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### **Amendment to Scheme of Lettings Priorities.**

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The **Housing Assistance Payment (Section 50) Regulations 2017 (S.I. No. 55 of 2017)** extends the statutory Housing Assistance Payment (HAP) pilot so that ALL qualified households can avail of the HAP scheme in the administrative area of Dublin City, Dún Laoghaire-Rathdown and Fingal from 1st March 2017.

Previously only homeless households could avail of the HAP scheme in these administrative areas.

It was agreed at the Housing Strategic Policy Committee (SPC) meeting on 10<sup>th</sup> March 2017 to approve this amendment.

I therefore recommend that Dublin City Council's Scheme of Letting Priorities be amended to include the necessary provision as outlined in [red](#) in relation to the Housing Assistance Scheme (HAP).

**Brendan Kenny**  
**Assistant Chief Executive**  
**23<sup>rd</sup> March 2017**



Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council

# **HOUSING ALLOCATIONS SCHEME 2013**

**Adopted by the City Council on 13<sup>th</sup> January 2014**

# Housing Allocations Scheme 2013

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# Section 1. Introduction

## 1.1 Introduction

The purpose of this Allocations Scheme is to set out the basis for prioritising the allocation of all housing support to persons whose eligibility and need for accommodation has been established and the basis for prioritising Transfer applications from existing City Council tenants.

In general, Housing and Transfer applicants will be prioritised having regard to time on the list and any Priority status awarded to applicants for housing or transfer under this Scheme.

The operation of this Allocations Scheme is subject to the provisions of the Housing Acts 1966 to 2009.

### Dublin City Council Banding Scheme

Dublin City Council operates Housing and Transfer Lists and allocations are made from these Lists. Applicants assessed as being qualified for social housing support are placed on the Housing or Transfer Lists. Applicants assessed as having no housing need will not be placed on the Housing or Transfer Lists, but will be provided with advice, information and assistance on accessing alternative housing options. Within the Housing and Transfer lists, priority is determined by two factors; the applicant's broad level of housing need and length of time on the register. The broad levels of housing need are reflected by bands contained within the lists. Applications will be assessed and placed in the appropriate band of the Housing or Transfer lists. Once in a band, applicants are re-housed in date order. The Banding Scheme will be fully explained in **Section 2**.

### The Housing & Transfer List

The list of qualified households will be categorised into three Bands reflecting broad levels of housing need, from very high, to moderate.

Band 1	All priority cases
Band 2	All overcrowded cases and those with previously awarded medical or welfare points
Band 3	All remaining qualified households

Within these Bands there will also be categories of households with specific needs.

### Waiting Time

Waiting time determines priority for housing within each band. A new applicant will be placed in the band that reflects their housing need. In all bands new applicants' waiting time will commence from the date of their qualification. Any applicants registered before them will have greater priority for offers of accommodation. The length of time an applicant waits for an offer will be determined both by their position in a band, the number of properties directed towards that band, and by their choice of area and type of accommodation.

## 1.2 Housing Areas

The City Council's functional area is divided into ten Housing Areas. Applicants may select up to **three areas** for which they wish to be considered for housing. One Area choice must be in the Dublin City Area. The other choices may include areas within the City or in the functional areas of the other three Dublin Local Authorities. Applicants who change their area preference may not do so again for a period of one year.

### **1.3 Applications from Tenants of Other Local Authorities and Approved Voluntary Bodies outside the City Council Administrative area**

Only Dublin City Council tenants, Dublin City Council RAS tenants or tenants of Approved Voluntary Bodies within the Dublin City Council administrative area can apply for the City Council Transfer List.

Tenants of Local Authorities other than the City Council and tenants of Approved Voluntary Bodies outside Dublin City Council's functional area may, with the approval of the Manager, be considered for inclusion on the Housing List providing there are exceptional circumstances warranting this and subject to the possibility of the resulting vacancy being allocated to an applicant from Dublin City Council's housing list where appropriate. A Welfare recommendation may be required in some cases.

