

QPRC



Hardship Assistance – Payment Arrangement

Information for the applicant

- This form must only be completed and signed by the property/land owners/authorised representative (rates accounts) or person responsible to pay the account or authorised representative (debtor accounts).
- Once completed, this application form should be submitted to Queanbeyan-Palerang Regional Council for determination at either one of the below locations:

Post

PO Box 90, Queanbeyan,
NSW 2620

Email

council@qprc.nsw.gov.au

N.B. Questions marked with an * are mandatory.

PAYMENT ARRANGEMENT DETAILS

***Please choose your preferred arrangement and complete the relevant details below:**

- Payment extension and lump sum payment
 Payment extension and payment plan
 Payment plan only

Payment extension (complete if this arrangement has been ticked above)

***Proposed payment extension period (length of time):**

- 3 months 6 months Other

Lump sum payment (complete if this arrangement has been ticked above)

***Lump sum payment date: (dd/mm/yyyy)**

***Lump sum payment amount: (\$)**

Payment plan (complete if this arrangement has been ticked above)

***Proposed payment arrangement period: (length of time)**

- less than 6 months 6 months 12 months Other

***Proposed payment plan start date: (dd/mm/yyyy)**

REASON FOR HARDSHIP REQUEST

Payment extension (complete if this arrangement has been ticked above)

***Indicate why you are seeking assistance and provide details below:**

- COVID-19 (business closure/job loss) Drought/bushfire affected Pensioner
 Injury/illness Reduced income/unemployment (not related to COVID-19) Other

***What is the industry of your employment/business?**

***How long have you been experiencing financial hardship?**

***Details**

APPLICANT AND ACCOUNT DETAILS

***Full Name:**

***Property Number/Water Account Number or Debtor ID:**

***Contact Phone Number (during business hours):**

***Property Address:**

***Lot and Plan (DP/SP) Number:**

***Postal Address (if different to property address):**

FINANCIAL SUPPORT AND DEPENDANTS

***Current employment status:**

Full time

Part time

Unemployed

Other

***Do you have a current Pensioner Concession Card (PCC) or receive any pension/government benefits?**

Yes (complete details below)

No (if no please go to next section –
Ownership/Residency)

PCC No:

Date of Grant: (dd/mm/yyyy)

Other Benefit Type: <input style="width: 90%; height: 25px;" type="text"/>	Pension/Benefit Amount: (\$) <input style="width: 90%; height: 25px;" type="text"/>
*Have you claimed a Pensioner Concession on any other property in this financial year? <input type="checkbox"/> Yes (complete details below) <input type="checkbox"/> No	
Property address: <input style="width: 95%; height: 30px;" type="text"/>	
*Indicate all categories of people living at the property: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Children <input type="checkbox"/> Relatives <input type="checkbox"/> Boarders <input type="checkbox"/> Other	
*How many children do you support? <input style="width: 90%; height: 25px;" type="text"/>	State their ages: <input style="width: 90%; height: 25px;" type="text"/>

OWNERSHIP/RESIDENCY DETAILS

***Is the property you listed in this application your:**
 Primary residential home Business (land owner) Investment property - residential Business (lessee)

***If the property is rented:**
 Full time Part time
 Monthly rental income:

***Is the property you listed in this application:**
 Owned by yourself Joint ownership
 Joint owner details and relationship to you:

***Do you own an interest (either whole or partial) in any other property?**
 Yes (complete details below) No

Property Address	Property Ownership	Financial Assistance being provided on these properties?
	<input type="checkbox"/> Owned by yourself <input type="checkbox"/> Joint owners <input style="width: 80%; height: 25px;" type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input style="width: 80%; height: 25px;" type="text"/>
	<input style="width: 80%; height: 25px;" type="text"/>	
	<input style="width: 80%; height: 25px;" type="text"/>	

Property Address	Property Ownership	Financial Assistance being provided on these properties?
	<input type="checkbox"/> Owned by yourself <input type="checkbox"/> Joint owners	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Owned by yourself <input type="checkbox"/> Joint owners	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Total property rental income received weekly for <u>all properties listed</u>: (\$)		
<input type="text"/>		

SUPPORTING DOCUMENTS CHECKLIST

The information below is recommended (if in possession) to be attached to this application to assist Council granting financial hardship assistance.

- Copies of recent bank statements confirming the balances and transactions in the last 6 months, held in all bank, credit union or building society accounts. This should include your main transaction account where salary and/or Centrelink payments are credited to
- Copy of Pensioner Concession Card (PCC) where applicable
- Copies of letters from other utilities or mortgage provider confirming your financial hardship assistance agreement with them
- Copies of letters from support organisations confirming your financial hardship
- Proof of ownership of business where applicable
- Copies of lease agreements where applicable
- Letter from Financial Advisor confirming your financial situation
- Copy of severance letter or letter confirming you have been stood down without pay
- Other relevant information you feel may assist your application

PAYMENT ARRANGEMENT DECLARATION

By signing this document, I declare that I am authorised to apply for a payment arrangement and I understand the conditions below:

- Council can accept or renegotiate the terms of hardship assistance as per the Financial Hardship Assistance Policy.
- Further communications and/or documentation may be required to finalise this arrangement.
- A formal response will be provided by Council detailing the outcome of the hardship application and/or payment arrangement.
- If the payment arrangement is not maintained and the applicant does not notify Council, the total amount outstanding becomes due and payable and will be subject to Council's debt recovery process. Interest charges or late fees will apply. The cost of legal recovery will be charged to the rates or debtor account.
- I consent to Council conducting any necessary checks to verify the information I have provided.

Name:

Signature:

Date: