

## Application for Financial Hardship Assistance

(Form Number – L-FINFRM001)

If you are a Latrobe Council ratepayer, you may be eligible for support under the Council's Financial Hardship Assistance Policy if you are experiencing genuine and serious financial hardship and in particular as a direct result of the COVID-19 pandemic.

Prior to completing this application please read the Policy which can be accessed on the council's website [www.latrobe.tas.gov.au](http://www.latrobe.tas.gov.au) or by contacting Council.

In this form you are required to answer questions by ticking the appropriate box or by providing a written answer. The questions are designed to provide the Council with as much information as possible to assist in the application assessment process. Please note that you should provide any documentation that you feel may support your application for hardship. The Council reserves the right to request further supporting information should they require it for assessment of hardship.

If you are applying for assistance for more than one property you must complete an application for each property, as the nature, type and ownership of each may differ.

### 1 Applicant Information

This application seeks the following concession(s) on the basis of financial hardship (please select at least one):

- Postponing rate payments (extension of time);
- Waiver of late payment penalties or interest for the period of financial hardship;  
or
- Rates remission (this option can only be applied for after a postponement has been granted).

Name of the Property Owner(s):

Name of Applicant:

Address:

Contact phone number(s):

Email address:

**Rateable Property Details (information as it appears on your rates notice)**

PID Number:

Street Address:

Address Line 2:

Suburb

Postcode:

Are you the owner of the property? Yes  No

For what type of property are you applying? Residential   
Commercial

Is the property a rental property? Yes  No

**Please tell us why you are applying for hardship assistance:**

## 2 For Residential Property Applications ONLY

### Pension/Benefit details (if applicable):

Type of Pension / Benefit:

DVA or CRN Number:

Date of Issue:

Expiry Date:

Do you have a current pensioner remission on your rates? Yes  No

### Current Weekly Income:

Wages and salary:

Pension or other government benefit:

Compensation / superannuation / insurance or retirement income:

Spouse or partner income (if applicable):

Other income (eg rental income, dividends, child support):

Interest from banks and financial institution:

**Total weekly income:**

### Current Weekly Expenses:

Mortgage(s) / rent:

Other loan / credit card repayments:

Utilities (eg water, electricity, gas, phone/internet, rates):

Insurance(s):

Government payments (eg child support, outstanding tax):

Other living expenses (eg food, clothing, medical, fuel/transport):

**Total weekly expenses:**

**Please attach documentary evidence to assist us to review and assess your hardship application.**

- Evidence of qualifying for Job Seeker support (eg a letter from the Government).
- Assessment by an independent accredited financial counsellor demonstrating an inability to both pay rates and to rearrange asset portfolios to facilitate payment.
- A statutory declaration from an appropriate and independent professional, familiar with the applicant's circumstances (e.g. a family doctor for health-related evidence, a bank official, insurance policy manager, etc.).
- Pending disconnection of essential services, like water, electricity, gas (does not include mobile phone or internet bills).
- Notice of impending legal action.
- Letter from charitable organisation regarding loss of employment or inability to provide for basic necessities.
- Bank notice for example, overdraft call or mortgaged property repossession.
- Employer notice of redundancy or termination of employment.
- Overdue medical bills.
- Letter from doctor verifying inability to earn an income due to illness or caring for a sick family member.
- Funeral expenses.
- Final notice from school regarding payment of mandatory fees.
- Repossession notice of essential items (eg car)
- Other documentation demonstrating that you are experiencing financial hardship (please describe below):

### 3 For Commercial Property Applications ONLY

Business Name:

Who is currently paying rates for this property?

**Please attach documentary evidence to assist us to review and assess your hardship application.**

- Evidence of qualifying for Job Keeper support (eg a letter from the Government) **(required information)**.
- Documentary evidence the business' loss of revenue (compared to the same period in the previous year) which is directly attributable to the COVID-19 pandemic **(required information)**.
- Enforced closure due to Government directions.
- Tenants requests for financial relief.
- Any documentation that confirms the business is experiencing significant financial hardship (which could include any of the following):
  - Assessment by an independent accredited financial counsellor demonstrating an inability to both pay rates and to rearrange asset portfolios to facilitate payment.
  - A statutory declaration from an appropriate and independent professional, familiar with the applicant's circumstances (e.g. a family doctor for health-related evidence, a bank official, insurance policy manager, etc.).
  - Pending disconnection of essential services, like water, electricity, gas (does not include mobile phone or internet bills).
  - Notice of impending legal action.
  - Bank notice for example, overdraft call or mortgaged property repossession.
- Other documentation demonstrating that you are experiencing financial hardship (please describe below):

## 4 Submission and Assessment

Please make sure your application is addressed to the General Manager, and submitted as follows:

- Online at [www.latrobe.tas.gov.au](http://www.latrobe.tas.gov.au);
- Email to [council@latrobe.tas.gov.au](mailto:council@latrobe.tas.gov.au) and label the subject of your email “Financial and Hardship Assistance Application”; or
- Mail to PO Box 63, Latrobe, TAS, 7307.

We will be in contact with you as soon as possible to acknowledge your application and provide advice regarding the assessment process. If you have any enquiries or need assistance completing your application, please contact Council on (03) 6426 4444.

## 5 Declaration and signature

I confirm that the information provided within this Application for Financial Hardship Assistance is accurate, and there have been no misrepresentations or omissions of fact that would otherwise influence the review and decision of Latrobe Council.

Signature:

Name:

Date:

### Personal Information Protection Statement

The personal information that Council is collecting from you is deemed personal information for the purposes of the *Personal Information Protection Act 2004*. The supply of the information by you is voluntary. However, if you cannot provide or do not wish to provide the information sought, Council may be unable to process your application or request.

You may make application for access or amendment to your personal information held by the Council. Enquiries concerning this matter can be addressed to: General Manager. Latrobe Council, PO Box 63, Latrobe, TAS, 7307.