

An tÚdarás Rialála Comhlachtaí
Tithíochta Ceadaithe

Approved Housing Bodies
Regulatory Authority



Notifiable Event Form – Explanatory Note

Guidance for AHBs

ahbregulator.ie

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1. Introduction

The Approved Housing Bodies Regulatory Authority (“AHBRA”) was established under the Housing (Regulation of Approved Housing Bodies) Act 2019 (“the Act”). The Act provides for the regulation of Approved Housing Bodies (AHBs) for the purposes of protecting housing assets provided or managed by such bodies. It seeks to support stronger governance, financial management and reporting, property and asset management, and tenancy management by AHBs, with a focus on safeguarding the significant public investment being made in the delivery of social housing by AHBs.

A central part of the Act is the requirement for AHBs to notify AHBRA of any material, significant or exceptional issues, events, or changes within their organisation. These are known as ‘Notifiable Events’.

AHBRA’s approach to Notifiable Events is explained in our [Notifiable Events Guidance](#).

We have developed a Notifiable Event Form so that AHBs can submit any Notifiable Events through our website.

The purpose of the Notifiable Event Form is:

1. To provide an easy-to-use online form for AHBs to submit Notifiable Events.
2. To focus the content of your notification and reduce the need for requests for more information.

Please note that the use of the form does not mean that we will not need to ask for further information from you.

An AHB is not required to use the form and may still choose to notify AHBRA of a relevant event by post or via email to info@ahbregulator.ie. However, it may be useful for an AHB to be aware of the questions and information in the form when informing AHBRA of a Notifiable Event.

2. What is the purpose of the Explanatory Note?

The purpose of this Explanatory Note is to provide advice and guidance for AHBs on how to complete the Notifiable Event Form. It aims to provide clarity in relation to the questions asked and types of responses expected.

This Explanatory Note is intended for all those who have a role in completing the Notifiable Event Form and includes guidance for all questions within the form.

3. Contact Details for AHBRA

If you have any queries on the Notifiable Event Form that are not answered within this document, please email us at info@ahbregulator.ie or telephone us on 01-2243900.

4. Personal Details

When completing the form, you are asked to leave out or where possible, remove personal details that might identify individuals, unless you think these details are necessary for our understanding of the Notifiable Event. If you do submit personal details, these will be dealt with in line with [AHBRA's Privacy Policy](#).

5. Guidance for Completing the Form

AHBs are asked to answer all relevant questions in the form, and to include information that you think is important for our understanding of the notification you wish to make. Additionally, the person completing the form is asked to tick a box at the end of the form to declare this information is accurate to the best of their knowledge.

Below you will find advice and guidance on how to complete each section of the form.

(a) Section 1 – AHB Contact Information

In Section 1 of the form you are asked to provide some key contact information for your organisation.

Please complete this section in full.

Section 1: Contact Information	
1	<p>You are asked to enter the legal name of your organisation.</p> <p>This should match the name of your organisation on the Approved Housing Bodies Register.</p>
2	<p>You are asked to enter your organisation’s AHB registration number. AHB registration numbers are in the format AHB-XXXXX.</p> <p>If you are unsure of your organisation’s AHB registration number, you can find it on the Approved Housing Bodies Register at Approved Housing Bodies Register.</p>
3	<p>You are asked to enter the name of the person filling in the form on behalf of the organisation and their role within the organisation.</p>
4	<p>You are asked to enter the email address of the person filling in the form. AHBRA will send an acknowledgement to this email address to confirm we have received a notification from your organisation.</p>
5	<p>You are asked to enter the email address of the Chairperson, if it is different to the email address entered in question 4 above. AHBRA will also send an acknowledgement to this email address to confirm we have received a notification from your organisation.</p>
6	<p>Here you are asked to enter the phone number for the primary contact within your organisation.</p>

(b) Section 2 – Notification Type

On this page you are asked to choose the type of notification you are making. You are asked to choose one of the following two options:

1. I am notifying AHBRA of a 'Notifiable Event' - a material, significant, or exceptional issue, event, or change within the organisation.
2. I am notifying AHBRA of a routine update for information purposes (for example, routine change of Chair).

