

## **Application for assistance**

### **Structural Damage Assistance – Damaged Home**

*The Queensland Premier has commenced an appeal to assist victims of the Queensland floods and Tropical Cyclone Yasi. The Australian public, business community and all levels of government have given generously to the appeal, which will focus on helping individuals and families who are experiencing hardship from the impacts of these natural disasters.*

**Intention of this assistance** Any payment from the Premier's Disaster Relief Appeal is intended to assist people with their rehousing and recovery needs.

**Purpose of this form** Use this form to apply for assistance if your home has suffered structural damage as a result of the Queensland floods or Tropical Cyclone Yasi.

**Who is eligible for assistance?** You may be eligible for assistance if:

- your principal place of residence suffered structural damage as a result of the Queensland floods or Tropical Cyclone Yasi, **AND**
- you were the owner-occupier of the principal place of residence at the time of the Queensland floods or Tropical Cyclone Yasi, **AND**
- your household income is less than \$150 000 per annum.

**This means that you are not eligible for Structural Damage Assistance if you were a tenant renting the home or if you are seeking assistance to repair an investment property, holiday home or weekender, boat or caravan that you own but is not your principal place of residence.**

**Applicants must be the owners on the title of the property.**

**An income test will be applied to determine eligibility for assistance and the amount of assistance you may be eligible to receive.**

**How much will I be paid?** If you are eligible, you will receive an initial payment of up to \$15 000 towards your rehousing and recovery needs. Additional assistance of up to \$75 000 may be provided depending on your income and other circumstances.

Any insurance payment, or ex gratia payment received, for example from your bank or insurance company or payment under the Community Recovery Structural Assistance Grant, will be deducted from the amount you are assessed to be eligible for.

**How long do I have to claim?** Closing date for applications is 30 June 2011.

**How will payments be made?** Payments will only be made to a bank, building society or credit union account.

**Who can use this form?** **The application can only be made by an owner-occupier.**

Please submit only one application per owner-occupied residence. Where a property has part-owners who do not live in the home, they must also sign this application.

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**How do I return the form?**

Use the checklist on the back of this form to make sure you have answered all the questions you need to answer and that you have signed and dated this form. This is important because the assessment of your application will be delayed if all the information required is not available.

**To proceed with this application you must sign the attached Statutory Declaration and the Consent and Authority to liaise with your insurer and other parties (regardless of whether or not your insurance claim has been finalised or approved).**

You must lodge this application by post via the free reply paid address (no postage required):

Premier's Disaster Relief Appeal – Round 3  
Reply Paid 15671  
CITY EAST QLD 4002

**Applications close 30 June 2011.**

**Who can witness a Statutory Declaration?**

People authorised to witness statutory declarations are:

- a Justice of the Peace
- a Commissioner for Declarations or notary public under the law of the State, the Commonwealth or another state
- a lawyer
- a conveyancer or another person authorised to administer the Queensland oath, under the law of the State, the Commonwealth, or another state.

You can locate a Justice of the Peace or Commissioner for Declarations on the Department of Justice and Attorney General website: [www.justice.qld.gov.au/justice-services/justices-of-the-peace/jps-search](http://www.justice.qld.gov.au/justice-services/justices-of-the-peace/jps-search)

**Do I need to obtain quotes?**

You will need to obtain two quotes from licensed Building Services Authority (BSA) builders. A list of licensed builders who are willing to undertake building work associated with the recent natural disasters can be found by visiting the BSA's website [www.bsa.qld.gov.au](http://www.bsa.qld.gov.au) and clicking on the red button in the middle of the page titled "*Residents Looking for a Licensed Contractor to Perform Building Work arising from a Natural Disaster*".

Or, if you are finding it difficult to obtain two quotes from licensed builders please contact BSA on **1300 272 272** and a quote will be arranged for you.

