



ALLOCATION SCHEME

MEATH COUNTY COUNCIL

MEATH COUNTY COUNCIL

(Hereinafter referred to as the Housing Authority)

ALLOCATION SCHEME

FOR

PROVISION OF SOCIAL HOUSING SUPPORT

Amended Scheme Adopted 4th October 2021

TABLE OF CONTENTS

Section	Content
1.0	Eligibility
2.0	Independent Living
3.0	Approach to Allocations
4.0	False, Misleading or withholding information
5.0	Special Category Allocations
6.0	Offers of Accommodation
7.0	Assessment of Housing Need
8.0	Rural Houses
9.0	Choice Based Lettings
10.0	Emergency Accommodation
11.0	Desertion / Abandoned Local Authority Dwellings
12.0	Separations
13.0	Temporary Tenancies / Tenancies Under License
14.0	Transfers
15.0	Mutual Transfers
16.0	Emergency / Exceptional Transfers
17.0	Rightsizing
18.0	Succession to Tenancy
19.0	Application to reside in a Council Property
20.0	Appeals Procedure
21.0	Other Matters

Introduction

This Scheme is made in accordance with Section 22 of the Housing (Miscellaneous Provisions) Act 2009 whereby each Housing Authority is required to prepare a Housing Allocations Scheme in accordance with the terms of the Act. The preparation of the Scheme has also been informed by the provisions of the Social Housing Allocation Regulations 2011 (S.I No 84 of 2011 as amended).

The scheme shall determine the priority to be given in the allocation of dwellings to the following:-

- Persons assessed as being qualified for social housing support in accordance with Section 20 of the 2009 Housing Act.
- Persons transferring from a dwelling, including from a dwelling provided under the Social Housing Leasing Initiative or the Rental Accommodation Scheme **and**, including transfers to new dwellings being purchased under the Incremental Purchase Scheme.
- Those transferring to social housing through the HAP scheme.

Application of Scheme

- Dwellings provided under the Housing Acts 1966 to 2021 or Part V of the Planning and Development Act 2000 – 2021
- Of which the housing authority is the owner,

Or

- Of which the housing authority is not the owner and which are provided under a contract or lease between the housing authority and the owner concerned, including rental accommodation availability agreements,

And

- Dwellings owned and provided by Approved Housing Bodies (AHBs) to whom assistance is given under section 6 of the Housing Act 1992 for the purposes of such provision.
- Tenants in RAS dwellings where the tenancy can no longer continue.

This Allocation Scheme has taken into account the provisions of the Meath County Council's Anti Social Behaviour Strategy.

Application for Housing Accommodation

1.0 Eligibility

Only households that have been assessed under The Social Housing Assessment Regulations 2011 (S.I. 84 of 2011), and deemed qualified as being in need of housing support will be allocated housing

support under this allocation scheme, provided they remain within the income thresholds as set in this schedule hereunder:

SINGLE PERSON HOUSEHOLD	2 ADULTS 0 CHILDREN	1 ADULT 1 CHILD	1 ADULT 2 CHILDREN	2 ADULTS 1 CHILD	2 ADULTS 2 CHILDREN	2 ADULTS 3 CHILDREN	2 ADULTS PLUS 4 OR MORE CHILDREN	3 ADULTS PLUS 4 OR MORE CHILDREN
€35,000	€36, 750	€35,8 75	€36, 750	€37, 625	€38, 500	€39, 375	€40, 250	€42, 000

The following minimum standards for bedroom accommodation will apply to lettings by the Housing Authority.

Single person or couple (Certain 1 bed units may be designated for older persons only)	1 bed
Lone Parent or Couple with 1 or two children (same gender)	2 bed
Lone Parent or Couple with 2 children of opposite gender over 10 years old or 3 or 4 children	3 bed
Lone Parent or Couple with 5 or more children	4 bed

In the case of a parent living apart from his/her children (single household applicant), to whom he/she have shared custody/access arrangements, social housing support may be allocated for such custody (one additional bedroom), upon production of relevant legal documentation.

2.0 Independent Living

All applicants must be capable of living on their own or, where considered necessary by the Housing Authority have engaged successfully with necessary support services at time of offer of accommodation and comply with good estate management. Written confirmation from the relevant, support service may be sought by the Housing Authority. Applicants with a disability who wish to live independently and can demonstrate same may apply for social housing irrespective of any supports previously supplied.

