

**DONEGAL COUNTY COUNCIL  
MOBILITY AIDS HOUSING GRANT SCHEME**

**APPLICATION FORM**



**Please read the attached conditions prior to completing this form**

**All questions must be answered**

**Please write your answers clearly in block capital letters**

**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**

**APPLICANT DETAILS**

**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Telephone No:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **P.P.S. No:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Name of person for whom grant aid is sought (*if different from Applicant*):**  
\_\_\_\_\_

**Relationship to applicant:** \_\_\_\_\_

**Is the person with the mobility problems residing at the address above:** \_\_\_\_\_

**How long has s/he been living at this address:**

_____ Years
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**GENERAL PRACTITIONER DETAILS**

**Name and address of General Practitioner:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(Please note that the attached doctors certificate must be completed by your G.P. and returned with this application form)*

**HOUSEHOLD/PROPERTY DETAILS**

Name of the owner of the property to which the proposed adaptation works are to be carried out:

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Details of all persons living in property for which grant aid is sought (*including applicant and/or person with mobility problems*)

Name	Relationship to applicant	Date of birth	Gross Income (previous tax year)	Occupation * (if applicable)

Gross Annual Household Income from all sources: € \_\_\_\_\_  
(*please refer to explanatory note under conditions of scheme*)

\*Evidence must be submitted from Educational / Training body for household members aged between 18 and 23 years and in full time education or engaged in a FAS apprenticeships.

Number and description of rooms in the dwelling:

	Bedrooms	Living	Dining	Kitchen	Bathroom	Other
Upstairs						
Downstairs						

Has a Disabled Persons Grant, Housing Adaptation Grant or Mobility Aids Housing Grant been paid previously in respect of the same premises or person? If yes, please give details:

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If the house has been provided by the Council, please state whether

Rented  or Purchased

**Are there any monies due to the Council by the owner/tenant of the dwelling in respect of any of the following (if so, please furnish account no. and amount due)?**

**i) Rent/purchase repayments - Yes/No A/c No. \_\_\_\_\_ Amount € \_\_\_\_\_**

**ii) Water Charges - Yes/No A/c No. \_\_\_\_\_ Amount € \_\_\_\_\_**

**iii) Other (please specify e.g. Housing Loan A/c etc.)  
Yes/No A/c No. \_\_\_\_\_ Amount € \_\_\_\_\_**

**I understand the purpose of this grant, and undertake to abide by the terms of the scheme.**

**I will not commence works prior to final written grant approval and will complete works as approved.**

**I consent to Donegal County Council reserving the right to carry out any inspection/investigations it deems appropriate in the context of the consideration of the application.**

**The person for whom the grant is sought occupies the house as his/her normal place of residence.**

**I declare that the foregoing particulars are correct and that the gross annual household income figure quoted is the household's only source of income.**

**Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_**

**CERTIFICATE OF DOCTOR**

**MOBILITY AIDS HOUSING GRANT SCHEME**

I hereby certify that the proposed works on the attached application form are necessary for the proper accommodation of:

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

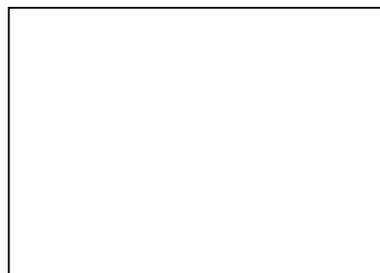
**WHO SUFFERS FROM:** \_\_\_\_\_  
**(PRINT IN BLOCK CAPITALS)**

**NATURE AND DEGREE OF DISABILITY:** \_\_\_\_\_  
**(PRINT IN BLOCK CAPITALS)**

**NAME OF DOCTOR:** \_\_\_\_\_

**DOCTOR'S STAMP**

**ADDRESS:** \_\_\_\_\_



**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PLEASE ENSURE CERTIFICATE IS STAMPED BY DOCTOR**

# Checklist

With a view to avoiding delays, please re-check your application before submitting it to the Council using the following checklist as a guide. This will be of benefit in having your application processed.

