

Section 1 General Provisions

1.1 Introduction

The purpose of this scheme of Letting Priorities is to set out the basis for prioritising the allocation of all City Council rented dwellings to persons whose 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:

- 1) Points awarded under this scheme to housing applicants.
- 2) Points awarded under this scheme to transfer applicants.
- 3) Priority status awarded to applicants for housing or transfer under this scheme.

The operation of this Scheme of Letting Priorities is subject to the provisions of the Housing Acts 1966 to 1992.

1.2 Eligibility for City Council Accommodation

A persons need for accommodation will be established either through their inclusion in the most recent assessment of housing needs carried out by the City Council under Section 9 of Housing Act, 1988 or through their acceptance by the City Council for inclusion in the next such assessment. To be eligible for inclusion in the assessment an applicant must be in need of accommodation and be unable to provide it from his or her own resources. These requirements are outlined in hereunder:

1.2.1 Housing Need

To be eligible for consideration for an offer of accommodation from the City Council an applicant must, in the opinion of the City Council, be in need of such accommodation. In determining need the City Council will have particular regard to applicants in the following categories:

persons who are homeless,

persons living in accommodation that is unfit for human habitation or is materially unsuitable for their adequate accommodation,

persons living in overcrowded accommodation,

persons sharing accommodation with another person or persons and who in the opinion of the City Council have a reasonable requirement for separate accommodation,

young persons leaving institutional care or without family accommodation,

persons in need of accommodation for medical or social reasons,

Single persons under 55 years who are not homeless but who have serious medical or social problems and where in the opinion of the City Council their existing housing conditions are unsatisfactory.

persons who are elderly,

persons with disabilities,

Travellers,

persons who, in the opinion of the City Council, are not reasonably able to meet the cost of the accommodation which they are occupying or to obtain suitable alternative accommodation.

1.2.2 Capacity to Afford Accommodation from Own Resources

An applicant whose household income exceeds the maximum income limit to be eligible for a local authority house purchase loan under section 39 of the Housing Act 1966 (single persons limit, shared ownership scheme) will not qualify for City Council accommodation.

An allowance of 6500 Euro will be made in the case of a joint family application with children where both partners are employed outside the home.

In determining household income, that portion of an applicant's income directed towards rent payment in respect of appropriate private rented accommodation will be deducted from total income.

Any other special financial circumstances of a housing applicant may also be taken into account in calculating household income.

Income will generally be determined on the basis of the applicant's P.60 for the previous year where this represents normal earnings. Deductions may be made for exceptional overtime. Self employed persons will have their incomes assessed on the basis of the income related rents system at present used by Dublin City Council. Applicants with incomes coming within the guidelines may not be entered on the Housing list where their employment or profession is such that it would normally allow them to provide housing from their own resources.

Applications from persons who have previously sold houses or businesses etc. will only be considered where the Manager is satisfied both with the reasons for the sale put forward by the applicant and with the disposal of any nett financial surplus which accrued from such sale. The applicant will have to satisfy the City Council that it is not feasible for the applicant to provide or to have provided adequate accommodation from his/her own resources.

1.3 Designation of Dwellings for Letting to Particular Categories of Applicants

In accordance with Section 11 (2) (a) of the Housing Act 1988, 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 are set aside, priority shall be afforded to the specified categories in the letting of these dwellings.

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

1.4 Transfer Applications from Tenants of Other Local Authorities and Approved Voluntary Housing Associations

Tenants of Local Authorities other than the City Council and tenants of Approved Voluntary Housing Associations may, with the approval of the Manager, be offered

accommodation by the City Council providing there are exceptional circumstances warranting this and subject to the resulting vacancy being allocated to an applicant from Dublin City Council's housing list where appropriate.

1.5 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.

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 scheme of letting priorities save in exceptional circumstances.

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 save in exceptional circumstances.
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.

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.

1.6 Financial Contributions

Owners of private dwellings in the administrative area of Dublin City Council who are of Older Persons age and who find their existing dwelling too large for their needs, may apply to Dublin City Council for housing in Older Persons accommodation subject to the payment of a financial contribution on the following basis:-

Age of applicant	Financial Contribution
50 – 54 years (on medical recommendation only)	1/3 of nett proceeds of sale
55 - 69 years	1/3 of nett proceeds of sale
70 - 79 years	1/4 of nett proceeds of sale
80 Years and over	1/5 of nett proceeds of sale

The City Council will generally not allocate high demand Older Persons units of accommodation under this heading at the expense of Older Person applicants on the Housing List or the Transfer List.

