



Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

HOUSING ALLOCATION SCHEME FOR SOCIAL HOUSING SUPPORTS

Allocation Scheme in accordance with Section 22 Housing (Miscellaneous Provisions) Act 2009 as amended and the Social Housing Allocation Regulations, 2011 & The Social Housing Allocation (Amendment) Regulations 2016.

**Adopted by Waterford City & County Council at the
Plenary meeting on 8th February 2024**

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Section A Introduction

Purpose & Scope of the Scheme – Legal Basis, Guidance and Circulars

Waterford City & County Council's Housing Allocation Scheme sets out the basis and order of priority for the allocation of social housing support to eligible persons hereunder:

- Persons assessed as being qualified for social housing support in accordance with Section 20 of the Housing (Miscellaneous Provisions) Act, 2009 (and associated regulations).
- Persons seeking a transfer from a Waterford City & County Council tenancy or other housing supports including Approved Housing Body (AHB), Social Housing Leasing Initiative, the Rental Accommodation Scheme (RAS), Housing Assistance Payment (HAP), the Incremental Purchase Scheme or other approved schemes as appropriate.

This allocation scheme applies to the full range of Housing supports, including social housing and housing provided by Approved Housing Bodies (AHBs) to whom assistance is given under section 6 of the Housing Act 1992, the Rental Accommodation and Leasing Schemes. i.e. Council owned and leased houses.

Designation of Particular Dwellings

The following special conditions will apply in respect of the allocation scheme for the letting of dwellings:

Waterford City & County Council may set aside dwellings from time to time as they see fit for all or any of the following purposes:

- A) Allocation to a particular type of household as listed hereunder for persons with special accommodation needs thereby applying priority in the allocation of dwellings to approved households in the relevant category of need:
 - (a) People with disabilities: including physical, sensory, intellectual or mental health
 - (b) Travellers: Households who seek to be housed in standard local authority/AHB/LTL/RAS social housing accommodation and/or traveller specific accommodation, provided in accordance with the Council's Traveller Accommodation Programme.
- B) for allocation to households deemed homeless under Section 2 of the Housing Act 1988.
- C) for older persons specifically suited to the older person's housing need
- D) for allocation to households transferring from other forms of social housing support (RAS, AHB) and leased units
- E) for allocation to households under choice based letting (CBL)
- F) for allocation to specific programmes such START, Housing First and emergency accommodation.

- G) for allocation under licence type agreements to AHBs.
- H) for allocation under licence type agreements to temporary tenancies in certain circumstances e.g. fire damage, exceptional and tenancy management grounds.
- I) for any other programme for specific cohorts of vulnerable persons as determined by the members

Section B Allocation Scheme - Priority Need

B Order of Priority

The following categories are considered to be priority cases and will be considered for housing support on the basis of need.

1. Applicants living in **dwelling**s deemed to be **dangerous** as defined in Section 3 of the Sanitary Services Act 1964 or being displaced by operations of the Local Authority
2. Applicants deemed to be **homeless** under Section 2 of the Housing Act 1988
3. Applicants living in dwellings deemed to be **unfit** as defined in Section 66 of the Housing Act 1966.
4. Applicants with **exceptional medical/compassionate** grounds.
5. Applicants living in dwellings deemed to be **overcrowded** as defined in Section 63 of the Housing Act 1966.
6. Applicants in need of housing on **disability, medical, compassionate** or other similar grounds.
7. Older persons (aged 55 years or older). Accommodation under this category will be those provided specifically for older persons or that is specifically suited to the older person's need.
8. Applicants in need of housing who are living in unsuitable accommodation having regard to the particular circumstances in accordance with 23(f) Social Housing Regulations 2011.
9. Applicants not included in any other category above who have been assessed and approved for social housing
10. Persons who are in the opinion of the Housing Authority not reasonably able to meet the cost of their mortgage and are unable to obtain suitable alternative affordable accommodation.

