APPLICATION FOR SOCIAL HOUSING SUPPORT

KILKENNY COUNTY COUNCIL

FOR OFFICE USE ONLY

iHOUSE REFERENCE NUMBER: ____________________________

HAP REFERENCE NUMBER: ____________________________

NAME: ____________________________________________

APPROVED  DISAPPROVED

COMMENTS: ________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Important Notice

All applications must include the below information.

*If this information is not provided the application form will be returned to you:*

The *HPL1 Form* at the back of this application must be completed by all applicants & signed by the Revenue Offices.

In addition applications received from other EEA and non-EEA applicants must provide documentation from the equivalent of their own country’s Revenue Commissioners/Land Registry offices confirming that they have not been and/or are not owners of a property in their country of origin.

*Please see a list of the relevant Registration Authorities for other EEA & non-EEA countries* is attached overleaf.

If you need any clarification of the above please contact the Housing Section of Kilkenny County Council on 056 7794912
Property Registration Requirements for various EEA/Non EEA Countries

England and Wales

If any Housing Applicant completes a PN 1 form and submits it to the Land Registry together with a fee of £12 sterling, then the Land Registry will confirm whether or not persons of that name own land or property in England and Wales. If the reply received from the Land Registry includes more than one person of that name then the applicant must provide a sworn affidavit that they are not one of the names mentioned on the letter from the Land Registry.

France

It is NOT possible for a French Citizen to apply to the register in France ("le cadastre") in the locality that he/she resided in France to get confirmation that he/she did not own property in that particular locality. It is only possible to get a certificate if you do actually own property in that locality. In the instances of French Citizens a sworn affidavit will suffice to the effect that they do not own land or property in France.

Germany:

Applicants should be referred to the so called "Einwohnermeldeamt" (registration office) in Germany at their last place of residence. Each city or district has its own land registry where there would be a record on existing property. This information together with a sworn affidavit to the effect that the applicant does not own property in any city or district in Germany would be needed.

Applicants should also be asked for a so called "Meldeauskunft" which is a list of their previous residential addresses and their registrations with the city councils as every resident has to register same in Germany.

Hungary

The Consular Section of the Hungarian Embassy was not able to provide CCC with definitive answers regarding Hungarian Citizens. Their advice is as follows:

"The clients should contact the competent Hungarian authority, which is the Ministry of Rural Development (Vidékefeszeszti Minisztérium 1055 Budapest, Kossuth Lajos tér 11.; Postal address: 1860 Budapest; Tel: 0036-1-795-2000.)"

Italy

Italian applicants should refer to the "Agenzia del Territorio" of the area where they are from in Italy for all information relating to property ownership in Italy.

Jordan

The Applicant should contact the Department of Land and Registry who will provide them with a certificate testifying whether or not they own property (fee 1 Jordanian Dinar), this document should then be taken to the Ministry of Foreign Affairs in Jordan for their official stamp (fee 5 Jordanian Dinar). The applicant does not need to present in person, application can be made through a relative in Jordan.

Northern Ireland

The agency they would contact would be Land & Property Services, Lincoln Building, 27-45 Great Victoria Street, Belfast, BT2 7SL. Main telephone number is 02890 251515.
Poland

Polish Applicants should contact their local authority “Starostwo Powiatowe” and obtain a certificate from their Land and Building Inventory.

Scotland:

With Scottish applicants CCC would require applicant to get confirmation from the Scottish Land Registry that they do not own property in the county they lived in there plus a sworn affidavit that they do not own property in any of the remaining 32 counties.

Slovakia

Confirmation from the County the applicant resided in is available following submission of a written request along with a fee (€8) to that County’s Cadastre Register. This along with a sworn affidavit confirming that they do not own property in any other county within Slovakia would suffice.

You can find the information in www.katasterportal.sk which is in English, but the information you can print out is not an official document because it is not authorized by County Cadastre Register.

South Africa

Those applicants would need to engage a lawyer to complete the process for them or alternatively contact the Department of Land Affairs in South Africa to seek the information. This department is arranged on a regional basis in South Africa and the Consular Section in the South African Embassy gave the following as the contact phone number of the office in Pretoria for those applicants based in that region. This is +27 123128911.

