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

**Read the following information carefully before completing the form**

**What is the Exceptional Social Grounds (ESG) Scheme?**

Provision for the recommendation of a Priority under the Exceptional Social Grounds Scheme is contained in the Housing Allocations Scheme 2018, Section 7.5. A recommendation in respect of a Priority on Exceptional Social Grounds may be made by a Senior Social Worker or by the Chief Housing Welfare Officer in the case of an Appeal.

**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.** In order to prioritise applicants with the most urgent need a designated staff member of the Social Work Section will examine all of the written evidence made available by an applicant and consider whether the circumstances, as described, meets **all** of the following criteria:

* 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 agency.

**Please note:**

**Exceptional Medical Circumstances:**

The Exceptional Social Grounds Scheme does not adjudicate /make decisions on matters of a Medical nature. Those seeking priority because of exceptional medical circumstances should apply to the Chief Medical Officer, Allocations & Transfers to have their case considered under the Exceptional Medical Grounds Scheme. Information is available on [www.dublincity.ie](http://www.dublincity.ie)

**Allegations of threat to life**

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

**How do I apply?**

1. Before you can be considered under the Exceptional Social Grounds (ESG) Scheme you must have applied for and been accepted onto the Housing Waiting List or have applied to go on the Transfer list.
2. You must complete the Exceptional Social Grounds (ESG) application form.
3. All application forms must be signed by the housing or transfer applicant/s.
4. Applications must be supported by a signed and dated report or letter that must be on official headed paper containing valid contact details from a third party professional who has first-hand knowledge of your situation.
5. All supporting documents, including reports and letters, that you wish to have considered as part of the application, must be listed on the ESG Application Form at Section 3. Make sure you submit them with the application form or say what ones will be sent in later otherwise they may not be included for consideration under the Exceptional Social Grounds Scheme. It is your responsibility to ensure that the documents listed arrive in the Social Work Section.
6. Letters and reports must be written within the last six months, be fully legible and should be relevant to your housing issue.
7. 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.
8. A report from the Area Housing Manager and/or the Anti-Social Behaviour Unit and/or An Garda Síochána may be requested 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.**

**General Rules:**

1. The designated staff member of the Social Work Section may seek information from relevant Sections of Dublin City Council, the Gardaí, HSE, TUSLA - Child and Family Agency or any other body that in our opinion may assist in consideration of your application.
2. We will acknowledge receipt of all ESG applications in writing.
3. Copies of documents already received in the Social Work Section in respect of your application will not be dealt with or acknowledged if they are sent in again.
4. We will notify you, or your nominated agent, of the decision in writing.
5. You must submit a new application form if you wish to change your areas of preference after a recommendation for Priority is made. 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 Housing Allocations Scheme 2018 S 2.4)
6. 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.

**Can a Priority be revoked?**

1. Cases that have been recommended for Priority will be reviewed periodically. The Senior Social Worker may revoke a recommendation of Priority if there is a significant change in your circumstances. Appeals of such decisions can be made to the Chief Housing Welfare Officer. (See Housing Allocations Scheme 2018 S 7.5.6)
2. Priority Status may be revoked if your housing circumstances or a household member included on the application change by virtue of a change of accommodation or where the housing circumstances at the time of award of the Priority status have now altered. (See Housing Allocations Scheme 2018 S 7.5.7)
3. Priority Status will be revoked if you refuse two reasonable offers of accommodation. See Housing Allocations Scheme 2018 *General Rules* S 11.3 for more information on the general rules that apply to the refusal of offers.

**Appeals**

If you are dissatisfied with the decision made in your case, you can appeal to the Chief Housing Welfare Officer in writing (the word “appeal” must appear in the letter) or on the Official Appeals Form. The Appeals Form is available by phoning 2222233 or to download at <https://www.dublincity.ie/residential/housing/social-work-section>.

You must send in your appeal **within 21 working days** of the date on your decision letter. We will notify you or your nominated agent of the outcome in writing.

**General Data Protection Regulation (GDPR) (EU) 2016/679**

* Under GDPR all information in this application will be kept as a record. The lawful basis for holding this is set out in the Housing (Miscellaneous Provisions) Act 2009 – section 32(2), Data Protection Act 2018, Section 52, Section 3 and 4, [Health and Social Care Professionals Act 2005](http://www.irishstatutebook.ie/2005/en/act/pub/0027/index.html), Section 2, [Health Identifiers Act 2014](http://www.irishstatutebook.ie/2014/en/act/pub/0015/index.html).
* We hold data for 7 years, except where a housing priority is recommended in which case we hold the information until an offer of accommodation is taken up, or in other exceptional circumstances.
* In assessing this application, we may share your informationwith sections of Dublin City Council, the Gardaí, HSE, TUSLA - Child and Family Agency, voluntary bodies or any other authorised bodies that in our opinion may assist in consideration of your application.
* In certain circumstances we may be legally required to share data held by us.
* For further information, please see Dublin City Council’s privacy statement on [www.dublincity.ie](http://www.dublincity.ie)

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

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

Fill the form in block capitals using black pen. Ensure all relevant sections are completed.It must be signed by the housing/transfer applicant/s.

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| **Section 1: Personal Details** |
| Name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Correspondence address (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 your reason/s for making this application. If necessary you may use a separate sheet of paper |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section 3: Supporting evidence from professional/s**List all supporting documents. Include professionals name & agency. Submit them with this application form or say what ones you are sending in later. It is your responsibility to make sure all documents arrive in the Social Work Section. |
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| **Section 4: Nomination of an Agent** We will inform you of the decision made on your application in writing. If you want to nominate an agent (another person) to act on your behalf instead, give their details below. **We will only write to the Agent If you pick this option.** |
| Agents Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Agents Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Agents Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section 5: Sign and Date** |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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.

**Eircode:** D08 RF3F

**Email:** esg@dublincity.ie

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

**Checklist**

* Have you filled all relevant sections?
* Did you sign the form at Section 5?
* Remember to include all your supporting documents or say what ones you will send in later.