

**Foirm Iarratais do Chúnamh  
Tithíochta  
do Dhaoine Scothaosta**



Comhairle Chontae na Gaillimhe  
Galway County Council

**Application form  
for  
Housing Aid for Older People**

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**

**Iarrtar ort na coinníollacha a ghabhann leis seo a léamh sula gcomhlánóidh tú an fhoirm seo. Ní mór gach ceist a fhreagairt. Scríobh do chuid freagraí go soiléir i mbloclitreacha, le do thoil.**

Please read the attached conditions prior to completing this form. All questions must be answered. Please write your answers clearly in block capital letters.

**Tá Cúnamh Tithíochta do Dhaoine Scothaosta ar fáil chun cabhrú le daoine scothaosta, atá ag maireachtáil faoi dhrochdhálaí tithíochta, deisiúcháin nó feabhsúcháin riachtanacha a chur á ndéanamh.**

**Ní cheadaítear tús a chur le hoibreacha go dtí go mbeidh an t-iarratas ar an deontas faighte ag an Údarás Áitiúil agus go mbeidh ceadú i scríbhinn faighte ag an iarratasóir ón Údarás Áitiúil.**

**Ní mór don duine ar ina leith a lorgaítear an deontas an teach a áitiú mar a ghnátháit chónaithe.**

The Housing Aid for Older People is available to assist older people living in poor housing conditions to have necessary repairs or improvements carried out.

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.

**Nótaí a bhaineann leis an bhfoirm agus leis an deontas seo:**

**1. Iarrtar ort na Coinníollacha a ghabhann leis seo a léamh sula gcomhlánóidh tú an Fhoirm Iarratais seo. Ní mór gach ceist a fhreagairt agus iarrtar ort do chuid freagraí a scríobh go soiléir i mbloclitreacha. Déanfar foirmeacha neamhiomlána a chur ar ais agus ní dhéanfar iarratais a thaifeadadh mar iarratais atá faighte go dtí mbeidh foirm iarratais atá comhlánaithe go hiomlán curtha ar fáil dúinn. Féach an seicliosta a bhaineann le hiarratais.**

**2. Ní cheadaítear tús a chur le hoibreacha go dtí go mbeidh ceadú i scríbhinn faighte ó Chomhairle Chontae na Gaillimhe.**

**3. Ní mhaoineofar in aon im thosca oibreacha a gcuirtear tús leo gan ceadú a bheith faighte roimh ré.**

**4. Beidh ceadú an deontais bailí go ceann sé mhí, agus go ceann sé mhí amháin, tar éis an dáta a thugtar an ceadú i scríbhinn. Más rud é nach bhfuil**

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. Incomplete forms will be returned and applications will only be recorded as received once a fully completed application form has been submitted. See application check list.

2. Works must not commence prior to written approval from Galway County Council.

3. Works commenced without approval will not be funded under any circumstances.

4. The grant approval is valid for 6 months only from the date of written approval. If you are unable to complete works within the 6 month period you should

tú in ann na hoibreacha a chríochnú laistigh den tréimhse 6 mhí, is ceart duit an méid sin a chur in iúl don Chomhairle laistigh den tréimhse sin agus fadú ama a iarraidh agus mura ndéantar amhlaidh i gcás den sórt sin rachaidh ceadú do dheontais in éag.

5. Maidir leis an té a lorgáitear an deontas ina leith, ní mór gurb é nó í úinéir na maoinne. Ní mór dhá dhoiciméid a sholáthar chun cruthúnas ar chónaí a thaispeáint e.g. billí teaghlaigh, agus d'fhéadfadh sé go ndéanfar tuilleadh cruthúnais ar úinéireacht a iarraidh.

6. Tabhair do d'aire, le do thoil, gur ceanglas de chuid na scéime thuasluaite é go ndéanfaidh do chonraitheoir a dheimhniú/deimhniú reatha imréitigh cánach a chur ar fáil don oifig seo lena iniúchadh sular féidir aon íocaíocht deontais a dhéanamh.

7. Tá an Scéim Chúnaimh Tithíochta do Dhaoine Scothaosta ar fáil chun cabhrú le daoine scothaosta atá ag maireachtáil faoi dhrochdhálaí tithíochta deisiúcháin nó feabhsúcháin riachtanacha a chur á ndéanamh. Féadfaidh an Chomhairle diúltú d'iarratas i gcás ina meastar go bhfuil caighdeán maith ann ó thaobh na ndálaí maireachtála reatha.

8. Tabhair do d'aire, le do thoil, gur féidir an deontas seo a laghdú nó a tharraingt siar más rud é nach bhfuil an fhaisnéis go léir ar an bhfoirm iarratais ceart.

9. Tabhair do d'aire, le do thoil, nach ndéanfar an deontas a íoc go dtí go mbeidh sonrasc deiridh mionsonraithe agus admháil ar íocaíocht i leith na n-oibreacha críochnaithe faighte ag an gComhairle agus gur deimhin leis an gComhairle go bhfuil na hoibreacha go léir críochnaithe.

10. Tabhair do d'aire le do thoil go mbíonn an conraitheoir ar fostú go díreach ag an iarratasóir agus gurb ábhar príobháideach é na nithe go léir a bhaineann leis an gconradh agus le híocaíochtaí. Ní dhéanfaidh foireann na Comhairle aon phlé díreach le haon chonraitheoir i ndáil leis na nithe seo. Ní ráthaíonn Comhairle Chontae na Gaillimhe caighdeán na n-oibreacha a dhéanann an conraitheoir thar do cheann ná ní dhéanfaidh Comhairle Chontae na Gaillimhe aon cheann de na hoibreacha sin a chothabháil. Is ábhar é sin a bhaineann le hiarratasóirí agus féadfaidh iarratasóirí,

notify the Council within this period and request an extension of time otherwise your grant approval will expire.

5. The person for whom the grant is sought must be the owner of the property. Two documents showing proof of residence must be submitted e.g. household bills, further proof of ownership may be requested

6. Please note that it is a requirement of the above scheme that your contractor submits his/her current tax clearance certificate to this office for inspection before grant payment can be made.

7. 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 Council may refuse an application where it is considered the current living conditions are of a good standard.

8. Please note that this grant can be reduced or withdrawn if all information on the application form is not correct.

9. Please note that grant will not be paid until a fully itemised final invoice and receipt of payment for completed works is received and the Council is satisfied that all works have been completed

10. Please note that the contractor is directly employed by the applicant and all matters relating to the contract and payments is a private matter. Council staff will not deal directly with any contractor in relation to these issues. Galway County Council does not guarantee the quality of or maintain any of the works carried out on your behalf by the contractor. This is a matter for applicants who may if they consider it necessary engage a suitably qualified person to oversee and/or sign off on the works.

má mheasann siad gur gá sin, duine cuí-cháilithe a fhostú chun formhaoirseacht a dhéanamh ar na hoibreacha agus/nó chun na hoibreacha a dheimhniú.

11. Iarrtar ort uimhreacha PPS gach áititheora de chuid an teaghlaigh a chur san áireamh san fhoirm.

12. D'fhéadfadh sé go mbeidh gá le cead pleanála, ach sin ag brath ar na hoibreacha a bheartaítear a dhéanamh ar an teaghais. Is ceart don iarratasóir comhairle a ghlacadh ón Oifig Pleanála, Comhairle Chontae na Gaillimhe.

13. Is gá fianaise ar chomhlíonadh fhorálacha Cháin Mhaoine Áitiúil (CMÁ) a chur ar fáil in éineacht leis an iarratas.

14. Níl Oibreacha Éifeachtúlacht Fhuinnimh clúdaithe faoin deontas seo. Má theastaíonn uait oibreacha den sórt sin a dhéanamh, déan teagmháil le hÚdarás Fuinnimh Inmharthana na hÉireann ag 1850 927000 nó ag [www.seai.ie](http://www.seai.ie)

11. Please include PPS numbers for all occupants of the household on the form.

12. Planning permission may be required depending on proposed works to be carried out to the dwelling. Applicant should consult with the Planning Office, Galway County Council.

13. Evidence of compliance with Local Property Tax (LPT) is required to be submitted with application.

14. Energy Efficiency Works are not covered under this grant. If you require such works, contact the Sustainable Energy Authority of Ireland on 1850 927000 or [www.seai.ie](http://www.seai.ie)

#### Na Coinníollacha a ghabhann leis an Scéim

##### Na Cineálacha Tithíochta

Féadfar deontais faoin Scéim Chúnaimh Thithíochta do Dhaoine Scothaosta a íoc, más cuí, i leith oibreacha a dhéantar ar chóiríocht den chineál seo a leanas:

- Tithíocht atá á háitiú ag úinéir na tithíochta
- Tithe atá á gceannach ó údarás áitiúil faoin scéim cheannaigh do thionóntaí

##### Cé atá i dteideal iarratas a dhéanamh ar dheontas?

Is ceart d'iarratasóir(i) a bheith 66 bliana d'aois (nó os a chionn) nó is ceart cónaí a bheith ar iarratasóir in éineacht le céile nó le duine eile atá 66 bliana d'aois (nó os a chionn). I gcás ina bhfuil an Chomhairle den tuairim go bhfuil fíorchásanna cruatain ann, féadfaidh an Chomhairle breithniú a dhéanamh i dtaobh deontas a íoc le daoine atá faoi bhun 66 bliana d'aois.

I measc na nithe ar dá réir a dhéanfar cinneadh i dtaobh duine faoi bhun 66 bliana d'aois a bheith cáilithe, áirítear an riocht ina bhfuil an tithíocht reatha, staid a shláinte nó a sláinte agus a chumas nó a cumas chun cabhrú leis féin nó léi féin. I gcás ina luann iarratasóir easláinte mar fhoras leis an iarratas, ní mór do do dhochtúir an deimhniú atá i

#### Conditions of Scheme

##### Types of Housing

Grants under the Housing Aid for Older People Scheme 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

##### Who can apply?

Applicant(s) should be 66 years of age (or over) or be residing with a spouse or with another person 66 years of age (or over). Where in the opinion of the Council, genuine cases of hardship exist, the Council may consider the payment of a grant to individuals who are less than 66 years of age.

The factors that will determine whether a person below the age of 66 would qualify include their current housing condition, their state of health and their ability to assist themselves. Where an applicant is citing ill health the attached certificate must be completed by your doctor.

gceangal leis seo a chomhlánú. Má tá tú ag freastal ar Shainchomhairleoir/Speisialtóir maidir le do riocht sláinte, is ceart litir ó do

Shainchomhairleoir/Speisialtóir a sholáthar, ar litir í ina leagtar amach mionsonraí faoi do riocht sláinte agus faoin ngá le feabhsúchán a dhéanamh ar do theach.

I gcás ina bhfuil an t-iarratasóir ag obair le Teiripeoir Ceirde Fheidhmeannacht na Seirbhíse Sláinte, is ceart tuarascáil iomlán ón Teiripeoir Ceirde a chur ar fáil.