Switzerland:

There is no centralized property register in Switzerland. These land registries are locally organized. Switzerland has 26 Cantons, some of the cantons have several land registry offices. Furthermore, Switzerland has three official languages. A sworn affidavit that they do not own properties in any of the other cantons in Switzerland plus a translated copy from the land registry in their own canton would suffice.

United States of America:

Each state has control over its own recordings. If they have property then they can contact the land registry/deed office in the state which would have a recording, if they do not they may wish to check with the Real Estate Board in the state they may have resided in order to get confirmation that no property is listed under the name provided.

Alternatively Applicants may wish to provide copies of tax returns filed with the Internal Revenue Service and state taxes (which generally include a property tax), as for U.S. citizens it is a federal law that taxes are filed every year even if they are not resident in the U.S.

China : to be confirmed with Embassy.

Zambia : to be confirmed with Embassy.

Pakistan : to be confirmed with Embassy.

Ghana : to be confirmed with Embassy.

Holland : to be confirmed with Embassy.
DECISION: _______________  REF: _______________

IMPORTANT
PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. If you are unsure about how to answer any of the questions in this application form, please ask an officer in the Housing Section of your Local Authority or your local Citizen’s Information Centre to help you.

2. When filling out this form please make sure to write clearly so that your application can be processed as quickly as possible.

3. Make sure you have answered all of the questions fully where these are relevant to you. If you do not fully answer all the questions relevant to you, you might not get the correct priority for housing or else we may have to return the form to you and it would delay your application. Only fully completed applications will be processed.

4. This application cannot be completed without PPS Numbers for all members of the household included on the application form. If you are not aware of the PPS Numbers for any children for whom accommodation is sought, they can be obtained by contacting your local Social Welfare Local Office either by telephone or in person. Please note that you will need to have your own PPS Number to hand.

5. You must supply the relevant supporting documentation so that your application can be processed. Please use the checklist provided to make sure you have included everything which is needed to consider your application.

6. This application cannot be completed without documentary evidence of income details given in this application. In the case of applicants who are employed or self-employed, this can be in the form of a P60 for the previous tax year, a minimum of four out of the last six payslips or a minimum of 2 years accounts. Where applicants are in receipt of a social welfare payment, a statement from the Department of Social Protection is required. Please ask your housing authority which form of evidence they require.

7. The housing authority may request and obtain information from another housing authority, the Criminal Assets Bureau, An Garda Síochána, the Minister for Social Protection, the Health Service Executive [HSE], or an approved housing body in relation to occupants or prospective occupants of, or applicants for, local authority housing, and any other person the authority considers may be engaged in anti-social behaviour.

8. Any change in the details given, particularly any change of address or income, should be notified to the housing authority immediately so that your record can be updated.

9. Please ensure that you have supplied all the relevant information and supporting documentation to process your application. However, be advised that the housing authority may ask for further supporting documentation at a later stage.
10. You may apply for social housing support to one housing authority only. This authority may be
   - The housing authority for the area where your household normally resides, or
   - The housing authority for the area with which your household has a local connection, or
   - The housing authority that agrees, at its discretion, to assess your household for social housing
     support if you apply to it.

11. In determining if a household has a local connection to its area, the housing authority shall have
    regard to whether:
    - a member of your household has resided for a continuous 5-year period at any time in the area
      concerned; or
    - The place of employment of any household member is in the area concerned or is located within
      15 kilometres of the area; or
    - A household member is in full-time education in any university, college, school or other
      education establishment in the area concerned; or
    - Any household member with an enduring physical, sensory, mental health or intellectual
      impairment is attending an educational or medical establishment in the area concerned that
      has facilities or services specifically related to such impairment, or
    - A relative of any household member lives in the area concerned and has lived there for a
      minimum period of 2 years.