The Council shall apply a Gaeltacht Residential Qualification in accordance with the requirements of the Waterford City & County Council Gaeltacht Local Area Plan, in order to protect the linguistic and cultural heritage of the Gaeltacht, including the promotion of Irish as a community language. The application of a Gaeltacht Residential Qualification, to the order of priority, in accordance with the requirements of the Waterford City & County Council Local Area Plan shall be by way of Chief Executive's Order.

All Allocations shall be subject to the principles of good estate management.

All nominations to dwellings provided by Approved Housing Bodies shall follow the above order of priority.

B.1 Exceptions

Waterford City & County Council may disregard the order of priority given to a household under an allocation scheme where the household is being provided with social housing supports in the following circumstances.

(a) Persons being displaced from:

- a. Dangerous buildings under the Local Government (Sanitary Services) Act, 1964,
- b. or potentially dangerous buildings under the Fire Services Act 1981, as amended
- c. or Unfit dwellings under section 66 Housing Act 1966,
- d. or by operations of the City Council in dwellings urgently required for redevelopment.
- e. Where persons are rendered homeless because of fire, flood, storm damage etc. short-term emergency accommodation may be provided.

(b) Persons in a dwelling let to the household under Chapter 4 tenancy agreement having been assessed under Section 20 (3) i.e. RAS accommodation. The allocation of the RAS accommodation will be subject to the terms of the refusal to allocate section of this scheme.

B.2 Waiting Time

Whilst allocations will be made in accordance with the above order of priority, where a number of applicants falls within the same category, regard shall be given to the length of time that has elapsed since the applicant qualified for inclusion as a qualified applicant for housing by the housing authority.

B.3 Assessment of Bedroom Requirement

Overcrowding is deemed to exist where two persons of the opposite sex, not being spouses or partners and both aged 10 years and over, sleep in the same room due to lack of accommodation.

When assessing need for accommodation on overcrowding, the application will be assessed on the following basis:

Household Composition	No. of Bedrooms
Single Person or Couple	1
Single Parent/Couple with 1 child or 2 children of same gender under 10	2
Single Parent/Couple with 1 child or 2 children of different genders under 10	3
Single Parent/Couple with 3 or 4 children under 10	3
Single Parent/Couple with 5 or 6 children under 10	4

Once a child is aged over 10 the requirement for an additional bedroom will be examined.

B.4 Children in Shared Custody/Access Arrangements

The Local Authority will assess separated parents with partial custody/access arrangements and the following will apply to the assignment of bedroom need:

- 1) Children of parents living apart will be recorded in the assessment of each parent (providing the submit the relevant documentation) and the type and extent of accommodation which they require will be assessed taking into consideration the extent to which their needs are met in the household of the other parent.

- 2) The Local Authority assigns multiple bedroom unit requirements to the parent with whom the children reside for the greater part and a reduced number of bedrooms to the other parent.

B.5 Requests for Additional Bedrooms

Requests for additional bedrooms will be facilitated on an exceptional needs' basis only. Where requests for an additional bedroom on exceptional medical grounds are received (for the purposes of a carer to stay in the house at night or where a household member cannot share a bedroom) the requests will be considered on a case-by-case basis and a recommendation may be sought from the Senior Medical Officer having regard to a fully completed HMD1 form.

B.6 Suspension or Refusal of an Allocation

Notwithstanding anything contained in the Housing Acts 1966 to 2014 or in an Allocation Scheme made under Section 22 of the 2014 Housing Act, the Housing Authority may use its right under Section 14 (1) (as amended) of the Housing (Miscellaneous Provisions) Act, 1997 to refuse to allocate or suspend the allocation of a dwelling to a person where:

- 1) The local authority considers that person to be engaged in anti-social behaviour or that an allocation to that person would not be in the interest of good estate management.
- 2) The person fails to provide information, including information relating to persons residing or to reside with that person, which is requested by the housing authority and which the local authority considers necessary in connection with an application for an allocation.
- 3) Subject to any further provisions contained within the housing authority's adopted anti-social behaviour policy.
- 4) Where an allocation is deferred on anti-social behaviour grounds, the suspension period will not be reckonable as time on the list when being considered for future allocations.