Applications will not be considered from applicants who the City Council considers should be able to house themselves from the proceeds of the sale of their house. Applicants who apply to the City Council for accommodation under this particular provision must offer their dwelling to the City Council for purchase in the first instance.

Applications under this section from owners of private dwellings outside the administrative area of the City Council will only be considered in exceptional circumstances.

Dublin City Council, in making an allocation under this heading shall have regard to a report from the Chief Welfare Officer.

1.7 Succession to Tenancy

Where death or departure of a tenant takes place, the tenancy will normally be given to a surviving spouse/partner, provided that 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 that 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, generally, 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 and 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 and is in need of housing accommodation and 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 / applicants have been included in the family household details for rent assessment purposes for the requisite period / periods as outlined above. Generally no application will be considered where this condition is not complied with.

1.8 Award of Points in Respect of Existing Accommodation

The following considerations will be applied in determining whether or not to award points to an applicant in respect of his or her existing accommodation :

Applicants who claim that their housing conditions in their dwelling have worsened since their accommodation was originally inspected will have their premises re-inspected and points awarded if warranted in accordance with the scheme

Applicants who move to an address which involves an apparent worsening of their housing conditions will not be entitled to any consideration in respect of their changed housing conditions for a period of at least one year after the move or a lesser period at the discretion of the Manager

An applicant's existing accommodation may be ignored where Dublin City Council is satisfied that the applicant has deliberately damaged or altered or failed to reasonably maintain their existing accommodation in such a way so as to qualify for extra points.

1.9 Transfer Applications

Transfer applicants will not normally be placed on the List where they have less than two years tenancy in their present dwelling.

An offer of a transfer will not be made in the following cases:

- ◆ No transfer will be granted unless the tenant has a clear rent account for at least 6 months.
- ◆ 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 under the scheme

1.10 Permission To Reside In City Council Rented Accommodation

The consent of the City Council is required where a tenant wishes to have a person / persons reside with him/her. Where an application is made for the consent of the City Council to allow someone reside the application will be considered on its merits. Factors considered will include:

- a) The applicants need for housing
- b) His/her ability to provide housing from his/her own resources
- c) Previous record as a Local Authority tenant/resident (if any)
- d) Overcrowding
- e) If Tenant is elderly and in need of full time care
- f) Anti-Social Behaviour
- g) Any other appropriate factors

The granting of permission to reside will not automatically confer a right to succeed to the tenancy.

Where the City Council is satisfied that the application to reside is being made solely in an effort to succeed to the Tenancy the permission to reside will not be granted.

Where the City Council is satisfied that the application to reside is being made solely in an effort to increase the tenant's points on the transfer list, the permission to reside will not be granted.

1.11 Definition of Older Persons

Older Persons for the purpose of this Scheme are generally persons of 55 years of age or over, but persons below that age may also be considered, if, in the opinion of the manager, the circumstances so warrant. 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 social grounds.

1.12 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. Priority Status

Housing applicants including Older Person applicants in the following categories may be considered as priority status for housing without reference to points :-

2.1 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.

2.2 Homeless Persons

Persons accepted as Homeless under Section 2 of the Housing Act, 1988. 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

- (a) 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
- (b) 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 (a)

Applicants who are claiming to be homeless because they have no fixed abode will have a detailed assessment carried out on their application by the City Council to determine whether they are genuinely homeless or not

2.3 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.

2.4 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 period of residence at the date the Order was made).

2.5 Medical Grounds

Priority status for Housing / Transfer may be given in cases of exceptional medical circumstances only if it relates to the applicants housing conditions. 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 claimed on medical grounds shall consider a recommendation from the appropriate designated Medical Officer.

Medical evidence will only be considered by the Chief Medical Officer based on written information received from a Medical Doctor. Explanatory and background material from Public Representatives, Social Workers etc may accompany this evidence.

Photocopies of previous submissions, letters from individuals who are not Doctors, illegible letters and letters relating purely to overcrowding will not be reviewed.

Cases will not be reviewed unless there is significant change in the medical circumstances.

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

2.6 Exceptional Compassionate Grounds

Priority status for housing / Transfer may be given on exceptional social grounds. 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 claimed on exceptional social grounds shall consider a recommendation from the Chief Welfare Officer.

All applications must be submitted in writing to the Chief Welfare Officer and must be accompanied by supporting third party evidence. Cases will only be re-examined if there is a change in circumstances

No re-examination will take place in cases where evidence already notified is resubmitted.

All applicants who allege that they are subject to harassment and/or intimidation must have their cases investigated by the Regional Housing Manager in the first instance. Only when the Regional Housing Manager reports back that they are unable to deal with the problem will cases of harassment and intimidation be considered for a transfer on exceptional social grounds.

