

Dublin Docklands Development Authority

SECTION 16 MANUAL

This manual, prepared in accordance with Section 16 of the Freedom of Information Act, 1997 (as amended) is a guide to the rules, procedures, practices, and guidelines of the Dublin Docklands Development Authority as well as an index of precedents used by the Authority in its decision making processes.



Table of Contents

1. Introduction.....	3
2. Mission Statement.....	4
3. Legislation, Codes and Policies	5
3.1 Legislation.....	5
3.2 Codes	5
3.3 Policies	5
4. Schemes.....	6
4.1 Section 25 Planning Schemes	6
4.1.1 Application Processing	7
4.1.2 Access to Planning Schemes and applications	8
4.2 Social Housing	9
4.2.1 What is it?	9
4.2.2 Who is eligible for Social Housing?	9
4.3 Affordable Housing	10
4.3.1 What types of home are available in Docklands?.....	11
4.3.2 How much will it cost?.....	11
4.3.3 How do I qualify to purchase Affordable Housing?.....	12
4.3.4 How much does an affordable home cost?	12
4.3.5 How is affordable Housing allocated?.....	13
4.3.6 How do I apply?	13
4.4. Scholarships	13
4.5 Enterprise Development Programme.....	15
4.6 Community Development Projects Initiatives	16

1. Introduction

Dublin Docklands Development Authority (DDDA) is a statutory body set up under the Dublin Docklands Development Authority Act, 1997 (the “Docklands Act,”) to secure the sustainable economic, physical and social regeneration of the Docklands area and to continue to develop the IFSC. In doing so the DDDA assumed the functions of the former Customs House Docks Authority (CHDDA) and broadened the mandate to include over 520 hectares of land in the Docklands area. To facilitate regeneration, the DDDA developed the 1997 Master Plan and the 2003 revision of the plan. These documents in conjunction with detailed Planning Schemes and Area Action Plans became the blueprint by which the area would be rejuvenated.

On 31 May 2006 the DDDA became subject to the requirements of the Freedom of Information Acts, 1997 and 2003 (the “FOI Act.”)

FOI is designed to promote a culture of openness and accountability within the public sector by providing access to records and information held by public bodies. The FOI Act requires designated bodies to publish information guides that will direct the public with regard to the types of information available to them, and to respond to requests that are then made. The following publication is prepared in accordance with section 16 of the FOI Act. This manual lists the rules, guidelines and practices used by the Dublin Docklands Development Authority (the “DDDA”) in carrying out its various functions. Details of the functions, structure and services provided by the DDDA and how they may be availed of are outlined in a manual published in accordance with section 15 of the FOI Act which is also available for inspection.

2. Mission Statement

Our mission is to develop the Dublin Docklands into a world-class city quarter - a paragon of sustainable inner city regeneration - one where the whole community enjoys the highest standards of access to education, employment, housing and social amenity and which delivers a major contribution to the social and economic prosperity of Dublin and the whole of Ireland.

3. Legislation, Codes and Policies

3.1 Legislation

The DDDA was established under the Dublin Docklands Development Authority Act, 1997 (the “Docklands Act”). The Docklands Act sets out the manner in which the DDDA is structured, and also defines the functions of the DDDA. The DDDA is also obliged to comply with various other legislative enactments, including, but not limited to, health and safety legislation, employment legislation, data protection legislation and financial and public procurement regulations.

3.2 Codes

[Code of Conduct](#) that govern the conduct of the DDDA include, but are not limited to, the following:

- Ethical Code of Conduct of the Executive Board, Council of Representatives and Staff;
- Procedures of the Executive Board;
- Standing orders for Board Meetings; and the
- [Customer Charter](#)

3.3 Policies

- [Housing Policy](#)
- [Procurement Policy](#)
- [Irish Language policy](#)
- [Equal Opportunity Policy](#)
- H.R. Policies (Under Review)
- Data Protection Policy (Under Review)

4. Schemes

4.1 Section 25 Planning Schemes

The DDDA has specific planning responsibilities for parts of the Dublin Docklands under section 25 of the Docklands (the “Section 25 Planning Powers”). The DDDA produces planning schemes (the “Planning Schemes”) for designated areas through a public consultation process and following endorsement by the Minister for the Environment. These Planning Schemes represent exempted development and relate to the IFSC, The North Lotts, and the Grand Canal Dock areas. The Section 25 planning process is similar to a standard planning application except that there is no statutory third party involvement, with no requirement for a public notice or planning fee. There are no first or third party rights of appeal. A developer may seek a certificate of compliance (with the planning scheme) from the DDDA. A certificate may include conditions which require a payment of development levees and the provision of social and affordable housing. Once such certification is made the development is essentially fast tracked, without being subject to any further planning application process or to third party appeals.

This process ensures;

- Shorter lead times in general from conception to completion of the development;
- That development is not just confined to an individual site but that it is part of an integrated approach to the development of sites and local infrastructure; and

- The generation of local commitment to and ownership of the development strategy through the prior community and business consultation process.

