

**Deontas Oiriúnaithe Tithíochta
do Dhaoine Faoi Mhíchumas**



Comhairle Chontae na Gaillimhe
Galway County Council

**Housing Adaptation Grant
for People with a Disability**

Tá an fhoirm seo le fáil i gcló mór chomh maith

This form is also available in large print

Tá míle fáilte an fhoirm seo a líonadh i nGaeilge

Iarrtar ort na coinníollacha a ghabhann leis seo a léamh sula gcomhlánóidh tú an fhoirm seo. Ní mór gach ceist a fhreagairt. Scríobh do chuid freagraí go soiléir i mbloclitreacha, le do thoil.

Please read the attached conditions prior to completing this form. All questions must be answered. Please write your answers clearly in block capital letters.

Ní cheadaítear tús a chur le hoibreacha go dtí go mbeidh an t-iarratas ar an deontas faighte ag an Údarás Áitiúil agus go mbeidh ceadú i scríbhinn faighte ag an iarratasóir ón Údarás Áitiúil.
Ní mór don duine ar ina leith a lorgaítear an deontas an teach a áitiú mar a ghnátháit chónaithe nó mar a gnátháit chónaithe.

Works must not commence prior to receipt by the Local Authority of the grant application and written approval from the Local Authority.
The person for whom the grant is sought must occupy the house as his/her normal place of residence.

Beidh ceadú deontas faoi réir an mhaoiniúchán riachtanach a bheith ar fáil don Chomhairle

Approval of grants shall be made subject to the necessary finances being available to the Council

Nótaí a bhaineann leis an bhfoirm seo agus leis an deontas:

Notes regarding this form and grant:

1. Iarrtar ort na Coinníollacha a ghabhann leis seo a léamh sula gcomhlánóidh tú an Fhoirm Iarratais seo. Ní mór gach ceist a fhreagairt agus iarrtar ort do chuid freagraí a scríobh go soiléir i mbloclitreacha. Déanfar foirmeacha neamhiomlána a chur ar ais agus ní dhéanfar iarratais a thaifeadadh mar iarratais atá faighte go dtí mbeidh foirm iarratais atá comhlánaithe go hiomlán curtha ar fáil dúinn. Féach an seicliosta a bhaineann le hiarratais.

1. Please read the attached Conditions prior to completing this Application Form. All questions must be answered and please write your answers clearly in block capital letters. Incomplete forms will be returned and applications will only be recorded as received once a fully completed application form has been submitted. See application check list.

2. Ní cheadaítear tús a chur le hoibreacha go dtí go mbeidh ceadú i scríbhinn faighte ó Chomhairle Chontae na Gaillimhe. Ní dhéanfar oibreacha a gcuirtear tús leo gan ceadú a bheith faighte roimh ré a mhaoiniú in aon imthosca. Beidh an t-iarratas neamhbhailí má dhéantar aon oibreacha sula dtabharfaidh an Chomhairle ceadú ina leith.

2. Works must not commence prior to written approval from Galway County Council. Works commenced without approval will not be funded under any circumstances. Works carried out prior to the approval by the Council will render the application void.

3. Beidh ceadú an deontais bailí go ceann sé mhí, agus go ceann sé mhí amháin, tar éis an dáta a thugtar an ceadú i scríbhinn. Más rud é nach bhfuil tú in ann na

3. The grant approval is valid for 6 months only from the date of written approval. If you are unable to complete works within the 6 month

hoibreacha a chríochnú laistigh den tréimhse 6 mhí, is ceart duit an méid sin a chur in iúl don Chomhairle laistigh den tréimhse sin agus fadú ama a iarraidh. Mura ndéantar amhlaidh i gcás den sórt sin rachaidh ceadú do dheontais in éag.

4. Ní mór don duine ar ina leith a lorgáítear an deontas an teach a áitiú mar a ghnátháit chónaithe nó mar a gnátháit chónaithe. Ní mór cruthúnas ar chónaí a chur ar fáil e.g. dhá bhille teaghlaigh

5. Tabhair do d'aire, le do thoil, gur ceanglas de chuid na scéime thuasluaite é go ndéanfaidh do chonraitheoir a dheimhniú/deimhniú reatha imréitigh cánach a chur ar fáil don oifig seo lena iniúchadh sular féidir aon íocaíocht deontais a dhéanamh.

6. Tabhair do d'aire, le do thoil, gur féidir an deontas seo a laghdú nó a tharraingt siar más rud é nach bhfuil an fhaisnéis go léir ar an bhfoirm iarratais ceart.

7. Ní dhéanfar an deontas a íoc go dtí go mbeidh sonrasc deiridh mionsonraithe agus admháil ar íocaíocht i leith na n-oibreacha críochnaithe faighte ag an gComhairle agus gur deimhin leis an gComhairle go bhfuil na hoibreacha go léir críochnaithe.

8. Tabhair do d'aire le do thoil go mbíonn an conraitheoir ar fostú go díreach ag an iarratasóir agus gurb ábhar príobháideach é na nithe go léir a bhaineann leis an gconradh agus le híocaíochtaí. Ní dhéanfaidh foireann na Comhairle aon phlé díreach le haon chonraitheoir i ndáil leis na nithe seo. Ní ráthaíonn Comhairle Chontae na Gaillimhe caighdeán na n-oibreacha a dhéanann an conraitheoir thar do cheann ná ní dhéanfaidh Comhairle Chontae na Gaillimhe aon cheann de na hoibreacha sin a chothabháil. Is nithe iad sin a bhaineann leis an iarratasóir agus féadfaidh an t-iarratasóir, má mheasann sé nó sí gur gá sin, duine cuí-cháilithe a fhostú chun formhaoirseacht a dhéanamh ar na hoibreacha agus/nó chun na hoibreacha a dheimhniú.

9. D'fhéadfadh sé go mbeidh gá le cead pleanála, ach sin ag brath ar na hoibreacha a bheartaítear a dhéanamh ar an teaghais. Is ceart don iarratasóir comhairle a ghlacadh leis an Oifig Pleanála, Comhairle Chontae na Gaillimhe.

10. Ní mór Uimhreacha PSP na ndaoine den teaghlach a

period you should notify the Council within this period and request an extension of time otherwise your grant approval will expire.