12. You should mark 'Not applicable' or '[N/A]' on sections which are not applicable to you or your
    household.

FALSE OR MISLEADING INFORMATION MAY RESULT IN PROSECUTION

IF YOU REQUIRE ANY FURTHER DETAILS PLEASE CONTACT YOUR LOCAL HOUSING OFFICE

Kilkenny Local Authorities
Housing Section
John’s Green House
John’s Green
Kilkenny

Tel: 056-7794912
Fax: 056-7794948
Web: www.kilkennycoco.ie
Email: housing@kilkennycoco.ie
APPLICATION FOR SOCIAL HOUSING SUPPORT

CHECKLIST FOR APPLICANTS

Applicants are strongly advised to submit their applications in person at this office as posted applications are frequently not completed correctly and have to be returned.

Please ensure that your application includes the following original documentation [an official translation into Irish or English is required, where appropriate]:

Fully completed application form [including signed declarations]  
Photographic identification [current passport or Irish driving licence]  
Birth certificates for all household members  
PPS Numbers for all household members  
Marriage certificates for all applicants, where applicable  
Proof of current address [utility bill, lease or rental statement] – for both spouse/partner, where applicable  
Proof of citizenship or leave to remain in Ireland  
[Where applicable, evidence of having a Stamp 4 Immigration Stamp Endorsement on a passport for a period of 5 years should be provided.]

Evidence of income [please arrange to have the attached Certificate of Income completed]  
Employed  
- an up-to-date P60 and/or a minimum of 4 out of the last 6 payslips

Self-Employed  
- (i) a minimum of 2 years accounts with an Auditor’s Report, or  
- (ii) an Auditor’s Report along with an up-to-date tax balancing statement and preliminary tax receipt

Social Welfare Income  
- A recent statement from the Department of Social Protection of all social insurance benefits and social assistance payments, allowances and pensions that household members are receiving

Copy of separation/divorce agreement for both applicants, where applicable  
[The agreement must identify  
- The extent of maintenance being received or paid by the applicant  
- The circumstances under which the maintenance payments can cease  
- That no onerous conditions exist]

If there is no agreement, a letter from the applicant’s solicitor must be included with the application  
[The letter should confirm  
- That there is no formal separation agreement  
- That there are no court proceedings pending under the family law legislation  
- The position in relation to maintenance and other payments]

If you pay or receive maintenance, evidence of payments for previous 12 months, without interruption

HPL1 form from the Revenue Commissioners

If you or any member of your household previously owned land/property, documentation/affidavit should be provided as to how the proceeds from the sale of the land/property were disposed of

If you are not resident in the local authority area where you are seeking housing support, please provide evidence of your local connection with that area
Applicants are strongly advised to submit their applications in person at this office as posted applications are frequently not completed correctly and have to be returned.

Please ensure that your application includes the following original documentation [an official translation into Irish or English is required, where appropriate]:

If you or any member of your household was previously a local authority tenant, please provide a letter from the local authority where you or the household member resided setting out details in relation to the previous tenancy. This letter should include term of tenancy, reason for leaving, arrears, etc.

If you wish to apply for a single rural house or demountable dwelling, please include necessary accompanying documentation

If applying for support on the basis of medical grounds, please enclose
- Consultant’s certificate specifying the nature of the medical condition or disability and noting whether the condition is degenerative

- Occupational therapist’s report in respect of any specific accommodation requirements
Supporting documentation will have to be provided to the local authority

**Housing Authority Reference No.:**

Please answer ALL questions and place a tick (✓) in the boxes provided. Please use **BLOCK LETTERS**.

**PART 1 – PERSONAL DETAILS**

Please complete the following in respect of yourself and Applicant 2: spouse/partner (if applicable).

<table>
<thead>
<tr>
<th>PLEASE STATE:</th>
<th>APPLICANT</th>
<th>APPLICANT 2: SPOUSE/PARTNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.P.S. Number</td>
<td>Figures</td>
<td>Letters</td>
</tr>
<tr>
<td>First name(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth surname [if different]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How long have you lived at this address?</td>
<td>Years</td>
<td>Months</td>
</tr>
<tr>
<td>Mother’s birth surname</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone/Mobile No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth [dd/mm/yy]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Attach birth certificates]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Social Security No. [if applicable] with country it applies to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you wish to receive information by e-mail, please tick</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PART 2 – NATIONALITY DETAILS**

Please complete the following in respect of yourself and Applicant 2: spouse/partner (if applicable).