Section 2: Notification Type	
Option 1	<p>You are asked to choose Option 1 if you want to notify us of a 'Notifiable Event'. A Notifiable Event is a material, significant or exceptional issue, event, or change within an organisation. For more information on Notifiable Events please refer to our guidance at: https://www.ahbregulator.ie/for-ahbs/notifiable-events/. If you are still unsure whether a matter is a Notifiable Event, please contact us at info@ahbregulator.ie and we can assist you.</p> <p>If you choose Option 1, you will be asked to choose from a list of Notifiable Event categories. Please refer to 4(c): Section 3 - Notifiable Event Categories on page 7 for further details.</p>
Option 2	<p>You are asked to choose Option 2 if you want to notify us of a routine update within your organisation, such as a routine change of Chairperson, Board member, member of staff, and so forth. Routine in this context means that the change occurred as part of regular succession planning rather than for a special or exceptional reason that presents a risk to your organisation.</p> <p>If you choose Option 2 you will be directed to enter additional information about the notification before submitting. Please refer to 4(f)(ii) on page 13 for further details.</p>

(c) Section 3 – Notifiable Event Categories

If you chose Option 1 as your notification type, you will be asked to choose from a list of Notifiable Event categories. You must choose **one** of the following:

Notifiable Event Categories:

- Asset transfers and / or merger
- Intention to cancel AHB status
- Expansion / organisational growth
- Health and Safety / Property defect issues
- Changes in governance structure (changes to the make-up of the board) and / or change to the AHB's constitution
- Significant changes to the AHB's debt structure
- An event that may threaten the stability, efficiency, operations and general viability of the AHB
- An event that may negatively impact on the AHB's reputation
- An event that relates to changes in the AHB's charitable status
- AHB no longer satisfies the AHBRA eligibility criteria
- An event that relates to an improvement / prohibition notice received by AHB
- Event(s) that relates to dissolving / termination of the organisation
- Potential non-compliance with AHB's legal obligations
- Other

If you are unsure whether your notification relates to one of the above categories, please contact us at info@ahbregulator.ie and we can assist you.

If your notification does not relate to one of the above categories, please select 'Other'. You will then be directed to enter additional information about the notification before submitting. **Please refer to 4(f)(ii) on page 13** for further details.

(d) Section 4 – Clarification Questions

Once you have chosen one of the Notifiable Event categories listed in Section 3, you will be asked to answer some further questions relevant to that type of event.

(i) Asset Transfer / Mergers / Intention to Cancel AHB Status

If your notification relates to asset transfers, mergers and/or the intention to cancel AHB status, you will be asked to answer the following questions:

Section 4: Clarification Questions	
Asset Transfers, Mergers and/or Intention to Cancel AHB Status	
9	<p>You are asked to tell us what the event relates to by choosing from the following options:</p> <p>You may choose more than one option.</p> <ul style="list-style-type: none"> • Transfer / sale of dwellings • Intention to merge with another organisation • Intention to cancel AHB status • Other <p>Where you select 'Other', you are asked to give a short description.</p>
10	<p>You are asked to provide details of the organisation(s) involved. For example, if transferring dwellings, which organisation are you transferring the dwellings to?</p>
11	<p>You are asked to tell us how many dwellings are impacted by the event. For example, if the notification relates to the transfer of dwellings, how many do you intend to transfer?</p>
12	<p>You are asked to tell us what the funding status of the dwellings is. If the dwellings were acquired through assistance from a local authority, let us know if the dwellings are still under a mortgage charge. Where relevant, please provide the number of dwellings impacted by the event still under a mortgage charge.</p>
13	<p>You are asked to enter the number of tenants or residents who are impacted by the event. For example, if your notification relates to the transfer of dwellings, how many tenants reside at these dwellings?</p>
14	<p>You are asked to provide details of any communication you have had, or plan to have, with tenants who are impacted by the event.</p>