4. The person for whom the grant is sought must occupy the house as his/her normal place of residence. Proof of residence must be submitted e.g. two household bills

5. Please note that it is a requirement of the above scheme that your contractor submits his/her current tax clearance certificate to this office for inspection before grant payment can be made.

6. Please note that this grant can be reduced or withdrawn if all information on the application form is not correct.

7. The grant will not be paid until a fully itemised final invoice and receipt of payment for completed works is received and the Council is satisfied that all works have been completed.

8. Please note that the contractor is directly employed by the applicant and all matters relating to the contract and payments is a private matter. Council staff will not deal directly with any contractor in relation to these issues. Galway County Council does not guarantee the quality of or maintain any of the works carried out on your behalf by the contractor. These are matters for the applicant who may if they consider necessary engage a suitably qualified person to oversee and/or sign off on the works.

9. Planning permission may be required depending on proposed works to be carried out to the dwelling. Applicant should consult with the Planning Office, Galway County Council.

10. PPS Numbers of Household must be included.

<p>chur ar fáil.</p> <p>11. Ní mór cruthúnas ar íoc Cháin Mhaoine Áitiúil (CMÁ) a sholáthar.</p>	<p>11. Proof of payment of Local Property Tax (LPT) must be supplied.</p>
<p style="text-align: center;"><u>Na Coinníollacha a ghabhann leis an Scéim</u></p> <p><u>Na Cineálacha Tithe</u></p> <p>Féadfar an Deontas Oiriúnaithe Tithíochta do Dhaoine faoi Mhíchumas a íoc, más cuí, i leith oibreacha a dhéantar ar chóiríocht den chineál seo a leanas:</p> <ul style="list-style-type: none"> · Tithíocht atá á háitiú ag úinéir na tithíochta · Tithe atá á gceannach ó údarás áitiúil faoin scéim cheannaigh do thionóntaí · Cóiríocht phríobháideach ar chíos · Cóiríocht atá á soláthar faoi na scéimeanna tithíochta saorálacha, is iad sin, an scéim Chúnamh Chaipitiúil agus an scéim Fóirdheontais Cíosa · Cóiríocht atá á háitiú ag daoine a bhfuil cónaí orthu i dteaghaisí comhchoiteanna <p><u>1. Cuspóir an Deontais</u></p> <p>Tá an Deontas Oiriúnaithe Tithíochta do Dhaoine faoi Mhíchumas ar fáil chun cúnamh a thabhairt i dtaca le hoibreacha a bhfuil gá leo go réasúnach chun go mbeidh teach níos oiriúnaí do dhuine atá faoi mhíchumas agus ar a bhfuil buanmhallachar fisiciúil, céadfach, meabhair-shláinte nó intleachta. I measc na gcineálacha oibreacha atá ceadaithe faoin scéim, áirítear na nithe seo a leanas a sholáthar:</p> <ul style="list-style-type: none"> · rampaí rochtana, · saoráidí leithris thíos staighre, · staighre-ardaitheoirí/gléas ardaithe (ní mór tuarascáil ó Theiripeoir Ceirde a chur ar fáil), · cithfholcadáin inrochtana, · oiriúnuithe chun rochtain do chathaoireacha rothaí a éascú, · méaduithe (ní mór tuarascáil ó Theiripeoir Ceirde a chur ar fáil), · Aon oibreacha eile a bhfuil gá leo go réasúnach chun go mbeidh teach níos oiriúnaí do dhuine atá faoi mhíchumas. <p>Ní mór Tuarascáil ó Theiripeoir Ceirde a thíolacadh in éineacht le d'iarratas i gcás oibreacha ina n-áirítear feiste mheicniúil, amhail staighre-ardaitheoir/gléas ardaithe etc., a chur ar fáil agus i gcás méaduithe ar</p>	<p style="text-align: center;"><u>Conditions of Scheme</u></p> <p><u>Types of Housing</u></p> <p>The Housing Adaptation Grant for People with a Disability may be paid, where appropriate, in respect of works carried out to:</p> <ul style="list-style-type: none"> · Owner occupied housing · Houses being purchased from a local authority under the tenant purchase scheme · Private rented accommodation · Accommodation provided under the voluntary housing Capital Assistance and Rental Subsidy schemes · Accommodation occupied by persons living in communal residences <p>·</p> <p><u>1. Purpose of Grant</u></p> <p>The Housing Adaptation Grant for People with a Disability is available to assist in the carrying out of works which are reasonably necessary for the purposes of rendering a house more suitable for the accommodation of a person with a disability who has an enduring physical, sensory, mental health or intellectual impairment. The types of works allowable under the scheme include the provision of:</p> <ul style="list-style-type: none"> · access ramps, · downstairs toilet facilities, · stair-lifts/hoist (OT report required), · accessible showers, · adaptations to facilitate wheelchair access, · extensions (OT report required), · Any other works which are reasonably necessary for the purposes of rendering a house more suitable for the accommodation of a person with a disability. <p>An Occupational Therapist Report must be submitted with your application for works which include a mechanical device like a stair-lift/hoist etc. and extensions. The Council may request an</p>

fhoirgneamh. Féadfaidh an Chomhairle Tuarascáil ó Theiripeoir Ceirde a iarraidh i gcás oibreacha eile má mheastar go bhfuil gá leis sin tar éis iniúchadh tosaigh a dhéanamh.

Nótaí Treoracha – Comhlíonadh Chuid M

Tá ‘Rialacháin Foirgníochta 2000 – Doiciméad M maidir le Treoir Theicniúil – Rochtain do Dhaoine faoi Mhíchumas ar fáil ó www.environ.ie

2. Leibhéal an Deontais

Déanfar leibhéal an chúnaimh dheontais atá ar fáil a chinneadh ar bhonn ollioncam an teaghlaigh agus chostas ceadaithe na n-oibreacha mar atá measúnaithe ag Comhairle Chontae na Gaillimhe. Sa tábla thíos, leagtar amach leibhéal an deontais atá ar fáil i gcomhréir le measúnú ioncam an teaghlaigh.

OT report for other works if deemed necessary after initial inspection.