### **1.4 Inter-Transfers**

A tenant of the City Council or of an Approved Voluntary Housing Association may, with the consent of the Manager exchange the tenancy of his/her existing dwelling for the tenancy of another City Council dwelling. Applications for Inter-Transfers between tenants of the City Council and other Local Authorities may be granted subject to the approval of both Local Authorities.

Applications for such consent will not be considered where either tenant is seeking an area or type of dwelling from which he/she had only a short time previously transferred or inter-transferred. The City Council in considering applications from tenants to inter - transfer will, in general, have regard to the following factors:

1. Reasons given by applicants for inter - transfer request
2. Whether inter - transfer would result in overcrowding
3. Whether inter - transfer would result in under utilisation of accommodation
4. Tenancy record of applicants
5. Rent payment record of applicants
6. Any record of anti social behaviour relating to the applicants
7. Existing condition of respective dwellings
8. The relative demand for the respective units of accommodation
9. Any special circumstances
10. Applicants who are approved for an Inter-Transfer will not be considered by the City Council for a further Inter- Transfer or for a transfer for a minimum of 2 years following the inter transfer
11. Where the City Council is satisfied that there has been any financial gain by either party as a direct result of the Inter-Transfer, the application will be refused and removal from the transfer list will be immediate. Where evidence is received after the transfer takes place the transfer will be reverted.

**Approval will not be granted to an application which would result in an applicant getting the tenancy of a high demand dwelling they would otherwise not be entitled to under this Allocations Scheme save in exceptional circumstances.**

Applicants will be required to sign a declaration to the effect that they will go into occupation of and continue to occupy the respective dwellings. Where one of the parties either does not take up residence in the dwelling as provided in the declaration or vacates it within a period of six months, proceedings for possession will, in the absence of a satisfactory explanation, be taken against the other party to the exchange.

## 1.5 Succession to Tenancy

Where death or departure of a tenant takes place, the tenancy will normally be given to a surviving spouse/partner, provided:

- such spouse/partner has been resident in the dwelling for a continuous period of at least two years immediately prior to the death/departure of the tenant.

On the death or departure of both parents the tenancy will normally be given to a son or daughter, irrespective of number in the household, provided

- he/she has been living in the dwelling for at least two years immediately prior to the death or departure of the tenant

However, departure of the tenant by way of purchasing or providing own accommodation will, not be grounds for a child over 18 years to remain in the dwelling and apply for succession.

Each case will be examined on its merits and where there is more than one member of the household remaining in the dwelling, the tenancy will normally be given to the member who, in the opinion of the Manager, is most likely to keep the household harmoniously together.

A person other than a spouse, partner, son or daughter who has resided in the dwelling for at least five years immediately prior to the death or departure of the tenant may be allowed to succeed where:

- there is no spouse, partner, son or daughter eligible to succeed and
- where the dwelling size is appropriate to his/her needs.

A spouse, partner, son or daughter who was residing at the date of death/departure of the tenant:

- who has not resided for the full two years prior to the death or departure of the tenant
- but has a total of ten years aggregate residence in the dwelling in the previous fifteen years
- is in need of housing accommodation
- is unable to provide accommodation from his/her own resources

may be considered to succeed to the tenancy where the dwelling size is appropriate to his/her needs.

In all cases of claims for succession to tenancy it will be necessary that the applicant(s) have been included in the family household details for rent assessment purposes for the requisite period(s) as outlined above. No application will be considered where this condition is not complied with.

In all cases, there must be no alternative suitable accommodation available to the applicant(s) for succession of tenancy.

“Residing” in this case means that the person(s) concerned are entitled to reside and are included in the tenancy for rent assessment purposes.

## 1.6 Definition of Older Persons

Older Persons for the purpose of this Scheme are generally persons of 55 years of age or over. Persons 55 years or over are eligible for Older Persons Schemes but the following categories are also eligible:

1. Couples where one person is aged 55 or over and the other is 50 or over.
2. Single persons aged 50 or over where priority for such accommodation is awarded on medical and/or exceptional social grounds.

## **1.7 Independent Living**

All applicants must be capable of living on their own or, where considered necessary by the City Council, have engaged successfully with necessary support services at time of offer of accommodation and comply with good estate management.