<table>
<thead>
<tr>
<th>PLEASE STATE:</th>
<th>APPLICANT</th>
<th>APPLICANT 2: SPOUSE/PARTNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place and/or Country of Birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Usual language spoken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citizenship status [attach proof of citizenship]</td>
<td>Irish</td>
<td>Other EEA</td>
</tr>
<tr>
<td>If you are not an EEA national:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) basis of stay in Ireland [attach copy of residency permission]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) date of entry to Ireland [dd/mm/yy]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Tick this box if you are a citizen of an EU member state, Iceland, Liechtenstein, Norway or Switzerland. The following countries are EU member states: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Republic of Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.
Supporting documentation will have to be provided to the local authority

### PART 3 - MARITAL DETAILS

Please complete the following in respect of yourself and Applicant 2: spouse/partner (if applicable).

<table>
<thead>
<tr>
<th>Are you?</th>
<th>APPLICANT</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single</td>
<td>Widowed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Married</td>
<td>Divorced</td>
<td>Separated</td>
</tr>
<tr>
<td></td>
<td>Civil Partner</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cohabiting</td>
<td>Legally Separated</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>Other</td>
<td>Other</td>
</tr>
</tbody>
</table>

Date of Marriage [dd/mm/yy]

[attach marriage certificate]

### PART 4 - EMPLOYMENT DETAILS

Please complete the following in respect of yourself and Applicant 2: spouse/partner (if applicable).

<table>
<thead>
<tr>
<th>Employment Status</th>
<th>APPLICANT</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employed [Full-Time or Part-Time]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Self-Employed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employed in Back to Work/FÁS Scheme</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unemployed [receiving social community/welfare benefit]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pensioner/Retired</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lone Parent support only</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Homemaker [no income]</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employer’s name [in the case of self-employed, give company name]

Address of employer

[in the case of self-employed, please give company address]

Occupation

Employment status [e.g. permanent: full-time/part-time]

Date commenced present employment [dd/mm/yy]
Supporting documentation will have to be provided to the local authority

**PART 5 - WEEKLY INCOME DETAILS**

Please complete the following in respect of yourself and Applicant 2: spouse/partner (if applicable).

**PLEASE STATE GROSS WEEKLY INCOME FROM:**
[Each source of income should be supported by relevant documentation i.e. social welfare cert, P60, payslips]

<table>
<thead>
<tr>
<th></th>
<th>APPLICANT</th>
<th>APPLICANT 2: SPOUSE/PARTNER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employment</strong></td>
<td>€</td>
<td>€</td>
</tr>
<tr>
<td><strong>Self-Employment</strong></td>
<td>€</td>
<td>€</td>
</tr>
<tr>
<td><strong>Social Welfare</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Payment Type(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- social welfare [Total]</td>
<td>€</td>
<td>€</td>
</tr>
<tr>
<td>Maintenance received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[if applicable]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other income sources</td>
<td>€</td>
<td>€</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Weekly Deductions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAYE</td>
<td>€</td>
<td>€</td>
</tr>
<tr>
<td>PRSI</td>
<td>€</td>
<td>€</td>
</tr>
<tr>
<td>Universal Social Charge</td>
<td>€</td>
<td>€</td>
</tr>
<tr>
<td>Other [e.g. maintenance payments]</td>
<td>€</td>
<td>€</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please specify</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Supporting documentation will have to be provided to the local authority

### PART 6 - DETAILS OF OTHER HOUSEHOLD MEMBERS SEEKING ACCOMMODATION

[i.e. excluding Applicant and Applicant 2: Spouse/Partner]