Guidance notes – Part M Compliance ‘Building Regulation 2000 – Technical Guidance Document M – Access for People with Disabilities’ available from www.environ.ie

2. Level of Grant

The level of grant aid available shall be determined on the basis of gross household income and the approved cost of the works as assessed by Galway County Council. The table below sets out the level of grant available based on an assessment of household income.

Ioncam Bliantúil an Teaghlaigh/ Annual Household Income	An Céatadán de Chostas na nOibreacha atá ar fáil/ Percentage of Cost of Works Available	An Deontas Uasta do thithe a tógadh tráth is faide ná 12 mhí ó shin/ Maximum Grant for houses erected for more than 12 months	An Deontas Uasta do thithe a tógadh tráth is giorra ná 12 mhí ó shin Maximum Grant for houses erected for less than 12 months
Suas go / Up to €30,000	95%	€30,000	€14,500
€30,001 – €35,000	85%	€25,000	€12,325
€35,001 – €40,000	75%	€22,500	€10,875
€40,001 – €50,000	50%	€15,000	€7,250
€50,001 – €60,000	30%	€9,000	€4,350
Níos mó ná/In excess of €60,000	Níl aon deontas iníoctha/ No grant is payable		

3. Ioncam an Teaghlaigh

Déantar ioncam an teaghlaigh a ríomh mar ollioncam bliantúil gach duine den teaghlach os cionn 18 mbliana d’aois (nó os cionn 23 bliana d’aois má tá an duine lena mbaineann ag fáil oideachas lánaimseartha) sa bhliain chánach roimhe sin.

Le linn ollioncam an teaghlaigh a chinneadh, déanfaidh údaráis áitiúla neamhshuim de na suimeanna ioncaim seo a leanas:

- **€5,000 i gcás gach duine den teaghlach atá suas go dtí 18 bliana d’aois;**
- **€5,000 i gcás gach duine den teaghlach atá idir 18 mbliana d’aois agus 23 bliana d’aois agus atá ag fáil**

3. Household Income

Household income is calculated as the annual gross income of all household members over 18 (or over 23 if in full time education) in the previous tax year.

In determining gross household income local authorities shall apply the following income disregards:

- €5,000 for each member of the household aged up to age 18 years;
- €5,000 for each member of the household aged between 18 and 23 years and in full time

oideachas lánaimseartha nó atá ag gabháil do phrintíseacht FÁS;

- €5,000 i gcás ina bhfuil gaol leis an duine faoi mhíchumas ar ina leith a lorgáítear an deontas ag tabhairt cúraim don duine sin ar bhonn lánaimseartha;
- Sochar Linbh;
- Forlónadh Luathcúraim Leanaí
- Forlónadh ar Ioncam Teaghlaigh
- Liúntas Cúraim Baile
- Deontas Cúraim Sosa
- Liúntas Cúraim Altrama
- Liúntas Breosla
- Sochar/Liúntas Cúramóra

4. Fianaise ar ioncam an teaghlaigh

Ní mór an fhianaise seo a leanas ar ioncam an teaghlaigh a chur in éineacht le gach iarratas:

- I gcás oibrithe ÍMAT, Ráiteas Comhardaithe P21 don bhliain chánach roimhe sin;
- I gcás daoine féinfhostaithe nó feirmeoirí, foirm Mheasúnachta Cháin Ioncaim, mar aon le cóip de chuntais don bhliain chánach roimhe sin
- I gcás faighteoirí leasa shóisialaigh, ráiteas ón lucht Leasa Shóisialaigh ina luaitear íocaíochtaí seachtainiúla/bliantúla nó Ráiteas Comhardaithe P21 don bhliain chánach roimhe sin.
- I gcás Pinsinéirí Stáit, cóip den chárta íocaíochta agus duillín íocaíochta ó An Post nó Ráiteas Comhardaithe P21 don bhliain chánach roimhe sin.
- I gcás ina bhfaightear ioncam ó níos mó ná foinse amháin, is ceart doiciméid a sholáthar mar thacaíocht i dtaca le gach foinse ioncaim

5. Ceanglais Chánach

I gcás ina ndéanann aon chonraitheoir obair i ndáil leis an Scéim Deontais Oiriúnaithe Tithíochta do Dhaoine

education, or engaged in a FAS apprenticeship;

- €5,000 where the person with a disability for whom the application for grant aid is sought, is being cared for by a relative on a full-time basis;
- Child Benefit;
- Early Childcare Supplement
- Family Income Supplement
- Domiciliary Care Allowance
- Respite Care Grant
- Foster Care Allowance
- Fuel Allowance
- Carer's Benefit / Allowance

4. Evidence of household income

The following evidence of income must be included with all applications:

- In the case of PAYE workers P21 Balancing Statement for the previous tax year;
- In the case of self-employed or farmers, Income Tax Assessment form, together with a copy of accounts for the previous tax year;
- In the case of social welfare recipients, a statement from Social Welfare stating weekly/annual payments or P21 Balancing Statement for the previous tax year.
- In the case of State Pensioners a copy of the payment card and a payment slip from An Post or P21 Balancing Statement for the previous tax year.
- Where income is received from more than one source, documentation to support all incomes should be submitted.

5. Tax Requirements

In the case of any contractor engaging in work for the Housing Adaptation Grant Scheme for People

faoi Mhíchumas, ní mór Imréiteach Cánach reatha arna eisiúint ag na Coimisinéirí Ioncaim a chur ar fáil in éineacht leis an meastachán ar na hoibreacha atá ag teastáil.

I gcás iarratas ar dheontais de shuim iomlán €10,000 nó níos mó, ní mór don iarratasóir daingniú a thabhairt á rá go bhfuil deimhniú bailí imréitigh cánach aige/aici.

Tá sé de cheangal ar gach iarratasóir cruthúnas a chur ag gabháil lena n-iarratas ar dheontas, á rá go bhfuil forálacha an cháin mhaoine áitiúil.

6.Nós Imeachta maidir le hAchomhairc

Aithníonn an t-údarás go bhféadfadh sé tarlú go mbeidh roinnt iarratasóirí míshásta le cinneadh an údaráis tar éis iarratais a phróiseáil faoin Scéim Deontais Oiriúnaithe Tithíochta do Dhaoine faoi Mhíchumas. Cuirfidh an t-údarás córas achomhairc ar fáil do gach iarratasóir, ar córas é a ligfidh d'iarratasóirí an cinneadh a chur faoi athbhreithniú ag oifigeach eile.