Additional conditions to be considered:

- 5) Where a person illegally occupies a local authority dwelling (S.13 of the Housing Act 2014), he/she shall not be considered for social housing supports for a period of 5 years from the time they vacate the property. The 5-year period will not be reckonable as time of the list.
- 6) Where an applicant has voluntarily surrendered social housing, they shall not be considered for social housing support for a period of 1 year from the date of the surrender **except** in the case of permanent marriage dissolution or a relationship breakdown whereby an application for social housing supports may be considered immediately after a 12-month period once all the relevant documentation in relation to the marriage dissolution and relationship breakdown is provided.
- 7) Where an applicant has abandoned a social housing dwelling, they shall not be considered for social housing support for a period of 5 years from the date of the abandonment.
- 8) Where a former tenant has caused damaged to a local authority property and is now seeking social housing supports no consideration will be given to the application until such as time as the cost of repair of the property (excluding normal wear & tear) has been repaid or partly repaid with a pay plan in place. SI no. 84 of 2011 S. 25
- 9) Where tenant of a social/RAS /HAP surrenders their dwelling leaving rent arrears a deferral of 12 months will be implemented. The rent arrears must be addressed by way of either full payment or an agreed payment plan and the payment plan must be adhered to for a period of at least 6 months before they can be considered for housing after the deferral period.

B.7 Allocation Conditions

- 1) Allocation will be subject to a report/input by the relevant housing teams (rents, tenancy management, HAP, welfare, applications, delivery) having regard to the past history of the applicant and the principles of good estate management.
- 2) All applicants who have received an allocation of a property and have accepted same must complete a Tenancy Induction Course (TIC) before taking up occupation of the property.

B.8 Determining the Basis of Need

- 1) If a local authority has reason to believe that an applicant has deliberately or without good cause and sufficient reason remained in or taken occupation of unsuitable accommodation primarily to improve the prospects of obtaining a social housing tenancy or sought to significantly worsen their financial situation through reduced working hours or through other means, the local authority may disregard an applicant's present accommodation and circumstance.
- 2) Where priority is claimed on medical and/or disability grounds the applicant shall submit a **fully completed HMD1 form signed by two healthcare professionals, listed on the HMD1 form.**
 - a. Only medical evidence in relating to persons included on the housing application will be assessed. Medical evidence in relating to other occupants in the dwelling will not be considered.
 - b. Priority on the basis of disability or medical grounds will only be awarded where:
 - alternative housing would in a material way improve or stabilise the health or disability of the applicant,
 - relieve the condition from which they are suffering and/or significantly improve their ability to cope with that condition.
 - c. Where priority is awarded, the priority may cover a particular type of accommodation and/or accommodation in a particular location.
 - d. The local authority in considering a priority claimed on medical grounds will seek the recommendation from the Senior Medical Officer.
 - e. An Occupational Therapist report may be required where there is a need for a specific accommodation requirement.

B.9 Change in Circumstances

Applicants for social housing supports should immediately notify the local authority where their circumstances have changed since the decision to approve them for social housing supports.

Where a change of circumstances form is received by the local authority it will be examined to ascertain if the applicant remains eligible for social housing supports and if the applicant's basis of need, bedroom requirement should be amended.

Section C Transfers

C.1 Grounds for a Transfer Application

Tenants of the local authority including tenant of dwellings provided under the Social Housing Leasing Initiative, RAS, HAP transfers or by Approved Housing Bodies may apply for consideration for a transfer to other dwellings under the following priority categories:

- a) Medical/Disability Grounds
- b) Overcrowding

- c) Rightsizing – where older persons and other households wish to move to smaller accommodation
- d) Transfers which in the opinion of the local authority will create vacancies required for re-letting to meet special need category households
- e) to facilitate incremental purchase where the authority has consented to such a purchase

Transfers not falling into the above categories will only be considered where there are verifiable exceptional circumstances which may warrant a transfer.