### 1. Cuspóir an Deontais

Tá an Scéim Chúnaimh Tithíochta do Dhaoine Scothaosta ar fáil chun cabhrú le daoine scothaosta, atá ag maireachtáil faoi dhrochdhálaí tithíochta, deisiúcháin nó feabhsúcháin riachtanacha a chur á ndéanamh. I measc na gcineálacha oibreacha a dtugtar cúnamh deontais ina leith faoin scéim, áirítear na nithe seo a leanas:

- Athdhíonadh – Beidh ar iarratasóirí a bhfuil iarratas á dhéanamh acu chun deisiúcháin dín a dhéanamh/díon ionaid a chur ar fáil, daingniú i scríbhinn óna gcuideachta árachais a chur ag gabháil lena n-iarratas á rá nach bhfuil deisiúcháin den sórt sin clúdaithe faoin bpolasaí árachais atá acu faoi láthair.
- Athshreangú: Ní mór d'iarratasóirí a bhfuil iarratas á dhéanamh acu chun athshreangú a dhéanamh daingniú i scríbhinn ó leictreoir cáilithe a chur ag gabháil lena n-iarratas á rá cén riocht ina bhfuil an sreangú atá ann faoi láthair.
- Córas téimh lárnaigh agus seirbhísí uisce agus sláintíochta a sholáthar: ní bhíonn cúnamh deontais ar fáil d'oibreacha den sórt seo ach amháin i gcás nach bhfuil córas ná seirbhís den sórt sin ann sa mhaoín cheana féin.
- Deisiúcháin ar fhuinneoga agus ar dhoirse/fuinneoga agus doirse ionaid a chur ar fáil: ní dhéanfar cúnamh deontais a sholáthar ach amháin i gcás ina gcruthaítear go bhfuil na fuinneoga agus na doirse atá ann cheana féin i ndroch-riocht.
- Tirimlíneáil amháin
- Eile – aon oibreacha deisiúcháin nó feabhsúcháin

If you are attending a Consultant/Specialist regarding your medical condition a letter from your Consultant/Specialist should be provided outlining details of your medical condition and the necessity of improvement to your house.

Where the applicant is working with the Health Service Executive Occupational Therapist, a full report from the OT should be included.

### 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:

- Re-roofing:- Applicants applying to carry out roof repairs/replacement will be required to submit with their application, written confirmation from their insurance company that such repairs are not covered by their existing insurance policy.
- Re-wiring: Applicants applying to carry out rewiring must enclose with their application, written confirmation from a qualified electrician stating the condition of the existing wiring.
- The provision of central heating, water and sanitary services: grant aid is only available for these works if none already exists in the property.
- Repairs to/replacement of windows and doors: grant aid will only be provided where existing window and doors in property are proven to be in poor condition.
- Dry-lining only
- Other – any other repair or improvement works which in the opinion of the Council are considered

<p>eile a mheasann an Chomhairle ina leith go bhfuil gá leo go réasúnach.</p> <p><b>N.B. Níl Oibreacha Éifeachtúlachta Fuinnimh clúdaithe faoin scéim deontais seo. Déan teagmháil le hÚdarás Fuinnimh Inmharthana na hÉireann ag 1850 927000 nó ag <a href="http://www.seai.ie">www.seai.ie</a> maidir lena gcuid scéimeanna ‘Better Energy Homes’ agus ‘An scéim um thithe níos teo’, ar scéimeanna iad a bhaineann le hoibreacha éifeachtúlachta fuinnimh.</b></p>	<p>reasonably necessary.</p> <p>N.B. Energy Efficiency works are not covered under this grant scheme. Please contact Sustainable Energy Authority of Ireland on 1850 927000 or <a href="http://w.w.w.seai.ie">w.w.w.seai.ie</a> with regard to their ‘Better Energy Homes’ and ‘Warmer Homes Scheme’ in respect of any energy efficiency works.</p>
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<p align="center"><b><u>2. Leibhéal an Deontais</u></b></p> <p>Déanfar leibhéal an chúnaimh deontais atá ar fáil a chinneadh ar bhonn ioncam comhlán an teaghlaigh agus chostas ceadaithe na n-oibreacha mar atá measúnaithe ag Comhairle Chontae na Gaillimhe. Sa tábla thíos, leagtar amach leibhéal an deontais atá ar fáil i gcomhréir le measúnú ioncam an teaghlaigh.</p>		<p align="center"><b><u>2. Level of Grant</u></b></p> <p>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 Galway County Council. The table below sets out the level of grant available based on an assessment of household income.</p>
<p><b>Ollioncam Uasta Bliantúil an Teaghlaigh</b> Gross Maximum Household Income p.a</p>	<p><b>% de na costais atá ar fáil</b> % of Cost Available</p>	<p><b>An Deontas Uasta atá ar fáil</b> Maximum Grant Available</p>
<p><b>Suas go / Up to €30,000</b></p>	<p>95%</p>	<p>€8,000</p>
<p>€30,001 – €35,000</p>	<p>85%</p>	<p>€6,800</p>
<p>€35,001 – €40,000</p>	<p>75%</p>	<p>€6,000</p>
<p>€40,001 – €50,000</p>	<p>50%</p>	<p>€4,000</p>
<p>€50,001 – €60,000</p>	<p>30%</p>	<p>€2,400</p>
<p><b>Níos mó ná/</b> In excess of €60,000</p>	<p><b>Níl aon deontas iníoctha/</b> No grant is payable</p>	<p><b>Níl aon deontas iníoctha /</b> No grant is payable</p>