Beidh feidhm ag an nós imeachta seo a leanas maidir le gach achomharc:

Iarrtar ar iarratasóirí achomharc i scríbhinn maidir le haon chinneadh faoina n-iarratas a chuireann an t-údarás áitiúil in iúl dóibh a thíolacadh laistigh de 3 seachtaine ó dháta an chinnidh agus na cúiseanna leis an achomharc á lua. Déanfar an t-achomharc a bhreithniú, agus tabharfar breithiúnas ina leith, laistigh de 4 seachtaine ón dáta a bhfaightear an t-achomharc. Déanfar cinneadh faoi achomharc a chur in iúl do gach iarratasóir laistigh de 2 sheachtain ó thráth déanta an chinnidh

7. Rialacháin

- Ní féidir iarratas ar dheontas a bhreithniú i gcás ina bhfuil tús curtha leis na hoibreacha sula bhfaigheann an Chomhairle an t-iarratas ar dheontas.
- Forchoimeádan an Chomhairle an ceart chun diúltú deontas a thabhairt in aon chás áirithe.
- Ní mór an teach a bheith á áitiú ag an iarratasóir mar a ghnátháit chónaithe nó mar a gnátháit cónaithe.
- Beidh ceadú sealadach i leith iarratas ar dheontais

with a Disability a current Tax Clearance issued by the Revenue Commissioners must be submitted with the estimate for the required works.

In the case of grant applications totalling €10,000 or more, the applicant must confirm that he/she holds a valid tax clearance certificate.

All applicants are required to include with their grant application, proof that they are compliant with the local property tax.

6. Appeals Procedure

In processing applications under the Housing Adaptation Grant for People with a Disability, the authority recognises that some applicants may be dissatisfied with the authority's decision. The authority will give every applicant an appeal mechanism, which will allow him or her to have the decision in his or her case reconsidered by another official.

The following procedure shall apply to each appeal:

Applicants are invited to submit a written appeal on any decision notified to them by the local authority on their application within 3 weeks of the date of the decision stating the reasons for the appeal. The appeal will be considered and adjudicated upon within 4 weeks of receipt. A decision on an appeal will be notified to each applicant within 2 weeks of the decision being made.

7.Regulations

- Grant application cannot be considered where the works have commenced prior to receipt by the Council of the application for a grant.
- The Council reserves the right to refuse a grant in any particular case.
- The applicant must occupy the house as his/her normal place of residence.
- Provisional approval for grant applications

faoin scéim bailí go ceann tréimhse 6 mhí ó dháta eisithe an cheadaithe agus ní mór tosú na n-oibreacha a chur in iúl don Chomhairle laistigh den tréimhse sin. Ní mór na hoibreacha go léir a chríochnú, agus an deontas a éileamh, laistigh den tréimhse sin.

- Ní féidir aon deontas eile a éileamh i leith na hoibre.
- Nuair a chríochnaítear an obair, déanfaidh an t-iarratasóir 'na Coinníollacha a ghabhann le hÍocaíocht', sonrasc mionsonraithe (sonraisc mhionsonraithe) agus deimhniú (deimhnithe) reatha imréitigh cánach an chonraitheora (na gconraitheoirí) a thabhairt ar ais. D'fhéadfadh sé tarlú nach ndéanfar iniúchadh deiridh sula n-íoctar an deontas. Iarrtar ort tic a chur sa bhosca cuí thíos chun do rogha a léiriú i dtaca le hiniúchadh deiridh a bheidh le déanamh ag Cigire de chuid an Údaráis Áitiúil nó fianaise fhótagrafach ar na hoibreacha ceadaithe atá déanta a thíolacadh. Taispeáin do rogha, le do thoil

7. (a) Fianaise fhótagrafach ar na hoibreacha atá déanta a sholáthar

Má ghlacann tú leis an rogha seo, is gá fianaise fhótagrafach ar aon oibreacha atá ceadaithe i gcomhair cúnamh deontais a sholáthar agus an fhianaise sin a chur faoi bhráid Chomhairle Chontae na Gaillimhe, mar aon le ráiteas comhlánaithe sínithe á dheimhniú go bhfuil na hoibreacha atá ceadaithe curtha i gcrích. Ní mór an ráiteas sin a bheith fianaithe ag Coimisinéir Mionnaí nó ag Feidhmeannach Síochána. Déanfar an fhoirm sin a chur ar aghaidh chugat tar éis 'na coinníollacha a ghabhann le hÍocaíochtaí' a fháil.

7. (b) Tabharfaidh cigire cuairt ort chun na hoibreacha a iniúchadh

Má ghlacann tú leis an rogha seo, tabhair do d'aire, le do thoil, go bhféadfadh sé go mbeidh ort fanacht ar feadh tamaill sula mbeidh cigire ar fáil chun na hoibreacha ceadaithe atá déanta a iniúchadh. Dá bharr sin, d'fhéadfadh moill a bheith ann maidir leis an gceadú críochnaitheach a fháil agus d'fhéadfadh moill a bheith ann maidir le hÍoc do dheontais.

8. Beidh ceadú deontas faoi réir an mhaoiniúchán riachtanach a bheith ar fáil don Chomhairle.

under the scheme will be valid for a period of 6 months from date of issue, during which time the Council must be notified of commencement of works. All works must be completed and grant claimed within this period.

- No other grant can be claimed for the work
- When work is complete the applicant shall return the 'Conditions of Payment', itemised invoice(s) and current tax clearance certificate(s) of contractor(s). A final inspection may not be carried out before payment is made on the grant. You are requested to tick box below stating your preference for either a final inspection to be made by a Local Authority Inspector or the submission of photographic evidence of approved works carried out. Please select your preference.

7. (a) Provide Photographic evidence of the works carried out

If you select this option it is necessary to provide photographic evidence of any works that have been approved for grant aid and submit them to Galway County Council together with a completed signed statement certifying that the approved works are now complete. This statement must be witnessed by a Commissioner of Oaths or a Peace Commissioner.

This form will be forwarded to you after the 'conditions of payments' is received.

7. (b) An inspector to call to inspect the works

If you select this option please note you may have to wait for a period before an inspector is available to inspect the approved works carried out. This may cause delays in receiving your final approval and thus delays in payment of your grant.