Approved transfer applicants will be placed on the transfer list from the date their completed transfer application was received.

The list of qualified households will be prioritised in the following order:

1. Applicants with exceptional medical/compassionate grounds.
2. Applicants living in dwellings deemed to be overcrowded as defined in Section 63 of the Housing Act 1966.
3. Applicants in need of housing who are deemed to have a need based on disability - physical/mental health /sensory/intellectual
4. Older persons (aged 55 years or older) and older persons seeking to right size.
5. Applicants in need of housing who are living in unsuitable accommodation having regard to the particular circumstances in accordance with 23(f) Social Housing Regulations 2011.

C.2 Transfer Requirements

Tenants seeking a transfer must fulfil the following requirements:

1. Hold a tenancy for two years continuously in their current accommodation.
2. Have a clear rent account or be adhering to a pay plan for a minimum 6 months or 12 months depending on the level of arrear.
3. Ensure, all service and other charges are paid up to date
4. Have kept dwellings in a satisfactory condition,
5. Adhere to the requirements of the pre-transfer property inspection
6. Have complied with all aspects of any tenancy agreement with any Housing Authority or Approved Housing Body.
7. Have no record of anti-social behaviour
8. Approved housing body (AHB) tenants must in the first instance seek a transfer with their current AHB before applying for a transfer with Waterford City & County Council.

All transfers require the written consent of the local authority to proceed.

C3. Exceptional Transfers

In the case of an emergency transfer on exceptional medical or exceptional compassionate grounds, the Housing Authority may fore go any or all of the conditions in granting a transfer of a tenancy:

- 1) Local Authority tenants displaced by fire or flood
- 2) Applicants requiring specifically adapted units where their current unit has been deemed unsuitable for modifications under a DPG.

Priority may be given to households in receipt of social housing supports that is not owned by the local authority and the unit is no longer available to them through no fault/act of their own i.e. rental accommodation scheme and long-term leasing initiatives.

RAS tenants since 1st April 2011 prior to the introduction of the Social Housing Assessment Regulations will be given credit for their time on the 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. Allocations shall be made in accordance with C1 above.

C4. Applications from tenants of AHBs or other Local Authorities

Transfers between tenants of Waterford City & County Council and tenants of another Housing Authority or Approved Housing Body may be permitted where there is no suitable unit available with the other housing Authority or Approved Housing Body, provided the conditions agreed between the two Authorities and/or AHB and the conditions of this scheme for such transfers are fully met.

Section D Approved Housing Body (AHB) Accommodation

D1. All approved housing applicants may be considered for nomination for an allocation with an AHB. The selection process for suitable nominees to an AHB will be based on the same criteria as any allocation with Waterford City & County Council.

A refusal of an offer of an allocation with an Approved Housing Body will be dealt with in the same way as refusals of offers with Waterford City & County Council.

All nominations to Approved Housing Bodies shall follow the order of priority of this scheme.

Section E Homeless Persons

E1. A person shall be regarded as homeless if in the opinion of Waterford City & County Council the person is unable to provide accommodation from his or her own resources as per Section 2 of the Housing Act 1988 and:

- 1) There is no accommodation available which in the opinion of Waterford City & County Council the applicant 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

- 2) The applicant is living in a hospital or other such institution and is so living because he/she has no accommodation of the kind referred to in paragraph (1)

E2. Consideration of Basis of Need

The following will be considered as part of determining the basis of need having regard to homelessness:

- 1) Whether the applicant meets the social housing need criteria
- 2) Whether the applicant has voluntarily surrendered a tenancy
- 3) Whether the applicant has been asked to leave a tenancy by reason of a breach of tenancy including rent arrears and anti-social behaviour

- 4) Whether the applicant has satisfactorily engaged with services to secure HAP/Private Rented accommodation
- 5) That consent has been given by the individual to be discussed at Waterford City & County Councils Homeless Action Team (HAT) meeting and details allowed to be updated on PASS.

