

COMHAIRLE BHAILE CHAISLEAN A'BHARRAI

CASTLEBAR TOWN 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

Name of person for whom grant aid is sought: _____

Address: _____

Telephone No: _____ Mobile No: _____

Date of Birth: _____ P.P.S. No: _____

Occupation: _____

Name of Contact Person (*if different from Applicant*): _____

_____ Phone No: _____

Address: _____

Relationship to applicant: _____

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

Gross Annual Household Income: € _____
(*please refer to explanatory note 3 below*)

Is the person with the disability residing at the address above? _____

How long has s/he been living at this address? _____

Name and address of General Practitioner: _____

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

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

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

Year of Construction of dwelling: _____

Number and description of rooms in the dwelling:

	Bedrooms	Living	Dining	Kitchen	Other
Upstairs					
Downstairs					

General description of proposed works:

Estimated cost of works: € _____
(Please submit 1 written quotation in respect of the estimated cost of works)

Amount of grant you are applying for: € _____

Balance of costs: € _____

How do you propose to fund the balance of costs: € _____

Are Smoke alarms installed in dwelling? Yes No

If yes, how many? _____

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:

Signature of Applicant: _____

Date: _____

Completed applications forms should be returned to:

**Castlebar Town Council
Marsh House
Newtown
Castlebar
Co. Mayo**

**Phone: 094 9023350
Fax: 094 9024969
Email: castlebartc@mayococo.ie**

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? _____

DESCRIPTION OF MOBILITY PROBLEM: _____

NAME OF DOCTOR: _____

ADDRESS: _____

DOCTOR'S STAMP



SIGNED: _____

DATE: _____

Tax requirements in respect of Mobility Aids Housing Grant Scheme

TO BE COMPLETED BY APPLICANT

Name of Applicant: _____

Address: _____

Income Tax Reference No* _____

Tax District dealing with your tax affairs: _____

I hereby confirm that to the best of my knowledge my tax affairs are in order.

Signed: _____ Date: _____

* 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.

TO BE COMPLETED BY CONTRACTOR

Name of Contractor: _____

Address: _____

Telephone: _____

Income Tax serial number: _____

Tax District dealing with your tax affairs: _____

C2 No:/Tax Clearance No: _____ **Expiry Date:** _____

Conditions of Scheme

1. Purpose of Grant

The Mobility Aids Housing Grant is available to cover a basic suite of works to address mobility problems, primarily, but not exclusively, associated with ageing. The works grant aided under the scheme include:

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

2. Level of Grant

The effective maximum grant is €4,500 or 100% the cost of the works, whichever is the lesser. The grant is available to households whose gross annual household income does not exceed €30,000.

3. Household Income

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.

In the case of private rented accommodation, household income is calculated as the tenant's annual gross income in the previous tax year, together with that of his/her spouse, if applicable.

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).

4. Evidence of household income

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

- In the case of PAYE workers, P60 or 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. In the case of State Pensioners a copy of the current pension book will suffice.

(Evidence of household income should be submitted in respect of the property owner and, if applicable, his/her spouse/partner)

5. Tax Requirements

In the case of contractors, the contractor's name, address, tax reference number and tax district, and the number and expiry date of a certificate of authorisation issued to the contractor by the Revenue Commissioners must be submitted.

6. Appeals Procedure

In processing applications under the Mobility Aids Housing Grant Scheme 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. Checklist

Please ensure that the following documentation is included in the application for grant aid:

- Fully completed application form (MAG 1);
- Completed G.P. Medical report (MAG 2);
- Completed Tax Form (MAG 3);
- Evidence of Household Income from all sources;
- 1 written itemised quotation detailing the cost of the proposed works.

If you require assistance in filling out this form please contact:

**Castlebar Town Council
Marsh House
Newtown
Castlebar
Co Mayo**

Phone: 094 9023350

Fax: 094 9024969

Email: castlebartc@mayococo.ie