3.0 Approach to Allocations

All allocations shall be conducted in the manner as set out under of Section 22(3) of the Housing Act 2009.

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

Order of Priority

Applicants eligible for housing support will be considered on their merits having particular regard to period of time which has elapsed since they were first included on the social housing waiting list (ie length of time on the Housing List), unless consideration of Section 5 or Section 11 is invoked.

In the making of any allocation households shall be placed in accordance with the following housing need categories and allocations will be made to applicants with greatest need in accordance with this scheme. The Housing Authority will decide on the relative priority that is given to each of these need categories, taking into account the date upon which the household was entered on the Housing Authority's record of qualified households, stated areas of choice, household size and type of property required

Categorisation of Housing Need

- Homeless
- Age 65 & over
- Traveller
- General
- Enduring Health Impairment

In the allocation of dwellings where priority is claimed wholly or partly on medical grounds, the HMD-Form 1 (Disability and/or Medical Information Form) must be completed. The information provided in this form will be used to assess if priority status should be awarded to an applicant under the Housing Need category of *Enduring Health Impairment*. An Occupational Therapist report must be provided where there is a need for a specific accommodation requirement.

4.0 False, misleading or withholding information

The housing authority may refuse to allocate or defer the allocation of a dwelling where the authority considers the household fails to provide information, including information relating to members residing together or proposing to reside together as part of the household, which is requested by the authority and which the authority considers necessary in connection with an allocation.

5.0 Special Category Allocations

The Housing Authority may from time to time set aside for persons of such category or categories as the Housing Authority may decide, a particular number or proportion of dwellings becoming available to the Authority for letting and priority shall be afforded to the specified categories in the letting of these dwellings. These categories include:

- **Homelessness:** As defined under Section 2 of the Housing Act 1988

- **Travellers:** In accordance with Meath County Council's Traveller Accommodation Plan
- **Elderly:** Accommodation specifically provided for elderly
- **Special Needs:** Applicants who are in need of alternative accommodation on very serious or exceptional medical grounds including severe physical or mental disability
- **RAS/Social Leasing:** The Rental Accommodation Scheme (RAS) was introduced for people who are receiving rent supplement, usually for more than 18 months, and have a long term housing need. The scheme is run by the Local Authorities. Under the RAS the Local Authority will help secure a longer contact of tenancy with the tenants existing landlord and will pay rent directly to the landlord.

6.0 Offers of Accommodation

- Any application may, at the discretion of the Housing Authority, be removed from the housing list if the applicant fails to reply to correspondence from the Housing Authority or fails to attend an interview without a reasonable explanation.
- The Housing Authority may also rescind an offer of accommodation if the applicant fails to accept the offer within the specified time limit and deems same to be reasonable refusal of accommodation.
- In applying the terms of this scheme the housing authority may disregard the applicant's present accommodation if there is reason to believe that the applicant has deliberately or without good cause remained in or taken occupation of unsuitable accommodation primarily with the purpose of improving the prospects of obtaining accommodation from the Housing Authority.
- Applicants shall indicate in writing the areas in which they will accept social housing support in accordance with the Housing Assessment Regulations 2011, as amended. No consideration will be given to requests for specific housing estates or accommodation types.

Refusal of Reasonable offer of Accommodation

- Where a qualified household refuses 2 reasonable offers of the allocation of different dwellings made by one or more than one housing authority in the relevant application area in any continuous period of one year commencing on the date of the first refusal, the said household shall not, for the period of one year commencing on the date of the second refusal, be considered by any housing authority for the allocation of a dwelling to which section 22 of the Act of 2009 applies and the latter period shall not subsequently be reckonable in any way

for the purposes of determining the relative priority of that household for a dwelling allocation.

- An offer to allocate a dwelling by the housing authority shall be deemed to be reasonable where, in the opinion of the housing authority, the accommodation offered, would meet the accommodation needs and requirements of the household and the dwelling is situated in the area of choice specified by the household. The only exception to this is where the housing authority makes an offer because of specified exceptional circumstances, including displacement because of fire, flood or other emergency, development, redevelopment and regeneration of an area or exceptional and compassionate grounds. In these circumstances, the housing authority does not have to offer the household accommodation in their area of choice for it to be considered a reasonable offer.
- Refusal of offers of accommodation under RAS and/or Leasing will be treated as a refusal of accommodation.