## Section 2. The Banding Scheme

### 2.1 The Housing List under the Banding Scheme

The table below indicates the housing need factors that determine a household's priority within the Banding Scheme:

Band 1	All priority cases
Band 2	All overcrowded cases and those with previously awarded medical or welfare points
Band 3	All remaining qualified households

Within each of the three Bands, there may be households who have specific accommodation requirements which will need to be identified.

### 2.2 Changing Bands on the Housing List

There will be occasions where a significant change in circumstances, such as the birth of another child or in the event of priority being awarded on medical or exceptional social grounds may result in the application being placed in a different band. The Banding Scheme has been devised so that any movement between bands will continue to reflect the time the applicant has spent waiting on the list of qualified households.

In some instances an applicant may move down a band where their circumstances have changed, such as their bedroom requirement decreasing if an older child moves away, whilst others may move up a band where they are now deemed overcrowded following the birth of a child.

### 2.3 The Transfer List under the Banding Scheme

Applications for a Transfer will only be accepted from applicants who have a clear rent account and an up to date rent assessment. The table below indicates the transfer need factors that determine a household's priority within the banding scheme.

Band 1	All priority cases
Band 2	All overcrowded cases and those with previously awarded medical or welfare points
Band 3	All remaining qualified households,

Within each of the three Bands, there may be households who have specific accommodation requirements which will need to be identified. e.g.

- Dublin City Council tenants displaced by fire and flood
- Applicants requiring specifically adapted units e.g. wheelchair accessible accommodation
- De-tenanting (where Dublin City Council tenants are required to move out of their home to allow major works to be carried). Such status will **not** apply to Approved Voluntary Bodies tenancies
- Temporary Transfer where the property is in serious disrepair. Such status will **not** apply to Approved Voluntary Body tenants.
- Older person surrendering larger accommodation
- Under-occupying their existing Dublin City Council tenancy
- RAS tenants
- RAS tenants who need a transfer as a result of Lease expiry or non-renewal of contract by the landlord
- All other tenants who in the opinion of the Local Authority have a reasonable requirement for alternative accommodation

## **2.4 Changing Bands on the Transfer List**

There will be occasions where a significant change in circumstances, such as the birth of another child or a sudden worsening in an applicant's health may result in the application being placed in a different band. The Banding Scheme has been devised so that any movement between bands will continue to reflect the time the applicant has spent waiting on the list of qualified households.

In some instances an applicant may move down a band where their circumstances have changed, such as their bedroom requirement decreasing if an older child moves away, whilst others may move up a band where they are now deemed overcrowded following the birth of a child.

## **Section 3. The Rental Accommodation Scheme (RAS)**

### **3.1 The Rental Accommodation Scheme**

The Rental Accommodation Scheme (RAS) is an initiative to cater for people who are in receipt of Rent Supplement (state support payment) and who have generally been living in the private rented sector for 18 months or more. Under the Scheme, Dublin City Council enters into direct contracts with Landlords for their properties for a specified time, usually a minimum of 4 years. In order to apply, a landlord must be tax compliant and their property must pass an inspection to ensure the accommodation meets required standards.

In the interest of good estate management, detailed and comprehensive background checks are carried out by the Council on all potential RAS tenants.

### **3.2 Applications for Housing under the Rental Accommodation Scheme**

Applicants who are residing in private rented accommodation and are in receipt of Rent Supplement for over 18 months are eligible also to apply for social housing support under the Rental Accommodation Scheme. Applicants in receipt of rent supplement for a lesser period may be considered in exceptional circumstances or if a landlord is willing to enter the Scheme.

Applicants on the RAS list will be considered for a RAS tenancy with regard to their housing requirements, area preference and date of award of rent supplement.

### **3.3 Applicants housed under the Rental Accommodation Scheme seeking a Transfer**

All RAS tenants who have been housed under this Scheme are deemed to be adequately housed and will, after 2 years tenancy, be eligible to apply for inclusion on the Transfer List in the same way as tenants of Council tenancies and Approved Voluntary Bodies .