Decisions will be made by the Chief Welfare Officer on the basis of:

- The exceptional nature of the case
- The stated urgency and
- The likelihood of a vacancy occurring in an area to relieve the stress and suffering of the applicant.

2.7 Persons Required to Vacate Tied Accommodation

Persons required to vacate tied accommodation including persons over-holding married quarters in Military Barracks and City Council employees (or their widows or other relations) who have to surrender to the City Council their living accommodation which they occupy by reason of their employment.

2.8 Persons Purchasing Dwellings Unable to Afford Same

Persons purchasing dwellings who through death, serious illness, unemployment or other valid reason are no longer able to meet their repayments

Persons unable to continue residing in the marital home because of divorce/separation

Persons who must vacate a family home because of enforced sale due to execution of a will or joint owners demanding their share of the property.

Persons considered under this heading may be required to make a financial contribution if deemed appropriate.

2.9 Older Persons Surrendering Larger Accommodation

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

2.10 Tenants Surrendering Larger Accommodation in High Demand Areas

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

2.11 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 Scheme of Letting Priorities and to the availability of suitable accommodation.

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 points under Section 3 of the Scheme

Section 3

The Points Scheme

3.1 Lack of Amenities

All Applicants

	<u>Number of Points</u>		
	Allocation	Transfer	Older Persons
Lack of adequate facilities for washing, cooking and preparing food. [One room flats (bedsits) occupied by housing applicants are deemed to lack adequate facilities].	10	10	10
No cold water inside dwelling	5	5	5
No hot water inside dwelling	5	5	5
No access to w/c inside dwelling. In the case of flats in multiple dwellings no sole access	5	5	5
No access to fixed bath or shower. In the case of flats in multiple dwellings no sole access	5	5	5

3.2 Sharing Facilities

	<u>Number of Points</u>
(a) Applicants in Private Rented Accommodation	
No separate Living Room *	10
Sharing kitchen	5
(b) Applicants other than those in Private rented accommodation:	
Sharing living room and kitchen	10
Sharing kitchen only	5

* Rooms less than 400 cubic feet are not counted for the purpose of assessing points under this heading.

3.3 Bedroom Shortage

Housing and Transfer Applicants only

Bedroom Shortage*

The minimum standard for bedroom accommodation is set out below :

	<i>No of Bedrooms</i>
Single person, Couple, person over 9, or two persons over 9 years of same sex	1
Lone Parent/Couple with 1 or 2 children under 9 years	2
Lone Parent/Couple with 3 or 4 children under 9 years	3
Lone Parent/Couple with 5 or 6 children under 9 years	4
Lone Parent/Couple with >6 children under 9 years	5

For each bedroom short of this standard award 16 points

No max

* Rooms less than 400 cubic feet are not counted for the purpose of assessing points under these headings.

Note:

For the purpose of calculating the bedroom shortage of non-private rented housing applicants the bedroom requirements of the tenant's household should first be taken into account.

If a partner is forced to live apart due to overcrowding he/she may be included in the number of persons in the dwelling. Non private rented applicants are generally those sharing accommodation with another household in the same dwelling.

Applications from tenants to have a person/persons reside that will result in overcrowding will only be granted in exceptional circumstances.

3.4 Matters Personal To The Applicant - All Applicants

		<u>Number of Points</u>	
<u>Lack of Overall Living Space</u>			
<u>Applicants in Private Rented Accommodation</u>			
Insecurity of Tenure		20 max	
<u>Length of Time as Applicant/Age</u>			
(a) <u>Housing Applicant</u>			
4 points for each completed year since date of application		No Max	
After 7 years on the list (without offer of accommodation)		10	
(b) <u>Transfer Applicant from houses</u>			
1 point for each completed year of <u>current</u> tenancy		25 Max	
(c) <u>Transfer Applicant from flats/maisonettes</u>			
3 points for each completed year of <u>current</u> tenancy		75 Max	
		<u>Number of Points</u>	
<u>Exceptional Social Grounds</u>		Allocation	Transfer
On the advice of the Chief Welfare Officer		15 max	15 max
<u>Exceptional Medical Grounds</u>		Allocation	Transfer
On the advice of the Chief Medical Officer		15 max	15 max
<u>Tenancy Succession</u>			
<i>Where a son or daughter succeeds to a tenancy of a flat or maisonette on the death or departure of parents the length of their residence is taken into account and points awarded up to a maximum of 10 points.</i>			

(d) Older Persons Applicants

- 4 points for each year completed since date of application 40 Max
- 3 points for each completed year as a City Council tenant in present dwelling 30 Max
- Each applicant between the age of 55 and 60 years awarded 5 points
- Each applicant over 60 years awarded points on a sliding scale as follows
- 6 points at age 61 years
- 9 points at age 62 years
- 12 points at age 63 years etc No Maximum

Older Persons Accommodation Applicant Only

Steps to climb to room or toilet.