8. Approval of grants shall be made subject to the necessary finances being available to the Council.

DTM 1	HGD 1:
Don Oifig Amháin	Office Use Only
Dáta a Fuarthas _____	Date Rec'd _____
Inisealacha _____	Initials: _____

Foirm Iarratais -Deontas Oiriúnaithe Tithíochta do Dhaoine faoi Mhíchumas	Application Form – Housing Adaptation Grant for People with a Disability
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An tIarratasóir	Applicant	
Seoladh	Address	
Cód Poist	Postcode	
Uimh. Theileafóin	Telephone No	
Uimh. Fóin Póca	Mobile No	
Dáta Breithe	Date of birth	
Uimh. PSP	PPS No	
Slí Bheatha	Occupation	

Ainm an duine ar ina leith atá an cúnamh deontais á lorg (murab ionann agus an tIarratasóir):	Name of person for whom grant aid is sought (if different from Applicant):	
An ghaolmhaireacht leis an iarratasóir	Relationship to applicant:	
Ainm úinéir na maoine ar a bhfuil na hoibreacha oiriúnaithe atá beartaithe le déanamh:	Name of the owner of the property to which the proposed adaptation works are to be carried out:	

An bhfuil do Cháin Mhaoine Áitiúla (CMÁ) íoctha agat:	Have you paid your Local Property Tax (LPT):	Tá /Yes	
		Níl /No	

Ollioncam Bliantúil an Teaghlaigh (Féach nótaí míniúcháin 3 & 4, le do thoil)	Gross Annual Household Income: (Please refer to explanatory note 3 & 4)	€	
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Dearbhaím gurb é an méid thuas an t-aon fhoinsé ioncaim atá agam	I declare the above amount is my only source of income
Síniú	Signed

DTM 1	HGD 1:
Don Oifig Amháin	Office Use Only
Dáta a Fuarthas _____	Date Rec'd _____
Inisealacha: _____	Initials: _____

Mionsonraí faoi gach duine a chónaíonn i maoin ar ina leith atá cúnamh deontais á lorg (lena n-áirítear an t-iarratasóir agus/nó duine faoi mhíchumas)		Details of all persons living in property for which grant aid is sought (including applicant and/or person with a disability)		
Ainm / Name	An ghaolmhaireacht leis an iarratasóir /Relationship to applicant	Dáta Breithe /Date of birth	Ollioncam (an bhliain chánach roimhe seo)/Gross Income (previous tax year)	Slí Bheatha (más infheidhme)/ Occupation (if applicable)

An bhfuil cónaí ar an duine faoi mhíchumas ag an seoladh thuasluaite?:	Is the person with the disability residing at the address above?:	
Cá fhad atá cónaí air/uirthi ag an seoladh sin:	How long has s/he been living at this address:	
Ainm agus seoladh an Liachleachtóra Ghinearálta	Name and address of General Practitioner:	
(Tabhair do d'aire, le do thoil, nach mór don Liachleachtóir Ginearálta an teastas dochtúra atá i gceangal leis seo a chomhlánú agus é a chur ar ais in éineacht leis an bhfoirm iarratais seo)		(Please note that the attached doctor's certificate must be completed by your G.P. and returned with this application form)

An líon seomraí atá sa teach cónaithe agus tuairisc ar na seomraí sin				Number and description of rooms in the dwelling:		
	Seomraí Leapa /Bedrooms	Seomra Suí/ Living	Proinnseomra/ Dining	Cistin/ Kitchen	Seomra Folctha/Bathroom	Eile / Other
Thuas Staighre / Upstairs						
Thíos Staighre/ Downstairs						

DTM 1 Don Oifig Amháin Dáta a Fuarthas _____ Inisealacha _____	HGD 1 Office Use Only Date Rec'd _____ Initials: _____
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Tuairisc ghinearálta ar na hoibreacha atá beartaithe:	General description of proposed works:

Costas measta na n-oibreacha: (Tabhair 2 mheastachán i scríbhinn i leith chostas measta na n-oibreacha)	Estimated cost of works:(Please submit 2 written quotations in respect of the estimated cost of works)	€
		€
Méid an deontais a bhfuil iarratas á dhéanamh agat ina leith:	Amount of grant you are applying for:	€
Iarmhéid na gcostas:	Balance of costs:	€
Cén chaoi a bheartaíonn tú maoiniú a dhéanamh ar iarmhéid na gcostas a ghabhann leis na hoibreacha atá le déanamh:	How do you propose to fund the balance of costs of work to be carried out:	
An ndearnadh Deontas do Dhaoine faoi Mhíchumas nó Deontas Oiriúnaithe Tith-íochta a íoc riamh roimhe seo i leith an áitribh chéanna nó an duine chéanna? Má rinneadh, tabhair mionsonraí le do thoil:	Has a Disabled Persons Grant or a Housing Adaptation Grant been paid previously in respect of the same premises or person? If yes, please give details:	
Síniú an Iarratasóra	Signature of Applicant:	
Dáta	Date	

Seol an fhoirm ar ais chuig: An Roinn Tithíochta Comhairle Chontae na Gaillimhe Áras an Chontae Cnoc na Radharc Gaillimh	Return to: Housing Section Galway County Council Áras an Chontae Prospect Hill Galway	Tel (091) 509301 Fax (091) 509299 housinggrants@galwaycoco.ie www.gaillimh.ie www.galway.ie
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DTM 2	HGD 2
Don Oifig Amháin	Office Use Only
Dáta a Fuarthas _____	Date Rec'd _____
Inisealacha _____	Initials: _____

TEASTAS DOCHTÚRA: Deontas Oiriúnaithe Tithíochta do Dhaoine faoi Mhíchumas	CERTIFICATE OF DOCTOR: Housing Adaptation Grant for People with a Disability
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Tabhair do d'aire, le do thoil, nach mór an fhoirm seo a chomhlánú ina hiomláine thar ceann d'othair le go mbeifear in ann a cháilitheach/cáilitheacha a mheasúnú go cruinn. Má mheasann an Chomhairle gur gá déanamh amhlaidh, féadfar an t-iarratas a chur á mheasúnú ag Teiripeoir Ceirde freisin. Maidir leis an bhfaisnéis liachta a thugtar, déileálfar léi go hiomlán mar ábhar rúnda.	Please note that this form must be fully completed on behalf of your patient in order to accurately assess his/her eligibility. If the Council considers it necessary the application may also be assessed by an Occupational Therapist. The medical information provided will be treated in the strictest confidence
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1. Scrúdaigh mé:	1. I have examined:	
agus deimhním gur duine é/í a bhfuil fáthmheas déanta ina leith á rá go bhfuil:	and certify that he/she is diagnosed as suffering from:	