**What should my quotes for repairs contain?**

Your quotes need to state:

- Name of the Building Services Authority (BSA) licensed individual or company performing the work;
- Building Services Authority (BSA) licence number;
- ACN or ABN;
- Be dated; and
- Provide a clear description of the repair work with a breakdown of the elements of each component of the work which is to be separately costed

**What if I have already commenced repairs?**

You should still apply if repair work has commenced or been completed to your home, however, you will need to provide:

- the contract you have entered into for repair work
- invoices and receipts relating to the repair work

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**For more information**

Please call **1800 173 349**

**If you have a hearing or speech impairment**

**TTY service** Freecall™ **1800 810 586**. A TTY phone is required to use this service.

**Definition of key terms**

**Principal place of residence**

Your home that you lived in and owned (or were paying off) at the time of the flooding or Tropical Cyclone Yasi. Your home could include a house, caravan, boat or other dwelling.

**Income test**

An assessment of income to determine your financial capacity to recover. Maximum assistance is available where the income of the owner and their partner is up to \$100 000 per annum. This does not include the income of any dependent children or aged parents who were and may still be living with you. Assistance decreases as income increases and the household limit is \$150 000 per annum. Please see the checklist on the last page of the application for details about what evidence of income you need to submit.

**What structures are not considered part of the principal place of residence and what repairs are not considered structural in nature?**

- Outbuildings
- Fences
- Shade Structures
- Garages (except where necessary for security or structural integrity of dwelling)
- Roller door (except where necessary for security or structural integrity of dwelling)
- Greenhouses
- Removal of debris or trees
- Painting (except where necessary for external waterproofing)
- Removal of stains
- Generators (except where sole source of supply)
- Solar panels (except where sole source of supply)
- Air conditioning (except where necessary for medical purposes)
- Furniture
- House Contents
- Swimming Pools
- Vehicles
- Outdoor play structures
- Electrical appliances
- Landscaping

# Application for assistance

## Structural Damage Assistance – Damaged Home

**1. Do you own or are you paying off a mortgage on your home?**

Yes —

No —  **STOP** (this assistance is only available if you own/are paying off the home you live in)

**2. Was the damaged residence your principal place of residence at the time of the Queensland floods or Tropical Cyclone Yasi?**

Yes —

No —  **STOP** (you are not eligible for this assistance)

**3. Do you (and your partner) require financial assistance with your rehousing and recovery needs to recover from your loss?**

Yes —

No —  **STOP** (you are not eligible for this assistance)

**4. Have you applied for assistance under the Premier's Disaster Relief Appeal Round 2 Structural Damage – Destroyed Home?**

Yes —  **STOP** — you do not need to apply again. We will use your existing application. You will only be eligible for payment from either round 2 or round 3 — you can not be paid under both rounds)

No —

**5. Did your home suffer two or more types of structural damage listed in the tick boxes below as a result of the Queensland floods or Tropical Cyclone Yasi?**

Yes —  (please indicate by ticking relevant boxes)

No —  **STOP** (you are not eligible for this assistance).

Replacement of 20% or more of a roof;

Replacement of 20% or more of an external wall;

Replacement of 20% or more of the total ceiling area of the residence;

Replacement of 20% or more of total structural floor of the building;

Replacement of 100% of internal or external stairs;

Replacement of 20% or more of fixtures or fittings in a kitchen;

Replacement of 20% or more of fixtures or fittings in a bathroom; separate toilet, or laundry;

Replacement of 20% or more of electrical wiring of a residence;

Replacement of 20% or more of a gas system for a residence;

Replacement of an internal wall;

Replacement of part of a wall lining if the vertical height of the lining is 1200mm or more;

Replacement of all or part of the primary water supply to, or sewerage or drainage to the building;

Replacement of 20% or more of an unenclosed, elevated platform or verandah, including a deck, attached to a residence;

Replacement of 20% or more of all doors in a residence where the frames must also be replaced;

Replacement of 20% or more of all windows in a residence where the frames must also be replaced.

## 6. Details of applicant/s

(Applicants must be the owner-occupiers of the home.)

	Applicant 1	Applicant 2
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
Surname		
First name		
Second name		
Date of birth	/ /	/ /
Phone		
Mobile		
Email		
Postal address		
<b>Other contact</b> (in case we can not reach you)		
Name		
Phone number		
Relationship to you		

## 7. Details of partner

(Partner of the applicant who was also living in the home but is not on the title of the property.)

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
Surname		
First name		
Second name		
Date of birth	/ /	/ /

## 8. Other homeowners

Are there any other homeowners, other than people listed in 6, whose names are on the title of the property but who were not living in the home?