4.1.1 Application Processing

1. Applications are received and stamped for time and date of receipt.
2. The application is reviewed and assessed against the requirements of the application form by the chief or assistant planner.
3. The application is then registered on the online system
4. An acknowledgement letter is dispatched and a copy of the file is sent to the Architectural Technician
5. A three week period of consultation follows.
6. Requests which require a redesign of the application should be done in writing, and requests requiring further drawings not materially altering the scheme may be done by phone. Failure to respond to these requests will ensure that the request is deemed to have been withdrawn.
7. Each application will be assessed against the relevant Planning Scheme, a report will be prepared and conditions may be added to the application.
8. The report will be presented to the Planning subcommittee and the Executive Board.
9. The Executive Board's decision will be recorded in the minutes and certificates if granted, must be sealed by the DDDA and issued within one week. If the certificate is not granted the applicant will also be advised within one week.

4.1.2 Access to Planning Schemes and applications

The [Master Plan 2003](#), the [Section 25 Planning Schemes](#) and the [Area Action Plans](#) may be accessed by clicking on the links or alternatively they can be acquired in hard copy by contacting:

Dublin Docklands Development Authority

52 – 55

Sir John Rogerson's Quay

Docklands

Dublin 2

Telephone (01) 8183300

The public may view Section 25 applications in the DDDA's offices at any time, preferably by appointment. If you would like to make an appointment please contact the DDDA on (01) 8183300. In addition, a description of all applications and a copy of the application form can be found on the DDDA's website at <http://www.dublindocklands.ie> or can be obtained directly from the DDDA at the above address.

4.2 Social Housing

4.2.1 What is it?

Social housing involves the rental of property owned by the Local Council or a Voluntary Housing Association. It has traditionally been known as “Dublin Corporation Housing”.

Many of the social apartments for rent in Docklands will be newly-built, and managed by Voluntary Housing Associations. Rental costs will tend to be similar to Dublin City Council rents, and are based on household incomes. There is also a “service charge” payable by tenants, the cost of which varies but tends to be €12-18 per week depending on the particular scheme and size of property involved.

4.2.2 Who is eligible for Social Housing?

Social apartments in the Dublin Docklands are allocated to people on Dublin City Council’s housing lists (social waiting list, transfer and homeless lists) based on housing need. Those people on higher points will be offered accommodation first, subject to certain conditions including the matching of households to accommodation available, and estate management checks for anti-social behaviour.

Applicants’ housing need is assessed in accordance with the “Scheme of Letting Priorities” published by Dublin City Council, and includes the following criteria:

1. Household income limits;
2. Suitability of present accommodation including size, facilities & number of residents (involves a visit to current accommodation by the Council);

3. Personal circumstances including age or illness; and
4. Time already on the housing list.

Points awarded to each applicant are used to determine the applicant's housing need, and their priority on housing waiting lists. The DDDA has no involvement in the assessment of applicants for social housing, or the management of housing lists. This is the sole responsibility of Dublin City Council. The DDDA is, however, committed to sustaining Docklands communities, in which housing plays a major role. By liaising with Dublin City Council and the Voluntary Housing Associations, the DDDA works to ensure that when two households of equal housing need are being considered, and one of them is from Docklands, the "Docklanders" should receive preference.

People interested in applying for Social Housing should apply to:

Dublin City Council
Social Housing Department
Block 2
Ground Floor
Civic Offices
Wood Quay
Dublin 8

4.3 Affordable Housing

The DDDA and Dublin City Council have jointly introduced an Affordable Housing Policy and Allocations plan. Under this new process Dublin City Council is extending the Affordable Housing Panel to include homes for sale across all of its affordable housing initiatives. This scheme allows first time buyers to purchase property through a

Local Authority, for a significantly lower cost than buying privately, as the properties are sold to purchasers at less than their full market value. As the DDDA is working in conjunction with Dublin City Council, affordable housing in the Docklands will continue to be given priority and Docklands residents will be considered for affordable housing not only in Docklands but across Dublin.

4.3.1 What types of home are available in Docklands?

One, two and three bedroom apartments and duplexes (two storey apartments) will be available for purchase in schemes throughout Docklands.

4.3.2 How much will it cost?

Examples of prices of affordable units to date are:

1 Bedroom - €165,000 - €200,000

2 Bedroom - €190,000 - €220,000

3 Bedroom - €205,000 - €235,000

Prices for future schemes in the Dublin Docklands will be finalised as schemes are completed.

In addition to mortgage payments, purchasers of affordable apartments in the Dublin Docklands will also have to pay a “service charge”. The actual cost will vary depending on the particular scheme, size of apartment, and the relevant management company’s scale of charges. Current typical payments in the Dublin Docklands area range between €150-300 per month.

4.3.3 *How do I qualify to purchase Affordable Housing?*

Applicants must be:

1. First time buyers (although exceptions may be made for special circumstances) and
2. Earn up the maximum annual household income, (approx €40,000 for shared ownership, and €60,000 for part v schemes,) or
3. Surrender a Local Authority or Voluntary Housing Association Home.

