**HOUSING GRANT PROGRAM – APPLICATION FORM**

**Complete this application form with reference to the Housing Grant Program Policy**

|  |
| --- |
| **Applicants Information** |
|  **Name of Applicant No. 1** |       |
| **Date of Birth of Applicant No.1** |       |
| **Are you and Australian Citizen** | Yes or No:       |
| **Name of Applicant No. 2** |       |
| **Date of Birth of Applicant No. 2** |       |
| **Are you an Australian Citizen** | Yes or No:       |
| **Address**  |       |
| **Phone / Mobile Numbers** |       |
| **Email Address** |       |
| **Dwelling Details – where work will be completed** |
| **Street Address** |       |
| **Lot & Plan Number** |       |
| **Proposed Type of Works** (place a tick in applicable Box) |  **[ ]**  New Build **[ ]**  Renovation **[ ]**  Dual Occupancy Premises **[ ]**  Granny Flat   **[ ]**  Short-Term Premises **[ ]**  Rooming Accommodation **[ ]**  Shed or other Structure   **[ ]**  Improvement – (Specify eg Fencing / Painting);  |
| **Scope of Works** **(**Description of works to be completed – supporting documentation must be attached to application eg: Quotes/plans/drawings/contract) |       |
| **Certified Builder / Repairers Details**(Name and Address – If Owner Builder permit must be provided) |       |
| **Start Date for Build or Repairs** |       |
| **Total Cost of Build or Repairs** |       |
| **Completion of Works**  |
| **Upon Completion of Approved Works, you must provide Council with the necessary documentation** | As listed in the Housing Grant Program Policy |
| **Payment of Housing Grant Program Monies** |
| **Upon receipt of all required Completion of Approved Works documentation and photo’s to confirm Council will complete the approval process and make payment of funds** |  Please provide your Bank Account Details for payment of funds:Bank Account Name: …………………………………………………………………BSB: ……………………………………………………………………………………Account Number: …………………………………………………………………….. |
| **Signature of all Applicants Required** | **I/we make this application to the Housing Grant Program and declare that all the information included in this application is true and correct.** Signature (1) ……………………………………………….. **Date:**      Name of Applicant: ………………………………………….Signature (2): ………………………………………………..  **Date:**      Name of Applicant: …………………………………………. |
|  **Council Use Only** |
| **Application Received by** |       **Date:**       |
| **Assessment of Application – Director Community Services & Wellbeing** | **Yes or No** | **Comment** |
| Is the Applicant/s at least 18 year of age or older |       |       |
| Is Applicant/s an Australian Citizen |       |       |
| Does the Applicant/s own the property where the work will be completed |       |       |
| Does the Application meet the Eligibility Check  |       |       |
| Does the work meet the Approved Scope of Works |       |       |
| **Assessment of Application – Director of Engineering** | **Yes or No** | **Comment** |
| Is the Applicant/s at least 18 year of age or older |       |       |
| Is Applicant/s an Australian Citizen |       |       |
| Does the Applicant/s own the property where the work will be completed |       |       |
| Does the Application meet the Eligibility Check |       |       |
| Does the work meet the Approved Scope of Works |       |       |
| **Recommendation to CEO** |
| Recommendation - Director Community Services & Wellbeing | Approve / Decline      | Reason for Approval or Decline      |
| Recommendation – Director of Engineering | Approve / Decline      | Reason for Approval or Decline      |
| **CEO – Approve or Decline** |
| Signature: | Date:       | Approve:      Decline:       |
| Approval / Decline Letter |
| Letter sent to Applicants | Date:       | Name:       |
| **Completion of Approved Works** |       |
| **Grant funds are payable when required documentation is received by Council (refer to Housing Grant Program Policy)** |
| New Build | Form 21 – Final Inspection Certificate and fully paid invoice and receipt | Received – Y or N      | Comments:      |
| Upgrade to Existing Dwellings | Confirmation by the Builder or a Form 21 – Final Inspection Certificate and a fully paid invoice and receipt | Received – Y or N      | Comments:      |
| Minor Works | A Statutory Declaration and a fully paid invoice and receipt from the qualified tradesperson confirming the works completion | Received – Y or N      | Comments:      |
| **Approved for Payment of Grant Funds** |
| **Approved by Director of Engineering** | **Name:** **Position: Director of Engineering****Signature:** **Date:** |
| **Payment of Funds to Nominated Bank Account** |
| **Payment processed** | **Date:**       |
| **Completion Letter** |
| **Letter sent to Business** | **Date:**       Name:       |