Yes —  fill in the details below      No —  if No, go to Question 9.

	Homeowner	Homeowner
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
Surname		
First name		
Second name		
Date of birth	/ /	/ /
Phone		
Mobile		
Email		
Postal address		

If there are more than two other homeowners with their name on the title of the property, but who did not live in the house, please attach their details.

## 9. Damaged residence details

What is the address of your flood or cyclone damaged principal place of residence?

Is your home a:

house  caravan  boat

Other

Is there more than one home on the property title?

Yes —  if Yes, provide details below

No —  if No, go to Question 10.

Please attach to your application form two quotes from Building Services Authority licensed builders to repair the structural damage.

Quotes must include:

- Name of the Building Services Authority licensed individual or company performing the work;
- Building Services Authority licence number;
- ACN or ABN;
- Be dated; and
- Provide a clear description of the repair work with a breakdown of the elements of each component of the work which is to be separately costed

Note – All quotes will be assessed by the Department of Communities to determine whether the quotes are reasonable. Audits of quotes and site inspections will be conducted.

## 10. Insurance details

Was your home insured?

Yes —

No —  if No, go to Question 11.

Name of insurance company

Policy number

Amount insured for building

Have you lodged a claim for assistance with your insurer?

Yes —

No —

Have you received a payment from your insurance provider either under your insurance policy or as an ex gratia payment made by your insurer, bank or other body?

Yes —  \$

No —

## 11. Other assistance received

Have you applied for or received a Structural Assistance Grant from the Department of Communities?

Yes —  \$

No —

Have you received a payment from the Premier's Disaster Relief Appeal Round 1? (This will not affect your eligibility for assistance but may help us assess your application more quickly)

Yes —  \$

No —

## 12. Income details

Please provide details in the table below of your gross weekly wages, salary, business returns, investments, pensions and benefits.

	Your weekly income details	Your partner's weekly income details
Weekly wage/salary		
Business returns		
Investments		
Centrelink payments		
Other benefits		
<b>Total</b>		

Your employer's name

Company

Phone

Your partner's employer's name

Company

Phone

Please attach to your claim evidence of your weekly income details. This must include your last two payslips or your benefit advice from Centrelink. Please also attach your 2009/10 Notice of Assessment issued by the Australian Taxation Office.

Self employed applicants or applicants with investment income provide your Profit & Loss Statement 2009–2010.

Name

Company

Phone

### 13. Bank details

If you are approved for payment, where do you want the payment made?

The bank, building society or credit union account must be in your name.

A joint account is acceptable.

Name of bank, building society or credit union:

Branch where your account is held:

Branch number (BSB):

Account number:

Account held in the name(s) of:

I/We the undersigned acknowledge that we are the registered owners of the property detailed in this application and consent to any payments which result from this application being made to the bank account nominated above.

Owner 1 name

Signature

Date

Owner 2 name

Signature

Date

Owner 3 name

Signature

Date

All owners on the title of this property must sign this part of the application. The attached statutory declaration should only be signed by the owner-occupier/s who are applying for assistance.

**Oaths Act 1867**  
**Statutory Declaration**

**QUEENSLAND  
TO WIT**

I/we, \_\_\_\_\_ [insert full name/s],  
of \_\_\_\_\_ [insert address],

in the State of Queensland do solemnly and sincerely declare that:

The information provided in this application is true and correct and that I/we have not lodged another claim for **Structural Damage Assistance — Damaged Home** from the Premier's Disaster Relief Appeal.

If my/our application is approved, the funds will be used to meet my/our rehousing and recovery needs.

I/we understand that:

- any overpayment from the Premier's Disaster Relief Appeal will have to be returned
- a false declaration in this application may lead to prosecution
- personal information I/we have recently provided to apply for assistance from the Premier's Disaster Relief Appeal or the Queensland Department of Communities may be used for the purposes of assessing this application.

And I/we make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

\_\_\_\_\_  
**Signature/s – declarant/s** \_\_\_\_\_  
**Date**

Taken and declared before me at \_\_\_\_\_

[insert name of town or city and suburb where affidavit signed] on this \_\_\_\_\_ [insert date]

day of \_\_\_\_\_ [insert month], 20 \_\_\_\_\_ [insert year], before me.