2. Deimhním go bhfuil mé den tuairim maidir leis an duine thuasainmnithe:	2. I certify in my opinion that the above named has:
(A) Go bhfuil sé/sí faoi mhíchumas buan	(A) An enduring disability
(B) Go bhfuil sé/sí faoi mhíchumas trom foghlama	(B) A severe learning disability
(C) Go bhfuil meabhairghalar trom air/uirthi agus go bhfuil cóireáil á fáil aige/aici ina leith sin	(C) Is enduring severe mental illness and is undergoing treatment for same
(D) Eile (sonraigh, le do thoil)	(D) Other (please specify below)

3. Deimhnigh riocht an iarratasóra ar bhonn na dtosaíochtaí seo a leanas. (cuir isteach tic sna boscaí, de réir mar is cuí)	3. Please certify the condition of the applicant based on the following priorities. (please tick appropriate box)
<u>Tosaíocht 1:</u> Tinneas Foirceanta, nó spleách cuid mhór ar an teaghlach, nó ar chúramóir nó i gcás ina ndéanfadh athruithe/oiriúnuithe scaoileadh ó ospidéal a éascú nó ina laghdódh athruithe/oiriúnuithe an gá le hospidéalú sa todhchaí	<u>Priority 1:</u> Terminally ill, or mainly dependent on family, or a carer or where alterations/adaptations would facilitate the discharge from hospital or alleviate hospitalisation in the future.

DTM 2	HGD 2
Don Oifig Amháin	Office Use Only
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Inisealacha _____	Initials: _____

Tosaíocht 2: In ann gluaiseacht, ach gá le cúnamh chun rochtain a fháil ar shaoraidí, nó dá mba rud é nach ndéanfaí, an t-oiriúnú, go gcuirfí isteach ar chumas an duine faoi mhíchumas feidhmiú go neamhspleách	Priority 2: Mobile, but needs assistance in accessing facilities, or where, without the adaptation the disabled persons' ability to function independently would be hindered.
Tosaíocht 3: Tá an t-iarratasóir neamhspleách, ach tá gá aige/aici le saoraidí speisialta chun caighdeán a bheatha/beatha a fheabhsú e.g. seomra leapa nó spás maireachtála ar leithligh	Priority 3: The applicant is independent, but requires special facilities to improve their quality of life, e.g. separate bedroom or living space

4. Tá an duine thuasainmnithe ina othar/hothar de mo chuid ó:	4. The above named person is a patient of mine since:	____/____/____
5. An dáta a thosaigh an riocht sláinte:	5. The date the condition commenced:	____/____/____
Cá fhad, dar leat, a mhairfidh an riocht seo:	How long do you expect this condition to continue:	
An bhfuil tú den tuairim gur míchumas forchéimnitheach é?	Would you consider the disability to be progressive?	Tá/Yes Níl/No
Conas a fhearann an míchumas ar shaol an iarratasóra:	How does the disability impact on applicant's life:	

Soghluaisteacht: (Cuir isteach tic más cúí)	Mobility: (Please tick where appropriate)	
Úsáideoir cathaoireach rothaí	Wheelchair user	
An bhfuil an t-iarratasóir ábalta, ó thaobh cúrsaí liachta de, staighre-ardaitheoir a oibriú go sábháilte?	Is applicant medically capable of operating a stairlift safely	Tá/Yes Níl/No
Gan bheith in ann dul suas staighre	Unable to climb stairs	
Gan bheith in ann dul amach as an teach gan cabhair a fháil	Unable to go outside unaided	
Gan bheith in ann siúl mura bhfuil áis siúil aige/aici	Only able to walk using a walking aid	
Eile (sonraigh, le do thoil)	Other (please specify)	

DTM 2 Don Oifig Amháin Dáta a Fuarthas _____ Inisealacha _____	HGD 2 Office Use Only Date Rec'd _____ Initials: _____
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6. Tá iarratas déanta ag an iarratasóir ar na hoiriúnuithe/modhnuithe seo a leanas ar a theach/teach cónaithe	6. The applicant has applied for the following adaptations/modifications to his/her home:	
7. An measann tú go bhfuil gá le gach ceann/roinnt de na hoiriúnuithe/modhnuithe sin	7. Do you consider that all/some of these adaptations/modifications are necessary:	
8. Cén fáth go measann tú go bhfuil gá leis na hoibreacha atá molta agat?	8. Why do you consider that the works proposed by you are necessary:	
9. Aon tuairimí eile nó aon fhaisnéis bhreise:	9. Any other comments or additional information:	
10. An bhfuil d'othar ag freastal ar Shainchomhairleoir/Speisialtóir i ndáil lena riocht liachta	10. Is your patient attending a Consultant/Specialist in relation to their medical condition?	Tá/Yes
		Níl/No