Tenants that were housed through RAS prior to April 2011 (when the legislation changed) and have active Housing List applications will be moved onto the Transfer List and placed in the appropriate Band.

RAS tenants who are in need of a Transfer to alternative accommodation through no fault of their own, as a result of Lease Expiry or non-renewal by their current Landlord, will be placed in the appropriate band with a specific priority for alternative accommodation. This will allow all such cases to be identified at an early stage and help facilitate the Council to source suitable accommodation on a timely basis.

RAS tenants may be considered for an alternative RAS tenancy or for a Dublin City Council or an Approved Voluntary Body Tenancy depending on the degree of priority awarded to them through the banding system.

**Transfer applicants will be placed on the list from the date they made their Transfer application.**

Tenants will only be eligible for inclusion on the transfer list if the rent account is not in arrears and the rent assessment is up-to-date.

The Council will only accept Transfer applications from RAS tenants who have been housed **by and within** the Council's Administrative area.

Offers of suitable accommodation under the RAS Scheme will be recorded and refusals of any such offers will be taken into account in the same way as refusals of offers of Council and Voluntary accommodation.

## **Section 4. The Housing Assistance Payment Scheme (HAP)**

### **4.1 Housing Assistance Payment Scheme (HAP)**

The Housing Assistance Payment Scheme (HAP) is a form of social housing support which is available to households who have been deemed eligible for inclusion on Dublin City Council's Housing List, including many long-term Rent Supplement recipients. Under HAP, Dublin City Council will make the full rent payment, subject to rent limits, on behalf of the HAP recipient directly to the landlord. The HAP recipient will then pay a rent contribution to Dublin City Council.

### **4.2 Applications for Housing under the Housing Assistance Payment Scheme**

Any household that qualifies for social housing support will be eligible to apply for HAP.

Current Rent Supplement recipients who qualify for social housing support will be transferred from Rent Supplement to HAP on a phased basis.

### **4.3 Applicants housed under the Housing Assistance Payment Scheme seeking a Transfer**

HAP recipients who wish to do so will be able to access other social housing supports such as local authority housing or housing provided by approved housing bodies, not through the current waiting list system, but through the transfer system operated by Dublin City Council.

**Where a HAP recipient applies for a transfer within two weeks of entering HAP, the transfer list will reflect the time the recipient previously spent on the waiting list.**

The HAP recipient will therefore be placed on the transfer list on no less favourable terms than if they had remained on the waiting list.

## **Section 5. Voluntary Body Housing Accommodation**

### **5.1 Applications for housing provided by an Approved Voluntary Body**

Applicants who have been deemed eligible for inclusion on the Housing List of qualified persons may be eligible for nomination to an approved Voluntary Body and may be referred to that Body for interview and consideration for suitable vacancies, having regard to their housing requirements, area choice and time on the list. The selection process for suitable nominations to a Voluntary Body will be based on the same criteria as any applicant for a City Council tenancy i.e. bedroom requirement, time on the list, priority status.

Such applicants will be interviewed by that Voluntary Body and that Body will determine if an offer of suitable accommodation is to be made.

Offers of suitable accommodation by Voluntary Bodies will be recorded and refusals of any such offers will be taken into account in the same way as refusals of offers of Council accommodation.

### **5.2 Applicants housed by Approved Voluntary Bodies seeking a Transfer**

Applicants housed by a Voluntary Body on foot of a Council nomination are deemed to be adequately housed and will, after 2 years tenancy, be eligible for inclusion on the Transfer List, in the same way as tenants of Dublin City Council tenants and Rental Accommodation Scheme tenants.

**Transfer applicants will be placed on the list from the date they made their Transfer application.**

Tenants will only be eligible for inclusion on the transfer list if the rent account is not in arrears and the rent assessment is up-to-date.

Exceptions will apply on a case by case basis at the discretion of the Allocations Manager.

The Council will only accept Transfer applications from tenants of Voluntary Bodies in the Council's Administrative Area.

Offers of suitable accommodation by Voluntary Bodies will be recorded and refusals of any such offers will be taken into account in the same way as refusals of offers of Council and RAS accommodation.