Applicants should note that Refusals of Offers of Accommodation by applicants who are in receipt of Rent Supplement will and must be notified to the Department of Employment Activation & Social Protection (Community Welfare Officers) by the Housing Authority

Pre-Tenancy Course

- It is the policy of the Housing Authority that prospective tenants of all accommodation being provided by the Authority will be required to attend a tenant training course. Applicants will not be allowed to sign a tenancy agreement nor will receive keys to the accommodation until they have attended and satisfactorily completed a pre-tenancy course.

Grounds for Refusing to make / Deferring an Offer of Accommodation

Public Order Offences

In accordance with Section 14 of the Housing (Miscellaneous Provisions) Act 1997, as amended by Section 8 of the Housing (Miscellaneous Provisions) Act 2009 & section 19 of the 2014 Housing Act, a housing authority may defer an allocation where the housing authority considers that the applicant:

- Is or has been convicted of engaging in anti-social behaviour as defined under Government legislation.
- that a letting to that person would not be in the interest of good estate management.
- On the grounds of promoting social inclusion.
- On the grounds of counteracting social segregation.

- Withholding information and or fails to provide information when requested.

An offer of Social Housing Support may also be refused by the Housing Authority if:

The housing authority may refuse to allow an application onto the social housing waiting list if any of the criteria below applies:

- Where an applicant has been evicted from previous local authority accommodation (whether Meath County Council or other) due to anti social activity.
- Where the Housing Authority is satisfied that an applicant previously vacated a local authority dwelling and neglected the proper upkeep of the dwelling.
- Where the Housing Authority is satisfied that an applicant previously abandoned a local authority dwelling.
- Where the Housing Authority 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.
- Where the Housing Authority is satisfied that an applicant has manipulated their housing circumstances in order to achieve a priority to which they would otherwise not be entitled.
- Where an applicant vacated a previous local authority dwelling with rent arrears, or causing damage to a property. In such circumstances consideration may be given to including such applicant on the housing list if an arrangement acceptable to the local authority or housing association has been made to clear any arrears within a specified period, and that this arrangement is adhered to.
- In the 5-year period prior to the date of assessment for allocation the applicant or **any member** of the household has been convicted of offences under any of the following Sections of the 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 of the Criminal Justice (Public Order) Act 1994 (No. 2 of 1994),**

Or

If in the 5-year period prior to the date of assessment for allocation the applicant or **any member** of the household has been convicted of an offence relating to the unlawful possession, cultivation, use or supply of a controlled substance within the meaning of the **Misuse of Drugs Act, 1977** as amended.

Garda Clearance checks will be carried out on all applicant households prior to the making of an allocation of housing support.

Illegal Occupation of Housing Authority Dwellings

The Housing Authority will take appropriate steps to prevent illegal occupation of housing authority dwellings. In the event of illegal occupation, the housing authority will take all necessary measures to ensure the removal of illegal occupants

Where an illegal occupant has made an application for housing, the date of application will be adjusted by the period of illegal occupation, and the housing application will not be considered for that period.

Any person who breaks this rule on a second occasion may be permanently removed from the Housing List.

Such applicants will not be reinstated on to the Council Social Housing waiting list unless they vacate the property and return same in good condition. Any damage or costs arising from such an illegal occupation shall be held against the applicant in accordance with the Social Housing Regulations 2011 as amended.

7.0 Assessment of Housing Need

- All applicants must have their housing need assessed within 12 weeks of submission of a fully completed application.
- Only upon complete assessment will an applicant be placed on the social housing waiting list.
- Failure of an applicant to attend an appointment to assess their actual housing need will result in the application being terminated.

8.0 Rural Houses

Where the site is provided by the applicant and the said applicant has demonstrated their eligibility for social housing, the Housing Authority may apply to the Department of Housing, Local

Government & Heritage for funding to provide a social dwelling on the site of the applicant, once the site has been transferred into the ownership of the Housing Authority.
(This option is subject to the availability of funding and Departmental approval).