\_\_\_\_\_  
**Signature – Justice of the Peace/Commissioner for Declarations/Solicitor/Barrister**

\_\_\_\_\_  
**Witness – name**

\_\_\_\_\_  
**Signature – witness**

\_\_\_\_\_  
**Date**

To:-

**The Trustees of the 2010/2011 Queensland Floods and Cyclone Yasi Disaster Relief Fund and the entities providing information referred to below.**

**Consent and Authority**

I/we \_\_\_\_\_ [insert name/s]  
of \_\_\_\_\_ [insert address],  
lawful and registered owner of the flood / cyclone damaged property at \_\_\_\_\_  
\_\_\_\_\_ (“the property”),

of which I/we am the owner-occupier and which was my/our principal place of residence at the time of the Queensland floods during December 2010 and January 2011/ Tropical Cyclone Yasi, do consent to the Department of Communities, on behalf of the Trustees of the 2010/2011 Queensland Floods and Cyclone Yasi Disaster Relief Fund (“the Fund”), obtaining information to verify my/our application, from Local, State and Federal Government departments and agencies, my employer and accountant, as well as:

my insurer \_\_\_\_\_ [insert name of insurer]  
insurance policy number \_\_\_\_\_ [insert policy number]

regarding my insurance claim for damage to the property resulting from the widespread flooding in Queensland in December 2010 and January 2011 or Tropical Cyclone Yasi.

I/we authorise those entities to provide this information to the Department of Communities on behalf of the Trustees of the Fund.

I/we understand this information will include copies of all correspondence between the insurer, its assessors or other agents and myself regarding my/our claim, copies of all building quotes, engineering assessments and payout or other disbursement details regarding my/our claims.

I/we authorise the Department of Communities and the Trustees of the Fund to use this information only for the purpose of determining the amount of financial assistance that will be made available to me/us from the Fund.

I/we authorise the Department of Communities or their representatives to enter my/our property in order to carry out an inspection of the damage.

Signed \_\_\_\_\_

Please print your name/s here \_\_\_\_\_

Witnessed by \_\_\_\_\_ [signature of witness]

Please print the name of witness here \_\_\_\_\_

Date \_\_\_\_\_

## Checklist

### Premier's Relief Fund – Round 3

#### APPLICANT CHECK LIST

- Identity**  
You must provide 100 points of identification.

Type of documents	Available points
Passport (current/expired within two yrs), or Australian Citizenship Certificate, or Birth Certificate (original/extract) – Select one only	70
Australian Driver's Licence (current with photo and signature); Govt Card with photo/signature e.g. Public Employee ID card; Pension card; Centrelink Customer Reference Number	40
Letter from current employer – on letterhead and signed by applicant and employer	35
Credit/Debit ATM Cards; passbook; bank statements (only one identification document per financial institution); Medicare Card; Marriage Certificate; phone, electricity/gas account	25

**Copies of these documents must be witnessed as true and accurate copy by a Justice of the Peace/Commissioner for Declarations/Solicitor/Barrister.**

#### CHECK

- Evidence of property ownership**  
Most recent rates notice (available from your local council).
- Principal residence**  
Evidence that the property was your principal place of residence (drivers licence, electricity or other utilities accounts, phone accounts, Tax Office records).
- Gross household income**
- Your last two payslips
  - benefit advice from Centrelink/Department of Veterans Affairs
  - your 2009/10 Notice of Assessment issued by the Australian Taxation Office and contact details for your accountant where applicable.
  - 2009/2010 Profit and Loss Statement, where applicable
- Insurance**  
Copies of any relevant correspondence from your insurance company in relation to your claim.
- Statutory Declaration and Consent & Authority**  
Have **all** parties to this application signed **both** forms?
- Quotes**  
Quotes need to state:
- Name of the Building Services Authority licensed individual or company performing the work;
  - Building Services Authority licence number;
  - ACN or ABN;
  - Be dated; and
  - Provide a clear description of the repair work with a breakdown of the elements of each component of the work which is to be separately costed.
- Contract, invoices and receipts**
- Where applicable please include relevant documentation for all commenced or completed repairs.