<p align="center"><b><u>3. Ioncam an Teaghlaigh</u></b></p> <p>Déantar ioncam an teaghlaigh a ríomh mar oll-ioncam bliantúil gach duine den teaghlach os cionn 18 bliana d’aois (nó os cionn 23 bliana d’aois má tá an duine lena mbaineann ag fáil oideachas lánaimseartha) sa bhliain chánach roimhe sin.</p> <p>Le linn ollioncam an teaghlaigh a chinneadh, déanfaidh údarais áitiúla neamhshuim de na suimeanna ioncaim seo a leanas:</p> <ul style="list-style-type: none"> <li>· €5,000 i gcás gach duine den teaghlach suas go dtí 18 bliana d’aois;</li> <li>· €5,000 i gcás gach duine den teaghlach atá idir 18 bliana d’aois agus 23 bliana d’aois agus atá ag fáil oideachas lánaimseartha nó atá ag gabháil do phrintiseacht FÁS;</li> <li>· €5,000 i gcás ina bhfuil gaol leis an duine faoi mhíchumas ar ina leith a lorgáitear an deontas ag</li> </ul>	<p align="center"><b><u>3. Household Income</u></b></p> <p>Household income is calculated as the annual gross income of all household members over 18 (or over 23 if in full time education) in the previous tax year.</p> <p>In determining gross household income local authorities shall apply the following income disregards:</p> <ul style="list-style-type: none"> <li>· €5,000 for each member of the household aged up to age 18 years;</li> <li>· €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;</li> <li>· €5,000 where the person with a disability for whom the application for grant aid is sought, is</li> </ul>
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**tabhairt cúraim don duine sin ar bhonn lánaimseartha;**

- **Sochar Linbh;**
- **Forlíonadh Luathcúraim Leanaí**
- **Forlíonadh ar Ioncam Teaghlaigh**
- **Liúntas Cúraim Baile**
- **Deontas Cúraim Faoisimh**
- **Liúntas Cúraim Altrama**
- **Liúntas Breosla**
- **Sochar/Liúntas Cúramóra**

#### **4. Fianaise ar ioncam an teaghlaigh**

**Ní mór an fhianaise seo a leanas ar ioncam an teaghlaigh a chur in éineacht le gach iarratas:**

**I gcás oibrithe ÍMAT, Ráiteas Comhardaithe P21 don bhliain chánach roimhe sin**

**I gcás daoine féinfhostaithe nó feirmeoirí, foirm Mheasúnachta Cháin Ioncaim, mar aon le cóip de chuntais don bhliain chánach roimhe sin**

**I gcás faighteoirí coimirce sóisialaí, ráiteas ón Roinn Coimirce Sóisialaí ina luaitear íocaíochtaí seachtainiúla/bliantúla nó Ráiteas Comhardaithe P21**

**I gcás Pinsicéirí Stáit, cóip den chárta íocaíochta agus duillín íocaíochta ó An Post nó Ráiteas Comhardaithe P21 don bhliain chánach roimhe sin.**

**I gcás ina bhfaightear ioncam ó níos mó ná foinse amháin, is ceart doiciméid a sholáthar mar thacaíocht i dtaca le gach foinse ioncaim. (Is ceart fianaise ar ioncaim an teaghlaigh a thíolacadh i leith gach duine den teaghlach)**

#### **5. Ceanglais Chánach**

**I gcás ina ndéanann aon chonraitheoir obair i ndáil leis an Scéim Chúnaimh Tithíochta do Dhaoine Scothaosta, ní mór Imréiteach Cánach reatha nó Cárta C2 arna eisiúint ag na Coimisinéirí Ioncaim a chur ar fáil in éineacht leis na meastacháin ar na hoibreacha atá ag teastáil. I gcás iarratais ar dheontais de shuim iomlán €10,000 nó níos mó, ní mór don iarratasóir daingniú a thabhairt á rá go bhfuil deimhniú bailí imréitigh cánach aige/aici. Tá sé**

being cared for by a relative on a full-time basis;

- Child Benefit;
- Early Childcare Supplement
- Family Income Supplement
- Domiciliary Care Allowance
- Respite Care Grant
- Foster Care Allowance
- Fuel Allowance
- 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, P21 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 protection recipients, a statement from the Department of Social Protection stating weekly/annual payments or P21 Balancing Statement

In the case of State Pensioners a copy of the payment card and a payment slip from An Post or P21 Balancing Statement for the previous tax year.

Where income is received from more than one source, documentation to support all incomes should be submitted.

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

#### **5. Tax Requirements**

In the case of any contractor engaging in work for the Housing Aid for Older people Scheme a current Tax Clearance or a C2 Card issued by the Revenue Commissioners must be submitted with the estimates for the required works. In the case of grant applications totaling €10,000 or more, the applicant must confirm that he/she holds a valid tax clearance certificate. All applicants are required to include with their grant application, proof that they are compliant

de cheangal ar gach iarratasóir cruthúnas a chur ag gabháil lena n-iarratas ar dheontas, á rá go bhfuil forálacha Cháin Mhaoine Áitiúil (CMÁ) comhlíonta acu.

#### **6. Nós Imeachta maidir le hAchomhairc**

Aithníonn an t-údarás go bhféadfadh sé tarlú go mbeadh roinnt iarratasóirí míshásta le cinneadh an údaráis tar éis iarratais a phróiseáil faoin Scéim Chúnamh Tithíochta do Dhaoine Scothaosta. Cuirfidh an t-údarás córas achomhairc ar fáil do gach iarratasóir, ar córas é a ligfidh d'iarratasóirí an cinneadh a chur faoi athbhreithniú ag oifigeach eile.