#### OTHER HOUSEHOLD MEMBER 1

<table>
<thead>
<tr>
<th>P.S. Number</th>
<th>Figures</th>
<th>Letters</th>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name(s)</td>
<td></td>
<td></td>
<td>Marital status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
<td></td>
<td>Mother’s birth surname</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth surname [if different]</td>
<td></td>
<td></td>
<td>Relationship with applicant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth [dd/mm/yy]</td>
<td></td>
<td></td>
<td>Citizenship</td>
<td>Irish</td>
<td>Other EEA</td>
</tr>
<tr>
<td>[Attach birth certificate]</td>
<td></td>
<td></td>
<td>Basis of Stay</td>
<td>Refugee</td>
<td>Leave to remain in Ireland</td>
</tr>
<tr>
<td>Country of Birth</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is the household member a dependant? [ ] Yes [ ] No
Is the household member a joint applicant? [ ] Yes [ ] No

#### EMPLOYMENT STATUS

- [ ] Employed [full-time or part-time]
- [ ] Unemployed [receiving social community/welfare benefit]
- [ ] Homemaker [no income]
- [ ] Self-Employed
- [ ] Pensioner/Retired
- [ ] Student/Child
- [ ] Employed in Back to Work/FÁS Scheme
- [ ] Lone Parent support only
- [ ] Other, please specify

Weekly Income €

### OTHER HOUSEHOLD MEMBER 2

<table>
<thead>
<tr>
<th>P.S. Number</th>
<th>Figures</th>
<th>Letters</th>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name(s)</td>
<td></td>
<td></td>
<td>Marital status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
<td></td>
<td>Mother’s birth surname</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth surname [if different]</td>
<td></td>
<td></td>
<td>Relationship with applicant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth [dd/mm/yy]</td>
<td></td>
<td></td>
<td>Citizenship</td>
<td>Irish</td>
<td>Other EEA</td>
</tr>
<tr>
<td>[Attach birth certificate]</td>
<td></td>
<td></td>
<td>Basis of Stay</td>
<td>Refugee</td>
<td>Leave to remain in Ireland</td>
</tr>
<tr>
<td>Country of Birth</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is the household member a dependant? [ ] Yes [ ] No
Is the household member a joint applicant? [ ] Yes [ ] No

#### EMPLOYMENT STATUS

- [ ] Employed [full-time or part-time]
- [ ] Unemployed [receiving social community/welfare benefit]
- [ ] Homemaker [no income]
- [ ] Self-Employed
- [ ] Pensioner/Retired
- [ ] Student/Child
- [ ] Employed in Back to Work/FÁS Scheme
- [ ] Lone Parent support only
- [ ] Other, please specify

Weekly Income €

Please copy this sheet for further household members.

1. Please see footnote 1. on page 5
### PART 7 - APPLICATION FOR ACCOMMODATION ON MEDICAL OR DISABILITY GROUNDS

In support of your application on medical grounds, please provide the following details:

<table>
<thead>
<tr>
<th>Name[s] of household members with a medical condition or disability.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>The nature of the medical condition or disability and noting whether the condition is degenerative: [Consultant’s certificate to be submitted in support of application]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Where applicable, the type of accommodation [e.g. ground floor], and any specific adaptations required for the medical condition/disability: [Occupational therapist’s report to be submitted in support of application]</th>
</tr>
</thead>
</table>
Supporting documentation will have to be provided to the local authority.

PART 8 – BASIS FOR APPLICATION TO KILKENNY LOCAL AUTHORITIES

Please indicate the basis for your application to Kilkenny Local Authorities as follows:
[only one box should be ticked]

☐ Household is normally resident in the housing authority area.

OR

☐ Household has a local connection with the housing authority area.

Please specify the nature of the local connection [see point 11 of the Important Information at the beginning of the application form].

☐ The housing authority should consider the application for social housing support for the following reason[s]: 
PART 9 - CURRENT ACCOMMODATION

What is the problem with your current accommodation?

☐ Unfit  ☐ Overcrowded  ☐ Eviction/Notice to Quit  ☐ Involuntary sharing facilities
☐ Rent increase  ☐ Fire/other damage  ☐ Medical grounds  ☐ Parent/Family Home [involuntary sharing]
☐ Unable to provide accommodation from own resources  ☐ Homeless [give details below]
☐ Other [give details]  

What type of accommodation are you in now? Tick box and add description.