## ▪ Conditions of Scheme

- ✓ I have read and understand the conditions of the scheme
- ✓ I believe my application meets the condition of the scheme

## ▪ Application Form

- ✓ All questions on the form (HM1) have been fully completed
- ✓ I have quoted my PPS Number
- ✓ I have signed the form
- ✓ The Doctors Certificate (HM2), has been completed and signed / stamped

## ▪ Supporting Documentation

- ✓ I have enclosed evidence of household income from all sources
- ✓ I have enclosed evidence of ownership of the property where applicable
- ✓ I have enclosed evidence of compliance with the local property tax

**NB: AN APPLICATION CANNOT BE PROCESSED UNTIL ALL THE FORMS AND SUPPORTING DOCUMENTATION ARE SUBMITTED TO THE COUNCIL.**

# Conditions of Scheme

## ▪ Purpose of Grant

The Mobility Aids Housing Grant is available to cover a basic suite of works to address mobility problems.

## Who is Eligible for the Grant

The grant is available to households whose gross annual household income does not exceed €30,000 and where works are reasonably necessary for the purpose of rendering the house more suitable for the accommodation of a person who has mobility problems and who is a member of the household.

The grant is targeted at meeting the needs of persons with the greatest level / most complex clinical / functional care needs, the Council have adopted a policy to target the following three (3) categories i.e. progressive neurological conditions, acquired brain injury, other high level care needs groups.

### Progressive Neurological Conditions:

- Multiple Sclerosis
- Motor Neuron Disease
- Parkinson's Disease
- Progressive Terminal Illness / Cancer
- Alzheimer's / Dementia
- Amyloidosis
- Muscular Dystrophy
- Fredericks Ataxia
- Huntington's Chorea

### Acquired Brain Injury:

- Brain Injury
- Alcohol Related Brain Injury
- Stroke

### Other High Level Care Need Groups:

- Persons in wheelchair
- Persons depending on specialised equipment to manage in the home such as hoists
- Persons with high level of care support being provided in the home (generally more than one carer assigned)
- Persons with spinal cord injuries such as quadriplegia or paraplegia

While the diagnosis alone, as outlined in the first two categories above, would entitle consideration for a grant, there would of course have to be the associated functional needs. In that context regard must be had to the existing accommodation and the level of support available.

The following general principles also applies:

- The person for whom the adaptation is being considered must be someone who has “permanent and substantial” mobility problems.
- The person must occupy the house as his / her normal place of residence
- The purpose of providing adaptations is to increase or maintain functional independence of people with permanent and substantial mobility problems. The level of provision will be dependent on the needs of the individual and or carer’s in relation to the individuals mobility problems and technical feasibility.
- The adaptation should in so far as it is practicable, take into account the clients short and long term needs. In the case of children, it is not always possible to do this until the age of five and therefore applications for assistance for works for children under the age of five will only be considered where their long term needs are clearly established. In such cases, confirmation will be required if the child has undergone an assessment of need consistent with Part 2 of the Disability Act, 2005. Where an assessment has taken place, regard will be had to the recommendations contained in the assessment report.

**However,**

- Mobility problems in their own right do not automatically infer that a grant will be payable as the level of the mobility problems and the functional difficulties which arise as a result must be taken into account. The level of severity, or existence of specific diagnosis does not imply that an applicant has significant needs in relation to housing.
- A short term mobility problem would not necessarily qualify where for example an “aid” would overcome any functional difficulties which arise. Similarly, where a person undergoes treatment with an expected “curing” within a reasonable period, a grant would not be payable. An example of such a situation would be where a person has undergone a hip operation.
- Infirmary associated with old age does not automatically qualify an applicant for grant assistance as the works proposed must be necessary and directly related to alleviating the applicants functional difficulties.

- **What type of Work is Covered**

Examples of the type of works grant aided under the scheme include:

- Grab-rails;
- Access ramps;
- Level access showers;
- Stair-lifts;
- Smoke Alarms; and
- Other minor works deemed necessary to facilitate the mobility needs of a member of a household.

It is a matter for each Local Authority to decide, inter alia, the circumstance in which a grant may be paid and if so, the works which are necessary to make the accommodation more suitable for the person with the mobility problems and the level of grant to be paid.