9.0 Choice Based Letting

The Housing Authority will operate a Choice Based Letting System (CBL) to enable qualified households to exercise greater choice and involvement in selecting a new home. Dwellings provided under the Housing Acts 1966 to 2014 or Part V of the Planning & Development Act 2000 will be allocated through CBL. However, not all dwellings becoming available for letting will be offered through CBL. In particular, dwellings designated for older persons, persons with a physical disability, and Traveller specific accommodation will not be allocated through CBL. Other unit types may also be excluded from CBL from time to time, at the discretion of the Housing Authority, to cater for specific housing needs. Dwellings to be allocated under CBL will be designated from time to time by Order of the Chief Executive.

The procedure applied by the Housing Authority for Choice Based Lettings will be as set out in Regulations 6 – 11 of the Social Housing Allocation Regulations 2011. In accordance with Regulation 12 (4), a refusal of an offer made under a CBL shall not constitute a refusal as per Section 12 of this document. In accordance with Regulation 10(1), where an applicant refuses a reasonable offer of a CBL, the household cannot bid for another CBL dwelling for 1 year.

Where dwellings are designated for CBL, dwellings are advertised via the Choice Based Lettings website hosted on Meath.ie

Qualified applicants will be eligible if the bid dwelling is suitable for their household size, and the Housing Authority has received the applicant's bid before the deadline for receipt of bids has passed. The Housing Authority will only consider bids from eligible qualified applicants.

Qualified applicants will not be considered for the allocation of bid dwellings in respect of which they have not made a bid. The Housing Authority will refuse bids from qualified applicants if the bid dwelling does not meet the applicant's accommodation needs as assessed by the Housing Authority.

All bids received before the closing date will be assessed by the Housing Authority. A shortlist of eligible applicants for those that submitted a bid will be drawn up. The shortlist will identify the order of applicants by placing all eligible bids in priority order. Where more than one bid is received for the same dwelling, bids are ranked and an allocation offer is made to the applicant with the greater priority in accordance with the Allocation Scheme. The Housing Authority will verify that each applicant shortlisted is eligible and that the dwelling is suitable for that applicant's accommodation need.

The top shortlisted applicant will be required to undergo another social housing assessment and the Housing Authority will also consider whether or not the letting of the bid dwelling to that household would be in the interest of good estate management prior to the applicant being offered the bid dwelling.

Where an applicant refuses a reasonable offer of the allocation of a bid dwelling or is deemed to have refused such an offer, that applicant shall not, for the period of one year commencing on the date of such refusal, be entitled to make a further application under CBL to the Housing Authority for the allocation of a bid dwelling.

The Housing Authority may, as its discretion, and at any stage prior to allocating a bid dwelling, decide to terminate the designation of that dwelling as a bid dwelling and not to proceed, or not to continue, with choice based letting in respect of that dwelling.

10.0 Emergency Accommodation

Exceptional Welfare Grounds

Where the need for accommodation arises from an emergency, the housing authority may make an allocation to that household as it considers necessary to meet this need, notwithstanding the priorities for lettings as set out in this Allocations Scheme.

The following circumstances may be taken into account when determining the level of priority to be afforded to housing applicants.

- Families or persons rendered homeless in emergency circumstances e.g. fire, flood etc. and persons displaced from dangerous buildings under the Local Government (Sanitary Services) Act, 1964.
- Families or persons displaced from a dwelling required by the housing authority for re-development or other such activities being carried out by or on behalf of The Housing Authority.
- Families or persons displaced from potentially dangerous buildings under the Fire Services Act, 1981 as amended.

Nothing in the Scheme shall operate to prevent the Chief Executive / Director of Service from allocating a Tenancy in emergency circumstances, notwithstanding the order of priorities for lettings as set out in this scheme. Where the need for accommodation arises from an emergency, the Housing Authority may make a letting to that person as it considers necessary to meet that need.

- The Housing Authority may approve special lettings of its dwellings to organisations providing social services to the local community.

11.0 Desertion / Abandoned local authority dwellings

As per Section 14(1) and Section 15 of the Housing (Miscellaneous Provisions) Act 2014, and in relation to the calculation of any period of abandonment of a dwelling, the housing authority will deem a dwelling abandoned where a dwelling continues to remain abandoned during such period notwithstanding any occasional visit to the dwelling by the Tenant or a member of his or her

household for the purpose of maintaining an illusion of occupation and where the housing authority believes the dwelling is not the normal place of residence.