## Section 6. Priority Status

Housing applicants including Older Person applicants in the following categories may be considered for accommodation as Priority status:

### 6.1 Persons Displaced by Fire, Flood, Dangerous Building etc.

Persons rendered homeless by fire, flood and other emergencies including persons displaced from dangerous buildings under the Local Government (Sanitary Services) Act, 1964.

### 6.2 Homeless Persons

A person shall be regarded as homeless if, in the opinion of the City Council, the person is unable to provide accommodation from his/her own resources and

- i. there is no accommodation available which, in the opinion of the City Council, the person together with any other person who normally resides with him/her or who might reasonably be expected to reside with him/her, can reasonably occupy or remain in occupation of, or
- ii. the person is living in a hospital, night shelter or other such institution, and is so living because he/she has no accommodation of the kind referred to in paragraph (i)

The City Council will determine whether applicants who are claiming to be homeless because they have no fixed abode are genuinely homeless or not.

### 6.3 Persons Displaced by City Council Redevelopment

Persons displaced from a dwelling required by the City Council for redevelopment may be offered alternative accommodation in their immediate locality subject to the availability of suitable accommodation.

### 6.4 Persons Living in Unfit Accommodation

Persons living in an unfit dwelling which is the subject of either a Demolition Order or a Closing Order made under Section 66 of the Housing Act, 1966. (In making an offer, regard will be had to the period of residence at the date the Order was made).

### 6.5 Medical Grounds

Priority status for Housing/Transfer applicants may be given in cases of exceptional medical circumstances. This is only if it relates to the applicant's housing conditions and the accommodation is unsuitable by reason of the disability or illness. This priority may cover a particular type of accommodation and/or accommodation in a particular area. The City Council, in making lettings of dwellings where priority is awarded on medical grounds shall consider a recommendation from the appropriate designated member of the Independent Medical Referee Panel appointed by the Council.

Medical evidence will only be considered by a member of the Independent Medical Referee Panel based on **written** information received from a Medical Doctor or a Medical Consultant. Explanatory and background material from Public Health Nurses, Social Workers, Occupational Therapists and other Health Professionals may accompany this evidence.

Priority status may be awarded for conditions which cause **major problems** where the management of the course of the illness will be helped by a change in housing.

Only medical evidence relating to persons included on the application will be assessed. Medical evidence relating to other occupants in the dwelling will not be considered.

Priority Status may be revoked if the housing circumstances of the applicant, or a household member included on the application, change by virtue of a change of address or where the housing circumstances at the time of award of the priority status have now altered.

**Where Medical priority status was awarded and the relevant person is now deceased, priority status will remain with the application for a period of 6 months after which the application will be reassessed.**

## **6.6 Exceptional Social Grounds**

Priority status for Housing/Transfer may be given on exceptional social grounds. The City Council, in making lettings of dwellings where priority is claimed on exceptional social grounds shall consider a recommendation from the Chief Housing Welfare Officer. Decisions will be made by the Chief Housing Welfare Officer on the basis of the exceptional nature of the case. Applicants awarded such Priority status should be assured of the confidential nature of this process with the Housing Welfare Section.

All applicants who allege that they are subject to harassment and/or intimidation must have their cases investigated by the Area Housing Manager and/or An Garda Síochána in the first instance. A report from the Area Housing Manager or/and the Anti Social Behaviour Unit and/or An Garda Síochána may be requested in the above cases.

The Chief Housing Welfare Officer may revoke Priority Status if there is a significant change in circumstances.

## **6.7 Older Persons Surrendering Larger Accommodation**

Older Persons who wish to transfer from larger City Council dwellings to designated Older Persons accommodation.

## **6.8 Tenants Surrendering Larger Accommodation in High Demand Areas**

Tenants prepared to surrender high demand accommodation which is larger than their needs.

## **6.9 Tenants of Dwellings to be Demolished/Refurbished**

City Council tenants requiring transfers as a consequence of the de-tenanting/demolition of their existing dwellings may be offered appropriate accommodation in their immediate locality subject to the availability of accommodation. Where an existing City Council Scheme is being demolished and redeveloped, and the circumstances allow for rebuilding to take place on site without having to transfer the tenants elsewhere, then the priority will only apply to re-housing on that site. However a flexible approach will be adopted by the City Council in relation to tenants of dwellings to be demolished/refurbished who are seeking re-housing outside their own locality, subject, in general, to the Allocations Scheme and to the availability of suitable accommodation.