☐ House  ☐ Mobile Home  ☐ Transitional Accommodation  ☐ Hospital
☐ Cottage  ☐ Maisonette  ☐ Tigin  ☐ Institution
☐ Apartment  ☐ Day House  ☐ Bed and Breakfast  ☐ Refuge
☐ Flat  ☐ Group Housing  ☐ Hostel  ☐ Prison
☐ Caravan  ☐ Halting Bay  ☐ Sheltered Accommodation  ☐ None/Other

Description, e.g. semi detached, detached, terraced, bungalow, etc.  

Please provide directions to your current accommodation:

Please indicate the facilities available to your household in its current accommodation:

☐ Kitchen  ☐ Living room  ☐ Bathroom  ☐ Toilet  ☐ Bedroom – specify number
☐ Central Heating  ☐ Water supply - COLD  ☐ Water supply – HOT

Nature of Current Tenure

☐ Private Household  ☐ Owner-occupier
☐ With parents
☐ With relatives/friends
☐ Local Authority Rented Accommodation
☐ Voluntary/Co-operative Rented Accommodation
☐ Private Rented Accommodation [if you tick this box, please ensure that you complete the relevant sections hereunder]
☐ without rent supplement
☐ with rent supplement, state amount per week  €

Date rent supplement payment commenced at current address [dd/mm/yy]  

☐ Rental Accommodation Scheme
☐ Emergency Accommodation/None
☐ Other, give details

Rental Information

Tenancy start date, if renting [dd/mm/yy]  

Weekly rent  €

Are you in arrears of rent?  ☐ No  ☐ Yes, state amount of arrears:  €

Have you received a notice to quit?  ☐ No  ☐ Yes, please state reason:

NOTE: Please indicate name and address of either the landlord or agent as applicable

Landlord’s Name  
Landlord’s Address  

Agent’s Name  
Agent’s Address
Supporting documentation will have to be provided to the local authority

**PART 10 – ACCOMMODATION HISTORY**

Please give details of previous accommodation over last 5 years [if applicable]

<table>
<thead>
<tr>
<th>Address</th>
<th>Nature of Tenure</th>
<th>Date at address</th>
<th>Reason for leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
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<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
</tbody>
</table>

**Information about any local authority/approved body/Rental Accommodation Scheme [RAS] accommodation**

Please provide details, including dates and duration of tenancy, of any dwelling or site provided by a housing authority, or an approved body, previously let or sold to the household or any household member at any time in the past. [A letter from the local authority where you or any member of your household was a tenant should be provided in relation to any previous tenancy]

Please provide details, including dates and duration of tenancy, of any dwelling previously let to the household or any household member under a Rental Accommodation Scheme [RAS] tenancy agreement at any time before the application is made.

**PART 11 – OTHER PROPERTY/LAND INFORMATION**

<table>
<thead>
<tr>
<th>Other Property</th>
<th>APPLICANT</th>
<th>OTHER HOUSEHOLD MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you or any member of your household currently own or have a financial interest in property/land in Ireland or any other country?</td>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>If property, is it vacant?</td>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Please state the address of the property or land:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you or any member of your household ever own or have a financial interest in property/land in Ireland or any other country?</td>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>If 'Yes', please state the address of the property or land:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount you received on the disposal of any property or land [Please submit documentation/affidavit as to how the proceeds from the sale of land/property were disposed of]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other relevant information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PART 12 - PUBLIC ORDER OFFENCES AND OTHER INFORMATION

Public Order Offences

Under Section 14 of the Housing [Miscellaneous Provisions] Act 1997, a housing authority may refuse to allocate or defer the allocation of a dwelling to a person where the authority considers that the person is or has been engaged in anti-social behaviour or that an allocation to that person would not be in the interest of good estate management.

In the 5 year period prior to the date of this application, has **any member** of the household been convicted of an offence under the following statutory provisions?