E3. Determination of Appropriate Social Housing Supports

On presentation of an individual to the Waterford Integrated Homeless Services (WIHS) HUB the individual will be assessed by the WIHS team. Where an applicant does not have an application for social housing support, they will be requested to submit a completed application.

If the applicant has an approved application for social housing support, they will be provided with assistance of the HAP Placefinder service if it is deemed appropriate.

In exceptional circumstances a decision may be made to provide emergency accommodation on a short-term basis. However, it is expected that the approved applicant will actively engage with the HAP Placefinder to secure private rented accommodation thereafter.

Waterford City & County Council will determine the appropriate housing supports to be offered applicants assessed as having an accommodation need based on homelessness.

E4. Housing First

Waterford City & County Council may set aside a number of units for homeless households for Housing First, all of which will have robust wrap around supports from all the necessary services.

E5. Young Persons Leaving Care

In accordance with the protocol of young persons leaving care, Tusla will continue to establish Aftercare Steering Committees in line with their structures and that of Housing Authorities, to manage the local transition of young people leaving state care. Both Tusla and the Housing Authorities are represented on Aftercare Steering Committees.

Tusla's Aftercare Service will refer the young person to the Aftercare Steering Committee when the young person is 16 years of age where appropriate to do so, to ensure appropriate services are informed and work in partnership to plan and deliver services. This information sharing is vital to inform the young person's preparation for leaving care and after care plan.

Where social housing is assessed as the most appropriate form of accommodation for a young person leaving the care of Tusla, the Housing Authority representative will meet with the young person (prior to them turning 18 years of age) and Tusla's Aftercare Service and shall provide information on housing options and processes.

The Housing Authority will have regard to all housing supply options available that may be utilised to support the accommodation needs of young people leaving the care of Tusla.

Where the assessment of accommodation needs of young person leaving the care of Tusla determines that social housing is the most appropriate form of accommodation for that young person, the provision of such social housing will be subject to availability of suitable housing.

E.6 Persons Leaving Prison

Individuals who are currently incarcerated and who have informed their Prison Resettlement Worker that they have no accommodation available to them on release will make an application for housing through their Resettlement Officer prior to the scheduled release date.

The application will be processed and assessed prior to the release date.

The application will then be further processed having regard to the procedure at E1, E2 and E3 above and relevant Dept. of Housing circulars and guidelines.

Section F. Successions

F.1 Succession

In the event of death in the case of joint tenancy, the tenancy will ordinarily be transferred to the surviving tenant or their spouse/civil partner, provided that they have been continuously resident in the dwelling for a continuous period of at least two years immediately prior to the death of the tenant and have been declared for and assessed for rent purposes for that entire continuous period. Periods of non-residence or residence not declared for rent assessment purposes are not applicable.

In the event of death of both tenants, or the vacating of the dwelling for reasons of long-term care, the tenancy will ordinarily be transferred to the member of the family longest residing provided that:

- 1) They, having an assessed/approved housing need, are living in the dwelling and have been declared/assessed for rent purposes for a continuous period of at least two years immediately prior to the death of the tenant and they meet the criteria of F. 2 below
- 2) Where there are two or more surviving members of the family who meet the above criteria, a joint tenancy may be granted. Where an agreement cannot be reached regarding the family member to succeed, the dwelling automatically reverts to the Housing Authority.

Where a legal separation/divorce exists regard will be given by the Housing Authority to the terms of that agreement in the consideration of any application for succession of a tenancy.

A person other than a joint tenant, spouse, civil partner, son or daughter who having had permission to reside and can verify residing in the dwelling for 5 years by providing proof of residence **and** has been declared and assessed for rent purposes for 5 years immediately prior to the death or departure of the tenant, other than the departure by way of purchasing or acquiring/inheriting of own property and has an assessed housing need may apply to succeed to the tenancy.