## **6.10 Travelling Community**

Priority status may be awarded to members of the Travelling Community, following recommendation by Dublin City Council's Traveller Accommodation Section, to facilitate access to social housing supports.

## **6.11 Refusals of Offers within this Category**

Where two reasonable offers in any Priority Status case are refused, the applicants generally will lose their Priority Status and be considered instead on the basis of their time on the waiting list.

In the event of two refusals, the City Council will suspend a household from the list of qualified households for a period of 12 months. This will mean that the household will not be offered social housing for the suspension period and this period will not subsequently count for 'time on list' purposes when they are re-placed on the list of qualified households .

Those with Priority status will not return to a priority status but be included on the list in the relevant band .



## **Section 7. Choice Based Lettings**

### **7.1 Introduction**

The Housing Miscellaneous Provisions Act 2009 gives Local Authorities powers to include a system of Choice Based Lettings (CBL) in their Allocation Scheme and is particularly successful in areas with units which prove difficult to let.

Choice Based Lettings is a new approach to letting homes which allows tenants and prospective tenants to bid for the available designated properties they are interested in. Where there are 2 or more bids for the same property, the applicant with the highest priority in accordance with the Allocations Scheme will be offered the property.

The Manager may designate properties for Choice Based Letting.

### **7.2 Choice Based Lettings Procedure**

- A property that become available for re-let and has been designated to the CBL Scheme may be advertised in the Local Area Office, in local newspapers and also on the Dublin City Council website
- Expressions of interest will be invited and applicants will be asked to register their interest with the Area Housing Manager in the relevant local area office. There will be a timeframe for applicants to register their interest.
- If a number of applicants express an interest in a property the final offer will be to the applicant deemed eligible in accordance with the order of priority set out in the Allocations Scheme. Factors such as household size, the age of the family, medical or welfare needs, rent payment history, and the type of accommodation available may be taken into account.
- All offers of accommodation will be subject to the usual estate management checks.
- In the case of transfer applicants only tenants with a clear rent account will be considered.

## Section 8. General Rules regarding Offers and Refusals

### 8.1 General Rules

It is important to note that, before any offer or nomination or invitation to register an interest in a property is made, all applications will be checked/verified. This is to ensure the accuracy of the Council's records and compliance with the rules of any Scheme under which the application is made. An offer or nomination Or invitation may not be made to applicants if a change in circumstances alters their housing need. Offers or nominations or invitations are also made subject to the applicant having a satisfactory rent account.

If there is a genuine case where an applicant cannot move at the time of offer, suitable discretion can be applied, e.g. elderly person on housing list who is unwell or an applicant whose partner has passed away.

Where two applicants have equal status on the list and have been reached for an offer for a property that becomes available for allocation (i.e. they were registered in the same band at the same time), priority for the allocation will be determined as follows:

The requirements and housing need of both applicants will be considered and the applicant for whom the property is deemed most suitable will be given the offer of that property.

Factors to be taken into account such as:

- household size
- the age of the family
- medical or welfare needs
- rent payment history
- the type of accommodation available will be taken into account.

**The decision of the City Council will be final in this matter.**

### 8.2 Grounds for Refusing to Offer Accommodation

Notwithstanding the provisions of this Scheme in regard to an applicant's entitlement to be considered for accommodation the Manager may refuse to allocate a dwelling for any of the following reasons:

- Where such an allocation would be contrary to good estate management.
- An offer may not be made where an applicant has failed to notify the Housing Department of any material changes in their housing circumstances and a re-assessment of their circumstances requires the application to be placed in a different band.
- Where the applicant refuses to disclose any information which is requested by the City Council either on the application form or at subsequent interviews and which is required either for the purpose of assessing the application or for estate management purposes.
- Where the City Council has reason to believe that the household has done something, or failed to do something that has resulted in their accommodation now being less suitable to their housing needs than it would formerly have been
- Where applicants are deemed to have deliberately created unsatisfactory living conditions to increase their housing need, i.e. if they have moved to less suitable housing than their previous accommodation without good reason

- Where an applicant provides false or misleading information either on the application form or at subsequent interviews.
- Where the allocation would result in excessive overcrowding under the Scheme.