This must all be considered against the background of the ongoing need to obtain best possible value for money.

In general,

- The works must be necessary to improve the quality of life of the person with the mobility problems.
- The adaptation work must be “essential and practical” and “necessary and appropriate”.
- Where there are options for meeting an applicants identified need, the most cost effective option will be proposed.
- In many cases, bath aids or other aids may be an appropriate remedy as opposed to the carrying out of structural repairs to a dwelling.
- A guideline for qualifying works is “would the person still need the works / facilities if they did not have mobility problems. If so, then the Mobility Aids Grant is not appropriate and in such a case it must be clearly understood that the Mobility Aids Grant does not cover the provision of facilities needed because of overcrowding, or the carrying out of general improvements / maintenance works to dwellings.
- Works which are of general benefit to the household rather than of specific benefit to the person with the mobility problems or where the works do not directly alleviate the mobility problems are not covered under the Scheme.
- Under no circumstances will an application be considered where it is deemed to be a case of more “ordinary” maintenance or improvement works as opposed to being a case where a special need arises as a result of mobility problems.

### **Ramps/Railings**

A Grant may be payable in respect of the provision of a ramp or railing to one or either of the front or back doors to a dwelling. The resurfacing of complete driveways or streets will not be covered under the Scheme.

In exceptional circumstances where the person with mobility problems is confined to a wheelchair or is seriously immobile, a contribution towards the cost of the provision of a short pathway to the door can be considered.

### **Bathrooms / Level Access Showers**

The adaptation of a bathroom to provide special shower and toilet facilities may be considered where these are deemed necessary. In many cases, the recommended works will be the provision of a level deck shower or other alteration to a bathroom. The Scheme is not designed to cover the whole bathroom suite i.e. w.c., wash hand basin to be upgraded as standard as part of a bathroom renovation. In many cases the standard suites may be of poor

condition and need upgrading but this is not considered appropriate under the Mobility Aids Grant Scheme. In such cases, only the provision of the necessary facilities will be grant aided.

### **Stair Lifts**

The provision of a stair lift will be considered as opposed to provision of an extension where this is practical and where it clearly meets the needs of the person with the mobility problem.

### **Smoke Alarms**

It is strongly recommended that an applicant should include smoke alarms in any suite of works undertaken, if not already present and operating in a dwelling. The preferred option is to include the provision of a mains operated smoke alarm in conjunction with any rewiring works which are taking place.

Alternatively as a minimum, at least, two self contained, ten year battery operated alarms should be installed. In such cases it is important to ensure that batteries are frequently checked and replaced as required.

#### ▪ **Minor Works**

Other minor works deemed necessary to facilitate the mobility needs of a member of a household may be considered.

#### ▪ **More Extensive Works**

In cases where grant aid is required for a larger suite of works and where the cost of the works is expected to be in excess of the grant available under the Mobility Aids Housing Grant Scheme, applicants should apply for grant aid under the Housing Adaptation Grant for People with a Disability. There is a separate application form (HD1) and conditions applicable to the Housing Adaptations Grant Scheme.

There is of course nothing preventing an applicant applying for such works under the Mobility Aids Grant Scheme although the overall max grant available is much less and no grant is payable where the gross annual income of the property owner exceeds €30,000.

Examples of the more extensive works which can be carried out are as follows

### **Provision of Bedroom**

In the case of a two storey house, the building at ground floor level of a bedroom may be considered where the person with mobility problems is unable to access the existing bedroom due to the disability. The conversion of an existing room or the provision of a stair lift will take precedence over the provision of an extension where this clearly meets the needs of the person with the mobility problems.

### **Doorways/Hallways**

Where an applicant is confined to a wheelchair, the widening of doorways/hallways may be considered where they are deemed necessary. Standard doors will be covered and does not include intercom doors.

### **Kitchen**

Where the person with mobility problems is confined to a wheelchair and has the physical ability and motivation to prepare food in a suitably adapted kitchen, alterations may be necessary to the kitchen area. Any alterations however must be specifically provided to enable the use of the kitchen by the person with the mobility problems and not just to improve an inadequate kitchen. Works, which could be carried out would be the provision of some form of limited work top area and electrical sockets. In exceptional cases, the kitchen may be enlarged to enable circulation.

