**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: | | | |