12.0 Separations

Where a couple has separated but the consequences for the family home have not been resolved (in a formal separation agreement or in legal proceedings) then the local authority may deem them eligible (provided they meet all the other eligibility and needs criteria). However, such households are only eligible for certain types of social housing support only; namely the Rental Accommodation Scheme (RAS) and the Housing Assistance Payment (HAP), until such time as the matter of the family home is resolved and a fresh social housing assessment is completed. This provision also applies to separated couples where the family home is a social housing tenancy.

13.0 Temporary Tenancies / Tenancy under Licence

The Housing Authority may in certain circumstances, when considered appropriate, allocate a housing support under a temporary tenancy. The tenancy relates to the granting of a temporary housing support. This will normally be for a period of six months after which time a review will be undertaken. A decision will then be made regarding the extension or granting/refusal of the full tenancy/Housing support

14.0 Transfers

Transfer of existing Housing Authority Tenants / Voluntary Housing Bodies / Social Leasing / RAS /HAP

In order for transfers to be considered for existing Housing Authority/Voluntary Housing Body /social leasing tenants, there must be a material change in the households housing need which can be demonstrated. This change in need should not have been a factor in the first allocation of housing support to justify a transfer.

The housing authority also may transfer tenants who no longer require a larger dwelling due to the vacation of older children. In these cases the housing authority reserves the right to request that the tenant moves to a smaller dwelling within a reasonable distance from the original dwelling.

Transfers will not be considered within 2 years of an allocation of housing support.

Housing Authority tenants including applicants for transfer from the Rental Accommodation Scheme, Voluntary Housing Bodies or Social Leasing will be considered for a transfer to other Housing Authority dwellings under the following circumstances.

- Overcrowding
- Where elderly and other small households wish to surrender family type accommodation and move to smaller accommodation.

- Medical/compassionate reasons
- Exceptional circumstances

Notwithstanding the above, tenants seeking a transfer must fulfil the following requirements to the satisfaction of the housing authority: -

- Hold tenancy in their present dwelling for a period of at least two years.
- A clear rent account for at least six months*.
- All service and other charges e.g. electricity, gas, water are paid up to date.
- Kept their dwelling in satisfactory condition.
- Complied with all conditions of their Letting Agreement, and
- Have no record of anti-social behaviour.

**In exceptional circumstances the presence of rent arrears may not disqualify the consideration of a transfer application.*

Such instances will be considered on a case by case basis

Where the Housing Authority decide not to renew a lease in respect to a property provided through the Rental Accommodation Scheme or the Social Housing Leasing Initiative, the Housing Need will be examined in the determination of the appropriate housing support which may include a transfer to standard Local Authority house.

RAS Tenants

Tenants who were transferred to RAS prior to the introduction of the Social Housing Assessment Regulations 2011, on the 01 April 2011, will be given credit for their time on the housing waiting list from the date of their approved housing application, where they apply to transfer to another form of social housing support, and were on the housing list since they commenced their RAS tenancy.

The Refusal Policy (Section 6) will also apply to applicants for a Transfer, and any subsequent refusals of offers made to a transfer application.

HAP Tenants

Once a tenant is receiving HAP, their housing needs are met and they will not be on the local authority's housing list. They will however be able to apply for transfer to other forms of social housing, for example a local authority house. When they receive approval for HAP, they will receive a letter and a form to apply for a transfer from the relevant local authority. If they apply for a transfer

within two weeks of the date of this letter, any time spent on the housing list before they entered HAP will be taken into account when the local authority considers the application.

15.0 Mutual Transfers

For Mutual transfers the principle of equivalence applies in that in all respects, the transfer is like for like (tenure, property type, estate management etc) and that the housing unit must be appropriate to the housing needs of both parties and there is no cost to the Local Authority of making good both properties. Conditions 1 to 4 as outlined above under Section 10.1 will also be used in the consideration of mutual transfers. Each Tenant shall agree in writing to accept the other house in its present condition in as far as any works or maintenance works are required and further understanding that no repairs will be considered for the first year following the granting of same.

Applications for inter transfer between a Council tenant and another Housing Authority tenant are subject to the approval of both the Council and the other Authority. Applications for inter transfer between a Council tenant and an Approved Voluntary Housing Association tenant are subject to the approval of both the Council and the Association.