### **Provision of Heating Systems**

Grants **are not** generally available for the provision of central heating alone under the disability grants as assistance for this work is available from other Authorities/Agencies. Where however there are other works being carried under the disability grant scheme, such as the provision of an additional room, the extension of an existing heating system to the additional room can be considered.

### **Provision of Water Supply/Sewage**

Where there are no existing water/sewerage facilities in a dwelling, these can be considered for inclusion in the works. An example would be where the only existing water supply is an outside tap or where there is an outside toilet.

As separate grants are available from the Water, Environment & Emergency Department for the provision of a well water supply, this is not covered under the Mobility Aids Grant Scheme.

### **Windows**

Only in exceptional circumstances will monies be provided for replacement of windows other than provision of new windows in an extension.

- **Replacement Works**

Where an existing kitchen/shed is to be replaced to facilitate a new extension to accommodate the needs of a person with mobility problems, the Grant can cover the cost of the replacement of such facilities.

- **External Works**

The Scheme will be focused on the provision of works to the accommodation unit and with the exception of the provision of ramps/railing/pathways in exceptional circumstances, external works will not be covered. An example of such works would be the provision of car port, external garage/shed or utility etc.

▪ **Stand Alone Living Quarters/Self Contained Flat**

The Mobility Aids Grant Scheme does not provide for stand alone living quarters/self contained flat etc.

• **Level of Grant**

The amount of grant available shall not exceed the approved cost of the works subject to an overall maximum level of grant of €6,000. The grant is only available to households whose gross annual household income does not exceed €30,000.

The following limits apply in respect of the various elements of work.

Provision of pathway, access ramp and hand rail	€1,500
Adapt existing bathroom to incorporate level deck shower	€2,750
Stair lift - based on written quotation	€2,250
Any other minor works as may be necessary to facilitate the Mobility needs of the applicant	€1,250

Note: The above limits are based on a complete suite of works being necessary under a particular element of works. For example, under the provision of pathway, access ramp and handrail, the full €1,500 is only allowable where all three components of the works are necessary, whereas if it is only the provision of a handrail which is necessary, a lesser amount would apply.

**Where a builder's estimate is submitted which is lower than the values set out above, or where due to particular circumstances, the Council believes that the full cost is not justified; the amount of the grant will be reduced accordingly.**

## ▪ **Household Income**

As Grant Applications are means tested, evidence of household income must be included with all applications. Household income is calculated as the property owner's annual gross income in the previous tax year, together with that of his or her spouse/partner, if applicable and any other adults living in the house i.e. those over 18 (or over 23 if in full time education)

Where the property owner is not residing in the house, the subject of the application, household income is calculated as the property owner's annual gross income in the previous tax year, together with that of his or her spouse/partner, if applicable and that of all tenants (of the house, the subject of the application) over 18 (or over 23 if in full time education).

In determining gross household income local authorities shall apply the following 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 education or engaged in a FAS apprenticeship\*;
- €5,000 where the person 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;
- Carer's Benefit / Allowance (where the Carer's payment is made in respect of the person for whom the application for grant aid is sought);
- Foster Care Allowance;
- Fuel Allowance.

**\*Evidence must be submitted from Educational / Training body for household members aged between 18 and 23 years and in full time education or engaged in a FAS apprenticeships.**

## ▪ **Evidence of household income**

### **Pensioners**

A person retired from insurable employment and in receipt of

- State Pension (Transition)
- State Pension (Contributory)
- Pre-Retirement Allowance
- Overseas Pension

must submit a Statement of Income for the previous tax year, from the Department of Social Protection /Overseas Government Department and a P60 from their former employer where applicable, or a P21 Balancing Statement.

A person in receipt of

- State Pension (Non-Contributory)

must submit a photocopy of their payment slip from An Post or a P21 Balancing Statement for the previous tax year.

**PAYE workers**

A person in employment must submit a P60 or a P21 Balancing Statement for the previous tax year.

**Self Employed / Farmers**

Those who come under this category must submit an Income Tax Assessment Form, together with a copy of accounts for the previous tax year.