- 1 point for each step over 15. No Maximum

Size of Applicants Household

	<u>Number of points</u>		
	<u>Housing</u>	<u>Transfer</u>	<u>Older Persons</u>
20 points for applicant	20 max	20 max	N/A
20 points for spouse / partner	20 max	20 max	N/A
20 points for each additional household member	no max	no max	N/A
3 points for each access child included on foot of Court/legal documentation.			

Housing of Estranged Parents

Applications from estranged parents for suitable accommodation to facilitate access to their children will be considered by the City Council as sympathetically as possible. The City Council would have to be satisfied of the need on a case by case basis and at its discretion the letting of suitable accommodation will be made. Applicants in this particular category who are in genuine need will be awarded bedroom shortage points to a maximum of 32 where lack of suitable accommodation prevents access to their children.

Local Preference

Housing and transfer applicants who are residing in the area in which they are seeking accommodation will be awarded five points.

* In the case of Housing Applicants no points will be awarded for length of time, local preference or size of household unless the applicant qualifies for points under at least one other heading.

3.5 Assessment of Persons in Caravans/Mobile Homes

Persons residing in caravans/mobile homes will be awarded points for bedroom shortage on the basis of the actual number of rooms in the caravan/mobile home.

Where the caravan/mobile home is in the garden of a dwelling the maximum number of points that will be awarded for lack of amenities is 15.

Where the caravan/mobile home is not in the garden of a dwelling the maximum number of points that will be awarded for lack of amenities is 30.

Caravans / mobile homes are considered unsuitable for permanent habitation and persons residing in such accommodation will be awarded 15 points. The City Council must be satisfied that there is no other suitable accommodation available to the applicant(s)

**Revised Scheme of Letting Priorities
Application Rules and General
Administrative Procedures**

A1.1 Disqualification criteria:

- a) where an applicant has been evicted from previous local authority accommodation due to anti social activity.
- b) where an applicant vacated a previous local authority dwelling owing that authority rent in respect of the tenancy. In such circumstances consideration may be given to including such applicant on the housing list where:
 - i) The rent arrears are paid in full.
 - ii) In exceptional circumstances if a repayment agreement is being complied with for a reasonable period (minimum 3 months) and is likely to be honoured in full.
- c) where the City Council is satisfied that an applicant previously vacated a local authority dwelling and neglected the proper upkeep of the dwelling.
- d) where the City Council is satisfied that an applicant is squatting or has previously squatted in a local authority dwelling.
- e) where the City Council is satisfied that an applicant previously abandoned a local authority dwelling.
- f) where the City Council is satisfied that an applicant / person included in an application has made threats / committed violent behaviour against a member or members of staff of a local authority engaged in their duties.
- g) where the City Council is satisfied that an applicant has manipulated their housing circumstances in order to achieve a priority to which they would otherwise not be entitled.

A1.2 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
- 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 an applicant provides false or misleading information either on the application form or at subsequent interviews (Section 33 of the Housing (Miscellaneous Provisions) Act 1992 provides that an applicant supplying false or misleading information shall be liable on summary conviction to a fine not exceeding 1270 euro.)
- Where the allocation would result in excessive overcrowding under the scheme.

A1.3 General Approach in Administering Scheme

Applicants will be placed on the Lists for the areas of their choice in the order of the number of points awarded. Where equality of points exists housing application cases will be prioritised in date received order and transfer cases will be prioritised having regard to length of tenancy. In the case of equality of points in Older Persons cases applicants seeking to be housed near relatives will be given priority.

A1.3.1 Housing Areas

The City Council's Housing Estate will be divided into housing areas. Applicants may select up to three areas for which they wish to be considered for housing. Housing areas will correspond to areas covered by Regional Housing Offices.

Allocations of dwellings in each housing area will generally be made on an equal basis between Housing list applicants, Priority status applicants and Transfer applicants. An applicant will only be considered on either the housing list or the priority status list or the transfer list at any one time for any one housing area.

A1.3.2 Closing Date for Receipt of Applications

In order to allow for the orderly processing of applications the Manager may decide from time to time on a closing date for the receipt of applications if it is considered necessary.

A1.3.3 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.