In addition to the conditions at section 13 above, the Councils consideration of an inter transfer application will have regard to the following:

- The reasons given by the applicants for the inter transfer in either applicant household.
- If the transfer would result in the overcrowding in either moving group.
- If the transfer would result in under utilisation of either dwelling.

If the Council is satisfied that there has been any financial gain by either party as a direct result of the Inter Transfer e.g. any payment being made by one party to the transfer to the other party to the transfer in respect to any aspect of the transfer, the application will be refused. If evidence is received after the transfer takes place the transfer will be reversed.

Applicants will be required to sign a declaration that they will go into occupation of and continue to occupy the respective dwellings. If one of the parties does not take up residence or vacates it within a period of six months, the Council will move, in the absence of a satisfactory explanation, to have the other dwelling in the exchanged repossessed.

16.0 Emergency / Exceptional Transfers

In the case of emergency, the housing authority may forgo any or all of the conditions in granting a transfer of tenancy. Any transfer will take count of arrears but allowances may be made where a proven effort has been made to address any such arrears.

All transfers will be subject to the Housing Authority having suitable accommodation available.

17.0 Rightsizing

Rightsizing is a term that describes a process of adjusting your housing to meet your current needs.

Existing Tenants

Tenants occupying properties in excess of their current housing need shall be approached in order to rightsize to a more suitable property to their meet their current need subject to availability and suitable properties within the tenant's local community or preferred area of choice. This should be used at all times to ensure best use of the Housing Authority's current housing stock.

Furthermore, rightsizing is often reference in the context of older adults moving from larger family homes to smaller, more manageable homes that will support a person to age in place. Accordingly, rightsizing has a valuable role in supporting older people to remain living in their own homes and communities for as long as possible.

Accordingly, the Housing Authority will encourage older tenants (aged 55 years or older) to consider rightsizing as a proactive life choice and to think about future needs as well as current needs when considering rightsizing opportunities.

It is recognised that the decision to move home is a significant one, especially due to emotional attachments. Therefore, enhanced awareness of the benefits of rightsizing is key to the success of achieving rightsizing within the Housing Authority's own housing stock, along with guided assistance and support throughout the process of rightsizing. This will be achieved by:

- Maximising promotion of voluntary rightsizing opportunities to existing tenants
- Financial assistance up to a maximum of €500 to existing tenants for identified expenditure associated with a rightsizing move, where deemed necessary (eg decluttering, belongings transfer/removal). The extent of the maximum financial assistance available to be reviewed periodically, in the context of experience gleaned from actual implementation.

Private Owners – Rightsizing Financial Contribution Scheme

The Financial Contribution Scheme for private owners is provided for in recognition that there are persons of 55 years or older who find their existing dwellings too large for their needs and who wish to be considered for housing by the Housing Authority, as tenants in older person's accommodation.

The following conditions apply:

1. The property must be located in Meath County Council's administrative area
2. Admission to the Financial Contribution Scheme shall only be offered to a home owner if Meath County Council wishes to purchase a home owner's property and is able to source a vacancy in older person's accommodation for the applicant
3. Meath County Council cannot purchase any house with a value in excess of the price limit set out by the Department of Housing, Local Government & Heritage for acquisitions (Unit Cost Ceilings applicable at the time)

4. Meath County Council shall only consider purchase of properties at a discount from homeowners who are eligible for older person's accommodation
5. Successful applicants will be placed on the Financial Contributions List until a suitable vacancy arises. Applicants will not be prioritized ahead of older persons on the Social Housing or Transfer lists. An offer of a social house to an applicant on the Financial Contribution List will be at the discretion of the Housing Authority
6. Home owners who are housed must pay a housing rent in line with the Differential Rent Scheme
7. The financial contribution for a private house owner (aged 55 years or above) to become a tenant of the Housing Authority is one quarter of net proceeds of the sale of the dwelling. Net proceeds shall exclude the discharge of any mortgage or charge on the property, legal fees incurred and/or expenses solely related to the sale of the property
8. Properties will be subject to inspection when an applicant is reached for consideration. If the dwelling is found unsuitable by the Housing Authority or if it requires substantial repairs, the Housing Authority may not purchase the property. The applicant has the option of a private sale of the property, with the applicant paying the financial contribution to the Housing Authority of one quarter of the net proceeds of the sale

18.0 Succession to Tenancy:

Where a tenant dies or leaves a dwelling, a member of the tenant's family who is in need of accommodation will be entitled to succeed the tenancy (where there is no remaining joint tenant) provided the housing authority is satisfied that such a member was bona fide ordinarily resident in the dwelling with the deceased or departed tenant prior to and up to the time of death or departure. Other than in exceptional circumstances the minimum period of residency required will be 2 years. This shall be confirmed by inclusion in previous rent assessments / rent review forms.