**Social Welfare Recipients (This list is not conclusive)**

- Widow's / Widower's Contributory Pension
- Widow's / Widower's Non-Contributory Pension
- Illness Benefit
- Invalidly Pension
- Disability Allowance
- Blind Pension
- Carer's Benefit/Allowance
- Injury Benefit

must submit a Statement of Income for the previous tax year, from the Department of Social Protection or a P21 Balancing Statement for the previous tax year.

**Earnings from Savings and Investments**

Must submit a certificate of interest or a dividend certificate

***EVIDENCE OF HOUSEHOLD INCOME MUST BE SUBMITTED IN RESPECT OF THE PROPERTY OWNER AND, IF APPLICABLE, HIS/HER SPOUSE/PARTNER AND ANY OTHER ADULTS LIVING IN THE HOUSE I.E. THOSE OVER 18 (OR OVER 23 IF IN FULL TIME EDUCATION)***

**Department of Social Protection Contact Details:**

Pensions: State, Widow/er, Blind, Deserted Wives Payments:

(071) 915 7100 - Locall 1890 500 000

Disability Allowance, Carers Allowance/Benefit & Invalidity Pension:

(043) 334 0000 - Locall 1890 927 770

Illness Benefit & Injury Benefit: (01)704 3300 - Locall: 1890 928 400

Note: The rates charged for using 1890 (Locall) numbers may vary among different service providers.

Individuals who do not satisfy the provisions of the Mobility Aids Housing Grant Scheme means test should apply for grant aid under the Housing Adaptation Grant Scheme for People with a Disability (subject to meeting the other Terms & Conditions of that scheme).

## ▪ **Building Regulations**

Part M of the Building Regulations have been amended to ensure visitability by people with disabilities. The Part M Regulations apply to new houses granted planning permission on or after 1 January 2001. The main features generally applicable in new houses include:

- Accessible entrance to the dwelling site or plot,
- Level or gently sloping approach to the main door of the dwelling,
- An entrance door that is of adequate width and incorporates a level entry threshold,
- Sufficiently wide corridors and doorways to allow for circulation at the entry level,
- Door handles and light switches at an appropriate height,
- A WC cubicle at entry level that is sufficiently large to allow a wheelchair user access.

As these features are now required to be included in new houses granted planning permission on or after 1 January, 2001, they will not be considered when determining the amount of a Mobility Aids Grant payable in respect of such houses. Only additional works deemed necessary to make the accommodation more suitable to the needs of the person with mobility problems, over and above those required by the building regulations, may be considered by the authority in determining the grant amount paid.

## ▪ **Application Submission**

An applicant will be required to complete a simple application form HM1 and to submit it to the Council together with a medical certificate HM2 to be completed by the Person with the mobility problems Doctor. The application must also be accompanied by evidence of household income together with, in certain cases, evidence of ownership of the property (see section on “Evidence of Ownership” for details). This is the only information that is required at the outset. Where an application is submitted which does not meet this basic standard, it will be returned to the applicant setting out the missing information.

## ▪ **Doctors Certificate**

A Doctors certificate (form HM2) must be completed and signed / stamped by your Doctor and submitted with your application.

## ▪ **Evidence of Ownership**

Where someone, other than a person, who would generally be considered to be the head of a household, is indicated to be the property owner, eg son / daughter or other person, evidence of ownership should be submitted with the application to avoid delays in having it processed . Another example of instances where evidence of ownership should be submitted is where someone other than the principle earner is indicated to be the property owner. Such evidence

should be in the form of copy title documentation or confirmation from a solicitor that the named person is the registered owner of a property or that application is being made to have them so registered. It should be noted that it is open to the Local Authority to seek evidence of ownership in any instance it considers appropriate.

▪ **Charges due to Council**

Where there are any monies due to the Council in respect of rent/purchase annuities, housing loan, water charges, rates or other charges, these charges must be cleared in full before any application will be approved.

**Local Property Tax (LPT)**

Proof of compliance with the LPT must be submitted with your application. A printed copy of the property history page from the LPT online system will provide this information. Where applicants do not have access to the online system, they should contact the LPT helpline on 1890 200255.