15	You are asked to provide details of any communication you have had, or plan to have, with any relevant local authority. For example, where you intend to transfer dwellings that were acquired with assistance from a local authority, have you discussed your plans with the relevant local authority?
16	You are asked to tell us what the future plans are for your organisation following the event. For example, if you intend to transfer dwellings, do you intend to dissolve the organisation and/or cancel its AHB status once the transfer is complete?
Further Details	
17	<p>You are asked to tell us what risks have been identified by the board as a result of the event. For example, if you intend to transfer dwellings that are occupied by tenants, are there any risks to the tenants involved? Are there risks to the finances or governance of your organisation? Or are there any other relevant risks?</p> <p>Please provide a summary of the risks you have identified and your assessment of the impacts of these risks.</p>
18	<p>You are asked to tell us what actions you plan to take or are taking to manage the risks you have identified.</p> <p>You are asked to provide a summary of the main actions and the timelines for carrying out these actions.</p>
19	You are asked to provide details of any communication you have had, or plan to have, with other stakeholders. For example, if you are a registered charity, have you notified the Charities Regulator of your intention to transfer dwellings or merge?

(ii) General Clarification Questions

If your notification relates to any other category of Notifiable Event, you will be asked to answer the following questions:

Section 4: Clarification Questions	
General Clarification Questions	
9	You are asked to provide a summary of the event. This summary does not need to contain too much detail but should provide us with information that you think might help us understand the event.
10	You are asked to tell us who and what may be impacted by the event. For example, does the event impact any other organisation(s)? Does it impact tenants? Are individuals within your organisation impacted?
11	<p>You are asked if you have carried out a risk assessment as a result of the event.</p> <p>Depending on the event you are reporting to us, you may not have thought that this was necessary. However, where a risk assessment has been completed, what risks have been identified? (This may include risks to tenants, property, finance, governance, and other relevant risks).</p> <p>Where relevant, please provide a summary of the risks you have identified and your assessment of the impacts of these risks.</p>
12	<p>You are asked to tell us what actions you plan to take or are taking to manage any risks that have been identified.</p> <p>You are asked to provide a summary of the main actions and the timelines for carrying out these actions. If no risk assessment has been completed, please move to question 13.</p>
13	<p>You are asked to provide details of any communication you have had, or plan to have, with other stakeholders.</p> <p>We are aware that AHBs are subject to a range of legal, regulatory, and statutory obligations. Is your organisation satisfied that all key stakeholders (including other regulators) have been identified, and that an appropriate communication plan is in place?</p>

(e) Section 5 – Event Timeline

Once you have answered the clarification questions relevant to your notification, you will be asked to answer questions relating to the timeline of the event.

(i) Asset Transfer / Mergers and Intention to Cancel AHB Status

If your notification relates to asset transfers, mergers and/or the intention to cancel AHB status, you will be asked to answer the following questions relating to the timeline of the event:

Section 5 – Event timeline	
Asset Transfers, Mergers and/or Intention to Cancel AHB Status	
20	<p>You are asked to tell us when the event you are notifying us of occurred or when it is expected to occur.</p> <p>You must choose one of the following options:</p> <ul style="list-style-type: none"> • Future event • Event has already occurred • Event ongoing <p>By choosing one of the above you will give us an indication of the general timeline of the event.</p>
21	<p>Here you are asked to give us further information regarding the timeline of the event if you think it is required.</p>

(ii) All other Notifiable Event Types

If your notification relates to any other category of Notifiable Event, you will be asked to answer the following questions relating to the timeline of the event.

