

# TENANT (INCREMENTAL) PURCHASE SCHEME 2016

## APPEALS PROCEDURE

Appeals may be made in the case of houses excluded by the Local Authority on the basis of under-utilisation. Appeals may also be made on the Local Authority's assessment of applicant's income and tenancy. In all cases appeals will be decided on a case-by-case basis.

The following grounds for refusal are not open to appeal as the exclusions are based on regulation (S.I. No. 484 of 2015).

- Houses designed for occupation by elderly i.e. 1 bed properties.
- Houses provided to facilitate transition from institutional care to communitybased living.
- Houses specifically designed for occupation by travellers.
- Houses capable of being moved (mobile homes etc.)
- Part V properties.
- Houses excluded by LA for proper management of housing stock or on account of structural condition.
- Properties temporarily excluded for reconstruction / improvement works.

Please note that the tenant incremental purchase scheme applies to houses, and not to apartments, flats, maisonettes, and duplexes.

The appeal should clearly outline the grounds upon which the tenant disputes the refusal of the application. Decisions on appeals shall be made within 20 working days of receipt of the appeal.

In cases where additional information is requested by the Appeal Officer the timeframe for decision will be suspended until the requested information has been submitted.

The appeal process should not be used in cases of changed circumstances after the date of application. In these cases a new application is required.

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