairle Chontae na Gaillimhe Áras an Chontae Cnoc na Radharc, Gaillimh	Return to: Housing Section Galway County Council Áras an Chontae Prospect Hill Galway	Tel (091) 509300 Fax (091) 509299 housing@galwaycoco.ie www.gaillimh.ie www.galway.ie
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Ainm	Name	
Seoladh	Address	
Bail leighis	Whose medical condition is:	
Cineál míchumais	Nature of disability	
Déan cur síos le do thoil, ar an tionchar atá ag an mbail leighis ar an othar, ag tagairt go sonrach do riachtanais chóiríochta:	Please specify how the condition affects the patient with particular reference to accommodation needs	
Riachtanais chóiríochta i do thuairim leighis:	Essential requirements for accommodation purposes in your medical opinion:	

An bhfuil an t-iarratasóir i gcathaoir rotha? (cuir tic de réir mar is cuí)	Is the applicant a wheelchair user? (please tick)	Tá/Yes	
		Níl/No	
Ainm an dhochtúra	Name of doctor		
Seoladh	Address		

Dearbhaím gur léiriú a bhfuil ráite thuas ar na riachtanais chóiríochta chuí atá ag an duine seo, i mo thuairim leighis	I hereby certify that the above represent the requirements for the proper accommodation of this person, in my Medical Opinion
Siniú	Signed
Dáta	Date

Official Company / GP Stamp