

REQUEST TO ADD A HOUSEHOLD MEMBER

(This form is to be used to add a household member over 16 years of age)

Section 1 – Current Household Details

Main / Joint Tenants Name/s: _____

Address: _____

Contact no. _____ Contact email: _____

House Type: Detached Semi-detached Terrace Bungalow Two Storey

Number of Bedrooms _____ Number of Toilets _____

Is the property adapted for special needs (i.e., level access shower)?

No Yes

If yes, give details: _____

(Continue on separate sheet if necessary)

List the details below of all household members normally resident in the household. Evidence of weekly income must be provided				
Name	Date of Birth	PPSN	Relation to Applicant	Income per week €

Section 2 – Details of Person(s) to be Added

Please complete separate form for each person you wish to include in your household.

You must include the following documentation for the person to be added with the application:

- **Birth Certificate**
- **Photo ID in the form of driver’s licence/passport**
- **Proof of Income (six weeks of recent payments e.g. payslip, DEASP etc)**

Full Name: _____

Previous Surnames _____

Date of Birth: _____ P.P. S number: _____

Mothers Maiden Name: _____

Nationality: _____ (provide evidence i.e., Passport)

Non-EU Nationals: Please provide evidence of your basis of stay in Ireland (e.g, Stamp 4 & basis of stay correspondence issued by the Department of Justice)

Income Details:

Occupation: _____

Employer’s details (*if applicable*) _____

Weekly Wage: _____ Please provide 3 recent payslips

Benefit Claimant: Type of Benefit _____

Weekly entitlements: _____ Please provide proof from DEASP

Previous Addresses for last 10 years, give dates (*use separate sheet if necessary*):

1. _____ 2. _____

3. _____ 4. _____

Has the occupant ever been included in a Local Authority Tenancy before? Yes No

If yes, give details:

Do they have or have they ever owned property or land either in Ireland or abroad?

Yes No

If yes give details: _____

Any Medical Conditions: _____

Has the person you are requesting to be added to your household ever been involved in:

a) Anti-Social Behaviour (*whether or not resulting in legal proceedings*) Yes No

If yes, give details (*use separate sheet if necessary*)

b) Public Order Offences or Criminal Proceedings (*whether or not resulting in legal proceedings*). Yes No

If yes, give details: (*use separate sheet if necessary*)

It is the responsibility of the Tenant to ensure that all members of their household and visitors to their house, behave in a socially acceptable manner, in accordance with the Tenancy Handbook (copies available on request). Failure to adhere to this instruction may ultimately result in eviction proceedings being instigated against the Tenant and their household.

Tenants or members of the household will not be rehoused by this Authority if they are found guilty of 'Anti Social Behaviour' or other breaches of the Tenancy Conditions. They may also be refused 'Rent Allowance' by the Community Welfare Officer.

Section 3 - DECLARATION

I / We understand that the information & particulars supplied on this form are true & correct, and I / we understand that the provision of false or misleading information / withholding information may result in permission to add the requested household member being denied or withdrawn.

In carrying out its functions under the Housing Acts of 1966-2014, the local authority may request and obtain information from other organisations. These include another local authority, the Criminal Assets Bureau, An Garda Síochána, the Department of Social Protection, the Health Service Executive (HSE), the Revenue Commissioners or an Approved Housing Body in relation to current or prospective occupants of, or applicants for, local authority housing.

Your data may also be shared with other public bodies in accordance with our obligation to prevent and detect fraud. Your rights as a data subject under the General Data Protection Regulation (GDPR) apply in full and are clearly set out in Longford County Council's Privacy Statement.

Copies of this are available from Longford County Council or www.longfordcoco.ie. If you have any questions about your rights under GDPR, you can contact Longford County Council's Data Protection Officer, or you may also contact the Data Protection Commission (DPC).

For more information, please contact Tel 043 3344207: Email: dpo@longfordcoco.ie.

I / We undertake to inform Longford Local Authorities of any change in our circumstances.

Declaration

1. I (or we) declare that the information and details given by me (or us) on this application are true and correct.
2. I (or we) promise to notify the local authority of any change in my (or our) household circumstances such as our address, the people who make up the household, their wages or payments, or medical conditions if this changes from the details we gave on this form.
3. I (or we) also agree that the local authority can make whatever enquiries it considers necessary to check that the details of this application are correct.
4. I am (or we are) aware that it is against the law to give false information on this form and that I (or we) can be prosecuted for doing that.
5. I (or we) understand that my (or our) personal data will be shared with the LGMA, and The Housing Agency for the purposes set out above.
6. I (or we) understand that my (or our) personal data will be shared with other public bodies only as provided by law.
7. I (or we) understand that a failure to respond to a request for updated information, as part of the Summary of Social Housing Assessments process, may result in my (or our) housing application being closed

Signed:

Tenant: _____ Full Name: _____

Joint Tenant: _____ Full Name: _____

Applicant: _____ Full Name: _____

Date: _____

For Office use only:

Checks complete: Gardai
Local Authority
Community Welfare Officer
Dept. of Social Protection
Dept. of Justice

Comments: _____

Recommendation: _____

Permission Granted

Permission Refused **Reason** _____

Investigating Officer: _____

Signed: _____ **Date:** _____

Approved by: _____ **Date:** _____