1. **Criminal Justice (Public Order) Act 1994**
   - Section 5: Disorderly conduct in a public place
   - Section 6: Threatening, abusive or insulting behaviour in a public place
   - Section 7: Distribution or display in a public place of material which is threatening, abusive, insulting or obscene
   - Section 14: Riot
   - Section 15: Violent disorder, or
   - Section 19: Assault or obstruction of a peace officer or emergency services personnel

   ☐ Yes ☐ No

   If 'Yes', please give details:
   [including name, address and details of conviction]

2. **Sections 3,3A and 4 of the Housing [Miscellaneous Provisions] Act, 1997: subject of an excluding order or interim excluding order**

   ☐ Yes ☐ No

   If 'Yes', please give details:
   [including name, address and details of excluding order/interim excluding order]

3. **Section 117 of the Criminal Justice Act 2006: failure to comply with a behaviour order.**

   ☐ Yes ☐ No

   If 'Yes', please give details:
   [including name, address and details of conviction]

4. **Section 257F of the Children Act 2001[No. 24 of 2001]: failure to comply with a behaviour order.**

   ☐ Yes ☐ No

   If 'Yes', please give details:
   [including name, address and details of conviction]

Other Information

Have you, or any of the other persons listed on this application form, ever squatted in a local authority dwelling?

If 'Yes', please state address and dates of occupancy

<table>
<thead>
<tr>
<th>Address:</th>
<th>Period of occupancy:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From [dd/mm/yy]:</td>
</tr>
<tr>
<td></td>
<td>To [dd/mm/yy]:</td>
</tr>
</tbody>
</table>

Have you, or any of the other persons listed on this application form, ever been evicted from previous accommodation?

If 'Yes', please give details of eviction and the reason why it happened:
[if you need more space, attach another page]
Supporting documentation will have to be provided to the local authority

**PART 13 – HOUSING REQUIREMENTS**

Please indicate type of social housing support for which you are applying:

- [ ] Rented Local Authority Accommodation
- [ ] Single Rural Dwelling – [see below]
- [ ] Demountable Dwelling – [see below]
- [ ] Rental Accommodation Scheme
- [ ] Improvement works in lieu of local authority housing
- [ ] Extension to LA House
- [ ] Voluntary/Co-operative Housing
- [ ] Special Needs Housing
- [ ] Transfer – include rent account number
- [ ] Traveller Halting Site Bay
- [ ] Traveller Group Housing
- [ ] Site for Private House
- [ ] Bungalow type accommodation

**Single Rural Houses**

Name and Address of Owner of Proposed Site [incl. townland]

Exact Location

Note: The site to be transferred must be clear of any burdens, financial or otherwise. The following must be provided:

1. Legal evidence of a right of way for the authority to the lands from the nearest public road.
2. Details of all lands in your ownership, including title documentation or a signed affidavit from a solicitor confirming that the lands are registered in your ownership or the ownership of the person providing the site.
3. A written declaration of intention to transfer the site to the housing authority free of charge.
4. A written acceptance from you [or the owner of the lands] that the final decision on the location of the proposed cottage on the lands, subject to you qualifying for social housing support, is at the sole discretion of the housing authority.
5. Any other documents, such as site location/layout maps, requested by the authority in connection with the application.

**Demountable Dwelling**

Name and Address of Owner of Proposed Site [incl. townland]

Exact Location

The following must be provided:

1. Letter from owner of site confirming that he/she is willing to allow a demountable unit to be placed on the land.
2. Copy of site map.
PART 14 – AREAS OF CHOICE

Please tick the areas, within the housing authority, where you would accept an offer of accommodation.

A maximum of 3 areas of choice may be ticked from the following list of areas of choice. Please note that listing of areas of choice on the application form is not a priority listing, i.e. all areas of choice specified on the form are deemed to be of equal priority.

[It should be noted that you are committed to these areas of choice for a period of 12 months].