Má tá, tá gá le litir ón Sainchomhairleoir/Speisialtóir á rá cad iad mionsonraí riocht/riochtaí liachta an othair	If yes, a letter from the Consultant/Specialist is required outlining details of the patient's medical condition(s).
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I gcás nach féidir litir den sórt sin a chur ar fáil, glacfaidh an Chomhairle le tuarascáil ó dhuine cuí-cháilithe (lena n-áirítear an Liachleachtóir Ginearálta) á rá cad é prognóis/tuairim liachta an tSainchomhairleora/Speisialtóira maidir leis an gcás agus conas a fhearann dálaí tithíochta an iarratasóra ar a shláinte/sláinte. Nóta: Le linn an fhaisnéis seo a sholáthar, tá sé tábhachtach go dtugtar an oiread mionsonraí agus is féidir maidir leis an riocht liachta, lena n-áirítear céim/déine an tinnis agus léiriú i dtaobh an riocht meathlúcháin atá i gceist. Cabróidh an fhaisnéis sin leis an gComhairle cásanna a chur in ord tosaíochta ós rud é gur mó an leibhéal éilimh ná na hacmhainní atá ar fáil agus tá sé tábhachtach gurb iad na daoine is mó gá a fhaigheann cúnamh ar mhodh maoiniúcháin deontais	In circumstances where such a letter cannot be provided, the Council will accept a report from a suitably qualified person (including the GP) outlining the Consultant's/Specialist's medical prognosis/commentary on the case and how the applicant's housing conditions impact on their health. Note: In providing this information it is important that as much details as possible in relation to the medical condition is given including the stage/severity of the illness and whether the condition is degenerative. This information will assist the Council to prioritise cases as the level of demand is greater than the available resources and it is important that those most in need are assisted by way of grant funding.
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DTM 2 Don Oifig Amháin Dáta a Fuarthas _____	HGD 2 Office Use Only Date Rec'd _____
Inisealacha _____	Initials: _____

11. An bhfuil d'othar ag freastal ar Theiripeoir Ceirde	11. Is your patient attending an Occupational Therapist?	Tá/Yes	
		Níl/No	
Má tá, ní mór tuarascáil ón Teiripeoir Ceirde a chur ar fáil. Nóta: Is gá tuarascáil ó Theiripeoir Ceirde i gcás oibre ar cuid di feiste a oibrítear go meicniúil a sholáthar e.g. staighre-ardaitheoir/gléas ardaithe etc. agus i gcás síneadh.		If yes, please provide Occupational Therapist report. Note: OT report is required for work including a mechanically operated device e.g. stair-lift/hoist etc. and for extensions.	

12. Ainm an dochtúra	12. Name of doctor	
Seoladh	Address	
Síniú	Signed	
Dáta	Date	

Stampa an Dhochtúra/Doctor's Stamp

DTM 3 Don Oifig Amháin Dáta a Fuarthas _____ Inisealacha _____	HGD 3 Office Use Only Date Rec'd _____ Initials: _____
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Ceanglais chánach maidir le Deontas Oiriúnaithe Tithíochta do Dhaoine faoi Mhíchumas	Tax requirements in respect of Housing Adaptation Grant for People with a Disability
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LE COMHLÁNÚ AG AN IARRATASÓIR	TO BE COMPLETED BY APPLICANT
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Ainm an Iarratasóra	Name of Applicant	
Seoladh	Address	
Uimh. Thagartha Cánach Ioncaim*:	Income Tax Reference No*	
An Ceantar Cánach a dhéileáilann le do ghnóthaí cánach	Tax District dealing with your tax affairs	

Daingním leis seo go bhfuil mo chuid gnóthaí cánach in ord de réir mar is fearr is eol dom	I hereby confirm that to the best of my knowledge my tax affairs are in order.
Síniú	Signed
Dáta	Date

I gcás daoine a íocann cáin ioncaim faoi ÍMAT nó i gcás daoine atá ag fáil íocaíochtaí leasa shóisialaigh, luaigh d'Uimhir PSP, le do thoil. I gcás daoine féinfhostaithe, luaigh an uimhir ar do thuairisceán ioncaim	In the case of persons paying income tax under PAYE, or those in receipt of social welfare payments, please quote your PPS Number. In the case of self-employed persons please quote the number on your return of income
I gcás iarratais ar dheontas de shuim iomlán €10,000 nó níos mó, tá sé de cheangal ar iarratasóirí Deimhniú Imréitigh Cánach reatha a thabhairt ar aird. Tá an fhoirm iarratais le haghaidh Deimhniú Imréitigh Cánach ar fáil ó láithreán gréasáin na gCoimisinéirí Ioncaim, www.revenue.ie. Mar mhalairt air sin, is féidir le hiarratasóirí foirm iarratais a fháil ón oifig Cánach Ioncaim ina gceantar féin.	In the case of a grant application totalling €10,000 or more, applicants are required to produce a valid Tax Clearance Certificate. The application form for a Tax Clearance Certificate is available from the Revenue Commissioner's website, www.revenue.ie. Alternatively applicants can request an application form from their local Revenue District Office.

Uimh. Chustaiméara	Customer No	
Uimh. An Deimhniú Imréitigh Cánach	Tax Clearance Certificate No	

DTM 3 Don Oifig Amháin Dáta a Fuarthas _____ Inisealacha _____	HGD 3 Office Use Only Date Rec'd _____ Initials: _____
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DTM 3 – An Conraitheoir	HGD 3 - Contractor
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LE COMHLÁNÚ AG AN gCONRAITHEOIR	TO BE COMPLETED BY CONTRACTOR
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Ainm Chonraitheoir 1	Name of Contractor 1	
Seoladh	Address	
Teil	Tel	
Thagartha uimhir Chánach Ioncaim	Income Tax Reference No*	
An Ceantar Cánach a dhéileálann le do ghnóthaí cánach	Tax District dealing with your tax affairs	
Uimh C2:/Uimh Imréitigh Cánach	C2 No:/Tax Clearance No	
Dáta Éagtha	Expiry Date	

<p>I gcás íocaíochtaí de shuim iomlán €10,000 nó níos mó, tá sé de cheangal ar chonraitheoir Deimhniú Imréitigh Cánach bailí nó Deimhniú C2 a thabhairt ar aird (agus déanfaidh an t-údarás áitiúil an doiciméad sin a thabhairt ar ais). Mar mhalairt ar Dheimhniú Imréitigh Cánach bailí a thabhairt ar aird, féadfaidh an conraitheoir a údarú don údarás áitiúil daingniú leictreonach á rá go bhfuil Deimhniú Imréitigh Cánach bailí aige/aici a fháil trí úsáid a bhaint as an tsaoráid fíorúcháin ar líne ar láithreán gréasáin na gCoimisinéirí Ioncaim. Tugann an conraitheoir cead don údarás áitiúil a stádas imréitigh cánach a dhaingniú tríd an uimhir chustaiméara agus trí uimhir an deimhnithe imréitigh cánach, atá le fáil ar an Deimhniú Imréitigh Cánach, a lua.</p>	<p>In the case of payments totalling €10,000 or more a contractor is required to produce either a valid Tax Clearance Certificate or C2 Certificate (which will be returned by the local authority).</p> <p>As an alternative to producing a valid Tax Clearance Certificate the contractor may authorise the local authority to confirm electronically that he/she holds a valid Tax Clearance Certificate using the on-line verification facility on the Revenue Commissioner's website.</p> <p>The contractor gives permission to the local authority to confirm his/her tax clearance status by quoting the customer number and tax clearance certificate number, which appears on the Tax Clearance Certificate</p>
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Uimh. Chustaiméara	Customer No	
Uimh. An Deimhnithe Imréitigh Cánach	Tax Clearance Certificate No	

