

COVID-19 Financial Hardship Application

Important Information

We are aware of the Coronavirus (COVID-19) situation and the impact this may have on your ability to make payment for your council rates at this time. If you are experiencing extreme financial hardship as a result of COVID-19, you can apply for a special payment arrangement with us.

Financial Hardship Criteria

Payment difficulties, or short-term financial hardship occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial Hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependents. The Shire of Broome recognizes the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment arrangement. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

This includes but not limited to the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

How can I apply?

Website

Apply online through our Shire of Broome website [here](#)

Email


You can print, complete, scan and email this form, along with supporting documentation to – shire@broome.wa.gov.au

Mail

You can print, complete, scan and email this form, along with supporting documentation to Finance, Shire of Broome, 27 Weld Street Broome 6725 WA
If you do not have access to a computer, please phone us on 08 9191 3456 and we will mail out an application form.

We're here to help

If you have any questions or need assistance completing this application, please contact us.

 9191 3456

 shire@broome.wa.gov.au

1. Who is this application for?

APPLICANT ONE	
Title	
First Name	
Surname	
Residential Address	
Phone	
Email	
APPLICANT TWO	
Title	
First Name	
Surname	
Residential Address	
Phone	
Email	
Relationship to Applicant One	

If more than two people are applying, please provide the details of any additional applicants on a separate page.

2. Which property is this application for?

Assessment No. (listed on your rates notice)	
Property Address	

If you're applying for more than one property, please provide the details of any additional properties on a separate page.

3. Do you own any other properties?

Move to question four if you do not own any other properties.

Property Address	Current Value of the Property	Balance of Mortgage Owed on the Property
	\$	\$
	\$	\$
	\$	\$

If you have more than three properties, please provide the details of any additional properties on a separate page.

4. Please tell us about your financial hardship situation

Are you experiencing financial hardship as a result of COVID-19?

Yes No

5. Why are you experiencing financial hardship? (Please circle any that apply).

Reduced income	Job loss	Medical condition
Other (please specify)		

6. Can you tell us anything else about your situation?

7. What is your fortnightly income and expenses?

Please provide combined income and expenses for all applicants.

Combined Fortnightly Income		Combined Fortnightly Expenses	
Wages/ Superannuation	\$	Food/Groceries	\$
Rental Income	\$	Household bills (gas, \$ water, electricity etc.)	\$
Centrelink Payments	\$	Car Expenses (petrol, repairs, insurance etc.)	\$
Other Income	\$	Mortgage/Rent	\$
		Other Expenses	\$
Total	\$	Total	\$

8. What are your assets and liabilities?

Please provide combined assets and liabilities for all applicants.

Combined Assets		Combined Liabilities	
Current Dwelling(s)	\$	Home Loan(s)	\$
Investment(s) (including investment properties)	\$	Personal Loan(s)	\$
Motor Vehicle(s)	\$	Credit Card(s)	\$
All Other Assets	\$	Other Liabilities	\$
Total	\$	Total	\$

9. Supporting Documentation required in order for application to be reviewed

For individuals

- Four most recent pay slips
- Bank statement for the last three months (bank receiving payroll payments)
- Others (i.e. Centrelink documentation, medical certificates, etc.)

For companies

- Latest annual financial report (audited if available)
- Latest management accounts with a balance sheet and profit or loss
- Bank statement for the last three months

10. Payment plan

Are you in the position to make part payments towards your council rates?

Yes No

If yes, please provide details of the arrangement you would like to enter.

I agree to make payments of \$_____ per fortnight/week (please circle one option).

Commencing ___/___/___.

APPLICANT ONE

I declare that the information contained in this application is true and correct.
I have attached supporting documentation as evidence of my hardship circumstance.

Signature:

Date:

APPLICANT TWO

I declare that the information contained in this application is true and correct.
I have attached supporting documentation as evidence of my hardship circumstance.

Signature:

Date:

Privacy Statement

The Shire of Broome is fully committed to protecting any personal, financial and health information you provide to us.

We are collecting this information to assess eligibility and aid due to hardship.

It will not be disclosed to any other external party without your consent unless required or authorised by law.