F.2 Allocation Conditions for Succession

All succession to tenancy applications are subject to the following, the applicant:

1. Must have an approved housing need
2. Must be residing in the current dwelling (Local Authority/Voluntary/RAS/Leased) for a period of 2 years or 5 years depending on their relationship to the tenant as above.
3. Have complied with all aspects of any previous tenancy agreement with a Housing Authority
4. Have no record of anti-social behaviour

5. Under occupancy may not be permitted where there an established need for such a dwelling. In such cases the household may be required to move to an alternative property with their agreement, which in the Council's opinion, is suitable to their household need.
6. Where a household has qualified for succession and cannot be allocated the existing accommodation due to the property being too large, designed or adapted for the use of someone with a disability or is designed or adapted for the use of someone with a disability or is designated elderly the local authority will offer the household alternate accommodation. Where the household refuses 2 reasonable offers of alternative accommodation the said household will no longer have an entitlement to succession and will be provided with a HAP pack so as to vacate the current property.
7. Failure by the applicant to return the completed succession application form and any required documentation within the specified timeframe (6 weeks from the date the application form was sent) will result in the application being returned to the applicant, their application not being processed and the return of the dwelling to the local authority will be sought.

Succession of tenancy applicants must be immediate family members and/or those that have already been approved for permission to reside at the dwelling.

The Local Authority reserves the right to assess each succession application on its merits and in the interest of good estate management.

Section G Existing Local Authority Tenancies/Permission to Reside

All persons who wish to reside with a tenant in a LA dwelling including RAS, leasing and LA properties will be required to complete a Permission to Reside (PTR) application form. All applicants must demonstrate they have a housing need and complete a housing needs assessment.

The Local Authority reserves the right to assess each PTR application on its merits and in the interest of good estate management.

Permission to reside approval does not confer the right to succeed to a property on the death or departure of the tenant or tenants.

In exceptional circumstances temporary PTR may be considered i.e. where a tenant/s require the care of a relative to allow the tenant/s tenants to remain residing in their LA dwelling.

Section H. Surrenders

Tenancies must be surrendered by completion in writing of the surrender of interest form, the keys of the property must be submitted only to an employee of the Housing Dept.

Section I. Refusals

- 1) Where a household refuses 2 reasonable offers of the allocation of suitable dwellings made by one or more housing authority in the relevant local authority area in any continuous period of one year commencing on the date of their first refusal, the household shall not for the period of one year commencing on the date of their 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. This time period will not be added on to

the time on the list period. Where possible, offers of accommodation will be located in the stated areas of preference where possible and such that will meet the household's need. Such offers will be considered reasonable.

- 2) Where an offer of housing is made to a transfer applicant to specifically address an issue and the applicant refuses this offer, the decision to qualify that person for a transfer may be reviewed.
- 3) Refusals of offers of accommodation offered under RAS/Leasing or Approved Housing Body will be treated as a refusal of accommodation of the purpose of this allocation scheme.

Section J. Choice Based Letting

The Local Authority operates CBL for designated dwellings for allocation whereby qualified households or eligible households may apply for tenancies in such designated dwellings in accordance with Sections 6-11 of the Social Housing Allocations Regulations 2011 and any subsequent regulations specific to CBL. All of the terms of this allocation scheme shall apply to the letting of dwellings under CBL.

Choice Based Lettings (CBL) as provided under the Social Housing Allocations Regulations 2011 will be used for the majority of dwelling types being let by the Council. However, certain dwellings may be withheld from CBL for special and other needs.

Applicants are permitted to bid for dwellings in any area within the City & County and are not confined to their 3 areas of choice on their application form. However, where there are a number of CBL bids by applicants for the same dwelling and all have the same priority need first consideration will be given to the applicant who had identified the location as one of their preferred areas.

The Council reserves the right to allocate a unit outside of CBL where an applicant has identified the location as one of their preferred area of choice.