DTM 3 Don Oifig Amháin Dáta a Fuarthas _____ Inisealacha _____	HGD 3 Office Use Only Date Rec'd _____ Initials: _____
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DTM 3 – An Conraitheoir	HGD 3 - Contractor
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LE COMHLÁNÚ AG AN gCONRAITHEOIR	TO BE COMPLETED BY CONTRACTOR
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I gcás íocaíochtaí atá níos mó ná € 650 , ní mór d'iarratasóirí na mionsonraí seo a leanas a sholáthar maidir le gach conraitheoir ar leith	In the case of payments exceeding €650 applicants are required to provide the following details in respect of each contractor
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Ainm Chonraitheoir 2	Name of Contractor 2	
Seoladh	Address	
Teil	Tel	
Sraithuimhir Chánach Ioncaim	Income Tax Serial number*	
An Ceantar Cánach a dhéileálann le do ghnóthaí cánach	Tax District dealing with your tax affairs	
Uimh C2:/Uimh Imréitigh Cánach	C2 No:/Tax Clearance No	
Dáta Éagtha	Expiry Date	

I gcás íocaíochtaí de shuim iomlán €10,000 nó níos mó, tá sé de cheangal ar chonraitheoir Deimhniú Imréitigh Cánach bailí nó Deimhniú C2 a thabhairt ar aird (agus déanfaidh an t-údarás áitiúil an doiciméad sin a thabhairt ar ais). Mar mhalairt ar Dheimhniú Imréitigh Cánach bailí a thabhairt ar aird, féadfaidh an conraitheoir a údarú don údarás áitiúil daingniú leictreonach, á rá go bhfuil Deimhniú Imréitigh Cánach bailí aige/aici a fháil trí úsáid a bhaint as an tsaoráid fíorúcháin ar líne ar láithreán gréasáin na gCoimisinéirí Ioncaim. Tugann an conraitheoir cead don údarás áitiúil a stádas imréitigh cánach a dhaingniú tríd an uimhir chustaiméara agus trí uimhir an deimhnithe imréitigh cánach, atá le fáil ar an Deimhniú Imréitigh Cánach, a lua.	In the case of payments totalling €10,000 or more a contractor is required to produce either a valid Tax Clearance Certificate or C2 Certificate (which will be returned by the local authority). As an alternative to producing a valid Tax Clearance Certificate the contractor may authorise the local authority to confirm electronically that he/she holds a valid Tax Clearance Certificate using the on-line verification facility on the Revenue Commissioner's website. The contractor gives permission to the local authority to confirm his/her tax clearance status by quoting the customer number and tax clearance certificate number, which appears on the Tax Clearance Certificate.
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Uimh. Chustaiméara	Customer No	
Uimh. an Deimhnithe Imréitigh Cánach	Tax Clearance Certificate No	

Bí cinnte, le do thoil, go bhfuil na doiciméid seo a leanas in éineacht leis an iarratas ar chúnamh deontais	Please ensure that the following documentation is included with the application for grant aid
Foirm iarratais (DTM1) agus í comhlánaithe go hiomlán;	Fully completed application form (HGD1)
Tuarascáil Liachta an Liachleachtóra Chláraithe, agus í comhlánaithe, & stampa an Dhochtúra (DTM2);	Completed G.P. Medical Report & Doctor's stamp (HGD2);
Foirm Chánach agus í comhlánaithe (DTM 3);	Completed Tax Form (HGD 3);
Fianaise ar Ioncam an Teaghlaigh ó gach foinse	Evidence of Household Income from all sources;
Tuarascáil ó Theiripeoir Ceirde (tá gá leis seo i gcás feiste mheicniúil a bheith i gceist e.g. Staighre-ardaitheoir/Gléas ardaithe & Méaduithe);	Occupational Therapist Report (required for Mechanical device eg. Stair-lift/hoist & extensions);
Tuarascáil ó Shainchomhairleoir	Consultant's Report;
Dhá mheastachán mhionsonraithe i scríbhinn ina dtugtar mionsonraí faoi chostas na n- oibreacha atá beartaithe	Two written itemised quotations detailing the cost of the proposed works;
Cruthúnas ar Íoc Cháin Mhaoine Áitiúil e.g. admháil i leith íoc an CMÁ;	Proof of payment of Local Property tax e.g. receipt for payment of LPT;
Cruthúnas ar Uimhir PSP i.e. cóip de chárta leasa shóisialaigh/chárta liachta, litir ó na coimisinéirí ioncaim etc.	Proof of PPS no. i.e. Copy of social welfare/medical card, revenue letter etc.
Cóip den Teastas Breithe agus/nó cárta aitheantais a bhfuil grianghraf air i.e. cóip de phas/cheadúnas tiomána	Copy of Birth Certificate and/or Photo identification i.e. Copy of passport/Driver's license;
Cóip de dhá bhille fóntais i.e. ón soláthróir leictreachais, ón soláthróir teileafóin etc	Copy of two utility bills i.e. Electricity provider, telephone provider etc
Grianghraif mar thacaíocht le d'iarratas; m.s Athchóiriú seomra folctha, tabhair grianghraif den seoma folctha atá ann faoi láthair.	Photographs to support your application; E.g. Refurbishment of Bathroom, provide photos of existing bathroom.

Seol an fhoirm ar ais chuig: An Roinn Tithíochta Comhairle Chontae na Gaillimhe Áras an Chontae Cnoc na Radharc Gaillimh	Return to: Housing Section Galway County Council Áras an Chontae Prospect Hill Galway	Tel (091) 509301 Fax (091) 509299 housinggrants@galwaycoco.ie www.gaillimh.ie www.galway.ie
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