Section 5 – Event timeline	
All other Notifiable Event Types	
14	<p>You are asked to tell us when the event you are notifying us of occurred or when it is expected to occur.</p> <p>You must choose one of the following options:</p> <ul style="list-style-type: none"> • Future event • Event has already occurred • Event ongoing <p>By choosing one of the above you will give us an indication of the general timeline of the event.</p>
15	<p>You are asked to tell us when your organisation became aware of the matter you are notifying us about. This will help us to understand at what stage your organisation may be at in managing the event and how much detail we might expect from you at the time of notification.</p> <p>If you do not know the specific date your organisation became aware of the matter, please provide an approximate date.</p>
16	<p>Here you are asked to give us further information regarding the timeline of the event if you think it is required.</p>

(f) Section 6 – Additional Information

(i) Option 1 – Notifiable Event

If the type of notification you are making relates to a 'Notifiable Event' - a material, significant, or exceptional issue, event, or change within the organisation (Option 1 from Section 2 above), you are given the option to provide additional information if you think it is required.

Section 6 – Additional Information	
Option 1 – Notifiable Event	
17 or 22	<p>You are asked to give us additional information if you think it is required. If you think there is information that is important to our</p>

	understanding of the event, that was not captured in the preceding sections, please include this information here.
18 or 23	<p>Before you submit the notification to us, you are asked to tick the box to certify that the information you have provided in the form is accurate to the best of your knowledge.</p> <p>Once you tick the certification box, you can then click the ‘Submit’ button to submit the notification to us.</p>

(ii) Option 2 – Routine Update

If you are notifying us of a routine update within your organisation, such as a routine change of Chairperson, board member, member of staff, and so forth. (Option 2 from Section 2 above), you must give us additional information before you submit your notification.

Section 6 – Additional Information	
Option 2 – Routine Update	
8	<p>You are asked to give us additional information. Please include relevant information that you think is important to our understanding of the notification you wish to make.</p> <p>For example, if you are notifying us of a change of Chairperson, consider whether you need to include updated contact information for your organisation.</p>
9	<p>Before you submit the notification to us, you are asked to tick the box to certify that the information you have provided in the form is accurate to the best of your knowledge.</p> <p>Once you tick the certification box, you can then click the ‘Submit’ button to submit the notification to us.</p>

(g) Submit

Once you click the ‘Submit’ button at the bottom of the form, we will receive your notification and an acknowledgement will be sent to the contact email(s) provided by

you in the form. We will then review the information you have provided and will respond fully to your notification within ten working days.

Glossary of Terms

Glossary	
Action Plan	This is a plan which the organisation has put in place to address the Notifiable Event and manage any associated risks.
AHB Registration Number	An AHB registration number is assigned to each AHB deemed registered on the Approved Housing Bodies Register. AHB registration numbers are in the format AHB-XXXXX. If you are unsure of your organisations AHB registration number, you can find it on the Approved Housing Bodies Register .
Approved Housing Bodies Register	The Approved Housing Bodies Register is a register of all Approved Housing Bodies currently registered or deemed to be registered with AHBRA. The Approved Housing Bodies Register is available on AHBRA’s website at Approved Housing Bodies Register .
Asset Transfer	The act of moving ownership of property or land from one person to another.
Chairperson	The designated head of your organisation’s board.
Dwelling	Any building or part of a building intended for occupation as a normal place of residence.
Eligibility Criteria	The list of conditions or criteria that an organisation must meet to register as an AHB with AHBRA as set out in Section 25 of the Housing (Regulation of Approved Housing Bodies) Act 2019.
Merger	A merger is the combination of two or more AHBs to form either a new or enlarged AHB.
Primary Contact	The designated member of your organisation that will be the primary contact point used by AHBRA for regulatory correspondence.

Risk	A risk is the potential of a situation or event to impact on the achievement of specific objectives. It can be an obstacle that gets in the way of an organisation achieving its objectives.
Risk Assessment	An evaluation that an organisation carries out to identify what risks it faces and the potential impact of these risks.
Stakeholder	A party that has an interest in an AHB and can either affect or be affected by the organisation.
Succession Planning	The process of ensuring suitable replacements for key leadership roles. This includes, for example, planning ahead for new board members when existing members are approaching the end of their term.
Under a Mortgage Charge	When a lender holds a dwelling as security for monies repayable by the owner.