Where a household refuses a reasonable offer of an allocation of a suitable CBL dwelling, the household will be suspended from CBL for 1 year from the date of their refusal in accordance with Regulation 10 (1) of the Social Housing Allocations Regulations 2011. A refusal of an offer made under CBL shall not constitute a refusal as per Section I Refusals (above), in accordance with Regulation 12 (4) of the Social Housing Allocations Regulations 2011

Section K. Tenant in Situ Scheme

The tenant-in-situ acquisitions are additional prevention measures and not general stock allocations and **therefore may not be subject to all allocation scheme criteria.**

The Housing Authority will refer to current tenant in situ guidelines when considering expression of interest for the tenant in situ scheme.

Section L. Financial Contribution Scheme / Private Rightsizing list

The Financial Contribution Scheme was introduced by Waterford City and County City Council in recognition of the fact that there are persons of 55 years who find their existing dwellings too large for their needs and who wish to be considered for housing by Waterford City and County Council, as tenants, in managed Older Persons Accommodation.

The following conditions apply:

- 1) The property must be located in Waterford City and County Council's administrative area.
- 2) Admission to the Financial Contribution Scheme shall only be offered to a homeowner if Waterford City and County Council wishes to purchase a homeowner's property and is able to source a vacancy in Older Person's accommodation for the applicant.
- 3) Waterford City and County Council cannot purchase any house with a value in excess of the price limit set out by the Department of Housing, Local Government and Heritage for acquisitions (UCCs in operation at the time).
- 4) Waterford City and County Council shall only consider purchase of properties at a discount for homeowners who are eligible for Older Persons' accommodation.
- 5) Successful applicants will be placed on the Financial Contributions List until a suitable vacancy arises.
- 6) Homeowners who are housed must pay a housing rent in line with the Differential Rent Scheme.
- 7) The Financial Contribution (contribution to become a tenant) Waterford City and County Council will apply is:
 - 55-80+ (one flat band contribution regardless of age): 1/4 of net proceeds of sale of dwelling
- 8) Properties may be subject to inspection when the candidate is reached for selection. If the dwelling is found unsuitable by Waterford City and County Council or if it requires substantial repairs Waterford City and County Council may not purchase the property and an applicant will not be eligible for the Financial Contribution Scheme.

Section M. Rent a Room Scheme

Under the Rent a Room Scheme local authority tenants are permitted under their tenancy agreements to rent a room to a third party who is not a member of the household.

The Housing Authority will refer to current rent a room scheme guideline when considering applications under the scheme.

Section N. General

- 1) The Housing Authority will endeavour to investigate each applicant's previous housing history and reserves the right to seek all relevant information from other Local Authorities and other statutory agencies such as the HSE, TUSLA, Probation Services and An Garda Siochana with particular reference to anti-social behaviour. The Housing Authority reserves the right to seek all relevant information from other Local Authorities and other statutory agencies in other jurisdictions.
- 2) 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. 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 such direction within such a period as may be specified by the Minister. The making of the scheme is a reserved function of the Council.

- 3) A copy of the adopted housing allocation scheme will be available for public inspection on the housing authority's website at www.waterfordcouncil.ie and at the at the Customer Services Desk, Bailey's New St., Waterford during normal working hours.
- 4) All applicants approved for social housing support will be advised of the Housing Authority's allocation scheme.
- 5) In the interest of good estate management, the housing authority will have regard to the need to sustain a balanced community,
- 6) Where a housing applicant withholds information or provides false or misleading information such information being material to their application, the Council as its absolute discretion shall have the right to
 - A) Withhold an offer of accommodation
 - B) Suspend the application for a period of time
 - C) Close the application.

In deciding which sanction should apply the Housing Authority will have regard to the extent to which the information was likely to affect any decisions, actually made or prospective in relation to the application.

- 7) Any housing applicant who is aggrieved by the Housing Authority's decision has the right to appeal within 14 days of the Housing Authority's decision. A letter setting out the grounds of appeal should be addressed to:

Senior Executive Officer, Housing Dept., Waterford City & County Council, Bailey's New St., Waterford.