<table>
<thead>
<tr>
<th>Ballyhale</th>
<th>Glenmore</th>
<th>Kilmacow</th>
<th>Piltown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballyragget</td>
<td>Goresbridge</td>
<td>Kilmacagh</td>
<td>Fiddown</td>
</tr>
<tr>
<td>Bennettsbridge</td>
<td>Gowran</td>
<td>Kilmoganny</td>
<td>Skeoghvosteene</td>
</tr>
<tr>
<td>Callan</td>
<td>Graignamanagh</td>
<td>Knocktopher</td>
<td>Slieverue</td>
</tr>
<tr>
<td>Castlecomer</td>
<td>Hugginstown</td>
<td>Moneenroe</td>
<td>Stoneyford</td>
</tr>
<tr>
<td>Clough</td>
<td>Inistioge</td>
<td>Mooncoin</td>
<td>Thomastown</td>
</tr>
<tr>
<td>Coon</td>
<td>Johnstown</td>
<td>Mullinavat</td>
<td>Tullaroan</td>
</tr>
<tr>
<td>Ferry bank</td>
<td>Kells</td>
<td>New Ross Enviors</td>
<td>Uirlingford</td>
</tr>
<tr>
<td>Freshford</td>
<td>Kilkenny Both</td>
<td>Paulstown</td>
<td>Windgap</td>
</tr>
</tbody>
</table>
APPLICATION FOR SOCIAL HOUSING SUPPORT

DECLARATION

Please read this declaration carefully and sign and date it when you are satisfied that you understand it. Please note that an application will only be accepted when this declaration has been signed.

Collection and Use of Data
The housing authority will use the data which you have supplied to assess and administer your housing application. Data may be shared with other public bodies for the purpose of the prevention or detection of fraud. The housing authority may, in conjunction with the Department of the Environment, Heritage & Local Government, process this data for research purposes including forward planning in relation to the assessment of housing needs.

The housing authority may, for the purpose of its functions under the Housing Acts of 1966 - 2009, request and obtain information from another housing authority, the Criminal Assets Bureau, An Garda Síochána, The Department for Social Protection, the Health Service Executive [HSE] or an approved housing body, in relation to occupants or prospective occupants of, or applicants for, local authority housing, and any other person the authority considers may be engaged in anti-social behaviour.

Declaration
I/We declare that the information and particulars given by me/us on this application are true and correct.
I/we undertake to notify the Housing Authority of any change in my/our household circumstances (e.g. address, household composition, employment, medical conditions etc.)
I/We also authorise the housing authority to make whatever enquiries it considers necessary to verify details of my/our application.
I/We am/are aware that the furnishing of false or misleading information is an offence liable to prosecution.

Signed: [Applicant] Date: [dd/mm/yy] _ _ _ _ _ _

Signed: [Applicant 2: Date: [dd/mm/yy] _ _ _ _ _ _
Spouse/Partner]
HPL1 Form / First Applicant

THIS FORM MUST BE COMPLETED BY THE REVENUE COMMISSIONERS AND RETURNED WITH EVERY APPLICATION

YOUR FULL NAME (BLOCK LETTERS)

PREVIOUS NAME (IF ANY)

PRESENT ADDRESS

PREVIOUS ADDRESS (IF ANY)

PPS NUMBER (PRSI NUMBER)

TO BE COMPLETED BY INSPECTOR OF TAXES

I hereby certify, in accordance with my records and to the best of my knowledge, that the above named person has not previously claimed income tax relief in respect of interest paid on money borrowed to purchase or build a dwelling.

SIGNED ___________________________ DATE __/__/____

OFFICIAL STAMP
HPL1 Form / Second Applicant

THIS FORM MUST BE COMPLETED BY THE REVENUE COMMISSIONERS AND RETURNED WITH EVERY APPLICATION

YOUR FULL NAME (BLOCK LETTERS)

PREVIOUS NAME (IF ANY)

PRESENT ADDRESS

PREVIOUS ADDRESS (IF ANY)

PPS NUMBER (PRSI NUMBER)

TO BE COMPLETED BY INSPECTOR OF TAXES

I hereby certify, in accordance with my records and to the best of my knowledge, that the above named person has not previously claimed income tax relief in respect of interest paid on money borrowed to purchase or build a dwelling.

SIGNED ___________________________ DATE __________/________/____

OFFICIAL STAMP

____________________________