Beidh feidhm ag an nós imeachta seo a leanas maidir le gach achomharc:

Iarrtar ar iarratasóirí achomharc i scríbhinn, maidir le haon chinneadh faoina n-iarratas a chuireann an t-údarás áitiúil in iúl dóibh, a thíolacadh laistigh de 3 sheachtaine ó dháta an chinnidh agus na cúiseanna leis an achomharc á lua. Déanfar an t-achomharc a bhreithniú, agus tabharfar breithiúnas ina leith, laistigh de 4 sheachtaine ón dáta a bhfaightear an t-achomharc. Déanfar cinneadh faoi achomharc a chur in iúl do gach iarratasóir laistigh de 2 sheachtain ó thráth déanta an chinnidh.

#### **7. Rialacháin**

1. Ní mór an t-iarratasóir a bheith 66 bliana d'aois nó os a chionn an tráth a dhéantar an t-iarratas.
2. Ní féidir iarratas ar dheontas a bhreithniú i gcás ina bhfuil tús curtha leis na hoibreacha sula bhfaigheann an Chomhairle an t-iarratas.
3. Forchoimeádan an Chomhairle an ceart chun díúltú deontas a thabhairt in aon chás áirithe.
4. Ní mór an teach a bheith á áitiú ag an duine scothaosta mar a gnátháit chónaithe.
5. Beidh ceadú sealadach i leith iarratas ar dheontais faoin scéim bailí go ceann tréimhse 6 mhí ó dháta eisithe an cheadaithe agus ní mór tosú na n-oibreacha a chur in iúl don Chomhairle laistigh den tréimhse sin. Ní mór na hoibreacha go léir a chríochnú, agus an deontas a éileamh, laistigh den tréimhse sin.
6. Ní féidir aon deontas eile a éileamh i leith na hoibre.

with the Local Property Tax (LPT).

#### **6. Appeals Procedure**

In processing applications under the Housing Aid for Older People Scheme 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 must be age 66 years or over at the time of applying.
2. Grant application cannot be considered where the works have commenced prior to receipt by the Council of the application for a grant.
3. The Council reserves the right to refuse a grant in any particular case.
4. The elderly person must occupy the house as his/her normal place of residence.
5. Provisional approval for grant applications under the scheme will be valid for a period of 6 months from date of issue, during which time the Council must be notified of commencement of works. All works must be completed and grant claimed within this period.
6. No other grant can be claimed for the work.

**7. Nuair a chríochnaítear an obair, déanfaidh an t-iarratasóir 'na Coinníollacha a ghabhann le híocaíocht', sonrasc mionsonraithe (sonrais mhionsonraithe) agus deimhniú (deimhnithe) reatha imréitigh cánach an chonraitheora (na gconraitheoirí) a thabhairt ar ais. D'fhéadfadh sé tarlú nach ndéanfar iniúchadh deiridh sula n-íoctar an deontas. Iarrtar ort tic a chur sa bhosca cuí thíos chun do rogha a léiriú i dtaca le hiniúchadh deiridh a bheidh le déanamh ag Cigire de chuid an Údaráis Áitiúil nó fianaise fhótagrafach ar na hoibreacha ceadaithe atá déanta a thíolacadh. Taispeáin do rogha, le do thoil.**

**(A) Fianaise fhótagrafach ar na hoibreacha atá déanta a sholáthar**

Má ghlacann tú leis an rogha seo, is gá fianaise fhótagrafach ar aon oibreacha atá ceadaithe i gcomhair cúnamh deontais a sholáthar agus an fhianaise sin a chur faoi bhráid Chomhairle Chontae na Gaillimhe, mar aon le ráiteas comhlánaithe sínithe á dheimhniú go bhfuil na hoibreacha atá ceadaithe curtha i gcrích. Ní mór an ráiteas sin a bheith fianaithe ag Coimisinéir Mionnaí nó ag Feidhmeannach Síochána.

Déanfar an fhoirm sin a chur ar aghaidh chugat tar éis 'na coinníollacha a ghabhann le híocaíochtaí' a fháil.

**(B) Tabharfaidh cigire cuairt ort chun na hoibreacha a iniúchadh**

Má ghlacann tú leis an rogha seo, tabhair do d'aire, le do thoil, go bhféadfadh sé go mbeidh ort fanacht ar feadh tamaill sula mbeidh cigire ar fáil chun na hoibreacha ceadaithe atá déanta a iniúchadh. Dá bharr sin, d'fhéadfadh moill a bheith ann maidir leis an gceadú críochnaitheach a fháil agus d'fhéadfadh moill a bheith ann maidir le hóc do dheontais.

**8. Beidh ceadú deontais faoi réir an mhaoiniúcháin riachtanach a bheith ar fáil don Chomhairle.**

7. When work is complete the applicant shall return the 'Conditions of Payment', itemised invoice(s) and current tax clearance certificate(s) of contractor(s). A final inspection may not be carried out before payment is made on the grant. You are requested to tick box below stating your preference for either a final inspection to be made by a Local Authority Inspector or the submission of photographic evidence of approved works carried out. Please select your preference.

(A) Provide Photographic evidence of the works carried out

If you select this option it is necessary to provide photographic evidence of any works that have been approved for grant aid and submit them to Galway County Council together with a completed signed statement certifying that the approved works are now complete. This statement must be witnessed by a Commissioner of Oaths or a Peace Commissioner. This form will be forwarded to you after the 'conditions of payments' is received.

(B) An inspector to call to inspect the works

If you select this option please note you may have to wait for a period before an inspector is available to inspect the approved works carried out. This may cause delays in receiving your final approval and thus delays in payment of your grant.