Where the property owner is not residing in the house, the subject of the application, proof of compliance in respect of “both” houses must be submitted.

**Compliance with the LPT is necessary on date of receipt of the application and on the date the grant is paid.**

▪ **Evaluation**

Donegal County Council will arrange for an inspection of your property and a report to be prepared on whether or not the application qualifies in the first instance, having regard to the nature and extent of the mobility problems and secondly what works are considered necessary. The report will be prepared by either a member of the Council’s own staff or an Occupational Therapist, having regard to the nature and extent of the mobility problems being experienced.

Where, on investigation, the Council considers that your application qualifies for assistance, a provisional letter of approval will issue.

You will be advised what works are considered necessary and you will then be required to submit the following, for further consideration:

- 1 written itemised quotation in respect of the Estimated cost of works
- Income tax details for yourself and the Contractor,
- Detailed Plans / Planning Permission where required

A Final decision will be made on your application after these additional items are furnished by you, and considered by the Council, whereon you will be issued with a notification of Final Approval.

Where the assessment has been carried out by members of the Council's own staff, the applicant retains the right to request an Occupational Therapist assessment and they will be given an opportunity to choose this option. They will also be advised of the implications of accepting the grant on any future applications (see maintenance of works and payment of second grant section elsewhere in this document).

It is also open to an applicant to arrange for the submission of an independent Occupational Therapist report with an application at the outset thereby ensuring applicants with severe mobility problems or disability at an advance stage / receiving professional care / in hospital can have their application processed more speedily. Any such independent report must however be in the format as set out in this document and have regard to the terms of the scheme as contained herein. Where an applicant engages a private sector Occupational Therapist to assess their needs, this cost (up to €200), can be included in the grant, subject to the effective maximum grant level.

### ▪ **Reports**

Where the application is investigated by an Occupational Therapist, a detailed report will be completed following investigation of the application and this will be taken into consideration by the Council in the context of making a decision on same. The report will contain details of the house, the family makeup and the persons residing there, the functional status of the applicant, details of works which the Occupational Therapist believes are reasonably necessary to make the accommodation more suitable for the person with the mobility problems having regard to the terms of the scheme. Details of the specific works and specifications will be contained on a schedule attached to the report.

Where during discussion with the applicant, it becomes clear that the applicant/family are unhappy with the works being proposed, the Occupational Therapist's Report will set out details of the works which the applicant/family considers as being necessary and comment thereon. The key element here is the need for the Occupational Therapist's Report to contain sufficient information for the Council to make an informed decision on the Application and to enable it/Occupational Therapy Manager to review the application in the event of an appeal.

Where the investigation is carried out by a member of the Council's own staff, the report will contain the same level of detail to facilitate the making of a decision on the application.

### ▪ **Estimates**

Following the granting of provisional approval, the applicant will be invited to submit a detailed contractor's estimate in respect of the approved works. This estimate will be required to be itemised in respect of the individual elements of works which are being grant aided.

### ▪ **Plans/Sketches**

Subject to provisional approval being granted with details of the eligible works/specification being given to the applicant, it will in some cases depending on the nature and extent of the

works be necessary to have a plan/drawing of the proposed works prepared which has been drawn to scale in accordance with the specifications/details contained in the provisional approval. It will be based on these plans, as approved by the Council, that a contractors estimate should be submitted and the appropriate works carried out. It will be the responsibility of the applicant to obtain any necessary Planning Permission which may be required. All plans must be in accordance with the Building Regulations.

- **Tax Requirements**

Form HM3 sets out the information to be submitted by the applicant and the contractor in relation to tax requirements (Form HM3 will be issued to you by the Council when it is satisfied your application qualifies for assistance). In the case of the applicant, all that is required is a PPS number / income tax reference number together with confirmation that the applicant's tax affairs are in order.

In the case of the contractor, a PPS No / Tax reference number and a tax clearance access number must be provided in all cases. The provision of these numbers enables the Local Authority to verify in real time, using the online verification facility on the Revenue Commissioners Website, that a tax clearance certificate has been issued.