#### **In the case of Transfer applicants -**

- Where the letting conditions of Dublin City Council have not been complied with.
- Where the dwelling being surrendered is not in a satisfactory condition.
- The overriding concern of the City Council is to ensure that every transfer granted to a tenant is in accordance with good estate management. No transfer will therefore be granted if it is considered contrary to good estate management.
- No transfer will be granted where it would result in excessive overcrowding.
- Until a joint tenancy is regularised following any changes in circumstances i.e. death of joint applicant or separation.

### **8.3 Refusal of Offers of Accommodation**

In the event of two refusals of Social Housing (accommodation with either Dublin City Council, one of the approved Housing Associations or under the Rental Accommodation Scheme) , the City Council will suspend a household from the waiting list for 12 months. This will result in the household not be offered social housing for the suspension period (12 months). It should be noted that this period will not subsequently count for 'time on list' purposes.

Where two reasonable offers in any Priority Status case (as listed in Section 5) are refused, the applicants will lose their Priority Status and be considered instead on the basis of their time on the waiting list as and when their suspension period is over and their suspension period will not count for 'time on the list' purposes. .

The refusal of an offer made under Choice-Based Letting is not counted as a refusal for the purposes of the general refusals policy.

## **Section 9. General Provisions**

### **9.1 Lists, Records and Reports**

The Manager will keep all necessary lists and all records, and obtain such relevant reports as in his / her opinion will best facilitate the operation of the Scheme.

## **9.2 Approach to Allocations**

In order to ensure the best possible use of dwellings which become available, larger dwellings will in general be allocated to larger households and smaller dwellings to smaller households.

## **9.3 Household Budget Scheme**

It is the policy of the City Council to facilitate the payment of rent through the Household Budget Scheme and all qualifying housing/transfer list applicants will be requested to sign up to this scheme before being allocated a City Council tenancy.

## **9.4 Preferential Treatment of Existing Tenants/Residents (sub-tenants) of Flats for Vacancies in the Same Complex**

Existing tenants and residents in a flats complex may be given preference for vacancies in the **same complex** where this is appropriate.

## **9.5 Emergency Needs**

Where the need of accommodation arises from an emergency, the Manager may make a letting to that person as he/she considers necessary to meet that need, notwithstanding the order of priorities for lettings as set out in this Scheme.

## **9.6 Consideration of All Applicants on Estate Management grounds**

It is the policy of the City Council that applicants who apply to the City Council for housing and who are being considered for an allocation of a tenancy will have their application examined on estate management grounds before an allocation is finally made and in accordance with Section 14(1) and 15(2) of the Housing (Miscellaneous Provisions) Act 1997. It is also the policy of the City Council to have applications from persons to reside in City Council rented accommodation examined on estate management grounds.

## **9.7 Tenant Induction Course**

It is the policy of the City Council that prospective tenants of all accommodation being provided by the City Council may be required to attend a tenant induction course before the tenancy of a dwelling is granted.

## **9.8 Estate Management/Social Inclusion**

Nothing in this scheme shall operate to prevent the Manager from making or not making an allocation on grounds of Estate Management or social inclusion.

## **9.9 Designating Dwellings for Letting to Particular Categories of Applicants**

In accordance with the Housing (Miscellaneous Provisions) Act 2009 the City Council may, from time to time, decide to set aside a particular number or proportion of the dwellings becoming available to the City Council

for letting to particular categories of persons/organisations. Where such a number, or proportion, of dwellings is set aside, priority shall be afforded to the specified categories in the letting of these dwellings.

The City Council may approve special lettings of City Council dwellings to organisations providing social services to the local community.

## **9.10 Interpretation**

The Manager's decision shall be final in relation to the interpretation of any matter concerning this Allocations Scheme.