**Application for Consideration under Exceptional Social Grounds (ESG) Scheme**

**About this form**

This form must be completed if applying for social housing support or a transfer from an existing social housing tenancy due to exceptional and extremely serious social circumstances. The information provided will be used to assess if priority status should be awarded to your application.

A decision on an Exceptional Social Grounds (ESG) application is made by assessing the written information provided with the application.

**What is a priority on Social Grounds and who do we give it to?**

When we give a person priority status on social grounds, this means they go nearer to the top of the waiting list**.** Dublin City Council makes offers in line with the order of priority as set out in their Allocation’s Scheme.

**A priority will only be recommended in cases where the social circumstances relating to an applicant’s housing need are deemed to be of an extremely serious nature.**

Priority status may be awarded if **all** of the following five criteria apply to your household:

* the circumstances relating to where the applicant lives are extremely difficult and significantly more urgent in comparison with other housing and transfer applicants **and**
* The circumstances are proven to be exceptional e.g. not commonly experienced by others or experienced by others in the general area where the applicant lives **and**
* The applicant’s difficulty can only be resolved by a change of housing **and**
* That change of housing cannot be, or could not have been, sourced by any other means **and**
* The issue cannot be catered for /addressed under any other Scheme or potentially improved by intervention from another appropriate service or agency.

**Please note:**

**Disability and/or Medical Circumstances:**

The Exceptional Social Grounds (ESG) Scheme does not make decisions on housing need relating to disability and/or matters of a medical nature. These applications should be made on the Disability and/or Medical Application Form.

**Allegations of threat to life:**

Initial contact should be made through the Local Area Housing Office for investigation.

**What do I need to apply?**

1. You must have applied for and been accepted onto Dublin City Council’s Housing or Transfer list.
2. Applications must be supported by a report or letter from a third party professional who has first-hand knowledge of your situation. It must be:
* Relevant to your housing issue
* On official headed paper with valid contact details
* Signed and dated
* Written within the last six months
* Fully legible.

Photos, photos of documents and video recordings are not accepted. Applications / documents sent by Email to esg@dublincity.ie must be scanned.

1. If your case is based on an allegation that you are subject to anti - social behaviour such as threats, harassment or intimidation this must be investigated by the Area Housing Manager and An Garda Síochána in the first instance.
2. A report from the Area Housing Manager and/or the Anti-Social Behaviour Unit and/or An Garda Síochána may be requested by us in order to assist in assessing your application. Proof of significant risk must be obtained from An Garda Síochána and the Area Housing Manager and/or the Anti-Social Behaviour Unit. Such cases will normally only be considered under the ESG Scheme where the allegations of anti-social behaviour relate to the immediate vicinity of your home and where they are directed exclusively against you or another family member who has permission to reside in the tenancy.

**How to complete this application form**

* 1. Fill in Sections 1 to 3 as they apply to you and your household.
	2. Section 4 must be signed by the housing or transfer applicant/s.
	3. Complete the Section 5 checklist.
	4. All supporting documents, including reports and letters, that you wish to have considered as part of the application, must be listed at Section 3.
	5. **All supporting documents must be submitted together with the completed application form otherwise they will not be reviewed as part of your application to the ESG Scheme.** **They cannot be added at a later date.** We do not return documents.

**Other Information**

1. The designated staff member assessing your application may seek information from relevant Sections of Dublin City Council, the Gardaí, or any other body that in our opinion may assist in consideration of your application.
2. Copies of documents already received in the Social Work Section in respect of your application will not be dealt with / acknowledged if they are sent in again.
3. We will notify you of the decision in writing.
4. If a priority under ESG has already been recommended in your case you must send in a new ESG application form if you want to change your areas of choice. This should outline the reasons why you wish to change your area(s). You can only change/amend your area(s) of choice once in any 12 month period. (See current Housing Allocations Scheme)
5. A recommendation for Priority under the ESG scheme is not a guarantee of an offer of accommodation. All applications are subject to the provisions of the current Allocations Scheme.
6. Cases that have been recommended for Priority will be reviewed periodically. A priority may be revoked if there is a change in your housing circumstances or the circumstances at the time of the award have now altered.
7. Priority Status will be revoked if you refuse two reasonable offers of accommodation in line with the current Allocations Scheme.
8. For General Data Protection Regulation (GDPR) (EU) 2016/679 information relevant to ESG Scheme and Dublin City Council’s privacy statement see [www.dublincity.ie](http://www.dublincity.ie)

**Application Form for Consideration under Exceptional Social Grounds (ESG) Scheme**

**IMPORTANT:** Read Information Section before filling form.

Type or write in block capitals using black or blue pen. Fill in all relevant sections.This form must be signed by the housing/transfer applicant/s.

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| **Section 1: Personal Details** |
| Name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Correspondence address where you want us to send letters in relation to this application (if different from above) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Is this address (tick one) [ ]  Dublin City Council tenancy [ ]  Private Rented  [ ]  HAP [ ]  RAS  [ ]  Hostel / homeless accommodation [ ]  Privately owned  [ ]  Approved Housing Body [ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_  Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PPSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Have you ever applied to the Exceptional Social Grounds Scheme in the past? YES NOIf YES under what name & address did you apply? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_What year did you apply (estimate if not sure of year)? **\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Section 2: Reason for making application** Set out reason/s for making application. Use separate sheet of paper if necessary |
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| **Section 3: Supporting evidence from professional/s**List all supporting documents that you are sending in with your application. Include professionals name & agency. **You must send all of them in along with this application form as they cannot be added to the application at a later date.** **No photos, photos of documents or videos accepted**. It is your responsibility to make sure all documents arrive in the Social Work Section. |
|  | office use only |
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| **Section 4: Signature and Date** |
| This must be signed by the applicant/s |
| I declare that the information given by me in all parts of this form is truthful and complete.I consent to the designated member of staff in the Social Work section contacting any relevant person or body in relation to my application:Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section 5: Checklist** |
| * Are you accepted on DCC’s housing or transfer list?
* Have you filled all relevant sections?
* Did you sign the form at Section 4?
* Did you include all supporting documents? They must be sent along with this form & cannot be added later. Do not send videos / photos or photographed documents.
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**Send your form and documents to:**

**Post:** Exceptional Social Grounds Scheme,

 Social Work Section,

 Block 1, Floor 2, Dublin City Council,

 Civic Offices,

 Wood Quay,

 Dublin 8.

 D08 RF3F

**Email:** esg@dublincity.ie

\*Applications sent by Email must be scanned. Photographs of documents are not accepted.

**Phone:** 01 222 2233 for further information on how to apply.