**The Contractors tax clearance certificate must be current on date of receipt of the application, at approval stage and on the date the grant is paid.**

- **Commencement of Works**

Under no circumstances should works commence prior to the granting of the Final Approval as Grants will not be considered where works have already commenced.

- **Inspections / Overseeing the Works**

**Pre Works** - The Council will reserve the right to carry out any inspections/investigations it deems appropriate in the context of the consideration of the application. These inspections/investigations need to be carried out by Officers of Donegal County Council or other agencies acting on the Councils behalf. Access to the complete house will be required.

**Post Works** - The Council will not be responsible for any loss or damage that the applicant may suffer as a result of defects in the works whether structural or otherwise. Applicants should be aware that any inspections of the works by staff employed by the Council or by any of the Councils agents is purely for the information of the Council to establish by visual and cursory examination that the approved works have been completed and the Council does not accept any statutory or common law duty of care to the applicant to ensure that the works have been properly constructed or free of defects. It is therefore in the applicants own interest to employ a suitably qualified person to oversee the works and to ensure that the works are properly constructed and free of defects.

- **Health & Safety**

Applications are reminded that the Safety Health and Welfare at Work (Construction) Regulation 2013 place new responsibilities on persons having construction work done in their home.

These responsibilities include appointing competent persons and contractors to undertake the work.

Please refer to the Guide for Homeowners Getting Construction Work Done published by the Health and Safety Authority which is available from their website on [www.hsa.ie](http://www.hsa.ie)

- **Completion of Works**

It is a requirement that the works be completed and the Grant claimed within one year of the date of approval.

- **Payment of Grant**

Payment of the grant will be made by cheque on completion of the works to the satisfaction of the Council. Request for payment must be accompanied by the Invoice you received from the Contractor who carried out the grant aided works. The Tax Clearance of the Contractor will be re-checked at this stage to ensure that their tax affairs are in order. Similarly the position in relation to compliance with the Local Property Tax will be checked and any updated proof necessary will be requested. This will mostly apply where the grant is being paid in a different year to that in which it was applied for. Cheques can only be cashed by lodgement to an individual's bank account. An applicant can authorise the payment of the grant to the contractor if required.

- **Maintenance of Completed Works / Payment of Second Grants**

The applicant / owner of the house is wholly responsible for the maintenance of the completed works and any equipment provided under the scheme. A grant is not payable for any works which were previously grant aided. Payment of second grants are limited to instances where the needs of the person with the mobility problems changes and different works not previously grant aided may be required. Where a second grant is paid, this will be subject to the maximum limits set down with regard being had to the amount paid on any previous grant.

- **Appeal Process**

In processing applications under the Mobility Aids Housing Grants Scheme the Authority recognises that some applicants may be dissatisfied with the authority's decision.

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.

The appeal should set out in detail how the applicant disagrees with the Council's decision having regard to the terms of the scheme and how it is believed that the decision is not in line with the policy on Mobility Aids Grants as set out herein. Where the appeal relates to the nature and extent of works being proposed, the applicant should set out, how they feel they are inappropriate and how they feel other works are better and more suited having regard to the terms of the scheme which is to render a house more suitable for the accommodation of a person with the mobility problems and the ongoing need to obtain the best possible value for money.

Any such appeal will be reviewed initially by the Council and where deemed necessary, will be referred to the Manager of the Occupational Therapy Department for consideration with the appropriate staff and the preparation of a further Report thereon for the consideration of the Council. The decision as subsequently notified by the Council will be final.

An applicant will not be discriminated against for inability to submit "good quality" appeals.

### **Submitting your Application**

When completed, your application should be forwarded to your local Public Information Service Centre at the following address:

Glenties Municipal District, Gweedore Road, Dungloe  
Inishowen Municipal District, Malin Road, Carndonagh  
Letterkenny Municipal District, Neil T Blaney Road, Letterkenny  
Donegal Municipal District, Drumlonagher, Donegal Town  
Stranorlar Municipal District, County House, Lifford

**Telephone Number for all offices: 074 9153900**

***IF YOU REQUIRE ASSISTANCE IN FILLING OUT THIS FORM PLEASE CONTACT YOUR LOCAL HOUSING OFFICE AT THE ABOVE ADDRESS AND PHONE NUMBER***