8. Approval of grants shall be made subject to the necessary finances being available to the Council.



<b>CTS 1/ HOP 1:</b> <b>Don Oifig Amháin/ Office Use Only</b> <b>Dáta a Fuarthas/ Date Rec'd: _____</b> <b>Inisealacha/ Initials: _____</b>
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<b>Foirm Iarratais</b>	<b>Application Form</b>
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<b>An tIarratasóir</b>	Applicant	
<b>Seol adh</b>	Address	
<b>Cód Poist</b>	Postcode	
<b>Uimh. Theileafóin</b>	Telephone No	
<b>Uimh. Fóin Póca</b>	Mobile No	
<b>Dáta Breithe</b>	Date of birth	
<b>Uimh. P.S.P.</b>	P.P.S. No.	
<b>Slí Bheatha</b>	Occupation	

<b>Ainm an duine ar ina leith atá an cúnamh deontais á lorg (murab ionann agus an tIarratasóir):</b>	Name of person for whom grant aid is sought (if different from Applicant):	
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<b>An ghaolmhaireacht leis an iarratasóir:</b>	Relationship to applicant:	
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	<b>Name of the owner of the property to which the proposed repairs/ improvement works are to be carried out:</b>	
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<b>An bhfuil do Cháin MHaoine Áitiúil (CMÁ) íoctha agat:</b>	<b>Have you complied with Local Property Tax (LPT) requirement:</b>	<b>Tá /Yes</b>	
		<b>Níl /No</b>	
		<b>See 'Conditions of Scheme', No. 5</b>	

Mionsonraí faoi gach duine a chónaíonn i maoin ar ina leith atá cúnamh deontais á lorg		Details of all persons living in property for which grant aid is sought (including applicant)		
Ainm / Name	An ghaolmhaireacht leis an iarratasóir/ Relationship to applicant	Dáta Breithe/ Date of birth	Ollioncam (an bhliain chánach roimhe seo)/ Gross Income (previous tax year)	Slí Bheatha (más infheidhme)/ Occupation (if applicable)

Ollioncam Bliantúil an Teaghlaigh	Gross Annual Household Income: (See 'Conditions of Scheme' No 3 & 4)	€
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Dearbhaím gurb é an méid thuas an t-aon fhoinsé ioncaim atá agam		I declare the above amount is my only source of income
Síniú	Signed	
Dáta	Date	

An bhfuil cónaí ar an duine faoi mhíchumas ag an seoladh thuasluaite?	Is the person with the disability residing at the address above?:	
Cá fhad atá cónaí air/uirthi ag an seoladh sin:	How long has s/he been living at this address:	

An líon seomraí atá sa teach cónaithe agus tuairisc ar na seomraí sin:			Number and description of rooms in the dwelling:		
	Seomraí Leaba / Bedrooms	Seomra Súí/ Living	Proinnseomra/ Dining	Cistin/ Kitchen	Eile / Other
Thuas Staighre / Upstairs					
Thíos Staighre/ Downstairs					

<b>Tuairisc ghinearálta ar na hoibreacha atá beartaithe:</b>	<b>General description of proposed works:</b> (See 'Conditions of Scheme' No.1)

<b>Costas measta na n-oibreacha:</b>	Estimated cost of works:	€
<b>Méid an deontais a bhfuil iarratas á dhéanamh agat ina leith:</b>	Amount of grant you are applying for:	€
<b>Iarmhéid na gcostas:</b>	Balance of costs:	€
<b>Conas a bheartaíonn tú iarmhéid na gcostas a ghabhann leis na hoibreacha atá le déanamh a mhaoiniú:</b>	How do you propose to fund the balance of costs of work to be carried out:	
<b>** Tabhair daingniú i scríbhinn ó Fhoras Airgeadais á rá go bhfuil dóthain airgid agat chun iarmhéid na gcostas a íoc</b>	<b>**Please provide written confirmation from a Financial Institution that you have sufficient funds to cover balance of costs</b>	

<b>An ndearnadh Deontas Deisiúchán Riachtanach, Deontas Cúnamh Tithíochta Speisialta do Dhaoine Scothaosta nó Deontas Cúnamh Tithíochta do Dhaoine Scothaosta nó aon deontas eile a íoc riamh roimhe seo i leith an áitribh chéanna nó an duine chéanna? Má rinneadh, tabhair mionsonraí le do thoil</b>	Has an Essential Repairs Grant, Special Housing Aid for the Elderly Grant or Housing Aid for Older People Grant or any other grant been paid previously in respect of the same premises or person? If yes, please give details	
<b>Síniú an Iarratasóra:</b>	Signature of Applicant:	
<b>Dáta:</b>	Date:	

<b>Seol an fhoirm ar ais chuig: An Roinn Tithíochta Comhairle Chontae na Gaillimhe Áras an Chontae Cnoc na Radharc Gaillimh</b>	<b>Return to:</b> Housing Section Galway County Council Áras an Chontae Prospect Hill Galway	<b>Tel (091) 509301 Fax (091) 509299 <a href="mailto:housinggrants@galwaycoco.ie">housinggrants@galwaycoco.ie</a> <a href="http://www.gaillimh.ie">www.gaillimh.ie</a> <a href="http://www.galway.ie">www.galway.ie</a></b>
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CTS 2/ HOP 2:

Don Oifig Amháin/ Office Use Only

Dáta a Fuarthas/ Date Rec'd: \_\_\_\_\_

Inisealacha/ Initials: \_\_\_\_\_

<b>TEASTAS DOCHTÚRA: SCÉIM CHÚNAIMH THITHÍOCHTA DO DHAOINE SCOTHAOSTA</b>	<b>CERTIFICATE OF DOCTOR: HOUSING AID FOR OLDER PEOPLE SCHEME</b>
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<b>Deimhním leis seo go bhfuil gá leis na hoibreacha atá beartaithe agus atá luaite ar an bhfoirm iarratais seo chun cóiríocht chuí a chur ar fáil do:</b>	<b>I hereby certify that the proposed works on the attached application form are necessary for the proper accommodation of:</b>
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<b>Ainm</b>	<b>Name</b>	
<b>Seoladh</b>	<b>Address</b>	
<b>Ar duine é/í ar a bhfuil: (bloclitreacha le do thoil)</b>	<b>Who suffers from: (Print in block capitals)</b>	
<b>Tuairisc ar an bhfadhb shoghluaisteachta: (bloclitreacha le do thoil)</b>	<b>Description of Mobility Problem: (Print in block capitals)</b>	

<b>Ainm an Dochtúra</b>	<b>Name of Doctor</b>	
<b>Seoladh</b>	<b>Address</b>	
<b>Siniú</b>	<b>Signed</b>	
<b>Dáta</b>	<b>Date</b>	

**Stampa an Dochtúra/Doctor's Stamp**

<b>CTS 3/ HOP 3:</b> <b>Don Oifig Amháin/ Office Use Only</b> <b>Dáta a Fuarthas/ Date Rec'd: _____</b> <b>Inisealacha/ Initials: _____</b>
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<b>Ceanglais chánach maidir leis an Scéim Chúnamh Thithíochta do Dhaoine Scothaosta</b>	Tax requirements in respect of Housing Aid for Older People Scheme
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<b>LE COMHLÁNÚ AG AN IARRATASÓIR</b>	<b>TO BE COMPLETED BY APPLICANT</b>
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<b>Ainm an Iarratasóra</b>	Name of Applicant	
<b>Seoladh</b>	Address	
<b>Uimh. Thagartha Cáin Ioncaim*:</b>	Income Tax Reference Number*	
<b>An Ceantar Cánach a dhéileálann le do ghnóthaí cánach</b>	Tax District dealing with your tax affairs	

<b>Daingním leis seo go bhfuil mo chuid gnóthaí cánach in ord de réir mar is fearr is eol dom.</b>	I hereby confirm that to the best of my knowledge my tax affairs are in order.
<b>Síniú</b>	Signed
<b>Dáta</b>	Date

<b>I gcás daoine a íocann cáin ioncaim faoi ÍMAT nó i gcás daoine atá ag fáil íocaíochtaí leasa shóisialaigh, luaigh d'Uimhir PSP, le do thoil. I gcás daoine féinfhostaithe, luaigh an uimhir ar do thuairisceán ioncaim.</b>	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.
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<b>Uimh. Chustaiméara</b>	Customer No	
<b>Uimh. An Deimhnithe Imréitigh Cánach</b>	Tax Clearance Certificate Number	

<b>CTS3/ HOP3:</b> <b>Don Oifig Amháin/ Office Use Only</b> <b>Dáta a Fuarthas/ Date Rec'd: _____</b> <b>Inisealacha/ Initials: _____</b>
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<b>CTS 3 – An Conraitheoir</b>	<b>HOP 3 - Contractor</b>
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<b>LE COMHLÁNÚ AG AN gCONRAITHEOIR</b>	<b>TO BE COMPLETED BY CONTRACTOR</b>
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<b>(i) I gcás íocaíochtaí atá níos mó ná €650, ní mór d'iarratasóirí na mionsonraí seo a leanas a sholáthar maidir le gach conraitheoir ar leith.</b>	<b>(i) In the case of payments exceeding €650 applicants are required to provide the following details in respect of each contractor.</b>
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<b>Ainm Chonraitheoir 1</b>	Name of Contractor 1	
<b>Seoladh</b>	Address	
<b>Teil</b>	Tel	
<b>Sraithuimhir Chánach Ioncaim*</b>	Income Tax Serial Number*	
<b>An Ceantar Cánach a dhéileáilann le do ghnóthaí cánach</b>	Tax District dealing with your tax affairs	
<b>Uimh C2:/Uimh. Imréitigh Chánach</b>	C2 No:/Tax Clearance Number	
<b>Dáta Éagtha</b>	Expiry Date	

<b>Uimh. Chustaiméara</b>	Customer No	
<b>Uimh. An Deimhnithe Imréitigh Cánach</b>	Tax Clearance Certificate Number	

<b>(i) I gcás íocaíochtaí atá níos mó ná €650, ní mór d'iarratasóirí na mionsonraí seo a leanas a sholáthar maidir le gach conraitheoir ar leith.</b>	<b>(ii) In the case of payments totaling €10,000 or more a contractor is required to produce either a valid Tax Clearance Certificate or C2 Certificate (which will be returned by the local authority). As an alternative to producing a valid Tax Clearance Certificate the contractor may authorise the local authority to confirm electronically that he/she holds a valid Tax Clearance Certificate 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 customer number and tax clearance certificate number, which appears on the Tax Clearance Certificate</b>
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<b>CTS 3/ HOP 3:</b> <b>Don Oifig Amháin/ Office Use Only</b> <b>Dáta a Fuarthas/ Date Rec'd:</b> _____ <b>Inisealacha/ Initials:</b> _____
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<b>CTS 3 – An Conraitheoir</b>	<b>HOP 3 - Contractor</b>
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<b>LE COMHLÁNÚ AG AN gCONRAITHEOIR</b>	<b>TO BE COMPLETED BY CONTRACTOR</b>
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<b>I gcás íocaíochtaí atá níos mó ná €650, ní mór d'iarratasóirí na mionsonraí seo a leanas a sholáthar maidir le gach conraitheoir ar leith.</b>	In the case of payments <u>exceeding €650</u> applicants are required to provide the following details in respect of each contractor.
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<b>Ainm Chonraitheoir 2</b>	Name of Contractor 2	
<b>Seoladh</b>	Address	
<b>Teil</b>	Tel	
<b>Uimh. Thagartha Cáin Ioncaim*</b>	Income Tax Reference Number*	
<b>An Ceantar Cánach a dhéileáilann le do ghnóthaí cánach</b>	Tax District dealing with your tax affairs	
<b>Uimh C2:/Uimh. Imréitigh Cánach</b>	C2 No:/Tax Clearance Number	
<b>Dáta Éagtha</b>	Expiry Date	