This entitlement will not apply where the housing authority is satisfied that the applicant for succession deliberately took up occupation in the dwelling for the sole or principal purpose of obtaining the tenancy in these circumstances. The Housing Authority will make whatever enquiries are necessary to verify any particulars furnished in support of an application for secession including reference to rent assessment forms or other particulars submitted by the previous Tenant.

19.0 Application to reside in a Council Property

- A Tenant may apply to include an additional adult within their tenancy at any point.
- Such an application is subject to the following criteria:
 - Tenants must complete the necessary form and disclose all facts.
 - A full assessment will be carried out.
 - The additional adult housing need must be established (Where necessary a full housing application may be requested.
 - All decisions are subject the Garda vetting and endorsement of the housing Investigation Officers.
 - Rent account must be up to date
 - Previous compliance with Tenancy Agreement
- The final decision on such an application rests with the Housing Officer.

20.0 Appeals Procedure

Meath County Council makes all decisions in relation to housing supports in accordance with national legislation and Council policy and procedures. Applicants who are not satisfied with the underlying reasons for a decision made by the Housing Section have a right, in the first instance, to ask the deciding officer involved to clarify the basis for their decision. If an applicant disagrees with the principle of the decision, they have the right to make an appeal on the relevant appeal form, which must be submitted to the Administrative Officer, Social Housing Section.

An Appeal will only be considered by Meath County Council in the following circumstances:

- An applicant using the services provided by Meath County Council Housing Section may appeal against a decision made by the Housing Section where the applicant believes that the basis of the decision is incorrect, or that incorrect information was used by the Council in reaching a decision
- They must clearly state the reasons for making the appeal. Give details including dates, staff involved and any other relevant information (attach a separate sheet and relevant supporting documentation if necessary)
- All Appeals must be made on the required appeals form, and must be signed by the appellant/s. The appeal must be made within **21 days** of the original decision being made by the Council, and **must be accompanied by original application form and attached documentation.**
- A response to the appeal will be made within 14 working days. This may be extended if additional information is sought.
- Should the appeal be rejected by the Administrative Officer, Housing Section, you may make a further appeal to the Councils Appeal Officer, namely the Senior Executive Officer, Corporate Services Section, who will respond to your appeal within a further 10 working days.
- Should this appeal be rejected by the Senior Executive Officer, an applicant may make a final appeal to the Ombudsman at 18 Lower Leeson St., Dublin 2. The Ombudsman is independent of Meath County Council.

Meath County Council will:

- Investigate the appeal in a fair, impartial and confidential manner
- Notification of the relevant staff member who deals with appeals will be given to an applicant if their application is deemed ineligible.
- Reserve the right to cease responding to vexatious or repetitive appeals
- Maintain files and records of active and resolved appeals
- Monitor trends and significant issues arising from successful appeals at management level
- The Appeals Officer will confirm the result of the appeal to the appellant in writing.

Appeals can be made in writing within 21 days of the decision, as follows

Appeal to be made in writing to:	Further Appeal may be made in writing to
Administrative Officer, Social Housing, Housing Department, Meath County Council, Buvinda House, Navan, Co. Meath.	Appeals Section, Senior Executive Officer, Corporate Services, Meath County Council, Buvinda House, Navan, Co Meath

21.0 Other Matters

The housing authority may from time to time review this allocation scheme, and revise it by way of amendments to the scheme or make a new scheme, subject to the approval of the Council. Before making or amending an allocation scheme, the housing authority shall provide a draft of the scheme or amendment to the scheme, as the case may be, to the Minister, who may direct the Housing Authority to amend the draft scheme or draft amendment, and the Housing Authority shall comply with any such direction within such period as may be specified by the Minister.

A copy of the Scheme will be available for public inspection at the offices of Meath County Council, Buvinda House, Navan, Co. Meath and will also be available on the Housing Authority's website at www.meath.ie