4.3.4 *How much does an affordable home cost?*

Prices vary from scheme to scheme ranging from €165,000 - €235,000. Loans are available from Dublin city Council and a number of financial institutions. Loan repayments may be as little as €800 per month, but vary depending on;

1. Amount borrowed;
2. Duration of loan, (either 20, 25, or 30 years)
3. The interest rate (which is variable.)

If demand exceeds availability a lottery is used to select those applicants to whom offers are made.

4.3.5 How is affordable Housing allocated?

Allocations of homes within the Docklands area will be made by lottery.

- 50% of all completed homes will be sold to residents of the Dublin Docklands area.
- 10% will be sold to residents of Dublin city Council or voluntary Housing Associations surrendering their homes.
- 40% will be sold to other applicants on the Affordable Housing list.

4.3.6 How do I apply?

Application forms are available from;

Dublin City Council

Affordable Housing Unit,

Block 1, Floor 1,

Civic Offices, Wood Quay,

Dublin 8

Ph. 01 222 5020 or by email at affordablehousing.unit@dublincity.ie

Forms can be downloaded from www.dublincity.ie

4.4. Scholarships

The number of young school leavers in the Dublin Docklands going to third level education is unacceptably low. Economic and social disadvantage have clearly prevented a number of able students from furthering their studies to degree level. To address this problem the DDDA supports a number of third level scholarships. The scholarships offer €1,300 per year for those on degree courses and €650 for those

on diploma or certificate courses. The bursary is to help with the costs of books, materials and the many other associated costs of further education. The academic year 2005/2006 is the eighth year of the scholarship programme. A total of 160 students have participated in the scheme since its inception. The criteria for the award of scholarships are as follows:

- The candidates must reside in the DDDA catchments area;
- The candidates must have obtained a place on one of the approved courses on the basis of Leaving Certificate results obtained in the year of entry;
- The approved courses are full time third level courses;
- The criteria for selection will be academic achievement, financial need, motivation and interview;
- Candidates may be school leavers or mature students.

Points are awarded as follows:

Motivation and Commitment	-	16 points
Track Record in Education	-	20 points
Clear Goals	-	10 points
Community Commitment	-	10 points
Financial Stability	-	10 points

Grants are awarded as follows;

- Degree Courses - €1,300
- Diploma Courses - €650
- Certificate Courses - €650

The purpose of the scholarship is to cover books, tutorials, field trips and other academic activities. All claims must be vouched.

Application forms are available from:

Social Regeneration Department,
Dublin Docklands Development Authority,
51 – 55 Sir John Rogerson’s Quay,
Docklands,
Dublin 2
01 8183300

4.5 Enterprise Development Programme

The DDDA offers advice and support free of charge to residents in the Dublin Docklands and its immediate hinterland on setting up or developing a business. No matter what assistance you may be looking for, we will endeavour to do our best to help you in making the right contacts. This relates to new businesses or business expansion and includes training and development needs. If you require such assistance please contact:

The Enterprise Officer
Dublin Docklands Development Authority,
51 – 55 Sir John Rogerson’s Quay,
Docklands,
Dublin 2
Phone: 01 8183300
Fax: 01 8183399
Email: info@dublindocklands.ie

4.6 Community Development Projects Initiatives

The DDDA provides grant aid for Community Development Projects which will bring added benefit to the local community, in the form of capital and operational projects. In the case of capital projects the following guidelines are provided:

- Projects must show that they complement the objectives of the DDDA's Master Plan;
- Projects are for the building of new structures or for the refurbishment of existing facilities within the community;
- Clear and measurable benefits to the community must be evident;
- Funding options must be maximised;
- The maximum DDDA funding for any one project proposal will normally be 60%;
- Confirmation of ownership of property/site, plans, drawings, specifications and tax clearance certificates must accompany each application (if applicable);
- The applicant group must demonstrate the ability to implement and complete the project within an agreed time frame;
- The applicant group must demonstrate the sustainability of the project;
- The application must be supported by the local community;
- The project must be led by an accountable body and this must have, or have access to, the skills and experience of undertaking successful projects;
- The need for the project must be demonstrated and options for meeting the need appraised;
- The DDDA will not 'front - load' fund any project;

- The funding will be available to successful applicant groups for one calendar year unless the DDDA expressly agrees otherwise prior to the commencement of contract.

In the case of operational projects the following guidelines are provided:

- Projects must show that they complement the objectives of the DDDA's Master Plan (2003);
- Clear, measurable and sustaining benefits to the community must be evident;
- The applicant must demonstrate the ability to implement and complete the project within a 1 year time frame;
- The application must be supported by the local community;
- The application must also include a health and safety plan and insurance clearance certificate where appropriate;
- The application must be led by an accountable body and this must have or have access to the skills and experience of undertaking successful projects;
- The need for the project must be demonstrated and options for meeting the need appraised;
- Funding options must be maximised;
- The maximum DDDA funding for any one project proposal will normally be 60%;
- The funding will be available to successful applicant groups for one calendar/academic year only.