<b>Uimh. Chustaiméara</b>	Customer No	
<b>Uimh. an Deimhnithe Imréitigh Cánach</b>	Tax Clearance Certificate Number	

<b>(i) I gcás íocaíochtaí atá níos mó ná €650, ní mór d'iarratasóirí na mionsonraí seo a leanas a sholáthar maidir le gach conraitheoir ar leith.</b>	(ii) In the case of payments totaling €10,000 or more a contractor is required to produce either a valid Tax Clearance Certificate or C2 Certificate (which will be returned by the local authority). As an alternative to producing a valid Tax Clearance Certificate the contractor may authorise the local authority to confirm electronically that he/she holds a valid Tax Clearance Certificate 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 customer number and tax clearance certificate number, which appears on the Tax Clearance Certificate
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<b>Bí cinnte, le do thoil, go bhfuil na doiciméid seo a leanas in éineacht leis an iarratas ar chúnamh deontais</b>	Please ensure that the following documentation is included with the application for grant aid
<b>Foirm iarratais agus í comhlánaithe go hiomlán (HOP1);</b>	Fully completed application form (HOP1)
<b>Tuarascáil Liachta an Liachleachtóra Chláraithe, agus í comhlánaithe, &amp; stampla an Dochtúra (HOP2);</b>	Completed G.P. Medical Report & Doctor's stamp (HOP2);
<b>Foirm Chánach agus í comhlánaithe (HOP3);</b>	Completed Tax Form (HOP3);
<b>Tuarascáil ó leictreoir má tá iarratas á dhéanamh ar Athshreangú</b>	Electrician's report if applying for Rewiring
<b>Litir ón gCuideachta Árachais má tá iarratas á dhéanamh ar Athdhíonadh</b>	Letter from Insurance Company if applying for Re-Roofing
<b>Fianaise ar Ioncam an Teaghlaigh ó gach foinse</b>	Evidence of Household Income from all sources
<b>Dhá mheastachán mhionsonraithe i scríbhinn ina dtugtar mionsonraí faoi chostas na n-oibreacha atá beartaithe</b>	Two written itemised quotations detailing the cost of the proposed works
<b>Fianaise ar chomhlíonadh cheanglais Cháin Mhaoine Áitiúil e.g. admháil i leith íoc an CMÁ</b>	Evidence of compliance with Local Property tax e.g. receipt for payment of LPT
<b>Cruthúnas ar Uimhir PSP i.e. cóip de chárta leasa shóisialaigh/chárta liachta, litir ó na coimisinéirí ioncaim etc</b>	Proof of PPS no. i.e. Copy of social welfare/medical card, revenue letter etc.
<b>Cóip den Teastas Breithe agus/nó cárta aitheantais a bhfuil grianghraf air i.e. cóip de phas/cheadúnas tiomána</b>	Copy of Birth Certificate and/or Photo identification i.e. Copy of passport/Driver's license
<b>Cóip de dhá bhille fóntais i.e. ón soláthróir leictreachais, ón soláthróir teileafóin etc.</b>	Copy of two utility bills i.e. Electricity provider, telephone provider etc.
<b>Litir ó fhoras airgeadais nó fianaise ar choigiltis mar chruthúnas ar mhaoiniúchán le haghaidh iarmhéid chostas na n-oibreacha</b>	Letter from a financial institution or evidence of savings as proof of balance of funding for works
<b>Faoi 'na Coinníollacha a ghabhann leis an Scéim', uimh. 7, bí cinnte go bhfuil 7(a) nó 7(b) roghnaithe agat</b>	Under 'Conditions of Scheme' ;- no. 7, please ensure you have selected either 7(a) or 7(b)
<b>Grianghraif mar thacaíocht le d'iarratas Oibreacha atá Beartaithe: m.s. Athsholáthar Fuinneoga – Le do thoil tabhair grianghraif de na fuinneoga atá ann faoi láthair.</b>	Photographs to support your application Proposed Works:- e.g. Window Replacement – please provide photos of existing windows

<b>Seol an fhoirm ar ais chuig:</b> <b>An Roinn Tithíochta</b> <b>Comhairle Chontae na Gaillimhe</b> <b>Áras an Chontae</b> <b>Cnoc na Radharc</b> <b>Gaillimh</b>	<b>Return to:</b> Housing Section Galway County Council Áras an Chontae Prospect Hill Galway	Tel (091) 509301 Fax (091) 509299 <a href="mailto:housinggrants@galwaycoco.ie">housinggrants@galwaycoco.ie</a> <a href="http://www.gaillimh.ie">www.gaillimh.ie</a> <a href="http://www.galway.ie">www.galway.ie</a>
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