A1.3.4 Treatment of Prospective Adopted Children

Where an applicant and spouse are accepted by a Registered Adoption Society as suitable adoptive parents and would, but for the lack of accommodation, qualify to have a child placed in their care, such child will be included as part of the family for rehousing on submission of the Adoption Society Approval Notice. A household which is rehoused because of the inclusion of a proposed adoptive child and who do not exercise their option within the time specified by the Society, may be displaced from the dwelling, regard being had to all the circumstances.

A1.3.5 Refusal of Offer of Accommodation

An applicant who without a satisfactory explanation refuses what the City Council considers to be a reasonable offer of a dwelling will have their application deferred for six months or for such lesser time as the Manager considers appropriate.

An applicant who without a satisfactory explanation refuses what the City Council considers to be 3 reasonable offers of dwellings will have their application deferred for 1 year or for such lesser time as the Manager considers appropriate.

A1.3.6 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.

A1.3.7 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 required to sign up to this scheme before being allocated a City Council tenancy.

A1.3.8 Preferential Treatment of Existing Tenants / Residents 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.

A1.3.9 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.

A1.3.10 Creation of Joint Tenancies

Where a dwelling is allocated to a household which includes a husband and wife, joint tenancies will be created unless the Manager decides otherwise in exceptional circumstances. In cases other than husband and wife, joint tenancies may be created where it is considered appropriate by the Manager.

A1.3.11 Applicants Residing in a Caravan/Mobile Home

Before placing an applicant residing in a caravan/mobile home in a garden on the List, the number of persons living in the house will be ascertained for the purpose of verifying that the household has to reside in the caravan because of overcrowding or for other valid reasons. Applications from persons living in Mobile homes / caravans in a garden will only be considered if planning approval has been received for the locating of the mobile home / caravan in the garden.

A1.3.12 Composition of Households

Only the following persons will be considered as part of the applicant's household:-

- (i) Unmarried sons and daughters living with the parents or in their care.
- (ii) Legally adopted unmarried children living with the applicant or in his/her care.
- (iii) Aged or infirm parents of the applicant or spouse who are unable to maintain themselves, are dependent on the applicant for support and will reside with the applicant if he/she is rehoused.

- (iv) Widowed or separated sons and daughters who are considered as having resumed their single status and are living with the applicant.
- (v) Persons residing with the applicant, including boarded-out children, foster children and others who, in the opinion of the Manager, should be considered a member of the applicant's household, regard being had to all circumstances including the length of time resident with applicant.
- (vi) In the case of households whose turn has arrived for re-housing and where a death of a member of the applicant's household has occurred within three months prior to that date, the household will still be housed, as if the death has not occurred.

A1.3.13 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.

A1.3.14 Consultation with Representative Tenant Groups on Allocations and Transfers

It is the policy of the City Council, in the interests of good estate management, to engage where appropriate in advance consultation with representative tenants groups regarding prospective allocations and transfers. For the purpose of this consultation the City Council will release the name and address of individual housing / transfer applicants to representative tenants groups.

A.1.3.15 Mandatory Tenant Induction Course

It is the policy of the City Council that prospective tenants of all accommodation being provided by the City Council will be required to attend a tenant induction course before the tenancy of a dwelling is granted save in exceptional circumstances where with the agreement of the manager, individual prospective tenants need not attend.

A.1.3.16 Estate Management / Social Inclusion

Nothing in this scheme shall operate to prevent the manager from making an allocation on Estate Management or Social Inclusion grounds.

A.1.3.17 Interpretation:

The manager's decision shall be final in relation to the interpretation of any matter concerning this scheme of letting priorities.

A.1.3.18 Tied Accommodation – Contribution from Landlord:

It is the policy of Dublin City Council to seek a contribution from Landlords where applicants are being considered for housing due to "Tied Accommodation"

A.1.3.19 Requirement to supply photograph with application for housing:

No application for housing shall be processed unless a photograph of the applicant / applicants, duly signed in the presence of a housing allocation officer, is supplied by the applicant / applicants

A.1.3.20 Sex overcrowding:

Sex overcrowding is deemed to exist where two persons of opposite sex, not being spouses or partners and both aged 9 years or over must sleep in the same room due to lack of accommodation.

A.1.3.21 Saver:

A housing applicant, who was awarded points on medical or compassionate grounds under a previous scheme of letting priorities, will not have those points deducted from their points total on the introduction of this scheme of letting priorities until such time as they are made an offer of accommodation which the City Council considers to be a reasonable offer of accommodation. In the event that an applicant refuses such an offer, any points awarded on medical or compassionate grounds under a previous scheme of letting priorities will be deducted from their points total.