

## APPENDIX B: APPLICATION FOR FINANCIAL HARDSHIP ASSISTANCE

If you are a Northern Midlands Council ratepayer, you may be eligible for hardship assistance in the payment of overdue rates and charges where you are experiencing genuine and serious financial hardship due to the COVID-19 Pandemic.

Ratepayers and tenants are encouraged to apply for assistance as soon as possible.

For further information, see Financial Hardship Assistance Policy.

### APPLICANT INFORMATION

This application is to apply 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.

Remission of any rates is reserved only for the most serious and exceptional cases of financial hardship. Even in these cases, deferral of rate payments must be applied for and approved first, before an application for rates remission can be considered.

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.

The following questions are designed to provide the Council with as much information as possible to assist in the application assessment process.

**Name of the Property Owner(s):**

**Name of Applicant:**

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

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

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

Account Number:   
Street Address:

**Please provide details of how we can contact you:**

Name:   
Phone Number/s:   
Email Address:

**FOR RESIDENTIAL PROPERTY APPLICATIONS ONLY:**

**Current Weekly Income Details:**

Pension or other government benefit (complete details below)  \$  
Compensation/Superannuation/Insurance or Retirement income  \$  
Spouse or partners income (if applicable)  \$  
Other income (rental income, child support)  \$  
Interest from banks and financial institutions  \$  
Total weekly income  \$

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

Type of Pension/Benefit   
Compensation/Superannuation/Insurance or Retirement income   
Date of Issue   
Expiry   
Do you have a current pensioner remission on your rates?  Yes  No

**Current Weekly Expenses:**

Mortgage(s)  \$  
Other loans / credit cards  \$  
Utilities  \$  
Insurance(s)  \$  
Other living expense  \$  
Total weekly expenses  \$

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

(noting that as much supporting documentation as possible should be provided).

- Evidence of you qualifying for Job Seekers support.
- 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 independent professional, familiar with your circumstances.
- Notice of impending legal action.
- Employer notice of redundancy or termination of employment.
- Letter from charitable organisation regarding loss of employment or inability to provide for basic necessities.
- Accountant or bank statements and notices.
- Overdue medical bills.
- Letter from doctor verifying inability to earn an income due to illness or carer responsibilities.
- Funeral expenses.
- Final notice from school regarding payment of mandatory fees.
- Repossession notice of essential items, like a car or motorcycle.
- Other documentation demonstrating that you are experiencing financial hardship (please describe below):

**FOR COMMERCIAL PROPERTY APPLICATIONS ONLY:**

Company Name:

Who is currently paying rates for this property?

**Please attach documentary evidence to assist us to review and assess your hardship application (noting that as much supporting documentation as possible should be provided).**

- Evidence of your business qualifying for the JobKeeper support package – this alone will qualify as evidence of experiencing genuine financial hardship.
- Assessment by an independent accredited financial counsellor demonstrating an inability to both pay rates and to rearrange asset portfolios to facilitate payment.
- Accountant or bank statements and notices.
- Details of closure - including Government enforced closure as a requirement of COVID-19.
- Tenant correspondence requesting relief (if applicable).
- Commercial and leasing arrangements as a direct result of the COVID-19 pandemic;
- A statutory declaration from an independent professional, familiar with your circumstances.
- Notice of impending legal action.

**Please describe and provide other documentation demonstrating the quantum of revenue lost (compared to the same period in the previous year):**

## SUBMISSION AND ASSESSMENT

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

- Emailed to [e.g. council@nmc.tas.gov.au]; or
- Mailed to The General Manager, Northern Midlands Council, P O Box 156, Longford TAS 7301.

Please use the title '**Hardship Assistance Application**' to assist our staff to identify your application quickly. 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's Customer Service Team].

## DECLARATION AND SIGNATURE

I confirm that the information provided within this Application for Financial Hardship is accurate, and there have been no misrepresentations or omissions of fact that would otherwise influence the review and decision of Northern Midlands 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 the General Manager].